

SANTA CRUZ • PUBLIC
LIBRARIES
A City County System

LIBRARY JOINT POWERS AUTHORITY BOARD

Monday, September 11, 2006 at 7:00 PM
Community Meeting Room
224 Church Street, Santa Cruz

7:00 PM CLOSED AND LITIGATION SESSION

Real Property (Government Code #54056.8)

1. 117 Union Street, Santa Cruz Property

7:30 PM PUBLIC MEETING

1. ROLL CALL
2. APPROVE AGENDA
3. APPROVE MINUTES OF June 5, 2006
4. ORAL COMMUNICATIONS
5. CONSENT AGENDA
 - A. Accept Additional First 5 Commission Grant
 - B. Accept LSTA Education Grant
 - C. Accept Gates Foundation Grant
 - D. Amend Library Conflict of Interest Code
 - E. Adopt Holiday Hours Schedule
 - F. Adopt Revised Felton Branch Open Hours

6. WRITTEN COMMUNICATIONS

Email Message of 9/5/06 re Library Legislative Update

7. REPORTS OF ADVISORY BODIES

8. MEMBER REPORTS

Supervisor Stone on County Office of Education Letter attached

9. DIRECTOR'S REPORT

A. Options for Funding Capital Projects: A Revised Memo from the Director as part of the Strategic Financial Planning Process

B. Memo of September 1, 2006 from Director of Human Resources Regarding Worker' Compensation

C. Library JPA Revenue & Expenditures 6/30/06 Report

D. SCPL Safety Committee Annual Report, 2005-06

E. READ TO ME Project 4th Quarter and Final Report, FY 2005-06

F. FY 2005-06 Annual Statistical Report

G. Other Items:

Staff Appointments
Brochure Development
Staff Task Force Updates

10. OTHER BUSINESS

A. Adopt Resolution Honoring Library Volunteers

B. Appropriate additional revenue and amend FY 2006-07 Budget

11. SCHEDULE NEXT MEETING

The next meeting is scheduled for Monday, October 2, 2006. It will be a Closed and Litigation Session to conduct a Board discussion of the appraisal of the Director of Libraries. There will be no open meeting, unless an emergency item requiring Board action comes up. The next regular meeting will be Monday, November 6, 2006, which will begin with a Closed Session to

meet with the Director of Libraries on her appraisal, and then an open session.

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.SEP
09/05/06

SANTA CRUZ PUBLIC LIBRARIES
A CITY-COUNTY SYSTEM

LIBRARY JOINT POWERS BOARD

MINUTES

June 5, 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,
Councilmember Michael Termini, Councilmember Randy Johnson, Councilmember
Mike Rotkin and Supervisor Mark Stone, Citizen Leigh Poitinger, Supervisor Jan Beutz

Excused:

Staff: Anne Turner, Director of Libraries
Susan Elgin, Assistant Director of Libraries

II. APPROVAL OF MEETING AGENDA OF JUNE 5, 2006

Councilmember Rotkin moved, seconded by Councilmember Mathews

that the Board approve the agenda of June 5, 2006.

UNAN

III. APPROVE MINUTES OF MAY 8, 2006

Councilmember Rotkin moved, seconded by Citizenmember Gorson

**that the Board approve the minutes of May 8, 2006 with the following correction:
Item IX, A, Laura Whaley, Branch Manager at Boulder Creek graduated from the
University of North Texas.**

UNAN

Abstain: Beutz

IV. ORAL COMMUNICATIONS

A member of the public asked the board to consider making word processing available at the Central Branch. The Director confirmed that this issue will be addressed with the reconfiguration of the Central Branch in the coming months where there are plans to designate an area to word processing.

V. CONSENT AGENDA

A. Accept First Five Commission FY 2006-07 Grant

Councilmember Mathews moved, seconded by Supervisor Stone

That by motion the Library Joint Powers Authority Board authorize the Director of Libraries to sign a contract with the First 5 Commission of Santa Cruz County for continuation in FY 2006-07 of a modified Read to Me Grant Project.

UNAN

B. Revise Request No Pick-up Fine Procedures

Councilmember Mathews moved, seconded by Supervisor Stone

That by motion the Library Joint Powers Authority Board authorize the Director of Libraries to work with staff to devise a system whereby library patrons who fail to pick up a requested item are not charged the \$2.50 Request No Pick-up fine for the first instance, but are charged the fine for subsequent failures to pick up requested items.

UNAN

VI. WRITTEN COMMUNICATIONS

A. Letter of May 26, 2006 from Director of Libraries to Claudia Vestal, President, Santa Cruz County Family Child Care Association

VII. REPORTS OF ADVISORY BODIES

Pat Sandidge, Managing Director of the Friends of the Santa Cruz City-County Library System reported the following Friends' activities:

- May Civic Book Sale Grossed over \$15,000
- Book Fund Drive closed fiscal year end (4/30/06) at over \$24,500
- Saturday, June 3, 2006 Annual Board Retreat
 - New President Mary Kay Simpson; Outgoing President Barney Bricmont
- Board Retreat Objectives were Board and Committee Recruitment
 - Focusing on representing all the geographical areas in the County

- Public Library Postcard campaign continues
- Would like the LJPB to consider a volunteer recognition event
- Sponsoring some Adult Reading Programs along with the Summer Reading Programs for Children and the Festival of the Book Celebration at Harvey West Park

VIII. MEMBER REPORTS

- A. May 12, 2006 Branch Tour and Bookmobile Sites
- Barbara Gorson reported on the successful visits to the branches.
 - Leigh Poitinger reported on the bookmobile stop at the Dominican Oaks Senior Center and was impressed with the staff who are committed to the services provided by the bookmobile.
- B. Barbara Gorson brought up the need to create an ongoing “parking lot” list. This would be a list of topics that the board has discussed but has not acted on or would like to discuss in the future.

IX. STAFF REPORTS

- A. The Director made the following reports:
- Options for Funding Capital Projects: A Memo from the Director as part of the Strategic Financial Planning Process
 - Discussion on getting more information, if Prop 81 passes, on consultants and project proposals for the Library System to receive grant monies.
 - Also adding to the list the option of fundraising for Capital Projects through either corporate or individual contributions
 - Revised Audit Distribution
 - City of Santa Cruz Workers Compensation Data (7/1/00-3/31/06)
 - Would like to invite someone from the Human Resource Department to a future meeting to further discuss the Workers Compensation costs to the Library and to get an update on the findings of the new third party administrator
 - Library JPA Revenue & Expenditures 5/23/06

X. OTHER BUSINESS

- A. State Proposition 81, the Bond Act for Public Library Construction
- B. Modified Classification Study in FY 2006-07

Councilmember Mathews moved, seconded by Councilmember Gorson

That by motion the Board direct the Director of Libraries to undertake a classification and job specification study of certain library positions during FY 2006-07, working with the City Human Resources Department and a staff task force as appropriate.

UNAN

B. Consider and Approve Resolution Adopting GY 2006-07 Operating Budget, and the following Resolutions Transferring and Appropriating Various Revenues:

A. Funds from the Richardson Trust

Councilmember Rotkin moved, seconded by Citizenmember Gorson

that the Santa Cruz Library Joint Powers Board adopt Resolution 2006-05 authorizing the \$12,000 in anticipated income from the Richardson Trust be transferred and appropriated to the FY 2006-07 Budget for the purchase of library materials that meet the criteria established for the Trust.

UNAN

B. Funds from the McCaskill Trust for Local History

Councilmember Rotkin moved, seconded by Citizenmember Gorson

that the Santa Cruz Library Joint Powers Board adopt Resolution 2006-06 authorizing the \$5,000 in accrued McCaskill Trust for Local history income be transferred and appropriated to the FY 2006-07 Budget for the purchase of Library materials for this purpose.

UNAN

C. Funds from the McCaskill Trust for the Visually Impaired

Councilmember Rotkin moved, seconded by Citizenmember Gorson

that the Santa Cruz Library Joint Powers Board adopt Resolution 2006-07 authorizing the \$6,300 in accrued McCaskill Trust for the Visually Impaired income be transferred and appropriated to the FY 2006-07 Budget for the purchase of library materials for this purpose.

UNAN

D. Funds from the Finkelday Trust

Councilmember Rotkin moved, seconded by Citizenmember Gorson

that the Santa Cruz Library Joint Powers Board approve Resolution 2006-08 authorizing the \$755 in anticipated interest income from the Finkeldey Trust be transferred and appropriated to the FY 2006-06 Budget for the purchase of library music materials.

UNAN

E. Adopting Operating Budget for FY 2006-07

Councilmember Rotkin moved, seconded by Citizenmember Gorson

that the Santa Cruz Library Joint Powers Board adopt Resolution 2006-04 Adopting a Budget for the Fiscal Year 2006-07, as proposed in various documents plus Exhibit A. The documents include FY 2006-07 Revenue & Expense Summary, Personnel Budget including Added Personnel, Supplies and Services Budget, Capital Projects & Equipment Purchases.

UNAN

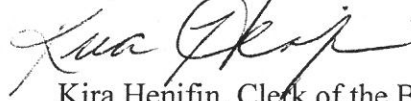
XI. SCHEDULE NEXT MEETING

August 7, 2006

XII. ADJOURNMENT

The regular meeting adjourned at 9:01 p.m.

Respectfully submitted,




Kira Henifin, Clerk of the Board

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



SANTA CRUZ • PUBLIC
LIBRARIES
A City County System

August 31, 2006

TO: LIBRARY JOINT POWERS AUTHORITY BOARD
FR: DIRECTOR OF LIBRARIES 
RE: ACCEPT ADDITIONAL FIRST 5 COMMISSION GRANT

RECOMMENDATION: That the Library Joint Powers Authority Board accept an additional grant from the Santa Cruz County First 5 Commission in an amount not to exceed \$18,000 for Year 1 activities in a Family Place Program, and authorize the Director of Libraries to implement a project budget.

BACKGROUND

It is the staff's understanding that the Santa Cruz County First 5 Commission may be able to grant additional funds to the Library over the next three years for the Family Place project. Youth Services Coordinator Janis O'Driscoll prepared the following summary of the project:

One of the most important things parents can do for a child's future is to read, talk and play with them. Research has shown that children who learn to enjoy books, and who build healthy attachments with caregivers, are more likely to do better in school and in life.

The Santa Cruz Public Libraries plans to advance early literacy and family support in Santa Cruz County through a national initiative called **Family Place**, a model being implemented at over 200 libraries across the country. Family Place reaches out to new and non-traditional audiences, builds partnerships with community agencies, and develops new programs and services that focus on early literacy and family support.

First 5 funds from this request will be used to conduct a minimum of 35 Family Place sessions over a three-year period. The first year we will introduce Family Place at two branches, the second year we will add three different branches, and the third year will be repeated at two of the branches. We will also use First 5 funds to purchase supporting materials for the sessions, and to train staff in the Family Place model.

Family Place programs bring children and parents to a space within the library's children's area where they share time playing, reading, and interacting with community specialists knowledgeable in issues essential to family well-being. Parents who might not seek out formal assistance have the opportunity to talk informally with nurse practitioners, child care specialists, pediatricians, dentists, and other community professionals.

The children benefit from family bonding, developmental play, early literacy activities, and a supportive community environment.

Parents with young children stay in the library longer, babies and toddlers are playing, families are relaxed, and they see the library as a free, safe central community resource.

This initiative is based on research supporting the importance of developmental play, healthy attachments, and early intervention for children's developmental issues. Family Place Initiative: <http://www.mcpl.lib.ny.us/familyplace.html>

Measurable outcome goals for this program include: increasing nurturing and family bonding, increased family reading, and increasing the use of a family-supportive social network. We will involve parents and caregivers in the planning, delivery and evaluation of the program.

The proposed budgets for the project are as follows:

Year 1:	\$17,450.00
Year 2:	\$19,815.00
Year 3:	\$15,300.00

A copy of the Year 1 budget is attached.

JFAMILYPLA.REC

SCPL Family Place Program Project Budget – FIRST YEAR (2006-2007)	
First year at Two Branches: Live Oak and Central Library Branches located in priority zip codes 95062, 95060	
Substitute staff time hours to cover desk shifts for branch youth services librarians during Parent Child Workshop programs (\$25 per hour, 40 hours at each branch)	\$2,000.00
Stipends for community specialists (nurse practitioner, child care expert, nutritionist, ECE specialist, etc.) (10 sessions, each 1 hour and 15 minutes. \$100 per session)	\$1,000.00
First installment of Family Place fee and training for two staff people to attend a four-day Family Place Training Institute in New York in October 16-19, 2006. This is required as part of joining the Initiative.	\$5,333.00
Air and train fare for Family Place Training Institute in New York for two people (October 16-19, 2006)	\$1400.00
Moveable soft barrier cushions for toddlers, to create a defined space for family sessions in the library, to keep babies and toddlers from moving too far. (\$500 per branch)	\$1000.00
Postage, photocopying, and office supplies.	\$500.00
Developmentally appropriate learning toys for babies, toddlers, preschoolers, that will be part of the family space. (\$700 per branch)	\$1400.00
Every Child Ready to Read brochures (200 x 6 brochures; 45 cents per brochure, shipping)	\$600.00
Safe puppets for each child as incentive and for take home practice tool (\$5.00 each for 200 children)	\$1,000.00
Supplies – books, videos and supporting materials (\$1000 per branch)	\$2,000.00
Subtotal:	\$16,233.00
Administrative/Indirect Expenses:	\$1,217.00
Total Project Budget First Year:	\$17,450.00



SANTA CRUZ • PUBLIC
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A City County System

August 31, 2006

TO: LIBRARY JOINT POWERS AUTHORITY BOARD
FR: DIRECTOR OF LIBRARIES *AS*
RE: ACCEPT LSTA EDUCATION GRANT

RECOMMENDATION: That the Library Joint Powers Authority Board adopt a resolution accepting a grant under the LSTA Public Library Staff Education Program and amending the Library budget in the amount of \$950.

BACKGROUND:

The State Library has approved our application for a grant to cover eligible graduate school tuition expenses for Sandi Imperio, our Garfield Park Branch Manager. Ms. Imperio will finish her Master's degree with this grant.

JTUTIONGRT.ACP



SANTA CRUZ • PUBLIC
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RESOLUTION # 2006-09

**RESOLUTION OF THE SANTA CRUZ LIBRARY JOINT POWERS
AUTHORITY BOARD TRANSFERRING FUNDS AND AMENDING THE
FY 2006-07 BUDGET TO ACCEPT A GRANT FOR TUITION
REIMBURSEMENT FOR A LIBRARY EMPLOYEE**

WHEREAS: The California State Library has awarded the Santa Cruz Library System a grant in the amount of \$950.00 to provide tuition reimbursement for employee Sandra Lee Imperio under the LSTA Public Library Staff Education Program,

NOW THEREFORE, BE IT RESOLVED that the Library Joint Powers Authority Board transfer funds and amend the FY 2006-07 budget in the amount of \$950.00 to accept the grant for employee tuition reimbursement.

PASSED AND ADOPTED this 11th day of September 2006, by the following votes:

AYES: Board Member:

NOES: Board Member:

ABSENT: Board Member:

DISQUALIFIED: Board Member

ATTEST: _____
Board Clerk

TUITIONGRT.RES
08/31/06



SANTA CRUZ • PUBLIC
LIBRARIES
A City County System

August 31, 2006

TO: LIBRARY JOINT POWERS AUTHORITY BOARD

FR: DIRECTOR OF LIBRARIES

RE: ACCEPT GATES FOUNDATION GRANT

RECOMMENDATION: That the Library Joint Powers Authority Board adopt a resolution accepting a grant from the Bill and Melinda Gates Foundation for public access hardware upgrading and amending the library budget in the amount of \$30,000.00

BACKGROUND

Six years ago the Library received a grant from the Gates Foundation (facilitated by the California State Library) to install hardware and software creating home-work centers at four branches: Branciforte, Central, Garfield Park, and Live Oak.

The Gates Foundation is now offering recipient libraries funds to upgrade the hardware. The Santa Cruz Library System acquired twenty public access computers in the original program, so was eligible (at \$1,500 each) for \$30,000.00. We may spend the funds on CPUs, monitors, keyboards, any individual components needed, plus software and support services.

JGATESGRT.ACP



SANTA CRUZ • PUBLIC
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RESOLUTION # 2006-10

**RESOLUTION OF THE SANTA CRUZ LIBRARY JOINT POWERS
 AUTHORITY BOARD TRANSFERRING FUNDS AND AMENDING THE
 FY 2006-07 BUDGET TO ACCEPT A GRANT FOR PUBLIC
 ACCESS HARDWARE UPGRADING**

WHEREAS: The California State Library has awarded the Santa Cruz Library System a grant from the Bill and Melinda Gates Foundation PAC HUG program in the amount of \$30,000 for public access computer hardware upgrading.

NOW THEREFORE, BE IT RESOLVED that the Library Joint Powers Authority Board transfer funds and amend the FY 2006-07 budget in the amount of \$30,000.00 to accept the grant for public access computer replacements.

PASSED AND ADOPTED this 11th day of September 2006, by the following votes:

AYES: Board Member:

NOES: Board Member:

ABSENT: Board Member:

DISQUALIFIED: Board Member

ATTEST: _____
 Board Clerk

GATESGRT.RES
 08/31/06



SANTA CRUZ • PUBLIC
LIBRARIES
A City County System

August 31, 2006

TO: LIBRARY JOINT POWERS AUTHORITY BOARD
FR: DIRECTOR OF LIBRARIES
RE: AMEND LIBRARY CONFLICT OF INTEREST CODE

RECOMMENDATION: That by the motion the Library Joint Powers Authority Board amend the Library Conflict of Interest Code to delete and add certain titles on the attached list.

BACKGROUND

The Political Reform Act requires every local government agency to review its conflict-of-interest code biennially. 2006 is the review year. The Library System code requires that all members of the Joint Powers Board, and the Management staff plus all Librarians III's and above file reports of all interests Countywide.

The attached list, last revised in 2003, deletes staff positions no longer in use, adds the new title of a senior management, the Network Administrator, and adds the Librarian III Live Oak Branch Manager.

JCONFLICT.AMD

APPENDIX A
LIBRARY POSITIONS DESIGNATED TO FILE
CONFLICT OF INTEREST STATEMENTS

REVISED 12/09/03 6/13/06

TITLE	SPECIAL CONDITIONS
LJPB SUPERVISOR	On File, County Clerk
LJPB SUPERVISOR	On File, County Clerk
LJPB SC CITY COUNCIL	On File, City Clerk
LJPB SC CITY COUNCIL	On File, City Clerk
LJPB CAP CITY COUNCIL	On File, City Clerk
LJPB SV CITY COUNCIL	On File, City Clerk
LJPB CITIZEN	
LJPB CITIZEN	
LJPB CITIZEN	
DIRECTOR OF LIBRARIES	
ASSISTANT DIRECTOR	
LIBR IV/TECH SERV	
LIBR IV/YOUTH COORD	
LIBR IV/REF COORD	
LIBR IV/TECH MANAGER	
NETWORK ADMINISTRATOR	
LIBR IV/CENT BRANMAN	
LIBR III/DEVELOPMENT	
LIBR III/HEAD CATALOG	
LIBR III/LEAD REF	
LIBR III/INTERNET	
LIBR III/LEAD YOUTH SER	
LIBR III/TRAINING	
LIBR III/APTOS BRAMAN	
LIBR III/B40 BRAMAN	
LIBR III/SV BRAMAN	
LIBR III/LO BRAMAN	

REPORTABLE INTERESTS:

Members of Joint Powers Board:	All Interests Countywide
Director of Libraries and Designated Staff:	All Interests Countywide

AMT:JECONINTFORMS.APP
Rev. 12/09/03 06/13/06



SANTA CRUZ • PUBLIC
LIBRARIES
A City County System

September 5, 2006

TO: LIBRARY JOINT POWERS AUTHORITY BOARD

FR: DIRECTOR OF LIBRARIES

RE: HOLIDAY HOURS SCHEDULE

RECOMMENDATION: That by motion the Board adopt the following schedule of open hours for the December 2006 holiday season:

12/23/06-12/25/06: All Facilities Closed (12/25 is a holiday)

12/30/06-01/01/06: All Facilities Closed (01/01 is a holiday)

Employees may take leave without pay, vacation time, or may work if they wish.

BACKGROUND

The City of Santa Cruz will close and furlough most employees for the two weeks of the holiday season. The City is doing this for budget reasons. The Library System does not require this length of closing to meet its operating budget needs.

However, public use around the holidays is traditionally low, and there are heavy requests for staff time off, that require using extra on-call hours to maintain service.

Staff recommends that all Branches be closed on the Saturdays of the holiday weeks, and that Central also be closed on Sunday, Christmas Eve and Sunday, New Year's Eve.

JHOLIDAY.HRS



SANTA CRUZ • PUBLIC
LIBRARIES
A City County System

September 1, 2006

TO: LIBRARY JOINT POWERS AUTHORITY BOARD

FR: DIRECTOR OF LIBRARIES

RE: REVISED FELTON BRANCH OPEN HOURS

RECOMMENDATION: That by motion the Library Joint Powers Authority Board adopt the open hours schedule below for the Felton Branch Library.

PROPOSED NEW HOURS:

Monday:	CLOSED
Tuesday & Wednesday:	11am to 8pm
Thursday:	11 am to 6pm
Friday	Noon to 5pm
Saturday	10am to 5pm

TOTAL OPEN HOURS: 37

DISCUSSION

The Felton Branch has been open 37 hours per week, Monday through Friday. But the Felton Library Friends and others requested that Saturday hours be added. Although the Library cannot increase the total open hours at this time, staff did agree to conduct a poll in Felton to find out the hours preferences of the community.

The poll was conducted in July with the help of the Felton Library Friends. We asked two questions: which open days schedule was preferred, and which would be the most convenient open evenings. A table showing the tally results is on the next page.

Of the 151 questionnaires returned with Open Day Schedule votes, 101 preferred a Tuesday through Saturday schedule.

Wednesday and Thursday evenings are the preferred open evenings, but I regret we asked that question. The reason is that we are unable to schedule an open night on Thursday and continue the Thursday morning Story Hour for pre-schoolers.

Staff scheduling (with two staff members present in the evening for security reasons and time to prepare for opening at 11am and for the Story Hour) is the problem. We considered changing the day of the Story Hour, but decided against that because the Boulder Creek and Scotts Valley Story Hours are on Tuesday and Wednesday. Some people attend several Story Hours each week.

The difference in votes—46 for Tuesday and 60 for Thursday—is not so great that it is worth changing everybody's Story Hour times.

The new open hours schedule is the same as that of the Boulder Creek Branch, except that BC is open Tuesday and Thursday evenings.

**FELTON OPEN HOURS COMMUNITY POLL
JULY 2006**

OPEN DAYS SCHEDULE					
TALLY SHEETS:	#1	#2	#3	#4	TOTAL
Monday through Friday	17	6	3	2	28
Tuesday through Saturday	63	25	6	7	101
Wednesday through Sunday	9	2	2		13
Thursday through Monday	0	2	0		2
Friday through Tuesday	2	0	0		2
Saturday through Wednesday	2	0	0		2
Sunday through Thursday	2	0	0	1	3
Total Questionnaires	95	35	11	10	151
Questionnaires with No Vote	3	2	0	1	6
MOST CONVENIENT NIGHTS					
Monday	22	4	2	3	31
Tuesday	28	8	3	7	46
Wednesday	40	14	3	3	60
Thursday	35	12	8	5	60

Anne Turner

From: owner-calix@listproc.sjsu.edu on behalf of Laura Fisher [lfisher@cla-net.org]
Sent: Tuesday, September 05, 2006 7:55 AM
To: Calix
Subject: [CALIX:5693] News from the Capitol

Senate and Assembly Close Out 2005-2006 Session

To: CLA Members/ Systems/ Network Contacts

From: Mike Dillon, CLA Lobbyist; Christina Dillon, CLA Lobbyist

RE: News from the Capitol

SENATE AND ASSEMBLY ADJOURN AT MIDNIGHT TO CLOSE OUT 2005-2006 SESSION
Issues Affecting Libraries On Their Way To Governor's Desk

Last night, as the clock approached midnight, hundreds of lobbyists lined the halls of the Capitol, monitoring countless bills pertaining to greenhouse gas emissions, tribal gaming compacts, the Assembly Speaker's cable bill benefiting AT&T and Verizon, and universal health coverage. Not unlike previous years, tensions were high between the two houses, and late-night games between the Senate and the Assembly, as they held each other's bills hostage for periods of time, were the order of the day. In the end, the Senate was able to plow through their list of bills and adjourn shortly after 10 p.m., while the Assembly worked until after midnight to tackle their workload. Heading down to the Governor's office for his consideration will be several bills affecting libraries, directly, or indirectly. Many of the measures were sitting somewhat idle until the last two weeks of session when they were activated with a series of amendments or procedures to resurrect them. They are as follows:

AB 2987-SPEAKER NUNEZ:"Digital Infrastructure and Video Competition Act of 2006" - also known as the "cable bill." The bill is sponsored by AT&T and Verizon, and a recent San Francisco Chronicle article notes that "state lobbying reports show that in April, May and June, AT&T and Verizon spent almost \$19.7 million to influence the vote on AB 2987, an amount that astounds Capitol veterans." The bill was strongly opposed by the local government community, particularly the League of California Cities and CSAC, as well as CLA. Under current law, local governments are allowed to grant franchises to a cable television operator, and require certain concessions such as PEG (public, education, and government) channels, and non-discrimination components (must build-out to the entire community), etc. This bill replaces the local franchising process with a state process, and allows AT&T and Verizon to apply to the PUC for a franchise and by-pass the local government negotiations entirely. While the bill is extraordinarily complex, and, at one point, had more than 300 amendments incorporated into it, it should be noted that technology groups and CLA opposed the language pertaining to the PEG and I-Net. The bill was amended on August 23 and again

on August 28, leaving lobbyists scrambling.

On Wednesday and Thursday, the bill passed the Senate and Assembly Floors overwhelmingly, as the lobbying efforts of AT&T and Verizon, and the strong influence of the Assembly Speaker as the author, were just too powerful. (Incidentally, Senate President pro Tem Perata, former Republican Leader Kevin McCarthy and current Republican Leader George Plescia are also principal co-authors on the bill.) As the bill heads to the Governor, the final negotiation on the PEG and I-Net was as follows: "Current law authorizes local franchising authorities to negotiate channel set-asides for PEG access as well as support for PEG operations. Some local franchising authorities have also negotiated institutional networks (I-nets), which are communication networks used by local governments for their own communication purposes. This bill grandfathers in the existing PEG channel requirements, and authorizes all local franchising authorities to receive three PEG channels. In addition, the state of California is authorized to establish a PEG channel for state purposes. All local governments are authorized to impose via ordinance a one percent fee for PEG purposes. Those four percent of local governments that impose a fee for PEG support through their current franchise higher than one percent are authorized to impose that same level of fee after the franchise expires, but not to exceed three percent." (Senate Floor Analysis)

SB 682-MIGDEN: Sutro Library This bill was formerly an RFID (radio frequency identification) measure by Senator Simitian that was being held on the Assembly Appropriations "suspense file." Senator Migden went to Senator Simitian and asked if she could take the bill over in the final weeks of session and "gutted" the bill to use it as a vehicle. SB 682, as amended, would augment, by a total of \$21 million, a prior authorization of \$96 million in lease revenue bond financing for preliminary plans, working drawings, and construction of the J. Paul Leonard Library and Sutro Library joint project on the San Francisco Campus of the California State University. The bill passed the Senate last night on a vote of 32 "ayes" to 5 "noes." CLA is supporting this measure, which is on its way to the Governor.

AB 1388-RIDLEY-THOMAS: California Teleconnect Fund - This bill was introduced last year and then stumbled, and sat idle until the last two weeks of session. Specifically, the bill permits the California Public Utilities Commission to "establish two specific grant programs to provide advanced telecommunications network services to community technology programs and public libraries that deliver education services to pupils and health care facilities. The bill permits any funds repaid to the California Teleconnect Fund from the state General Fund to be used by the PUC for these programs." (Floor Analysis) CLA has been in support of AB 1388 for two years, and has been working with the supporters of the bill and the author's office, but it was not until recently that very defined language regarding public libraries was added to the measure. If the Governor were to sign the measure, CLA would have to work with all of the parties involved to help ensure that this item was funded through the annual budget process.

SB 768-SIMITIAN: RFID and the Research Bureau Study - You may recall that

last year we reported to you at length about Senator Simitian's pursuit of a bill to regulate the usage of RFID (radio frequency identification) technology on state and local government cards, etc. His measure, SB 682 (now Senator Migden's Sutro library bill) was held in the Assembly Appropriations Committee last year, and would have banned the use of the technology on drivers licenses, library cards, and government health benefit cards, to name a few. In addition, the bill created an onerous encryption requirement, recommended protective shields for the cards, and proposed a three year moratorium on the technology. Unable to move his SB 682, he amended a bill in September 2005, pertaining to "finfish," and turned it in to his old RFID measure.

SB 768 sat idle until two weeks ago when it was resurrected after an agreement was reached with the electronics industry, who had previously opposed Senator Simitian's measure. The industry had been backing AB 2561 by Assemblyman Torrico, which would have required the California Research Bureau to prepare a report, with the assistance of an advisory board, on the "best practices" for use of RFID technology in state and public issued cards. Senator Simitian had been involved in a series of negotiations regarding AB 2561, along with the Senate President pro Tem's office and Assembly Speaker's office. Eventually, it was decided that Senator Simitian's SB 768 would go forward, but it would also contain the California Research Bureau component study in Assemblyman Torrico's bill. (Mr. Torrico would then agree to drop his measure.) SB 768 was rushed to Senate Judiciary Committee for a late hearing on Monday, August 28. At the hearing, the opponents all removed their opposition, with the exception of HID, an RFID manufacturer, who said that they were still concerned with the "onerous provisions on the end user." While the study is a positive piece in the measure, the bill will still require posting requirements and other protective measures.

SB 768 is on its way to the Governor's Desk.



BOARD OF EDUCATION
Ms. Mary Bryant
Mrs. Shirley Flack
Mr. Arnold Levine
Mrs. Jeanne MacLaren
Mrs. Kathy Mann
Mr. James M. Maxwell
Mr. Dana M. Sales
www.santacruz.k12.ca.us

Diane K. Siri, Ed.D., Superintendent • 809-H Bay Avenue • Capitola, CA 95010-2199 • 831-476-7140 • Fax: 831-476-5294

July 21, 2006

Mark Stone
Board of Supervisors
Santa Cruz County
701 Ocean Street, Room 500
Santa Cruz, CA 95060

Dear Mr. Stone:

After careful consideration, our office has come to the conclusion that the Verutti property in Felton is unsuitable for our needs.

We spent some money in evaluating the property for our intended purpose and, as you know, we had a number of meetings with interested parties to evaluate the potential joint uses of the site. We also received information from the planning department as to the amount of useable space and it confirmed our concerns about developable space. Unfortunately our evaluation of all factors leads us to believe that, for our purposes, there are too many negatives that would have to be overcome to make our participation feasible.

Thank you for all the time you spent on trying to make this joint opportunity work out for us. We will keep you apprised of any changes in the situation should they occur.

Sincerely,

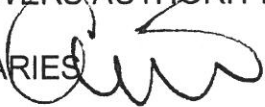
Barney Finlay
Associate Superintendent
Santa Cruz County Office of Education

Copy: Anne Turner, Santa Cruz County Library System
Diane K. Siri, County Superintendent of Schools



SANTA CRUZ • PUBLIC
LIBRARIES
A City County System

June 13, 2006

TO: LIBRARY JOINT POWERS AUTHORITY BOARD
FR: DIRECTOR OF LIBRARIES 
RE: REVISED OPTIONS FOR FUNDING CAPITAL PROJECTS
INFORMATION—NO ACTION REQUIRED

Step 7 in the Library Financial Planning Process is:

Consider and choose options for adding funding for capital projects. Director of Libraries would develop list for funding options.

The Board briefly discussed the information presented below and requested that staff add Private Fundraising to the list of options. With the defeat of Proposition 81 on June 6th, the Bonds for Library Construction option has been eliminated. There are a variety of unknowns related to the Library's list of major capital projects.

General Obligation Bonds

This is a method of borrowing money that raises the payback funds by assessing all county property in an amount determined by the size of the bond (\$20 million? \$25 million? etc.), its term (25 years? 30 years?), and the interest rate at the time the bond is sold. Supermajority approval by the voters is required. G.O. bonds might be suitable as a way of raising funds for the Central Branch/HQ facility or for construction of the Felton Branch.

Revenue Bonds

Revenue bonds are used to finance projects for entities that have guaranteed sources of money with which to pay back the loan. For example, a water district that charges monthly fees could pay for its new wastewater treatment plant by selling revenue bonds. No voter approval is required. The Library System has guaranteed revenue, but not for the term of a typical revenue bond.

Community Facilities Districts or Mello/Roos Districts

A CFD can be created to pay for a facility or project that will benefit a particular geographic area. Funds for the project are raised via a parcel tax or a real estate assessment. A supermajority vote of the people within the proposed District is required. A Community Facility District might be a suitable way to pay for a neighborhood branch library.

Certificates of Participation or Lease Purchases

This is a method for borrowing a smaller amount of money (\$750,000, \$1.5 million etc.) and paying it back at a fixed rate over a short period of time, such as five years. The Library System has borrowed money for major projects in this way three times: \$2,577,457 in 1997, \$493,914 in 2000, and \$750,000 in 2001. Our last payment on these debts (\$89,561) will be made in FY 2006-07. We used the money for the 1997 automation system upgrade, expanding the Scotts Valley Branch, purchasing the bookmobile, asbestos abatement at Central, the Garfield Park Branch renovation, and various smaller projects.

Fundraising from Private Sources

The Friends of the Santa Cruz Public Libraries, Inc. have been successful in raising funds from the public to support the library materials budget and other special programs. The Library also has been the beneficiary of several trusts designated for materials purchases or for the Friends endowment at the Community Foundation. The newly revitalized Felton Friends have undertaken an active program of local fundraising to support improvements at that Branch. We do know about larger scale fundraising that it takes money to raise money—that a successful capital fundraising campaign will involve expending money for professional help in planning, targeting, and management. It is certainly worth exploring development of such an approach for any of our major capital projects.

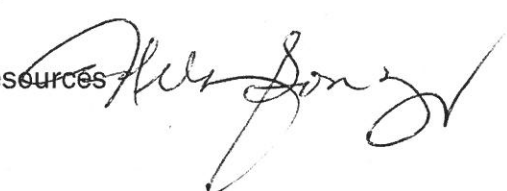


MEMORANDUM

DATE: September 1, 2006

TO: Anne Turner, Director of Libraries

CC: Martín Bernal, Assistant City Manager

FROM: Adela Gonzalez, Director of Human Resources 

SUBJECT: Workers' Compensation

Background

The City of Santa Cruz is required by the State to maintain workers' compensation insurance to protect workers who have been injured on the job. The City could purchase coverage through the State Compensation Insurance Fund or be approved to self-insure. The City has opted to self-insure, which is common. The City essentially assumes the risk up to a certain level, known as the Self Insured Retention (SIR). The City's SIR for the workers' compensation program is \$500,000 per occurrence. The SIR is similar to a deductible because it represents a dollar amount of retention not covered by insurance. Under a self-insurance program, it is common to contract with a Third Party Administrator (TPA) to handle the administration of the claims. Octagon Risk Services is the City's workers' compensation program TPA. The TPA is an administrator for the City's self-insurance, not an insurance carrier. The City contracts for excess coverage insurance beyond the SIR. This self-insured approach is cost effective because it allows the City more control of the costs and it provides for aggressive claims management.

Issues

You have asked the Human Resources Department to respond to the following questions concerning the workers' compensation coverage for Library Department employees:

What is the basis for the workers' compensation rate charged by the City to the Library Department?

Why is the workers' compensation rate for the Library Department (class code 8838) higher than that for the general clerical employees (class code 8810)?

Could the Library do better if it switched to a different workers' compensation pool?

Response

The City's targeted funding for the 2007 fiscal year is allocated to class codes. The basis for the "rate" charged to the different class code is based on an actuarial review of the City's

workers' compensation program. Specifically, the actuary, Bickmore Risk Services determined the class code "rates" based, in part, on a five year loss run experience related to each class code. Additional factors such as estimated program assets and anticipated investment income are also considered in determining the cost allocation by class code. Keep in mind that in a self insured program, the rates are not premium rates; they are mock rates established by the City, based on the actuarial study of the program costs. The rates are necessary in order to collect the required funding for each year's workers' compensation liability by class code.

The current rate of \$7.09 per \$100 of covered payroll for the Library Department class code, 8838 is established by evaluating the workers' compensation claim costs for the Library Department employees for the previous 5-year period. While the number of claims for the Library Department is down from last year and the claim costs have decreased, the rate is not yet reflective of the decrease largely due to the spike in the number of claims in the 2003/2004 fiscal year. The rate for the Library Department employees (class code 8838) is higher than that for the general clerical employees (class code 8810) because the 5-year loss run experience for the Library department class code was greater than that for the general clerical employees' class code.

The Library employees are all City employees. If the Library Department switched to another worker's compensation insurance provider it would not eliminate the City's responsibility for paying the workers' compensation costs, whether it is through the payment of insurance premiums to a carrier or under a self insured plan administered by a different TPA. In my opinion, if the Library Department separated from the City's self-insured plan it would not necessarily result in reduced rates because the loss run experience would be the same and it is loss run experience that drives the rates. If the Library is interested in exploring this further, I recommend you obtain a comprehensive cost analysis by an outside, independent consultant.

Please contact me if I can be of further assistance.

FY 2006 FUND 951

LIBRARY JPA - REVENUE & EXPENDITURES

AS OF 06/30/06
ESTIMATE

	(1) 2006 Adopted Budget	(2) Carryover Appropriations 2004	(3) Budget Adjustments	(4) = (1)+(2)+(3) 2006 Amended Budget	(5) 2006 Actual as of 06/30/06	(6) 2006 Encumbered as of 06/30/06	(7) = (4)-(5)-(6) 2006 Budget Balance	(5)/(4) Actual Percent
REVENUES:								
07/01/05 Beginning Fund Balance					333,223			
Sales and Use Tax	5,890,992	-	323,923	6,214,915	6,336,018	-	(121,103)	102%
Other Agencies	4,672,569	-	122,079	4,794,648	4,862,680	-	(68,032)	101%
County Interest	8,930	-	8,175	17,105	23,227	-	(6,122)	136%
Public Library Fund	82,431	-	-	82,431	79,992	-	2,439	97%
First Five Extension (Read to Me Grant)	-	-	210,000	210,000	210,035	-	(35)	100%
Other Income	305,055	-	9,131	314,186	317,194	-	(3,008)	101%
Total Revenues	10,959,977	-	673,308	11,633,285	12,162,369	-	(195,861)	105%
EXPENDITURES:								
Personnel Services	7,916,283	-	8,448	7,924,731	7,748,657	-	176,074	98%
Supplies and Services	2,429,429	1,783	547,715	2,978,927	2,574,174	-	404,753	86%
Transfer to Reserves	200,000	-	-	200,000	200,000	-	-	100%
Debt Payments	226,895	-	-	226,895	226,895	-	(0)	100%
First Five (Read to Me Grant)	-	-	196,262	196,262	197,204	-	(942)	0%
City Charge	572,607	-	-	572,607	588,624	-	(16,017)	103%
Total Expenditures	11,345,214	1,783	752,425	12,099,422	11,535,554	-	563,868	95%
Revenues Over (Under) Expenditures	(385,237)			(466,137)	626,814			
Estimated Ending Fund Balance					626,814			
Estimated Cash Balance as of 06/30/06					78,624			

Revenue Status Report
CITY OF SANTA CRUZ
7/1/2005 through 6/30/2006

Account Number	Library Agency Funds	Library Joint Powers Authority	Adjusted Estimate	Revenues	Year-to-date Revenues	Balance	Prct Rcvd
950	Library Agency Funds						
00-00-0000-41211	Sales and use tax		6,214,915.00	6,336,018.16	6,336,018.16	-121,103.16	101.95
00-00-0000-46110	Pooled cash and investment interest		0.00	6,724.44	6,724.44	-6,724.44	0.00
00-00-0000-46190	Interest earnings - other		17,105.00	23,226.63	23,226.63	-6,121.63	135.79
00-00-0000-46910	Miscellaneous operating revenue		0.00	1,250.00	1,250.00	-1,250.00	0.00
00-00-0000-49122	From Library Private Trust Fund		12,055.00	12,055.00	12,055.00	0.00	100.00
36-00-0000-43210	State operating grants and contributions		82,431.00	79,992.00	79,992.00	2,439.00	97.04
36-00-0000-43310	Local operating grants and contributions		4,794,648.00	4,862,679.76	4,862,679.76	-68,031.76	101.42
36-00-0000-44613	Internet use fee		3,500.00	5,460.25	5,460.25	-1,960.25	156.01
36-00-0000-44630	Room rentals-library JPA		8,000.00	5,310.40	5,310.40	2,689.60	66.38
36-00-0000-44680	Interlibrary loan reimbursement		6,000.00	4,113.50	4,113.50	1,886.50	68.56
36-00-0000-44901	Photocopy fee		7,200.00	9,377.77	9,377.77	-2,177.77	130.25
36-00-0000-45131	Library fines		217,300.00	219,934.42	219,934.42	-2,634.42	101.21
36-00-0000-45132	Lost library items		32,000.00	31,654.02	31,654.02	345.98	98.92
36-00-0000-46303	Donations - library		12,000.00	12,000.00	12,000.00	0.00	100.00
36-00-0000-46910	Miscellaneous operating revenue		7,000.00	1,764.70	1,764.70	5,235.30	25.21
36-00-0000-46916	Cash over/short		0.00	-60.11	-60.11	60.11	0.00
36-00-0000-49201	Sales of surplus equipment		0.00	369.52	369.52	-369.52	0.00
36-50-3510-43190	Federal grants - other		9,131.00	7,240.20	7,240.20	1,890.80	79.29
36-52-3531-43210	State operating grants and contributions		210,000.00	210,035.01	210,035.01	-35.01	100.02
	Grand Total		11,633,285.00	11,829,145.67	11,829,145.67	-195,860.67	101.68

Expenditure Status Report
CITY OF SANTA CRUZ
7/1/2005 through 6/30/2006

951 Library Joint Powers Authority

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
00-00-0000						
00-00-0000-59191	200,000.00	200,000.00	200,000.00	0.00	0.00	100.00
Total	200,000.00	200,000.00	200,000.00	0.00	0.00	100.00

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
36-50-3510						
Library Administration						
36-50-3510-52131	19,690.00	19,690.00	19,690.00	0.00	0.00	100.00
Claims management services - outside						
36-50-3510-52135	5,710.00	5,710.00	5,710.00	0.00	0.00	100.00
Financial services - outside						
36-50-3510-52139	0.00	336.00	336.00	0.00	-336.00	0.00
Medical services						
36-50-3510-52149	1,245,633.00	1,266,170.34	1,266,170.34	0.00	-20,537.34	101.65
Interagency labor charges						
36-50-3510-52199	2,783.00	4,120.90	4,120.90	0.00	-1,337.90	148.07
Other professional & technical services						
36-50-3510-52201	53,421.00	47,488.65	47,488.65	0.00	5,932.35	88.90
Water, sewer and refuse						
36-50-3510-52211	33,531.00	51,718.20	51,718.20	0.00	-18,187.20	154.24
Janitorial services						
36-50-3510-52223	32,249.00	31,861.22	31,861.22	0.00	387.78	98.80
Vehicle operation charges - internal						
36-50-3510-52240	4,850.00	3,114.34	3,114.34	0.00	1,735.66	64.21
Office equipment operation/maint						
36-50-3510-52244	3,850.00	3,781.65	3,781.65	0.00	68.35	98.22
Other equipment operation/maintenance						
36-50-3510-52246	170,408.00	137,853.54	137,853.54	0.00	32,554.46	80.90
Building and facility o & m - outside						
36-50-3510-52247	27,945.00	22,728.75	22,728.75	0.00	5,216.25	81.33
Landscaping maintenance services						
36-50-3510-52261	376,997.00	372,873.03	372,873.03	0.00	4,123.97	98.91
Equipment, building and land rentals						
36-50-3510-52302	3,240.00	4,748.29	4,748.29	0.00	-1,508.29	146.55
Travel and meetings						
36-50-3510-52304	14,141.00	14,147.76	14,147.76	0.00	-6.76	100.05
Training						
36-50-3510-52306	8,301.00	6,582.00	6,582.00	0.00	1,719.00	79.29
LSTA Tuition Reimb grant training						
36-50-3510-52402	42,336.00	41,664.00	41,664.00	0.00	672.00	98.41
Telecommunications service - internal						
36-50-3510-52403	26,784.00	27,808.98	27,808.98	0.00	-1,024.98	103.83
Telecommunications service - outside						
36-50-3510-52932	12,302.00	12,302.00	12,302.00	0.00	0.00	100.00
Liability insurance/surety bonds-interna						
36-50-3510-52933	56,490.00	49,863.00	49,863.00	0.00	6,627.00	88.27
Liability insurance/surety bonds-outside						
36-50-3510-52960	1,000.00	0.00	0.00	0.00	1,000.00	0.00
Advertising						
36-50-3510-52961	7,517.00	4,985.00	4,985.00	0.00	2,532.00	66.32
Dues and memberships						
36-50-3510-52972	5,000.00	12,995.93	12,995.93	0.00	-7,995.93	259.92
Printing and binding-outside						

Expenditure Status Report
CITY OF SANTA CRUZ
7/1/2005 through 6/30/2006

951 Library Joint Powers Authority

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
36-50-3510-53101	15,500.00	9,570.08	9,570.08	0.00	5,929.92	61.74
36-50-3510-53102	32,000.00	23,676.57	23,676.57	0.00	8,323.43	73.99
36-50-3510-53108	8,656.00	3,233.53	3,233.53	0.00	5,422.47	37.36
36-50-3510-53113	19,650.00	25,097.02	25,097.02	0.00	-5,447.02	127.72
36-50-3510-53310	155,628.00	87,224.34	87,224.34	0.00	68,403.66	56.05
36-50-3510-53311	0.00	56,888.44	56,888.44	0.00	-56,888.44	0.00
36-50-3510-53312	0.00	14,223.14	14,223.14	0.00	-14,223.14	0.00
36-50-3510-54990	3,200.00	1,449.44	1,449.44	0.00	1,750.56	45.30
36-50-3510-57203	61,139.00	49,428.72	49,428.72	0.00	11,710.28	80.85
36-50-3510-57309	15,400.00	15,400.00	15,400.00	0.00	0.00	100.00
36-50-3510-57401	109,032.00	63,011.89	63,011.89	0.00	46,020.11	57.79
36-50-3510-57409	78,825.00	86,260.61	86,260.61	0.00	-7,435.61	109.43
Total	2,653,208.00	2,578,007.36	2,578,007.36	0.00	75,200.64	97.17
36-50-3540						
Library Special Accounts						
36-50-3540-52135	572,607.00	588,624.26	588,624.26	0.00	-16,017.26	102.80
36-50-3540-58130	167,901.00	167,900.69	167,900.69	0.00	0.31	100.00
36-50-3540-58190	40,293.00	40,293.07	40,293.07	0.00	-0.07	100.00
36-50-3540-58230	11,221.00	11,221.33	11,221.33	0.00	-0.33	100.00
36-50-3540-58290	7,480.00	7,480.00	7,480.00	0.00	0.00	100.00
Total	799,502.00	815,519.35	815,519.35	0.00	-16,017.35	102.00
36-50-9510						
Library Buildings						
Total	0.00	0.00	0.00	0.00	0.00	0.00
36-51-3520						
Library Technical Services						
Total	3,452,710.00	3,393,526.71	3,393,526.71	0.00	59,183.29	98.29
36-51-3520-52149	1,678,233.00	1,664,748.77	1,664,748.77	0.00	13,484.23	99.20
36-51-3520-52199	5,500.00	1,650.00	1,650.00	0.00	3,850.00	30.00
36-51-3520-52248	81,850.00	72,904.51	72,904.51	0.00	8,945.49	89.07
36-51-3520-52249	16,050.00	15,552.12	15,552.12	0.00	497.88	96.90
36-51-3520-52403	78,112.00	37,946.07	37,946.07	0.00	40,165.93	48.58
36-51-3520-52972	10,000.00	11,722.82	11,722.82	0.00	-1,722.82	117.23

Expenditure Status Report
CITY OF SANTA CRUZ
7/1/2005 through 6/30/2006

951 Library Joint Powers Authority

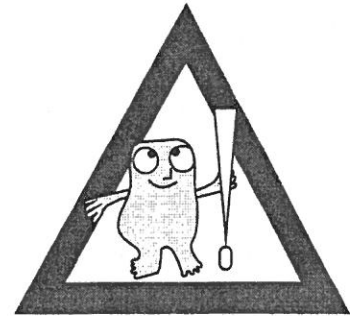
Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
36-51-3520-53110 Computer supplies	14,000.00	8,935.01	8,935.01	0.00	5,064.99	63.82
36-51-3520-53112 Library functional supplies	142,112.00	135,458.45	135,458.45	0.00	6,653.55	95.32
36-51-3520-54990 Miscellaneous supplies and services	47,000.00	-72.90	-72.90	0.00	47,072.90	0.16
Total Library Technical Services	2,072,857.00	1,948,844.85	1,948,844.85	0.00	124,012.15	94.02
36-52-3530 Library Public Services						
36-52-3530-52139 Medical services	0.00	896.00	896.00	0.00	-896.00	0.00
36-52-3530-52149 Interagency labor charges	5,000,865.00	4,817,738.36	4,817,738.36	0.00	183,126.64	96.34
36-52-3530-52961 Dues and memberships	0.00	110.00	110.00	0.00	-110.00	0.00
36-52-3530-52972 Printing and binding-outside	1,000.00	0.00	0.00	0.00	1,000.00	0.00
36-52-3530-53106 Books and periodicals	966,500.00	968,841.61	968,841.61	0.00	-2,341.61	100.24
36-52-3530-53109 Copier supplies	6,948.00	6,892.15	6,892.15	0.00	55.85	99.20
36-52-3530-54990 Miscellaneous supplies and services	2,280.00	1,500.67	1,500.67	0.00	779.33	65.82
Total Library Public Services	5,977,593.00	5,795,978.79	5,795,978.79	0.00	181,614.21	96.96
36-52-3531 Read-to Me Grant Program						
36-52-3531-52149 Interagency labor charges	131,972.00	140,830.17	140,830.17	0.00	-8,858.17	106.71
36-52-3531-52199 Other professional & technical services	0.00	311.53	311.53	0.00	-311.53	0.00
36-52-3531-52223 Vehicle operation charges - internal	0.00	853.28	853.28	0.00	-853.28	0.00
36-52-3531-52302 Travel and meetings	0.00	291.09	291.09	0.00	-291.09	0.00
36-52-3531-52402 Telecommunications service - internal	0.00	552.00	552.00	0.00	-552.00	0.00
36-52-3531-54990 Miscellaneous supplies and services	64,290.00	54,366.04	54,366.04	0.00	9,923.96	84.56
Total Read-to Me Grant Program	196,262.00	197,204.11	197,204.11	0.00	-942.11	100.48
Total Library Public Services	6,173,855.00	5,993,182.90	5,993,182.90	0.00	180,672.10	97.07
36-53-3515 Library Facilities Management						
Total Library Facilities Management	0.00	0.00	0.00	0.00	0.00	0.00
Total Library (JPA)	11,699,422.00	11,335,554.46	11,335,554.46	0.00	363,867.54	96.89
Total Library Joint Powers Authority	11,899,422.00	11,535,554.46	11,535,554.46	0.00	363,867.54	96.94
Grand Total	11,899,422.00	11,535,554.46	11,535,554.46	0.00	363,867.54	96.94

SCPL Safety Committee

Sandi Imperlo, Tier I branches, chair
Kira Henfin, Office Supervisor
Matt Klernan, Building Maintenance & Drivers
Margaret Souza, Technical Services
Laura Whaley, Branch Managers
Paula Contreras, Tier II branches & Librarians
David Sidle, Circ Aides & Pages
Calvin Trimpey, Office Staff
Tinka Anderson, NAS
Diane Cowen, Clerks
Training Committee Representative (Rotating)

Sandi's Phone: 831-420-6347
Sandi's Fax: 831-420-6345

Email: safety@santacruzpl.org



Annual Report 2005-06

The Safety Committee had staff changes this year. Office Supervisor Kira Henfin has replaced retired Facilities Supervisor Jane Schymeinsky. Margaret Souza is the Technical Services representative replacing Dody Anderson. The Training representative is now a rotating member of the Training Committee.

With the 3-year FIT* program ending, a sub-committee was formed to investigate future ergonomic and lifting training alternatives. The committee was made up of three Safety and two Training Committee members and was chaired by Safety member Calvin Trimpey. The committee has surveyed staff for comments on FIT and suggestions for future ergonomic programs. The committee's final report will be forthcoming.

Committee asked former SC City Safety Officer Paul Horvat to address the Leadership Committee on evacuation planning and training as well as other related issues such as power outages and safe pathways. Horvat stressed the need for annual site inspections. The presentation was made at the October 2005 meeting.

Committee sent several recommendations to the library management. An essential supply list for worksite Emergency "Red" bags was compiled. An ergonomics section was added to the New Employee Training. Committee commented on revised Emergency Plan. The Worksite Safety Inspection list was updated to reflect library specific worksites. Four job specific Ergonomic Safety checklists were created: public employees, admin employees, courier/maintenance, and NAS. They have been added to the 3-month competencies for new employees. Software to send emergency announcements to staff has been purchased.

Added to the staff Intranet: list of city safety videos; updated Safety 101 quiz; stretching signs; protocols for reporting safety suggestions and complaints.



Equipment purchased: lighter monitor arms; back-mounted keyboard trays; shallower ergonomic keyboard trays (18" instead of 24"); group messenger software (for emergency staff notifications); Yoga "egg" chairs; emergency bags for all library vehicles; back support pillows; foot rests; mouse bridges; and various types of pointing devices (mouse, trackball, etc.).

FIT site visits: Live Oak: removed arms on workstation chairs; remove mouse trays from staff workstations; adjusted monitor heights; purchase anti-fatigue mats for behind Circ Desk; install keyboard tray at YP Ref.

Responded to following staff complaints/suggestions/incidents re: unsafe or possibly hazardous conditions.

Branch	Description	Solution
Capitola	Moving heavy furniture for programs	Recommended at least 2 staff and purchase of furniture glides
Felton	Smoke detector placement	Horvat inspected, ok'd placement
CenYP	Stand up workstation wrong height	Purchased adjustable workstation
Capitola	Unlocked supply closet	Now locked during open hours
Aptos	Excessive # of extra crates	Notify Couriers when extra crates will need pick up
Live Oak	Top loading exterior garbage cans with heavy lids	Replaced with side-loading enclosures.
Central	Odd sized and/or heavy gift book boxes	Purchased adjustable lift table
Aptos	Illegal parking blocking driveway	Median removed to widen driveway
Custodians	Inquired about steel-toed boots	Recommended purchasing clip on toe guard
Aptos	Move bookdrop to a central location	Talked to vendor, can move drop, but will result in loss of supply storage space. Request withdrawn
Aptos	Suggested turntables at Circ Desk to eliminate reaching	Commercially available turntables are 2 to 3.5 inches high and would be impractical as would be cutting holes in circ desk to lower them. Suggestion declined
Boulder Creek	Sodium light exploded causing smoke and fumes	Fire Dept called. Removed light fixture. Recommend lower wattage bulb (instead of 300 watt being used)
Aptos	Overcrowding of oversize collection	Recommended weeding and/or more shelving to eliminate top shelf of each section and not placing books across top on books when shelf is full



Central	Hard to reach power switches	BM/NAS moved equipment to make switches more accessible
Branciforte	Blocked walkway	Rotated cubicle to clear path
La Selva Beach	Mold allergies—concerned with mildew on wall	Had air quality evaluated. Passed all tests

Accident/Incident Review

Branch/Worksite	Description	Recommendation/Solution
Live Oak	Sprained right wrist while opening construction chain link fence.	Recommended 2 people to open gate
Tech Services	Pain from grasping	Eval from DH** Recommended rotating tasks and taking more micro/stretch breaks
Central exterior	Courier slipped on tree pod hurting knee	Recommend using back entrance for deliveries
Aptos	Pain in shoulder and arms	Eval by DH**. Purchased adjustable workstation and table. Moved furniture so manager can see out door without craning neck
Tech Services	Pain in arms and hands	Eval by DH**. Removed foot rest, lowered chair, changed out keyboard tray; chair seat and back adjusted
Scotts Valley	Pain in right arm and shoulder	Recommended rotating tasks and more micro/stretch breaks
Delivery/Receiving	CD with loaded hand truck ran into clerk's heel	Recommended slow down; stack crates only below eye level; watch where going
Aptos	After staff member removed keyboard tray against recommendation by FIT, suffered pain in neck, shoulders, arms	Eval by DH** Purchasing keyboard tray with back-mounted style; adjusted chair. Installed adjustable monitor arm and replaced keyboard at YP Ref desk
Aptos	Overpowered by cologne worn by patron; asked for buttons stating scent sensitive for staff	Button recommendation sent to management for consideration; Recommended supervisor send staff member to doctor if they must leave the job.

*FIT: Future Industries Technologies

**DH: Dominican Work Performance Center

Submitted by Sandi Imperio, chair
July 15, 2006



Safety 101

March 14, 2006

Are you prepared for an emergency? If you can answer these questions without leaving your workstation AND without asking for assistance, you are a Safety Star!

You should be able to answer each of these questions without having to pause to think about them. In an emergency, you may not have time to ask for help.

- Where is the nearest fire extinguisher?
Do you know how to use it properly?
What does P.A.S.S. stand for?
- Where is the Red Emergency Binder?
- What telephone number do you dial in an emergency?
- Where is the emergency phone? (the one that does not require electricity to work)
- Where is the nearest fire alarm?
- Where is the nearest exit?
Is there a clear path?
- Who is the person in charge (PIC) of your location?
Who is the PIC if that person is missing?
- Are you responsible for any evacuation procedures?
(ie clearing patrons, removing sign in boards, etc.)
- Where is the First Aid kit?
- Where is the Bodily Fluids Disposal kit?
Do you know how to use it?
- Where is the Sharps container?
- Where is the Red Emergency Equipment Bag?
- Where is the wrench to turn off the gas?
Where is the gas shut off valve?
- Where is the water main shut off valve?
- Where is the circuit breaker box?
- What is the combination to the Exterior Lock Box?
- Where is your department/branch's meeting place?
(where do you check in with your supervisor after an evacuation)

intranet/personnel/safetyworkers/safety/safety101.html

Investing in Children Quarterly Progress Report - FY 2005-2006

Cover Sheet

Agency and Program Information

AGENCY NAME: Santa Cruz Public Libraries
PROGRAM NAME: Read To Me
STRATEGY: Children Learning and Ready for School (CLRS)
APPROVED FUNDING: \$210,000
Person Writing Report: Jennifer Smith and Jeanne O'Grady

Quarter 1	July 1 - September 30, 2005	___
Quarter 2	October 1 - December 31, 2005	___
Quarter 3	January 1 - March 31, 2006	___
Quarter 4	April 1 - June 30, 2006: FINAL	<u>X</u>

Number of Participants Served this Quarter:

- Total number of child care providers served this Quarter: 128
Licensed family child care providers 111
Family, Friend or Neighbor (FFN) providers 17
*Network Provider Participants (includes Workshop participants): 49
*Children served by Home Visits (approximate) 1600
*License-exempt assistants at large-license child care homes 76
*Agencies served by Read to Me 9
- Total number of unduplicated providers served fiscal year-to-date: 135
Licensed family child care providers 117
Family, Friend or Neighbor (FFN) providers 18
*Network Provider Participants (includes Workshop participants): 105
*Children served by Home Visits (approximate) 1600
*License-exempt assistants at large-license child care homes 76
*Agencies served by Read to Me 9

Investing in Children Quarterly Progress Report - FY 2005-2006

Outcomes Overview

Please note that the text provided in this section may be placed, exactly as written, in reports provided to the First 5 Commission.

Program Objective I: Enhance the literacy environments of a maximum of 130 family care active provider participants each month.

The Read to Me program provided home visits to 128 child care providers this quarter. Through these visits we reached over 1600 children with storytimes and access to Read to Me materials. We have also been working with 9 agency participants.

Because of the number of large-license child care homes Read to Me serves, we also served an estimated 76 license-exempt child care assistants. These assistants use the materials, benefit from the modeling of techniques, and attend our workshops.

During this 12-month cycle, we have conducted a total of 1,076 home visits to 135 child care providers, circulating over 1,039 storytelling kits or 15,065 items, and reaching over 1600 children.

Each visit includes: discussion and coaching on early literacy activities with the provider; delivery of theme-based book/storytelling kit(s); modeling of early literacy activities; story times for the children; and information and referral. These visits support improvement of the home literacy environment and bring Read to Me library services to the family child care homes. Home visits average 45 minutes. Library staff made a total of 290 home visits and circulated more than 270 book kits (approximately 3915 items total) this quarter.

Client Outcome Objective: By June 2006, 75% of providers will increase their knowledge of and ability to promote a literacy environment in family care homes as shown by an increase between pre and post scores, using the Enhanced Literacy Environment (ELE) survey and one other method of measurement TBD.

Quarterly Result 94.1%

THE STORY BEHIND THE DATA

ENHANCED LITERACY ENVIRONMENT FOR CHILDREN (ELE) SURVEY

The cumulative result for this 12-month cycle shows 94.1% of the clients increasing between pre and post surveys. We have seen the biggest increases in Reading and smaller but still significant increases in Language Development, Other Activities and Library Use.

Investing in Children

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Since the program's inception in 2001, results on the ELE survey have shown that providers continue to increase their knowledge and abilities the longer they are in the program (30-Month Evaluation Summary Report ASR 2001-2003) and that the results that can be seen using the ELE tool tend to level off after about 2 years (30-Month Eval. Summary Report ASR 2001-2003, and ASR First 5 Santa Cruz County 2004-2005 Final Report). The ELE measures basic to medium-level literacy promotion knowledge and behavior, and it may not capture more advanced literacy promotion skills.

As we adapt the program to meet client needs (and a wider variety of clients), we are maintaining and increasing program quality and impact.

LITERACY ENVIRONMENT OBSERVATION CHECKLIST (LEOC)

We have also reported on the results from the "Literacy Environment Observation Checklist" which was implemented with clients who have been in the program at least 18 months and who have completed the ELE. Based on the LEOC data, almost all of the providers (94%) who have been in the program for at least 18 months show enhanced literacy environments (scoring 4 or 5 on the LEOC) and a high level of Read to Me program implementation. These providers are considered eligible to become Mentor Providers.

RTM SURVEY 2005 CHILDREN

In the first and second quarter, we reported on the results from the "RTM Survey 2005 Children". Please see our Quarter 1 report for a full narrative analysis. We continue to see great results and feedback. This survey asks questions about the impact of the Read to Me program on the children cared for by the child care providers. Read to Me reaches over 1600 children each month through the home visits.

TOOLS FOR EVALUATING SERVICE TO AND THROUGH AGENCY PARTICIPANTS

In quarters two and three, we reported on the request from agencies to participate in Read to Me. We have been adapting the Read to Me program to partner with agencies that serve a wide variety of child care providers, including FFN, license-exempt providers, caregivers and families. We have done a variety of visits and programs with these agencies during this grant cycle. A primary result of working with these agencies is having developed a collaborative proposal to First 5 which outlines the way we can serve each of them for 2006-2007 and outlines an evaluation plan.

In quarter 4 we were very pleased to learn that First 5 would fund our collaborative proposal for 2006-2007 and with 4 of these agencies we immediately began providing program sessions. We started the weekly lunchtime storytime series at the Familia Center on June 29th, and we presented twice to 15 teen mothers participating in Walnut Avenue Women's Center Even Start program at the Santa Cruz High School. We also participated in the Live Oak Child Development Center kindergarten readiness night on June 5th, and we did a storytime at the Together in the Park program sponsored by the Santa Cruz Adult School and the Live Oak

Investing in Children Quarterly Progress Report - FY 2005-2006

Family Resource Center. For all of the 9 agencies involved in the collaborative proposal, we met with each to refine plans and clarify our responsibilities.

Please share one (1) client or family story that illustrates the program's successes and/or challenges.

All of the youth services library staff working with Read to Me have received voluminous expressions of support and thanks from the participants (see thank you notes attached), and expressions of concern for the program's future, given the uncertainty that has loomed about funding for next year. Here is a sampling of the comments.

June 19th: "H. asked that I forward to you her personal thanks for the program and let you know of her willingness to advocate for the continuation of the program on behalf of the association anytime that would be useful."

June 21st: "This provider expressed hopes that the home visits would continue, not so much for the sake of convenience but because she felt the interaction with additional adults in a learning context was very important for the children."

June 22nd: "Thank you so much for all of the great stories and kits! We have enjoyed Jeanne's visits very much, and the books and activities have enhanced my program each month."

June 22nd: "Que lastima que ya no van a poder venir, y lo que va a pasar es que como no todas tenemos tiempo de ir por las bolsas, entonces van a pensar que no estamos interesadas en el programa..." Translation: "What a shame that you/they won't be able to come, because what's going to happen is that since not all of us will have time to go get the kits [from the library], then they are going to think that we aren't interested in the program..." [This is from a provider in Watsonville, where Read to Me home visits will not be continuing.]

April 26th: "I gave the children their Wheels on the Bus board books at circle time, and immediately they each opened and searched each page, reading and enjoying the pictures. They sang parts, asked what the words were on particular pages, and once told, nodded knowingly. We sang parts of the books, and one 5 year old hushed us, saying, "I'm reading," and we paused silently as he read aloud...J. [the provider] wants to get back to us about a grant to support local children that she read about. Information to follow."

June 16th: "I did a second visit to C. this morning to give out 6 library cards to wild applause. A parent was there to film it with a video camera and to thank us all for RTM. I read Curious Kittens amid so many giggles and when I finished they shouted "Read it Again!" So we read it again--it was still funny. Curious Kittens was my tie-in to the Summer Reading Program and the Pet Gallery..."

May 25th: "It is such a relief to have fresh stories to read each month. Wonderful!!!"

Program Objective 2: Provide hands-on early literacy strategies and techniques to a minimum of 200 providers, parents, and staff in a maximum of 7 workshops.

In Quarter 4 we conducted a bilingual workshop session for 29 participants at the CCAEYC/PACE Early Care and Education Conference at Cabrillo College on April 29th. The workshop focused on early literacy concepts and techniques that are facilitated through

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bookmaking activities with children. The response was just as enthusiastic as last year's conference. Staff from SCPL and Watsonville libraries presented the workshop and staffed the information table during lunch.

On May 6, we also conducted a Read to Me workshop for 20 child care providers at the Child Development Resource Center. Earlier in the year, the CDRC had invited us to present to their CIP (license-exempt provider training) and other program participants about early literacy concepts and techniques and library resources. The response was excellent.

A major portion of our time, particularly in quarters 3 and 4, focused on sustainability efforts, grant writing, development of a collaborative proposal for First 5 for 2006-2007, and joint planning for Read to Me's future. In May and June, we continued the planning process with the agencies who participated in the proposal to First 5. With four of these agencies we began conducting programs.

We were not able to conduct as many formal workshops as originally planned for the 12-month grant cycle, but the response to the sessions has been excellent. 92 child care providers, parents and staff participated in 5 workshops and presentations on early literacy concepts and techniques during this 12-month grant cycle. (For some of these participants we were not able to obtain client data.) One of the workshops was cancelled because it did not receive enough signups due to weather concerns in the area it was offered (Boulder Creek) in March.

Program Objective 3: Refine the READ TO ME approach to reflect the variety of providers served by offering 3 tiers of service: Network Provider Participants (workshops; book giveaway); Active Provider Participants (home visits; kit exchanges; workshops; book giveaway); Mentor Provider Participants (kit exchanges; workshops; book giveaway; leadership and advisory roles)

During this 12-month cycle, we refined the Read to Me approach to reflect the variety of providers served by offering 3 tiers of service. Almost all of the Active Provider Participants have increased literacy promotion as reflected on the ELE surveys, and they have maintained an excellent literacy environment as reflected on the LEOC tool. These providers are eligible to become Mentor Providers, and many have already taken part in advising opportunities. We have also created a network of providers and parents who have participated in Read to Me workshops, book giveaways and presentations. And we have adapted the program to partner with agencies that serve a wide variety of child care providers, including FFN, license-exempt providers, caregivers and families.

For the coming year, 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. This transformation will include access to the Read to Me kits from both SCPL and Watsonville Public libraries, and continued home visits to child care providers in the SCPL service area. In May, we sent a letter to all the Read to Me participants, explaining the need for an interruption in service during the summer as

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we work on the program's redesign. We did final visits to the child care homes in June before the summer interruption, and we are now working on the reconditioning and cataloging of the kits in preparation for the next phase of the program. We invited the providers to participate in an advisory group and the libraries will meet with a small group to determine appropriate rules for borrowing kits, and program policies for home visits.

In quarter 4 we conducted research on how to design the access to Read to Me kits from the libraries, and held meetings with SCPL Technical Services staff, Outreach Department staff, and Watsonville Public Library staff. We also gathered all of the kits at Watsonville Public Library in order to work on them during the summer. Watsonville Public Library and SCPL are committed to continuing the partnership and both libraries will continue to provide access to Read to Me kits after the current funding cycle ends.

We also created transition packets for each child care provider that contain library information, Summer Reading Program information, and a bibliography of children's titles on Summer-related topics for the providers to check out from the library during the summer.

Program Objective 4: Raise awareness of READ TO ME and FIRST 5 among Santa Cruz County providers, collaborators, colleagues, parents, and the general community

On May 16th, we were greatly honored by the Santa Cruz Family Child Care Association. At its annual membership dinner, the SCFCCA presented an award to the Read to Me Program "For successfully providing the highest quality of early literacy activities to family childcare providers and the children they serve." The membership of the SCFCCA gave a check for \$500.00, which will be donated to the Friends of the SC Public Library Read to Me Fund. We were incredibly touched by the words of praise and by the check.

We prepared the giveaway books with First 5 and Read to Me labels and gave 1500 books to the children in the child care homes served by the program. The response from the children and parents has been wonderful.

During this 12-month grant cycle, we distributed the program's color brochures, advertised the web site, presented at the California Library Association Conference, responded to requests for program information from as far away as Santo Domingo in the Dominican Republic (where they are considering replication of the program there), attended community meetings and participated in child care networks. The program was featured in the *Santa Cruz Sentinel* twice, *Good Times*, *Críticas*, *Briefings* (CYAS section of the California Library Association), the *Friends of the Library Newsletter*, and was selected as a program to be highlighted in the State First 5 Annual Report to the Legislature. On June 2nd, the program was featured on the KUSP radio program "First Person Singular".

Data Utilization

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Have you used your outcome information for organizational or program development?

We have refined our objectives to include service through agencies. This refinement enables us to reach more parents, families, and a larger variety of license-exempt caregivers. Many of these agencies serve larger groups that would have a harder time getting to the library as a group because of car seat requirements, liability and other issues. This refinement has led to a collaborative proposal with nine agencies for First 5 funds for 2006-2007.

The ELE, LEOC and other survey data shows the robustness of our original service model of enhancing literacy environments through child care home visits and workshops. Participants have enthusiastically supported the program and participated in program evaluation and feedback. They all love the book kits provided by Read to Me. But more important to them is the monthly visit by "their librarian" and storytime with their children. Their greatest fear is losing the connection with the library and the library staff.

Sustainability Efforts

1. Describe specific efforts your agency has made this quarter to sustain this program outside of First 5 funding. (Examples of sustainability efforts: MAA reimbursement, private funding, donor development, collaboration, resource sharing, etc.).

The Library Joint Powers Board approved the SCPL library budget for 2006-2007 which includes funding most of the Read to Me staff at SCPL (a full-time Librarian II, a half-time Librarian II and a half-time Library Assistant) and incorporating Read to Me as a basic component of library service to families and family care providers throughout its service area. (The half-time Provider Visitor position was discontinued.) Read to Me staff will become part of the Outreach Department of the library. Watsonville Public Library is also committed to continued partnership with SCPL and will provide access to the Read to Me kits from their library.

In quarter 1 we worked on a Federal ELOA grant proposal led by CARES, and in quarter 3 we wrote 2 proposals to corporate foundations. We will continue to seek funds.

In the coming year, will this program:

X grow; if so how:

In the coming year, 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. This transformation will include access to the Read to Me kits from both SCPL and Watsonville Public libraries, and continued home visits to child care providers in the SCPL service area. Read to Me will also work in partnership with 9 agencies to provide literacy services to parents and caregivers.

be reduced; if so how _____

be eliminated _____

Investing in Children Quarterly Progress Report - FY 2005-2006

___ remain at current level

___ change services provided; if so how _____

2. Please describe any new funding to support the program if it is continuing

--Read to Me staff positions to be funded as part of the SCPL library budget (\$133,383.00)

-- In quarter 4 we were extremely pleased to learn that First 5 would fund our collaborative proposal for 2006-2007. (\$43,865.00)

--On May 16th, we were honored by the Santa Cruz Family Child Care Association with an award and a check for \$500.00 which was donated to the Friends of the SC Public Library Read to Me Fund.

Final Words

Please tell us (in one paragraph) what your agency is most proud of regarding services for children 0-5 and their families in FY 05-06. This statement may be used in the annual report to the state and local First 5 commissions.

We are extremely proud of the impact of the Read to Me Program and that its benefits to children and caregivers in Santa Cruz County will continue to grow. The program and partnership with Watsonville Public Library--and now partnership with 9 additional agencies--will continue and grow after First 5 funds have ceased. First 5 has proved to be the seed money for a program that has successfully transformed into sustainability.

Over the years Read to Me has made an immense impact. These impacts are deep, systematic, and wide-ranging. The most important impacts are:

- Vastly improving the home literacy environment and the quality and quantity of literacy activities done by child care providers and caregivers
- Documented impact on children's early literacy skills, language development, and readiness for school
- Strong support for curriculum building and curriculum enhancement
- Materials and support for children with special needs and emotional issues (use of Tender Topics kits and other materials)
- Decreased job isolation for child care providers who work in child care homes
- Strong links to library staff and to the free public libraries that support children and families throughout their lives
- Support for literacy development in children's primary language with culturally appropriate materials
- Changes in attitudes about allowing infants and toddlers access to books
- Increased linkages and partnerships with agencies and organizations in Santa Cruz County, and provision of information and referral
- Resources and support for the providers so that they can be literacy advocates to the parents of the children they serve



SANTA CRUZ • PUBLIC
LIBRARIES
A City County System

ANNUAL STATISTICAL REPORT FY 2005-2006

Here are the statistical highlights of the Library System's just-completed fiscal year. The later pages of this report provide tables and comment on several of the more important statistical measures.

- ❖ Checkouts of library materials totaled nearly 1.976 million, up 4% from FY 2004-05.
- ❖ Requests for materials were up—from 197,755 placed in 2004-05 to 212,146 in 2005-06. Of that number we filled 88%. We suspect the reason the number keeps rising is that the Library's automation system makes it increasingly easy to ask for wanted items: users do not have to visit a branch to place a request—they can do it on-line.
- ❖ Telephone renewals also continue to increase—9% over last year. And renewals on the Library's Web Site were up 47%. These services are clearly a convenience to our users.
- ❖ 32.98% of the checkouts were of non-book materials—videos, CDs, audiotapes, magazines, and the like. This is up slightly from a year ago.
- ❖ The two most heavily checked out non-book items were audiotapes and CDs (18% of the non-book total) and videos and DVDs (40% of the non-book total).
- ❖ Borrowers checked out 9.70 items per capita of our State Finance Department population and 9.77 items per capita of our Library Financing Authority population. Last year the statewide average for the 31 libraries in our population group was 4.98 items per capita. We've exceeded only by Santa Clara County (22.32 items per capita) and San Mateo County (10.56 items per capita).
- ❖ The Library staff borrowed 3,368 items via interlibrary loan for our users, and handled 2,023 loans to other libraries. These are big jumps up from the previous year because the Library's catalog is now on the national da

tabase, OCLC. Interlibrary loan requests are primarily for items that are out-of-print or are more specialized than warrant purchase by a public library system. We do track requests by subject, however, to make sure that we aren't failing to purchase materials in areas of high interest to our users.

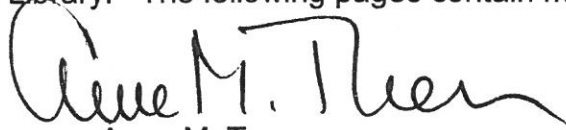
- ❖ On June 30, 2006 we had 243,338 unique titles in all formats in the collection, and 498,499 items in all formats. During the fiscal year we purchased 36,012 items in all formats. More information on the Library collections appears later in this report.
- ❖ The Library has developed several special services to meet the needs of book clubs, an increasingly popular way for people to share their reading. Our Website contains information and advice on how to organize reading groups and what to read next. And we are now circulating 168 Book Club Kits that contain at least five paperback copies of a book (culled from donations to the Library), information about the author, and questions for discussion. The group representative can check out the Kit and keep it for up to three months. The kits circulated 213 times in FY 2005-06.
- ❖ Five of our Branches had reading discussion groups for adults last year, and there were seven for young people.
- ❖ The staff handled 7% more reference queries than last year. Much of the increase is due to reopening the Live Oak Branch and especially high query counts at the Branciforte and Capitola Branches. See additional comments on the reference data later in this report.
- ❖ On June 30, 2006 we had 62,506 **active** registered borrowers, meaning people who have used their cards within the last two years. The number of card holders is 128,511, of whom 15% are children.
- ❖ Volunteers, whether Friends of the Library, court referrals, or youth completing community service requirements for school, contributed more than 15,000 hours of service during the fiscal year.
- ❖ The Young People's staff at all branches gave 679 programs (mostly story hours) for 16,349 preschoolers, parents and caregivers, and another 458 programs for 5,758 school-aged youngsters and their teachers. They also managed 658 class visits from both day care centers and the schools, involving 10,490 children and teachers. Once again the Branciforte Branch led the System in the number of school-age class visits: 115 with 2,241 kids attending. Central was next with 111 visits. A "class visit" usually involves a presentation about the library and its resources, and instruction in how to use the computers or find information for the current assignment of the class. A story is often read to younger children.

- ❖ “Summer Reading Adventures” was the theme of the 2005 Summer Reading Program, which is co-sponsored by the Friends of the Santa Cruz Public Libraries, Inc. 3,062 children participated in the reading part of the program with 1,126 (37%) finishing and collecting an average of 11.92 completion rewards apiece. Participants produced 1,509 reviews for the Library Website—a new feature in 2005.
- ❖ There were a total of 252 special Summer Reading events, attended by more than 5,100 youngsters and parents attended. Forty Young Friends volunteered 360 hours of time for the Summer Reading Program.
- ❖ The Summer Reading Program traditionally includes a Festival of the Book and Kids Only Book Sale at Harvey West Park. The Friends of the Library supplied hotdogs for one and all. The Kids Only Book Sale earned \$1,766, selling out as usual.
- ❖ The Library System also sponsored or hosted 591 programs aimed at adults, with 8,133 attendees. 142 of those were Outreach staff programs at nursing homes, senior residences, and staff (as distinct from volunteer) visits to homebound people.
- ❖ The Library System staff is very proud of our READ TO ME project funded by the Santa Cruz County First 5 Commission. It works to help children get ready for school by assisting family childcare providers in creating an environment that promotes literacy. Library and grant staff train the providers in how to use books with children, they make home visits, and each month deliver a new reading kit containing at least ten books. We estimate that we are impacting the lives of roughly 1,100 children through the program, as well as more than one hundred hard-working childcare providers. We have now completed three years of programming and expect, with reduced support from First 5, to continue a modified version in 2006-07.
- ❖ Library staff participated in 170 training events, with 1,057 attendees, totalling 2,418 staff hours. That’s nearly eighteen hours per staff person, and includes the orientation and training we do for new workers. Training and re-training is important for library workers because technology changes so rapidly, and the demands of a very diverse public are so great. The most popular single class was called Extreme Googling, provided by Infopeople, the State Library-subsidized Training Cooperative. We ran six FIT refresher trainings for 117 employees, and two-hour FIT training for new staff. FIT is the training we provide in worker safety and biomechanical skills.
- ❖ Four library employees chose to retire during the fiscal year: Catherine Steele, Coordinator of our Outreach Program, Library Facilities Manager Jane Schymeinsky, who wore many hats in the course of her library career, and part time employees Betty Rentz (Central Reference) and Diane

Noland (Office staff). They are all sorely missed and we thank them for their hard work over the years serving the people of Santa Cruz County. The only good thing about a retirement is that it offers the chance for a really good party honoring the person who is leaving.

Surely a highpoint of the fiscal year, and indeed of the first decade of the 21st Century, was reopening our Branch at Live Oak. The new building, constructed by the County Redevelopment Agency, is an example of clever design for a difficult site. It works well for library service, and charms visitors with the extraordinary art created for the Branch inside and out.

Santa Cruz County makes high demands for library service, which our very competent staff works hard to meet. In summary, FY 2005-2006 was a busy year for staff, users, and volunteers at the Library. The following pages contain more detailed statistical information.



Anne M. Turner
Director of Libraries
August 24, 2005

DSTATREPT.006

CIRCULATION DATA

**NUMBER OF ITEMS CHECKED OUT
 BY BRANCH FY 2005-06**

BRANCH	2004-05	2005-06	DIFFER- ENCE		OPEN HRS/ YEAR	CIRC/OPEN HOUR
ALBA	17	34	17	100.00%		N/A
APTOS	248,027	239,677	(8,350)	-3.37%	2,700	89
BOULDER CREEK	56,198	53,384	(2,814)	-5.01%	1,850	29
BRANCIFORTE	150,822	135,327	(15,495)	-10.27%	2,050	66
CAPITOLA	163,249	140,057	(23,192)	-14.21%	2,100	67
CENTRAL	596,223	553,895	(42,328)	-7.10%	2,900	191
FELTON	46,800	44,521	(2,279)	-4.87%	1,850	24
GARFIELD PARK	50,679	50,062	(617)	-1.22%	1,600	31
LA SELVA BEACH	19,590	16,841	(2,749)	-14.03%	1,550	11
LIVE OAK	351	53,845	53,494	N/A	1,300	41
OUTREACH	41,835	43,059	1,224	2.93%	N/A	
SCOTTS VALLEY	190,856	182,338	(8,518)	-4.46%	2,400	76
SUBTOTAL	1,564,647	1,513,040	(51,607)	-3.30%	20,300	75
HQ & SYSTEM	6,457	5,675	(782)	-12.11%		
NETLIBRARY EBOOKS	4,107	5,437	1,330	32.38%		
TUMBLEBOOKS EBOOKS		5,241	5,241	N/A		
PHONE RENEWAL	78,954	86,112	7,158	9.07%		
WEB2 RENEWAL	245,574	360,481	114,907	46.79%		
SUBTOTAL	335,092	462,946	127,854	38.15%		
GRAND TOTAL	1,899,739	1,975,986	76,247	4.01%		
CIRCULATION.06						
8/16/2006						

NOTES: The new Live Oak Branch opened on January 19, 2006, after being closed for construction since June 2004. Patrons begin shifting their use back to Live Oak from Capitola and Branciforte.

The biggest jump in use and the major contributor to the increase in checkouts is patron use of the WEB2 to renew items—a 47% increase. In fact, we think that the reason checkouts are down at most Branches is because users are renewing items on the Web instead of at the Branch, thereby changing the site statistics.

Regarding the number of checkouts per Branch per open hour, Central is the busiest Branch, followed by Aptos, and then Scotts Valley. With Live Oak now open, Capitola and Branciforte are dead even.

"Tumblebooks Ebooks" is a wonderful online resource we are offering for children of various ages. It includes books and games, and can be accessed from home computers. It is listed in the Services to Young People on the home page of the Library's web site.

We also track the residence of library borrowers. The percentages in the Table below are roughly what they have been for the past three decades: one third by City of Santa Cruz residents, and two thirds all others.

CHECKOUTS BY RESIDENCE OF BORROWER

City of Santa Cruz Residents	664,753	34%
County of Santa Cruz Residents	1,030,254	52%
Capitola City Residents	85,635	4%
Scotts Valley City Residents	151,993	8%
Watsonville City Residents	21,193	1%
All Other Circulation	22,158	1%
	1,975,986	100%
	REGQUAL.06	
	7/21/2006	

THE LIBRARY COLLECTIONS

**LIBRARY COLLECTIONS BY BRANCH
 JUNE 30, 2006**

BRANCH	2003-04	2004-05	2005-06
ALBA	18	18	12
APTOS	61,990	61,724	61,698
BOULDER CREEK	31,127	29,174	27,376
BRANCIFORTE	52,627	51,698	50,461
CAPITOLA	32,977	32,566	32,032
CENTRAL	238,009	229,333	233,397
FELTON	20,250	18,622	18,268
GARFIELD PARK	14,521	14,372	14,391
HQ & TECHSERV	17,517	12,642	15,858
LA SELVA BEACH	14,249	13,547	12,590
LIVE OAK	23,337	22,727	35,328
OUTREACH	17,365	17,619	18,187
SCOTT'S VALLEY	47,902	47,494	48,261
TOTAL	571,889	551,536	567,859
CO. LAW LIBRARY	2,138	2,163	2,228
	COLLECTIONS.06		
	8/11/2006		

The figures in the Collections table do not include copies of periodicals. The number of subscriptions at each Branch is presented below.

Although we acquired over 38,000 new items during the fiscal year, the collections at nearly half of our Branches declined slightly. The reason was heavy weeding, undertaken because:

- If we don't weed, we don't have room for new items with more current information. Most of our Branches are too small for the number of people they are endeavoring to serve and the size of the collections the public demands.
- We have been particularly rigorous in weeding during the last few years because over-crowded shelves cause worker injuries.

**PERIODICAL AND NEWSPAPER SUBSCRIPTIONS
 JUNE 30, 2006**

BRANCH	ADULT	JUVENILE	GIFTS	NEWS- PAPERS	TOTAL
APTOS	96	22	11	9	138
BOOKMOBILE	19	15	0	0	34
BOULDER CREEK	40	18	0	5	63
BRANCIFORTE	78	28	8	4	118
CAPITOLA	47	11	1	8	67
CENTRAL	312	29	24	26	391
FELTON	23	14	7	2	46
GARFIELD PARK	22	28	7	2	59
HEADQUARTERS	30	0	0	2	32
LA SELVA	15	9	7	2	33
LIVE OAK	74	25	1	7	107
SCOTTS VALLEY	63	21	0	7	91
TOTAL	819	220	66	74	1,179
PERIOD.06					
8/11/2006					

BRANCH BUSYNESS

The Library collects visitor data at each branch, using counters attached to the security devices at each entrance. The data is unreliable, but in a consistent way. That is, the counters regularly break down, and people (especially children)

skew the data by playing with the light indicators. We could adjust the collected data based upon a formula derived from an accurate hand counted sample. But since our interest is really to measure trend data, this does not seem worth the trouble.

The Table below shows the total visitor count (divided in half) by hour for each Branch. The Table confirms what we know from checkout data: Central is the busiest facility (as it should be), and Aptos and Scotts Valley are roughly comparable. Use at Branciforte is diminishing since it's services were reconfigured to the Tier I level, but is still very high. Capitola remains much busier than its peer Tier I branches, Felton and Boulder Creek. Use at Live Oak will continue to climb.

VISITOR DATA BY BRANCH BY OPEN HOUR

	2001-02	2002-03	2003-04	2004-05	2005-06
APTOS	48	64	63	56	60
BOULDER CREEK	28	23	24	22	21
BRANCIFORTE	54	57	65	68	58
CAPITOLA	38	39	44	51	45
CENTRAL	149	145	154	149	148
FELTON	25	24	23	26	24
GARFIELD PARK	14	26	27	30	33
LA SELVA BEACH	18	19	19	17	17
LIVE OAK	33	34	30	0	39
SCOTTS VALLEY	58	60	58	59	64
SYSTEM AVERAGE	52	54	57	60	58

NOTE: Significant declines at any Branch are due to Branch closures: Garfield Park for renovation in 2000-01, Live Oak for construction beginning in June 2003-04, and Aptos for interior modifications in 2004-05.

OPEN HOURS declined from 470 in 2001-02 to 438 when Live Oak reopened in early 2006.

REFERENCE SERVICES

Reference queries handled increased by 7% over FY 2003-04, largely due to the return of the Live Oak Branch in January to the System.

**REFERENCE QUERIES BY BRANCH
 FY 2005-06**

BRANCH	2004-05	2005-06	%
			CHANGE
APTOS	39,542	39,102	-1%
BOULDER CREEK	6,637	5,416	-18%
BRANCIFORTE	19,257	27,901	45%
CAPITOLA	28,131	34,715	23%
FELTON	27,058	23,135	-14%
GARFIELD PARK	12,769	13,648	7%
LA SELVA BEACH	5,930	4,739	-20%
LIVE OAK	CLOSED	10,688	n/a
MOBILE SERVICES	8,874	8,328	-6%
SCOTTS VALLEY	34,965	39,535	13%
SUBTOTAL	183,163	207,207	13%
CENTRAL ADULT	84,066	81,187	-3%
CENTRAL YOUTH	26,296	25,102	-4%
SUBTOTAL	110,362	106,289	-4%
GRAND TOTAL	293,525	313,496	7%
REFERENCE.06			
8/14/2006			

REVENUE COLLECTIONS

We collected \$219,934 in fine money, which works out to 11 cents per item checked out. We also collected roughly \$40,000 in miscellaneous charges: lost item fees, Internet use charges to out-of-towners, room rentals, photocopy fees, and so forth.

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AMT:DSTATREPT.006



SANTA CRUZ • PUBLIC
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RESOLUTION # 2006-12

**RESOLUTION OF THE SANTA CRUZ LIBRARY JOINT POWERS
 AUTHORITY BOARD HONORING AND THANKING
 LIBRARY VOLUNTEERS**

WHEREAS: Friends of the Santa Cruz Public Libraries, both youngsters and adults, donated over 15,000 hours of volunteer effort to the Library System during FY 2005-06, and

WHEREAS the tasks they accomplished included visiting homebound people, mending books and other media, sorting materials for Friends book sales, serving hot dogs at the annual Festival of the Book, assisting as docents in the Genealogy Collection, licking stamps and stuffing envelopes, and performing a hundred other jobs that enable the Library System to serve its community, and

WHEREAS the Library System could not offer the range of programs and services it does without the support and help of volunteers,

NOW THEREFORE, BE IT RESOLVED that the Library Joint Powers Authority Board salutes all the people who volunteered time to the Library during FY 2005-06, and thanks them most sincerely for their efforts.

PASSED AND ADOPTED this 11th day of September 2006, by the following votes:

AYES: Board Member:

NOES: Board Member:

ABSENT: Board Member:


DISQUALIFIED: Board Member

ATTEST: _____
 Board Clerk



SANTA CRUZ • PUBLIC
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September 5, 2006

TO: LIBRARY JOINT POWERS AUTHORITY BOARD
FR: DIRECTOR OF LIBRARIES 
RE: AMEND FY 2006-07 BUDGET

RECOMMENDATION: That by resolution the Board appropriate \$37,959 in unanticipated revenue from the State Library Foundation Program to the Books/Periodicals budget, appropriate \$100,000 to the Reserve for Capital Projects, and adopt the revised Capital Projects and Equipment budget as per the attached Table.

PUBLIC LIBRARY FOUNDATION PROGRAM

The State Legislature increased the amount allocated for the State Library Foundation Program (PLF), and the result is that Santa Cruz will receive \$117,951 instead of the \$79,992 we anticipated in June. Traditionally, the Library spends its PLF monies on the materials budget, and that is the staff recommendation.

CAPITAL PROJECTS

The capital budget for FY2006-7 adopted in June totaled \$379,952.89. Staff is recommending that it be reduced to \$262,439.85, and that \$100,000 be appropriated to the Reserve Fund for Capital Projects.

Aptos Parking Lot: A significant anticipated expenditure was expansion of the Aptos Parking Lot, which we budgeted at \$140,000. In June staff asked the County Public Works Department to update their plan and estimate for the project. The revised estimate is \$435,576, which no amount of value engineering will reduce. See the Preliminary Cost Estimate from the County attached, as well as my memo. My recommendation is that we once again defer the project, but that the Board appropriate \$100,000 to the Reserve Fund for Capital Projects (957) so that eventually it can be budgeted.

Other changes on the attached EXHIBIT A are:

Increase the amount for **interior painting** at the Boulder Creek and La Selva Beach Branches by \$10,000. The amount is based on estimates from painting contractors.

Add \$1,500 to the **Energy Efficient Lighting Improvements** project for additional fixtures in dark corners at the Aptos and Capitola Branches. There is also a \$239.25 net change from the original estimate.

Capitola Branch Rearrangement: As currently configured, the shelving creating a children's area at the Branch creates a serious security problem. Despite putting in a mirror, staff at the Circulation Desk cannot see what is going on. Staff believes that if the shelving that runs parallel to the Circulation Desk is shifted to be at right-angles to the Desk, sight lines will be improved. The \$8,000 is based on an estimate from our shelving contractor.

Vehicles: Our plan was to replace the two primary delivery vans with larger vehicles in which the Courier/Drivers could stand up. We have looked at the options, and after consultation with the staff involved, the City Fleet Manager, and Internet research, we have concluded that panel vans remain the best vehicle for our needs. We will be able to purchase biodiesel vans. The cost of steel is driving costs up, however, so staff is requesting that the amount budgeted be increased.

JCAPBUDG.REV



SANTA CRUZ • PUBLIC
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RESOLUTION # 2006-11

**RESOLUTION OF THE SANTA CRUZ LIBRARY JOINT POWERS
AUTHORITY BOARD TRANSFERING FUNDS AND AMENDING THE
FY 2006-07 BUDGET TO ACCEPT ADDITIONAL PUBLIC LIBRARY
FOUNDATION FUNDS, AMEND THE ADOPTED CAPITAL OUTLAY BUDGET,
AND APPROPRIATE FUNDS TO RESERVES**

WHEREAS: The State of California has made additional funds available under the Public Library Foundation Program, and

WHEREAS: Other changes in the adopted Capital Outlay program are required,

NOW THEREFORE, BE IT RESOLVED that the Library Joint Powers Authority Board amend the FY 2006-07 Library Budget as follows:

Appropriate \$37,957 in additional Public Library Foundation Program revenues to Books/Periodical, 3530/53106;

Amend the Capital Projects and Equipment Budget as per Exhibit A attached, and

Appropriate \$100,000 in available funds to the Capital Project Reserve Fund, 957.

PASSED AND ADOPTED this 11th day of September 2006, by the following votes:

AYES: Board Member:

NOES: Board Member:

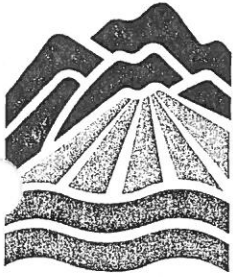
ABSENT: Board Member:

DISQUALIFIED: Board Member

ATTEST: _____
Board Clerk

EXHIBIT A

FY 2006-07			
CAPITAL PROJECTS & EQUIPMENT PURCHASES			
		ADOPTED	PROPOSED
		6/5/2006	REVISION
3510-57203: Building Remodeling			
Interior Painting		\$ 25,000.00	\$ 35,000.00
Boulder Creek			
LSB			
Energy Efficient Lighting Improve'ts		\$ 16,000.00	\$ 17,500.00
Central Branch Roof		\$ 45,000.00	\$ 45,000.00
Capitola Branch Rearrangement			\$ 8,000.00
SUBTOTAL		\$ 86,000.00	\$ 105,500.00
3510-57309: Parking Lots			
Aptos Parking Lot		\$ 140,000.00	
3510-57401 Office Furn/Equipment			
Shelving Various			
CD Bins	B-40	\$ 720.00	\$ 720.00
Slatwall End Panels	Aptos	\$ 1,350.00	\$ 1,350.00
Slotted 3 ft shelves X 8	Cen YP	\$ 2,000.00	\$ 2,000.00
DF 90" Shelves X 2	LSB	\$ 2,149.00	\$ 2,149.00
Shelving Total		\$ 6,219.00	\$ 6,219.00
Projector and Screen	GP	\$ 4,070.00	\$ 4,070.00
Automatic Disc Repair Machine	TS	\$ 7,200.00	\$ 7,200.00
Signage	System	\$ 22,000.00	\$ 22,000.00
Reference Services Changes	Cen	\$ 5,000.00	\$ 5,000.00
SUBTOTAL		\$ 44,489.00	\$ 44,489.00
3510:57403: Vehicles			
Vans @ \$40,000 each	Deliveries	\$ 76,913.04	\$ 80,000.00
3510-57409 Computer Equipment		\$ 25,000.00	\$ 25,000.00
3510-57903 Capital Equipment Under \$5000			
Delivery Crates X 100	TS	\$ 3,500.00	\$ 3,500.00
Mini-Blinds	GP	\$ 599.70	\$ 599.70
Book ends	Aptos	\$ 514.80	\$ 514.80
Laminating Machine	Aptos	\$ 200.00	\$ 200.00
Mat Board Trimmer/Cutter	Aptos	\$ 250.00	\$ 250.00
Literature Organizer	Aptos	\$ 206.00	\$ 206.00
Easel/Dry Erase Board	GP	\$ 354.00	\$ 354.00
Adjust. Ergo. Chairs @ \$383.00	Cen X 3	\$ 1,149.00	\$ 1,149.00
Tax & Shipping @ 10%		\$ 677.35	\$ 677.35
SUBTOTAL		\$ 7,450.85	\$ 7,450.85
GRAND TOTAL		\$ 379,852.89	\$ 262,439.85
7CAPREQ.LST			
9/5/2006			



SANTA CRUZ • PUBLIC
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A City County System

June 19, 2006

TO: JOHN PRESLEIGH
ASSISTANT DIRECTOR OF PUBLIC WORKS

FR: ANNE M. TURNER
DIRECTOR OF LIBRARIES

RE: APTOS BRANCH PARKING LOT

Thanks very much for the work you and members of your staff have done developing a plan for expanding the Aptos Branch Parking Lot. While I am stunned at the revised cost estimate (\$435,576), I don't doubt the accuracy of your figures.

The Library Joint Powers Board will need to make a decision as to whether to proceed with this project. They cannot do this until they receive additional revenue reports at the end of the Summer, so I think mid-September will be the earliest they can consider the matter.

In the meantime, would you please put the Aptos Branch Parking Lot on your working calendar for next Winter/Spring? If the Board decides not to do the project I will notify you immediately. But if we can go ahead with it, I would like to know that your department has us on your schedule.

Thanks again.

cc: LibJtPowBd

BAPTOSPK.PW