



SANTA CRUZ • PUBLIC  
LIBRARIES  
A City County System

## LIBRARY JOINT POWERS AUTHORITY BOARD

Monday, November 6, 2006 at 6:15 PM  
Community Meeting Room  
224 Church Street, Santa Cruz

### 6:00 PM CLOSED AND LITIGATION SESSION

A. Personnel Evaluation (Government Code #54957)

Director of Libraries

B. Labor Negotiations (Government Code #65967.6)

Adela Gonzalez—Negotiator  
Employee Organization: SEIU Temporary Service Workers

C. Real Property (Government Code #54957.8)

117 Union Street, Santa Cruz

### 7:00 PM PUBLIC MEETING

1. ROLL CALL
2. APPROVE AGENDA
3. APPROVE MINUTES OF SEPTEMBER 11, 2006
4. ORAL COMMUNICATIONS
5. CONSENT AGENDA

No Items

6. WRITTEN COMMUNICATIONS

- a. Letter of October 4, 2006 from R. Paul Marcelin-Sampson regarding Library Interlibrary Loan Services
- b. Memo to Library Financing Authority Board Members from the Assistant County Administrator Providing a Quarterly Report on Measure B Receipts

7. REPORTS OF ADVISORY BODIES

8. MEMBER REPORTS

9. STAFF REPORTS

- a. FY 2005-06 Donations/Contributions to the Library
- b. Updates on Various Capital Projects

10. OTHER BUSINESS

- a. Presentation by Paul Machlis, President, Felton Library Friends

11. SCHEDULE NEXT MEETING

The next meeting is scheduled for Monday, December 4, 2006. A Closed Session regarding real property may be required. At the regular meeting Staff will provide a report and update on the Library Automation System upgrade process.

12. ADJOURN

JAGENDA.Nov  
10/31/06

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 other special devices in order to attend and participate, please call (831) 420-5600; or TDD: (831) 420-5733 seventy-two (72) 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.

SANTA CRUZ PUBLIC LIBRARIES  
A CITY-COUNTY SYSTEM

LIBRARY JOINT POWERS BOARD

MINUTES

September 11, 2006

Central Branch Community Meeting Room  
224 Church Street, Santa Cruz

7:00 PM      CLOSED AND LITIGATION SESSION  
Real Property (Government Code §54056.8)

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, Supervisor Mark Stone, Citizen Leigh Poitinger and Supervisor Jan Beutz

Excused:

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

II.      APPROVAL OF MEETING AGENDA OF SEPTEMBER 11, 2006

**Supervisor Stone moved, seconded by Councilmember Rotkin**

**that the Board approve the agenda of September 11, 2006.**

**UNAN**

III.      APPROVE MINUTES OF JUNE 5, 2006

**Councilmember Rotkin moved, seconded by Councilmember Mathews**

**that the Board approve the minutes of June 5, 2006.**

**UNAN**

IV. ORAL COMMUNICATIONS

Mary K. Simpson, President of the Friends of the Library Board, reminded the board of the volunteer letters prepared and distributed for the board members signatures.

V. CONSENT AGENDA

A. Accept Additional First 5 Commission Grant

**Councilmember Rotkin moved, seconded by Councilmember Mathews**

**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.**

**UNAN**

B. Accept LSTA Education Grant

**Councilmember Rotkin moved, seconded by Councilmember Mathews**

**That the Library Joint Powers Authority Board adopt Resolution #2006-09 accepting a grant under the LSTA Public Library Staff Education Program and amending the Library budget in the amount of \$950.**

**UNAN**

C. Accept Gates Foundation Grant

**Councilmember Rotkin moved, seconded by Councilmember Mathews**

**That the Library Joint Powers Authority Board adopt Resolution #2006-10 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.**

**UNAN**

D. Amend Library Conflict of Interest Code

**Councilmember Rotkin moved, seconded by Councilmember Mathews**

**That by motion the Library Joint Powers Authority Board amend the Library Conflict of Interest Code to delete and add certain titles on the attached list (See Appendix A).**

**UNAN**

E. Adopt Holiday Hours Schedule

**Councilmember Rotkin moved, seconded by Councilmember Mathews**

**That by motion the Library Joint Powers Authority 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.**

**UNAN**

F. Adopt Revised Felton Branch Open Hours

**Councilmember Rotkin moved, seconded by Councilmember Mathews**

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

**Monday: CLOSED**

**Tuesday & Wednesday: 11am to 8pm**

**Thursday: 11am to 6pm**

**Friday: Noon to 5pm**

**Saturday: 10am to 5pm**

**Total Open Hours: 37**

**UNAN**

VI. WRITTEN COMMUNICATIONS

A. Email Message of 9/5/06 regarding Library Legislative Update

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:

- Sponsored Summer Reading Programs
  - Festival of the Book-served over 500 lunches
  - Kids Only Book Sale- over \$1,800
  - July La Selva Beach Sale- over \$900
  - Participated in La Selva Beach 4<sup>th</sup> of July Parade
- Plans for Scotts Valley Book Sale on Saturday, October 14, 2006
- Planning Civic Sale to be held November 17<sup>th</sup> & 18<sup>th</sup>
- Introduce new board member Jo Ann Matingley
  - Three potential new board members to be seated at the next meeting:
    - Sherry Scold

- Richard Lopez
- Glenda Hastings
- Upcoming Newsletter to be distributed
- Margaret Waller finished Friends Membership Quilt that will begin its display throughout the branches.

#### VIII. MEMBER REPORTS

- A. Supervisor Stone reported on meetings held with the County Office of Education with regards to the joint use of the Verutti property with the library. At this time the Office of Education feels the property in Felton is unsuitable for their needs.

The Board agreed to appoint a Task Force lead by Citizen Nancy Gerdt to pursue a viable plan for replacing the Felton Branch.

#### IX. STAFF REPORTS

- A. The Director made the following reports:

- Options for Funding Capital Projects: A revised memo from the Director as part of the Strategic Financial Planning Process
- Memo of September 1, 2006 from Director of Human Resources Regarding Workers' Compensation
- Library JPA Revenue & Expenditures 6/30/06 Report
- SCPL Safety Committee Annual Report, 2005-06
- READ TO ME Project 4<sup>th</sup> Quarter and Final Report, FY 2005-06
- FY 2005-06 Annual Statistical Report
- Other Items:
  - Mary Simmons has been hired as the new Capitola Branch Manager
  - Brochure Development on the Annual Report for 2005-06
  - Staff Task Force Updates
    - Library Signage Task Force
    - Reclassification Task Force
    - Welcoming Task Force

#### X. OTHER BUSINESS

- A. Adopt Resolution Honoring Library Volunteers

**Councilmember Rotkin moved, seconded by Councilmember Mathews**

**That the Library Joint Powers Authority Board adopt Resolution #2006-12 saluting all the people who have volunteered their time to the Library during FY 2005-06, and to thank them most sincerely for all their efforts.**

**UNAN**

Mary K. Simpson, President of the Friends Board, gave a presentation on the number of hours volunteers have done at the various branches including volunteer hours done with technical services and friends activities.

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

**Councilmember Rotkin moved, seconded by Councilmember Mathews**

**That the Library Joint Powers Authority Board adopt Resolution #2006-11 appropriating \$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 (Exhibit A).**

UNAN

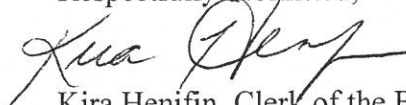
XI. SCHEDULE NEXT MEETING

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.

XII. ADJOURNMENT

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

Respectfully submitted,



Kira Henifin, Clerk of the Board

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

Post Office Box 1402  
Santa Cruz California 95061

2006 October 04

421-9031

Library Joint Powers Authority Board  
Santa Cruz Public Libraries  
1543 Pacific Avenue  
Santa Cruz California 95060

To the Board:

I would like to thank Santa Cruz Public Libraries for its effective Inter-Library Loan service. Though the local collection is substantial, ILL opens up an even wider range.

I would like to acknowledge the ILL staff and the Central Branch Reference Desk Staff — "Sarah" in particular — for their efforts in tracking down obscure and academic materials.

I do have two suggestions for the ILL service.

First, Santa Cruz Public Libraries should begin accepting ILL requests online. A simple (non-interactive) World-Wide Web form could be created. Online requests would be forwarded to an electronic mail account, printed by staff, and then treated like ordinary paper-based ILL requests. There would be an increase in convenience for patrons, and no loss of efficiency for staff.

Second, Santa Cruz Public Libraries should follow the lead of the San José Public Library and the Berkeley Public Library by joining "Link+". "Link+" operates an advanced (interactive) Web site that displays holdings and circulation status for about 30 member libraries. A patron may request an item not owned by her "home library". She chooses a "lending library" and the system transmits her request automatically; staff at the "home library" no longer have to perform this work. (I understand that Santa Cruz is more often an ILL borrower than an ILL lender.)

"Link+" also incorporates a "visiting patron" program. Rather than waiting several days for an item to be shipped from Berkeley to San José, for example, a San José patron may visit Berkeley and borrow the item immediately, with his San José library card. This type of transaction speeds up service for the patron and reduces work for the "home library" and the "lending library" both.

Though I am sure that library staff are aware of "Link+", library board members may wish to view the list of "Link+" member libraries at [http://csul.iii.com/screens/participating\\_list.html](http://csul.iii.com/screens/participating_list.html) and learn about the program at <http://csul.iii.com/screens/whatslink.html>. The benefits to Santa Cruz would be substantial.

Thank you for considering these suggestions. I would appreciate a response to this letter.

Yours truly,

*R. Paul Marcelin-Sampson*

Mr. R. Paul Marcelin-Sampson





# County of Santa Cruz

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## COUNTY ADMINISTRATIVE OFFICE

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

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

SUSAN A. MAURIELLO, J.D., COUNTY ADMINISTRATIVE OFFICER

October 19, 2006

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

### QUARTERLY REPORT ON MEASURE B RECEIPTS

At its January 10, 2005 meeting the Library Financing Authority requested that this office provide the members of the Authority with a report on the quarterly receipts from the Library Sales Tax Measure. The attached table provides quarterly and annual data for Measure B for the period 1997-98 through the most recent quarter. The attached graph provides a comparison of quarterly receipts for the current year.

In summary, Sales Tax receipts for the quarter were \$18,732 above the estimate.

If you have any questions regarding the attached material, please give me a call at 454 3401. I will send you an update at the end of the next quarter,

Very truly yours,

Pat Busch  
Assistant County Administrative Officer

#### Attachments

cc: Director of Libraries, Santa Cruz City/County Library System ✓  
Library Director, Watsonville Library  
County Administrative Officer  
Auditor-Controller  
County Counsel  
Clerk of the Board  
Each City Manager

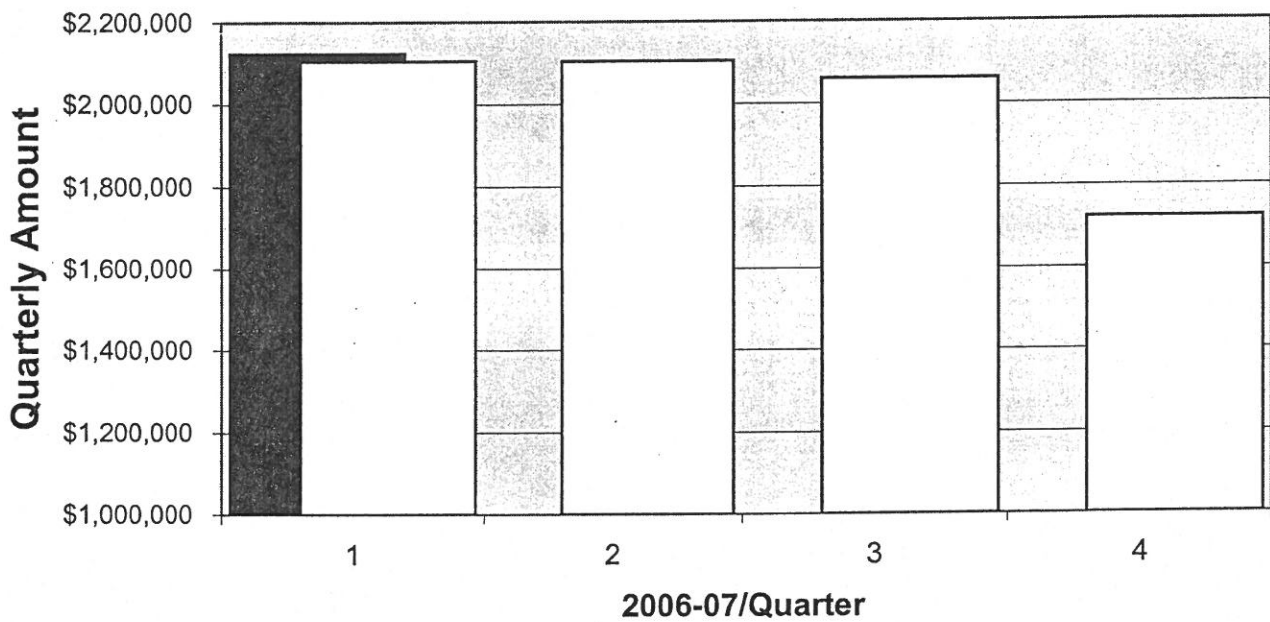
**Measure B Receipts  
Quarterly and Annual Data**

Measure B Receipts - Quarterly and Annual

Year	Quarter	Quarterly Actual	Current Estimate	Annual		
				Actual	Change	% Change
1997-98	1	\$1,460,903				
1997-98	2	1,533,628				
1997-98	3	1,582,188				
1997-98	4	1,358,294		\$5,935,013		
1998-99	1	1,623,813				
1998-99	2	1,690,893				
1998-99	3	1,525,948				
1998-99	4	1,561,793		\$6,402,447	\$467,434	7.88%
1999-00	1	1,741,273				
1999-00	2	1,862,384				
1999-00	3	1,859,563				
1999-00	4	1,756,389		\$7,219,609	\$817,162	12.76%
2000-01	1	1,986,572				
2000-01	2	2,051,736				
2000-01	3	2,035,286				
2000-01	4	1,789,860		\$7,863,454	\$643,845	8.92%
2001-02	1	1,940,315				
2001-02	2	1,978,436				
2001-02	3	1,787,984				
2001-02	4	1,764,249		\$7,470,984	(\$392,470)	-4.99%
2002-03	1	1,826,667				
2002-03	2	2,032,714				
2002-03	3	1,833,704				
2002-03	4	1,686,660		\$7,379,745	(\$91,239)	-1.22%
2003-04	1	1,843,988				
2003-04	2	1,986,815				
2003-04	3	1,787,501				
2003-04	4	1,712,421		\$7,330,725	(\$49,020)	-0.66%
2004-05	1	1,969,607				
2004-05	2	1,911,909				
2004-05	3	1,983,125				
2004-05	4	1,800,041		7,664,682	\$333,957	4.56%
2005-06	1	1,912,226				
2005-06	2	2,298,069				
2005-06	3	2,060,642				
2005-06	4	1,878,281		\$8,149,218	\$484,536	6.32%
2006-07	1	2,124,038	2,105,306		\$18,732	
2006-07	2		2,104,989			
2006-07	3		2,060,642			
2006-07	4		1,722,524			

## Measure B Quarterly Receipts

■ Actual □ Estimated Quarterly Receipts



FY 2005-06 DONATIONS/CONTRIBUTIONS TO THE LIBRARY			
DEPARTMENT	PROGRAM/PURPOSE	AMOUNT	DONOR
Library	Local History Books & Media	\$ 5,000.00	McCaskill Trust for Local History
Library	Visually Impaired Books & Media	\$ 6,300.00	McCaskill Trust for Visually Impaired
Library	Music Books & Media	\$ 755.00	Finkelday Trust for Music Materials
Library	General Subject Books	\$ 12,000.00	Richardson Trust
Library	Subscriptions to Magazines	\$ 3,797.00	Citizen & Organization Donors
Library	Books and Media	\$ 34,130.59	Friends of Santa Cruz Public Library Inc. SEE NOTE
Library	Children's Programming	\$ 9,766.86	Friends of Santa Cruz Public Library Inc. SEE NOTE
Library	Branch Discretionary Funds	\$ 4,783.84	Friends of Santa Cruz Public Library Inc. SEE NOTE
<b>GRAND TOTAL</b>		<b>\$ 76,533.29</b>	
NOTE: The Friends of the Santa Cruz Public Libraries, Inc. Fiscal Year is 5/01/05 - 4/30/06. The totals for the Friends fiscal year are reported.			
DONATIONS.RPT			
9/14/2006			