



SANTA CRUZ • PUBLIC
LIBRARIES
A City County System

LIBRARY JOINT POWERS AUTHORITY BOARD

Monday, April 9, 2007 at 7:30 PM
Community Meeting Room
224 Church Street, Santa Cruz

7:00 PM CLOSED SESSION

1. Real Property (Government Code #54956.8)
City Negotiator: Martin Bernal, Assistant City Manager

7:30 PM PUBLIC MEETING

1. ROLL CALL
2. APPROVE AGENDA
3. APPROVE MINUTES OF MARCH 5, 2007
4. ORAL COMMUNICATIONS
5. CONSENT AGENDA

NONE

6. WRITTEN COMMUNICATIONS
7. REPORTS OF ADVISORY BODIES
8. MEMBER REPORTS
9. STAFF REPORTS

- A. City of Santa Cruz Automation System Master Plan
Briefing by Sharon Caiocca, Information Technology Director
- B. Director's Monthly Report

- C. Report on Interlibrary Loan
Assistant Director Susan Elgin

10. OTHER BUSINESS

- A. Locust/Union Street Property
- B. Automation System Upgrade, Phase 1.5
- C. Add/Reclassify Certain Library Positions
- D. Amend Library Joint Powers Agreement
- E. Discuss FY 2007-08 Budget Priorities

11. SCHEDULE NEXT MEETING

The next meeting is scheduled for Monday, May 7, 2007. A Closed Session regarding real estate may be required. A draft FY 2007-08 Budget will be presented.

12. ADJOURN

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.

**LIBRARY JOINT POWERS BOARD
SUSPENSE LIST
4/3/07**

WHAT?	NEXT ACTION	DUE
<u>Financial Planning Process</u>		
1 Review/Modify Standards for Library Services/Facilities, and Facilities Master Plan	COMPLETE	
2 Prepare 5 Year Projection of Library Baseline Expenses	COMPLETE	
3 Prepare 5 Year Projection of Library Revenues	COMPLETE	
4 Develop estimates for Capital and other Projects	COMPLETE	
5 Determine if Library structural changes are required	PENDING	Feb-06
6 Prioritize implementation of Capital projects	COMPLETE	
7 Consider/Choose Options for adding funding for Capital Projects	PENDING	
<u>Library Automation System Upgrade</u>		
8 Staff report to JPB on project planning progress	Dec-06	
9 JPB adopts general project budget , appropriates Phase I funds	Jan-07	
10 JPB considers Phase 1.5 appropriation	Apr-07	
11 Final recommendation re ILS vendor, JPB makes funding source decision	Sep-07	
12 Report to Board on Interlibrary Loan Access Issues	Apr-07	
13 Upgrade Library Website to include JPB minutes/agenda archives	COMPLETE	
14 Staff continues review/upgrade of Library Web Site	Sep-07	
<u>Joint Powers Board Housekeeping</u>		
15 Annual election of officers	Feb-07	
16 Appoint Citizen Members	Jan -08, -09, -10	
17 Meet with Director of Libraries in closed session to discuss communications and other issues	May-07	
18 Conduct Director Appraisal	Oct/Nov -07	
19 Renew Joint Powers Agreement		5/1/2007

Budgeting/Financial Management

20	Review Annual Audit	Mar-07	
21	Review current budget status, consider budget revision proposals	Dec-06	
22	Discuss budget priorities for coming fiscal year, provide staff direction	Apr-07	6/30/2007
23	Consider draft budget, recommend changes	May-07	6/30/2007
24	Adopt final budget	Jun-07	6/30/2007
25	Review quarterly revenue reports	Nov, Feb, May, Aug	
26	Review quarterly expenditure reports	Sep, Dec, Mar, Jun	

Personnel Issues

27	Hear report of Staff Classification Task Force	Mar-07	
28	Hear report on Staff Development	Jun-07	

Legislation/Advocacy

29	Adopt Annual Legislative Program	Dec-06	
30	Appoint Delegate to CLA Leg Day	Apr-07	
31	Renew library sales tax	Nov-12	4/1/2013

2006 Staff Day Task Force Reports

32	Hold Study Session to Hear/Discuss Task Force Reports	Dec-06	
33	Approve recommendations for changes as required	Feb-07	
34	Receive report on Request No Pick-up Fine collection changes	Apr-07	

Headquarters Move

35	Resolve HQ location problem: to move or not to move; see #7 above	Jul-07	
36	JPB Subcommittee (Rotkin/Poitinger/Stone) set criteria for site evaluation, review options inc. Locust/Union site	Jan-07	
37	Consider Move to 212 Locust	Apr-07	

Felton Branch

38	Hear report from Felton Task Force on community discussions/architectural plans for Verutti Site	Jun-07	
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Aptos Parking Lot

39	Appropriate funds to secure plans and specs for project	COMPLETE	
40	Secure funds to complete project See #7 Above		

SANTA CRUZ PUBLIC LIBRARIES
A CITY-COUNTY SYSTEM

LIBRARY JOINT POWERS BOARD

MINUTES

March 5, 2007

Central Branch Community Meeting Room
224 Church Street, Santa Cruz

7:00 PM CLOSED SESSION

Real Property (Government Code §54956.8)
City Negotiator: Martin Bernal, Assistant City Manager

7:30 PM PUBLIC MEETING

I. ROLL CALL

Present: Citizen Nancy Gerdt, Councilmember Mike Rotkin, Supervisor Jan Beautz, Supervisor Mark Stone, Councilmember Cynthia Mathews, Councilmember Michael Termini, Citizen Barbara Gorson

Absent:

Excused: Citizen Leigh Poitinger, Councilmember Randy Johnson

Staff: Anne Turner, Director of Libraries

II. APPROVAL OF MEETING AGENDA OF MARCH 5, 2007

Supervisor Beautz moved, seconded by Councilmember Rotkin

that the Board approve the agenda of March 5, 2007. UNAN

ABSENT: Poitinger, Johnson

III. APPROVE MINUTES OF FEBRUARY 5, 2007

Councilmember Rotkin moved, seconded by Councilmember Mathews

that the Board approve the minutes of February 5, 2007 UNAN

ABSENT: Poitinger, Johnson

ABSTAIN: Gorson

IV. ORAL COMMUNICATIONS

Leslie Auerbach, SEIU 521 Steward for the Library, presented copies of the Brown Act, MOU-Contract for SEIU, Operating Engineer Contract for Supervisory Unit, Charter and By Laws of the Joint Powers Board, and Personnel Rules and Regulations of the City of Santa Cruz. Union members are meeting to discuss these documents with regards to Library Management.

Regis Paul Marcelin-Sampson, a library patron, thanked Asst. Director Susan Elgin for promptly attending to his ILL requests and looks forward to the April meeting when the ILL system will be reported on.

Heidi Jaeger-Smith, OE 3 Supervisory Union Employee, expressed her experience in delays from management on a past meet and confer item.

V. CONSENT AGENDA

Councilmember Rotkin moved, seconded by Supervisor Stone

that the Library Joint Powers Authority Board by motion authorize the staff to file an LSTA Public Library Staff Education Program grant application to provide tuition reimbursement for temporary employee Chela Lucas.

UNAN

ABSENT: Poitinger, Johnson

Councilmember Rotkin moved, seconded by Supervisor Stone

that the Library Joint Powers Authority Board accept the Basic Financial Statements and Independent Auditors' Report for the Year Ended June 30, 2006 prepared by Caporicci & Larson, Certified Public Accountants.

UNAN

ABSENT: Poitinger, Johnson

VI. WRITTEN COMMUNICATIONS

Letter of January 28, 2007 from Barbara A. Smith to Supervisor Jan Beutz regarding book drop off points at the Live Oak Branch and replies

VII. REPORTS OF ADVISORY BODIES

Susan Heinlein, Acting Managing Director of the Friends of the Santa Cruz City-County Library System reported the following Friends' activities:

- Running a Full Page Advertisement in the Sentinel for the Book Fund Drive
 - Book Fund Drive held Feb 10-14 was very successful
 - About 20 volunteers handed out chocolate kisses and information about the Book Fund at all of the branches.
- Outreach to Library Branches offering the services of the Friends' volunteers

VIII. MEMBER REPORTS

None

IX. STAFF REPORTS

A. The Director made the following reports:

- Revenues are running about \$300,000 ahead of projection
- Library Joint Powers Agreement expires on May 1, 2007 and should be discussed at the April 2, 2007 meeting

X. OTHER BUSINESS

A. Revised Library Support Staff Classification Plan Discussion

These items will need to be formally discussed with the Union's involved and with instruction from the City's Human Resource Department.

Lauren Suhd, Felton Branch Employee, meet with members of SEIU 521 and their concern is reclassification without changes in re-numeration.

Catherine Carlassare, Library Employee, expressed concern for frequent para professional jobs that are currently in the system and are underpaid.

Leslie Auerbach, Union Steward, asked the Board for some time at the April meeting to present a more comprehensive reaction to the proposal.

XI. SCHEDULE NEXT MEETING

The next meeting is scheduled for Monday, April 2, 2007. A Closed Session regarding real estate may be required.

XII. ADJOURNMENT

The regular meeting adjourned at 8:06 p.m.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Kira Henifin".

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

March 30, 2007

TO: LIBRARY JOINT POWERS BOARD
FR: DIRECTOR OF LIBRARIES *[Signature]*
RE: REQUEST NO PICK-UP EXPERIENCE

Last August, when at staff request we dropped the \$2.50 fine we were imposing on users who failed to pick up requested items, I agreed to report to the Board on our experience after six months. Here is the data, and it is quite positive. The number of unclaimed items has increased less than 1% over the same period in 2005-06.

REQUEST NO PICK-UP EXPERIENCE

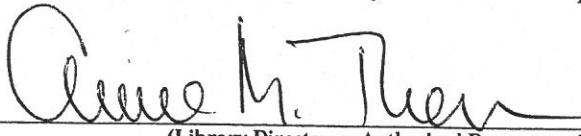
\$2.50 FINE FOR NO PICK-UP				FINE DROPPED			
2005-06	PLACED	UNCLAIMED		2006-07	PLACED	UNCLAIMED	
Sept	15,904	965		Sept	18,219	982	
Oct	17,287	989		Oct	20,152	1,232	
Nov	16,946	1,030		Nov	18,780	1,297	
Dec	15,111	951		Dec	16,403	1,090	
Jan	19,555	899		Jan	21,443	1,236	
Feb	16,988	843		Feb	19,908	1,245	
TOTAL	101,791	5677	5.58%	TOTAL	114,905	7082	6.16%

We show only total data in these tables because a request placed in September may not be available until October or November. Therefore the months do not match one for one. But the trend is interesting. We will look at the data again in 2007-08 to be sure the unclaimed rate isn't slowly rising.

JREQUEST.RPT

CALIFORNIA STATE LIBRARY
Public Library Staff Education Program
Fiscal Year 2007/2008
Application for Grant Funds

On behalf of Santa Cruz Public Libraries, I will accept a grant award under the Public Library Staff Education Program for the staff members listed below. I agree to administer this award according to the guidelines for administration and payment of funds under this program, which appears in the 2007/08 Guidelines and Application packet. I understand that all funds must be expended by June 30, 2008, or returned to the State Library, and that all LSTA grant reporting requirements must be met. I also verify that each of the staff members listed has been employed at the library for at least one year, or has been continuously employed by a California public library for the past year. Staff members will not receive any tuition reimbursement funds until they have been employed by the library for at least one year.

Signature: 
(Library Director or Authorized Representative)

Date: 3/13/07

Printed: Anne Turner (Name) Library Director (Title)

Library: Santa Cruz City-County Library

Mailing Address: 1543 Pacific Ave.
Santa Cruz, CA 95060

Telephone: 831-420-5602 Fax: 831-420-5601

Staff Members Seeking Tuition Reimbursement

Total Tuition Reimbursement Requested

1. Chela Lucas
2. Diane Cowen
3. Elizabeth Henry
- 4.
- 5.
- 6.

Total Amount Requested: _____ \$0

March 30, 2007

TO: Library Joint Powers Board

FR: Susan Elgin, Asst. Director of Libraries *SAE*

RE: Request-Overview

We take requests/reserves from the public for both items that we own and for items we do not own.

For items we own with a status of circulating (versus) reference, individuals can place requests/reserves on these items directly to the catalog.

For items we do not own, individuals may currently:

- a) Fill out a paper request form
- b) Now go to OCLC (Online Computer Library Center—a worldwide database of university, college, and public library catalogs) and put in a request for any item they find there.

All requests for items we do not own (either OCLC or paper requests) begin their verification process at the branch that accepts the request—is it in print or out of print, what is the isbn, was it ever produced in the format being requested. All requests come into HDQ from each site within 7 days of receipt and are distributed to the appropriate selection librarians. A rough count is kept during this distribution by subject or format—subjects or formats that receive a lot of requests are reviewed for an increase in funding once the budget is decided. Selection Librarians then decide to purchase or not (and yes we do sometimes purchase out of print items. Selection Librarians are asked to make a decision within 7 days of the receipt of the request—if they will purchase or want the item borrowed from another library via interlibrary loan (ILL) (Note: not all attempts we make to ILL items are successful)

1) The item fits our collection development plan and we have the funds to purchase it will be ordered. When the acquisition department receives the order, they put the title and request on our library software. The title then appears on the catalog. The borrower can see in their online request account that the item has been ordered and is on request for them.

2) If the item does not fit our collection development plan (too old, something we don't collect in that depth—too obscure, too specialized, etc), or we do not have the necessary funds, the selector will decide we should try to borrow it via ILL.. When the ILL staff receive the paperwork for the ILL, they enter the title on the library catalog with the words ILL in front of it. For instance: ILL—Song of Spring. The database record for this title is designed so that no other patron may place a request against it. A second request of the same title would necessitate a second loan. (Note: The ILL staff

does tell the Asst. Director when repeated requests are made for the same title and the original decision not to purchase is reviewed.)

In March we began allowing individuals to go to OCLC's WORLDCAT and create their request list for items we do not own. They should then be able to go to the OCLC account and see what they have asked us to obtain for them. Every morning we print those out and do what we call "mediated ILL". They do not automatically go out—we may not have lending agreements with the libraries that own them, we may decide to purchase rather than attempt to borrow it.

We handle them as we have handled paper requests. We verify them. We send them to the selector, the selector decides to purchase or requests instead that be ILL'd

When we try to ILL the item, the title will appear on the patron's SC request list. It also stays on the OCLC wish list. It is our SC request list that generates the notice when the item is obtained and allows us to check out the item on our software. On OCLC once a library has said yes to lending it, the requestor can see who has said yes to lending it, and when they ship to us, and when we receive it.

During the first month of having OCLC available from our homepage, we have had 39 requests from 5 borrowers. Two requests were for the same title, by two members of the same family each requesting it.

The State Library funded public libraries getting their holdings on OCLC. This funding continues through 2008. Keeping holdings up to date (new titles on, old titles off) is the responsible of each library. We have negotiated the price we pay for this through MOBAC the library consortium of the Monterey Bay). Right now all searches by library staff or the public are free; the State Library is paying the OCLC cost for each search by the public or by our ILL staff. We do not know if the State Library will continue to fund these searches for if individual public libraries beyond 2008.

We are watching the OCLC stats closely. As you can see the number of requests from other libraries has gone up greatly..but in order to be a borrower, we must also be a lender. OCLC sells software (Iliad) to manage the ILL process (automatically prints mailing labels, etc.) was designed for university libraries and is costly for what we think we need. OCLC is planning to come out with Iliad Light for public libraries this June, in time for the ALA annual conference. We hope to be able to see a demonstration of this it locally.

After the completion of the library software and hardware upgrades now being planned, NAS staff has agreed to work with us on reviewing the ILL process with an eye to providing request tracking either as a requirement of our new ILS system or a web application developed in-house. This would allow borrowers and staff to track the progress of a request through the library system.

**SANTA CRUZ LIBRARY SYSTEM
INTERLIBRARY LOAN EXPERIENCE
2003-04 – 2005-06**

	LOANED TO			BORROWED FROM		
	2003-04	2004-05	2005-06	2003-04	2004-05	2005-06
MOBAC LIBRARIES	1,744	1,597	1,490	853	812	470
OCLC LIBRARIES	207	294	1,874	973	1,271	1,552
OTHER	0	0	4		8	1
TOTAL	1,951	1,891	3,368	1,826	2,091	2,023

**SANTA CRUZ LIBRARIES AS BORROWER
OCLC STATISTICS**

	2006										2007	
	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB
Total Requests	179	104	211	240	180	252	246	232	228	182	245	330
Requests via World Cat	184	190	209	245	174	246	242	228	223	181	243	325
Requests Cancelled	1	4	3	9	5	7	8	3	3	2	8	5
Requests Filled	95	119	163	175	176	159	185	197	154	163	148	226
Requests Unfilled	47	58	47	44	32	49	67	52	44	64	45	88
Average Turnaround	12.8	10.39	11.01	11.34	11.92	9.76	10.27	11.21	10.42	11.74	11.33	11.34
Days, Filled Requests												
Average Turnaround	7.34	9.53	5.87	5.66	11.38	6.02	5.99	9.40	4.32	12.64	7.38	8.39
Days, Unfilled Requests												

NOTES:

PRIORITIES FOR HANDLING REQUESTS TO OTHER LIBRARIES:

1. We try to fill the request from MOBAC area libraries, since the MOBAC libraries jointly pay for delivery service.
2. Next, we try to fill from San Francisco Bay Area libraries, since we can connect to their delivery system via a once-per-week van stop in Gilroy.
3. Next, we try to fill from somewhere in California to keep the delivery time as short as possible. But this requires establishing a lending agreement with the library.
4. Lastly, we try libraries nationally with whom we have established or can establish mutual lending agreements.

We always ask in strings of five libraries. OCLC works through the five libraries in turn. If none of the five will lend, we create a new string of five other libraries, and so on until we have exhausted possibilities. Even libraries with whom we have agreements may refuse to lend if the wanted item is checked out, or if they have too many incoming requests.

We also try to establish mutual lending agrees with libraries that **do not** charge our patrons for borrowing an item.

**SANTA CRUZ LIBRARIES AS LENDER
OCLC STATISTICS**

	2006										2007	
	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB
Requested	570	480	579	646	633	718	645	736	645	484	695	667
Requested via	563	475	572	637	628	708	641	727	631	479	686	658
World Cat												
Requests Cancelled	5	5	8	5	12	8	7	7	5	2	7	13
Requests Filled	280	252	328	333	162	323	357	311	248	226	356	275
Requests Unfilled	319	214	244	302	476	389	297	396	416	250	341	366

NOTES:

The Santa Cruz Library System catalog became available on OCLC's World Cat in March 2006. Prior to that time, only MOBAC libraries could see our holdings via MOBACAT, an online catalog that has since been eliminated. Prior to March 2006 Library staff handled roughly 50 lend requests per month.

PRIORITIES FOR HANDLING REQUESTS FROM OTHER LIBRARIES:

1. We try to lend first to MOBAC area libraries, since the MOBAC libraries jointly pay for delivery service.
2. Next, we try to lend to San Francisco Bay Area libraries, since we can connect to their delivery system via a once-per-week van stop in Gilroy.
3. Next, we try to lend to California Libraries, which qualifies us for reimbursement.
4. Lastly, we try to lend to libraries nationally with whom we have established or can establish mutual lending agreements.

REASONS WHY WE MIGHT NOT LEND AN ITEM:

- Our copies are all checked out
- The requesting library won't lend the same type of item to us.
- Our copy is damaged or noncirculating (reference, belongs to the Law Library, etc.)
- We could only handle so many incoming requests that day.

Request Statistics 1997 - 1998

MONTH	TOTAL PLACED	TOTAL FILLED	TOTAL DELETED	TOTAL EXPIRED	TOTAL UNCLAIMED	ILL UNCLAIMED
7/97	8,923	7,548	384	16	551	16
8/97	8,035	6,956	365	23	501	23
9/97	7,903	6,311	483	17	454	14
10/97	8,201	7,251	444	24	550	13
*11/97	4,876	3,919	N/A	22	491	6
12/97	6,988	5,682	N/A	12	617	22
1/98	10,263	7,201	N/A	44	535	27
2/98	10,520	8,593	N/A	64	606	17
3/98	11,344	9,231	N/A	80	813	30
4/98	10,771	8,977	N/A	95	744	25
5/98	10,559	8,870	N/A	97	750	28
6/98	10,851	8,807	N/A	57	660	11
TOTALS	109,234	89,346	1,676	551	7,272	232

intranet/collectiondev/reports/req97.html

Borrower Request Statistics 2005-2006

MONTH	TOTAL PLACED	TOTAL FILLED	TOTAL DELETED	TOTAL EXPIRED (unfilled)	TOTAL UNCLAIMED	ILL UNCLAIMED
7/05	16,305	14,673	1,003	68	984	16
8/05	18,043	15,983	1,256	25	995	20
9/05	15,904	14,518	896	69	965	18
10/05	17,287	14,724	903	69	989	19
11/05	16,946	14,696	903	59	1,030	14
12/05	15,111	14,078	1,020	73	951	18
1/06	19,555	16,341	1,024	68	899	26
2/06	16,988	15,314	851	72	843	12
3/06	20,569	18,120	1,128	61	977	13
4/06	18,167	16,353	1,043	52	1,017	14
5/06	18,814	16,311	1,087	60	928	7
6/06	18,456	16,136	1,134	70	904	20
TOTAL	212,145	187,247	12,248	746	11,482	197

Late October 2005, borrowers became able to access new materials by media type and to receive RSS feeds of new materials.

Borrower Request Statistics 2006-2007

MONTH	TOTAL PLACED	TOTAL FILLED	TOTAL DELETED	TOTAL EXPIRED (unfilled)	TOTAL UNCLAIMED	ILL UNCLAIMED
7/06	18,840	16,731	1,099	67	925	22
8/06	19,570	17,312	1,160	77	895	14
9/06	18,219	16,093	1,168	75	982	2
10/06	20,152	16,924	1,219	58	1,232	21
11/06	18,790	16,456	1,044	57	1,297	13
12/06	16,403	14,605	1,069	69	1,090	21
1/07	21,443	18,212	1,148	71	1,236	18
2/07	19,908	17,148	1,180	78	1,245	21
3/07						
4/07						
5/07						
6/07						
TOTAL						

Late October 2005, borrowers became able to access new materials by media type and to receive RSS feeds of new materials.



SANTA CRUZ • PUBLIC
LIBRARIES
A City County System

April 3, 2007

TO: LIBRARY JOINT POWERS AUTHORITY BOARD
FR: DIRECTOR OF LIBRARIES *[Signature]*
RE: LOCUST/UNION PROPERTY

RECOMMENDATION: That by motion the Library Joint Powers Authority Board direct staff to work with the City of Santa Cruz to develop a lease agreement for 14,500 square feet at 212 Locust Street, and further

That the Board request that the County of Santa Cruz and the City of Santa Cruz assist the Library System by evenly sharing the fiscal liability in the event that the Library System sales tax renewal fails, and the Library System is unable to meet its payment obligations.

BACKGROUND

The City of Santa Cruz has the opportunity to purchase property currently occupied by the Kirby School at 212 Locust Street. The City is offering to lease roughly two thirds of the building (approximately 14,500 square feet) to the Library System at the fixed cost of its borrowing agreement, which is below typical market rent in the area. After the mortgage is paid off, the City is offering to allow the Library System to occupy the space rent free. The Library System would only have to pay for maintenance and capital improvements. The space would be shared with the City Water Department.

DISCUSSION

This proposal provides a unique opportunity for the Library System to plan for and improve facility uses/needs over the long term.

Since the building is directly across the street from the Central Branch Library, staff and others view it as a highly convenient location for the System Services and other programs currently located at 1543 Pacific Avenue. The building is also physically more flexible. It will be possible to move certain back-of-the-house functions currently housed at Central to the Locust/Union Street site.

The proposal also has long-term fiscal advantages. The Library System would save over \$6 million over a 30-year period compared to the current lease arrangement (\$1.44 per square foot with CPI increases). It should be noted that the savings would be reduced when factoring needed capital improvements. The cost for these is estimated to be in the range of \$500,000 to \$1.5 million.

Even compared to renting a smaller amount of square footage (9,000 square feet) in the Harvey West industrial area, with a lower rental rate (\$1.15 per square foot), there is a savings of over \$2 million over the 30-year period. Again, savings would also be reduced by needed capital improvements, which are estimated to be in the range of \$300,000 to \$900,000.

Renting or purchasing space in Harvey West or elsewhere would also increase operating expenses (for delivering library materials and staff time), would crowd the Central Branch (because Administrative staff would need to be located there), and would create communication and management problems

Staff therefore recommends approval of this move.

BLOCUNION.J#2



SANTA CRUZ • PUBLIC
LIBRARIES
A City County System

March 26, 2007

TO: LIBRARY JOINT POWERS AUTHORITY BOARD

FR: DIRECTOR OF LIBRARIES 

RE: AUTOMATION SYSTEM UPGRADE, PHASE 1.5

RECOMMENDATION: That the Board adopt a resolution appropriating \$ 130,900 in available revenue for the purchase of design services, software, and equipment for the upgrade of the Library's automation system.

BACKGROUND

The Board will recall the discussion in January of the upgrade of our Integrated Library System (ILS). Staff described a two-phase process, in which we first replaced our PCs, evaluated available ILS software programs, and evaluated compatible self-charge units. In the second phase (scheduled for the Fall of 2007) we would select, purchase, and install an ILS system.

In January the Board approved allocating \$236,000 from various sources: carry-overs from FY 2005-06, current budget savings, and the Technology Reserve Fund. In February the Board ratified the purchase of 220 PCs at a cost of \$219,892, leaving \$16,108 for other Phase 1 expenses: purchasing a self-charge unit and installation assistance for the PCs.

PHASE 1.5

Not surprisingly, the need for a few changes has emerged since January. We now realize that certain work must be accomplished before the new ILS can be installed. As our Technology Manager put it, "We now know that the ILS is **not** the most important part of the project. **Band width** is the most important issue because without expanding it we cannot use the resources and functionality that the upgraded ILS will provide."

Staff is therefore requesting the appropriation of new funds for the following projects to be accomplished between now and mid-August.

1. We have always known that our local and wide area communication networks (LAN and WAN) would need to be redesigned for the upgrade. We must determine the best way to provide increased internet band width for the public and other technical issues. We originally saw these as a run-up activity to Phase 2. It now appears that the network upgrade will best be done before the new PCs are installed. We cannot take full advantage of their capacity without moving from our dated NT4.0 network. At the same time, we wish to explore links to the City's automation system, particularly integrating e-mail. We anticipate that this technical design work will cost roughly \$18,000.
2. Part of implementing the upgraded network will be installing new routers at Central, Headquarters, and all Branches, for a total cost of \$50,000 including other miscellaneous hardware.
3. Staff wishes to immediately purchase a software program called Aqua Browser, which will substantially improve patron services and the look and feel of our automated programs. Among other things, Aqua Browser enables users to access locally developed content at the same time that they search the larger catalog. For example, a search on earthquakes not only provides book citations and periodical articles, but shows the Library's collection of 1989 Loma Prieta Quake photographs. Aqua Browser will also substantially assist with the web re-design in which staff is currently engaged. At least one member of the Board has seen a demonstration of this product; staff will also demonstrate it at the JPB meeting.
4. \$16,000 is required for replacement barcode scanners and cables that interface with the new PCs.

These allocations are summarized below.

Network Upgrade Design Services and City Link Exploration	\$ 18,000.00
Router and other Network Upgrade hardware miscellany	\$ 50,000.00
Aqua Browser software	\$ 35,000.00
Replacement barcode scanners and Cables	\$ 16,000.00
Contingencies @ 10%	\$ 11,900.00
TOTAL	\$ 130,900.00

SOURCE OF FUNDS

Library revenue collections are running more than \$300,000 ahead of projections, which means that even if the State "adjusts" the amount downward, we still have revenue available for appropriation. The automation system upgrade must be funded whether from local cash or (eventually) borrowed money. Staff recommends that we reduce our eventual need to borrow by spending available revenue now.

7ILSUPGRD.#2



SANTA CRUZ • PUBLIC
LIBRARIES
A City County System

March 27, 2007

TO: LIBRARY JOINT POWERS AUTHORITY BOARD
FR: DIRECTOR OF LIBRARIES
RE: ADD/RECLASSIFY CERTAIN LIBRARY POSITIONS

RECOMMENDATION: That the Library Joint Powers Authority Board adopt a resolution amending the FY 2006-07 budget to add or reclassify certain positions and assigned hours as per the attached Table.

BACKGROUND

Staff proposes a reconfiguration of personnel, effective May 6, 2007. The financial impact of the changes will be a net budget savings of \$46,074. The impact in FY 2007-08 will be an additional \$58,000. Staff believes we will be able to handle this projected increase, and that the service benefits of the changes will be excellent. This proposal has been discussed with the bargaining units representing the affected employees, as well as the Human Resources Department staff, and has their agreement.

Acquisitions and Training

Our Training Librarian III retired at the end of December. This gives us the opportunity to reconfigure the position, shifting the focus to staff development and adding collection development responsibilities, which are currently assigned to a Librarian II for Acquisitions. A full time Library Assistant would be added to take on the support functions for both the training and acquisitions functions of the operation. The Acquisitions Librarian II position would be reconfigured. See below.

The Acquisitions Librarian incumbent has been assigned to work out of class as the Training Librarian III beginning January 13th. She had been working out of class since late last Winter as the Librarian III Outreach Program Manager. Therefore we will achieve 100% savings on the Ac-

quisitions Librarian position. The Library Assistant position restores a staffing cut we made two years ago.

Change Librarian I/II position from Acquisitions to Young Adult Services

The Library System badly needs a professional staff person to concentrate on our services and collections for Young Adults. The position would have System-wide responsibilities for both services and collection development, would be supervised by the Youth Services Coordinator, and would be based at the Central Branch Library.

Reclassify the Library Clerk for Coordinator Support to Library Assistant

Our two System Coordinators (for Youth Services and Adult/Reference Services) are assisted and supported by a Library Clerk. It has been obvious for some time that the duties of this position do not match those of a Library Clerk. The worker has far more responsibility and far more varied tasks. SEIU, in our "meet and confer" session on these changes, strongly suggested reclassifying this position now so that **both** the System support workers (Coordinator support and Training/Acquisitions Support) were at the same grade.

Add Hours to Library Assistant Positions

The Branciforte Branch has two Library Assistants each working 20 hours per week. If they could be increased to 25 hours per week the Checkout Desk and back-of-the-house staffing problems would be greatly eased, and they would be available for all-staff meetings.

The same situation applies to the Senior Library Assistants (Reference) at Aptos and Live Oak. Adding 10 hours per week at each branch is proposed.

In the "meet and confer" process SEIU expressed its continuing concern at the number of part time workers. The Union also requested that the matter of on-call staff who work as substitutes versus creating benefited permanent "floating" positions be considered by a joint Union/Library Management committee. Management agreed.

The proposed budget changes are summarized in the Table on the next page.

PROPOSED MAY BUDGET CHANGES
Effective May 6, 2007

	SALARY	BENEFITS	TOTAL	CURRENT	NET COST
Change Librarian II Acquisitions to Librarian I/II Young Adult Services			\$ 12,099		\$ (60,497)
Position funded but vacant in FY 2006-07 budget					
Redesign Librarian III Training to Staff Development & Collection Management	Position is funded in FY 2006-07 Budget				\$ -
Add FT Library Assistant to support Training & Acquisitions @ \$2690/mo	\$ 5,380	\$ 1,991	\$ 7,371		\$ 7,371
Change Library Clerk for Coordinator Support to Library Assistant @ \$3,606/mo	\$ 7,212	\$ 2,668	\$ 9,880	\$ 9,160	\$ 720
Add 10 LA hours at Branciforte	\$ 1,304	\$ 391	\$ 1,695		\$ 1,695
Add 10 SLA hours at Aptos	\$ 1,870	\$ 561	\$ 2,431		\$ 2,431
Add 10 SLA Hours at Live Oak	\$ 1,696	\$ 509	\$ 2,205		\$ 2,205
All effective May 6, 2007					
			TOTAL		(\$46,074)
7BUDGETREV.APR					
3/23/2007					

7AMEND.May

RESOLUTION NO. 2007-0?

RESOLUTION OF THE SANTA CRUZ
LIBRARY JOINT POWERS AUTHORITY BOARD
AMENDING THE FY 2006-07 BUDGET TO ADD OR
RECLASSIFY CERTAIN POSITIONS

WHEREAS, Library System staff would benefit from changing the focus of the existing Training Librarian III to staff and collection development, and

WHEREAS, the Youth Services Division needs a Librarian I/II to focus on services and collections for Youth Adults, and

WHEREAS, the Librarian III requires a support staff person at the Library Assistant level, and

WHEREAS, the Library Clerk position supporting the System Coordinators should be reclassified to the Library Assistant level, and

WHEREAS, additional hours are needed by the part time workers assigned to the Aptos, Branciforte, and Live Oak Branches,

NOW THEREFORE, be it resolved by the Library Joint Powers Authority Board

That Library System personnel be changed to add or reclassify various positions as per the list in Exhibit A attached.

PASSED AND ADOPTED this by the following votes:

AYES: Board Member(s)

NOES: Board Member(s)

ABSENT: Board Member(s)

DISQUALIFIED: Board Member(s)

APPROVED

Attest: _____
Board Clerk

EXHIBIT A

PROPOSED CHANGES IN LIBRARY PERSONAL

Position Number	Position Name	Action	Date
313-001	Librarian III [Training]	None re-quired	05/06/07
149-015	Librarian II [Change to YA Services]	None re-quired	05/06/07
185-XXX	Library Assistant/Training & Acquisitions Support	Add	05/06/07
151-022	Library Clerk reclassified to Library Assistant/Coordinator Support	Reclassify	05/06/07
150-119 150-120	Branciforte Library Assistants Add 5 hours each X 2	Add	05/06/07
185-019 185-020	Aptos Branch Senior Library Assistants add 5 hours each X 2	Add	05/06/07
185-021 185-026	Live Oak Branch Senior Library Assistant add 5 hours each X 2	Add	05/06/07



SANTA CRUZ • PUBLIC
LIBRARIES
A City County System

April 3, 2007

TO: LIBRARY JOINT POWERS AUTHORITY BOARD
FR: DIRECTOR OF LIBRARIES *[Signature]*
RE: AMEND LIBRARY JOINT POWERS AGREEMENT

RECOMMENDATION: That by motion the Board adopt the attached amendment to the Library Joint Powers Agreement regarding the term and amendment procedures, that the Board also consider such other amendments as may be proposed, and that each elected member present the amendment(s) to her/his legislative body for approval.

BACKGROUND

The existing Joint Powers Agreement expires on April 7, 2007, ten years after the first meeting of the new body. It governs the relationship between its signatories: the County of Santa Cruz, and the Cities of Capitola, Santa Cruz, and Scotts Valley. A copy of the Agreement is included in each member's Agenda packet.

The Agreement contains no provisions specifying how renewal should take place. Staff therefore consulted with the Santa Cruz [and Capitola] City Attorney, who is also the Library's counsel, and the Assistant County Administrator. They recommended that the existing agreement should be extended for another ten years, and language added to clarify the procedure for amending it. The proposed language is attached.

Board members may have other clauses they wish changed. If so, they should propose them and instruct staff to secure revised language from the City Attorney, which the Board could approve at its May meeting. Each government representative would then take the language to her/his elected body and secure approval.

JAGREEAMEND.JMM

Library Headquarters and System Services
1543 Pacific Avenue • Santa Cruz, California 95060 • (831) 420-5600

THIRD AMENDMENT TO THE JOINT POWERS AGREEMENT BETWEEN THE CITY OF SANTA CRUZ AND THE COUNTY OF SANTA CRUZ AND THE CITIES OF CAPITOLA AND SCOTTS VALLEY RELATING TO LIBRARY SERVICES

That certain Joint Powers Agreement between the City of Santa Cruz and the County of Santa Cruz and the Cities of Capitola and Scotts Valley relating to library services with an effective date of June 24, 1996 ("The Agreement"), amended for the first time in or about June 1998, and amended for the second time in or about November 1999, is hereby further amended for the third time as follows:

1. Section 2.A of the Agreement is hereby amended to read as follows:

"2. Term

A. Effective Date

This Joint Powers Agreement shall commence upon the execution of this Agreement by the parties hereto, and shall be operative upon receipt by Libraries' Joint Power Authority of funds from the Santa Cruz County Library Financing Authority.

This Agreement shall continue and remain in effect through June 30, 2017.

Section 13 of the Agreement is hereby amended to read as follows:

"13. Amendments

This Joint Powers Agreement may be amended as provided by the Joint Powers Act. In the event there is a change in law effecting a material term of this Agreement, the parties agree to engage in good faith negotiations on a successor agreement within 45 days of the change in law.

Any member agency proposing to amend this Agreement shall give notice of its intent to propose an amendment to the Library Joint Powers Board at least 90 days prior to the date upon which the proposed amendment, if adopted by the Library Joint Powers Board, would take effect."

IN WITNESS WHEREOF the parties have executed this Third Amendment to the Joint Powers Agreement between the City of Santa Cruz and the County of Santa Cruz and the Cities of Capitola and Scotts Valley relating to library services.

COUNTY OF SANTA CRUZ

Dated: _____

Approved as to form:

Santa Cruz County Counsel

By: _____
Santa Cruz County Administrative Officer

CITY OF CAPITOLA

Dated: _____

Approved as to form:

Capitola City Attorney

By: _____
City Manager

CITY OF SANTA CRUZ

Dated: _____

Approved as to form:

Santa Cruz City Attorney

By: _____
City Manager

CITY OF SCOTTS VALLEY

Dated: _____

Approved as to form:

Scotts Valley City Attorney

By: _____
City Manager