

SANTA CRUZ • PUBLIC  
LIBRARIES  
A City County System

LIBRARY JOINT POWERS AUTHORITY BOARD

Monday, September 8, 2008 at 7:30 PM  
Community Meeting Room  
224 Church Street, Santa Cruz

7:30 PM PUBLIC MEETING

1. ROLL CALL
2. APPROVE AGENDA
3. APPROVE MINUTES OF JULY 7, 2008
4. ORAL COMMUNICATIONS
5. CONSENT AGENDA
  - A. Approve Loan Agreement with City of Santa Cruz for Tenant Improvements at Locust/Union Building
  - B. Appropriate McCaskill Trust Funds for Purchase of Equipment for Visually Impaired
  - C. Appropriate McCaskill Trust Funds for Purchase of Archival Storage Supplies
  - D. Review Conflict of Interest Code
  - E. Accept Panoramic Aerial Photograph of Santa Cruz from Peter Nurkse
6. WRITTEN COMMUNICATIONS
7. REPORTS OF ADVISORY BODIES
  - A. Friends of the Santa Cruz Libraries, Inc.
8. MEMBER REPORTS
  - A. Felton Library Task Force (Gerdt)

9. STAFF REPORTS

- A. FY 2007-08 Annual Statistical Report Questions and Comments  
[the report was mailed to JPB members in August and is available on the Library Website]
- B. Young Adult Services Report by Librarian Sandi Imperio, Questions & Comments  
[The report was mailed to JPB members in August; Ms. Imperio will be at the meeting]
- C. Budget Update by Director of Libraries

10. OTHER BUSINESS

- A. Reconsider 2008 Holiday Closure  
[Memo from Director of Libraries]
- B. Discuss Director of Libraries Retirement, take action as required  
[Letter from Director of Libraries to City Manager and JPB Chair]
- C. Consider and Adopt Revised Facilities Master Plan  
[JPB Subcommittee members Gerdt, Gorson, and Poitinger will report]
- D. Consider and Approve Proposed Friends of Library Central Branch Lobby Project  
[Memo from Director of Libraries; Friends Board member Architect Teall Messer will be present to answer questions]

11. NEXT MEETING TOPICS

The next regularly scheduled meeting will be Monday, October 6, 2008. The Board will consider a budget update.

12. ADJOURN

The Library Joint Powers Authority Board will adjourn from the regularly scheduled meeting of September 8, 2008, to the next regularly scheduled meeting on October 6, 2008 at 7:30 p.m. in the Community Meeting Room of the Central Branch Library.

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.

JAGENDA.AUG 09/02/08



SANTA CRUZ PUBLIC LIBRARIES  
A CITY-COUNTY SYSTEM

LIBRARY JOINT POWERS BOARD

MINUTES

July 7, 2008

Central Branch Community Meeting Room  
224 Church Street, Santa Cruz

7:30 PM PUBLIC MEETING

I. ROLL CALL

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

Absent:

Excused: Citizen Barbara Gorson, Councilmember Jim Reed, Supervisor Mark Stone

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

II. APPROVAL OF MEETING AGENDA OF JULY 7, 2008

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

**that the Board approve the agenda of July 7, 2008.**

**UNAN**

**Absent: Gorson, Reed, Stone,  
Poitinger**

III. APPROVE MINUTES OF June 2, 2008

A. APPROVE MINUTES

**Supervisor Beautz moved, seconded by Councilmember Mathews**

**that the Board approve the minutes of June 2, 2008.**

**UNAN**

**Abstain: Gorson, Reed, Stone,  
Poitinger**

IV. ORAL COMMUNICATIONS

None

V. CONSENT AGENDA

A. Accept Public Library Staff Education Grant

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

**That the Library Joint Powers Authority Board adopt Resolution #2008-12 accepting a Library Services and Technology Act grant under the Public Library Staff Education program in the amount of \$5,964 for tuition reimbursement for two library employees.**

**UNAN**

**Abstain: Gorson, Reed, Stone,  
Poitinger**

B. Accept Grant for Boulder Creek Branch Project

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

**That the Library Joint Powers Authority Board adopt Resolution #2008-13 authorizing the Director of Libraries to accept a \$4,500 grant from the Mihalik Memorial Fund at the Community Foundation of Santa Cruz County for improvements to the Young Adult area at the Boulder Creek Branch and purchase of audio video materials. Also amending the FY 2008-09 budget to implement the project.**

**UNAN**

**Abstain: Gorson, Reed, Stone,  
Poitinger**

C. Accept First Five Commission Red to Me/Family Place Grant

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

**That the Library Joint Powers Authority Board adopt Resolution #2008-14 accepting a grant and authorizing the Director of Libraries to sign an agreement with the First 5 Commission of Santa Cruz County for continuation in FY 2008-09 of the consolidated Red to Me and Family Place Grant Projects.**

**UNAN**

**Abstain: Gorson, Reed, Stone,  
Poitinger**

Citizenmember Poitinger arrived after Consent Agenda vote.

VI. WRITTEN COMMUNICATIONS

- A. June 2008 Newsletters: Read to Me and Family Place
- B. "Californians and Information Technology." A Statewide Survey From the Public Policy Institute of California (June 25, 2008)

VII. REPORTS OF ADVISORY BODIES

Teall Messer, Vice President of the Friends of the Santa Cruz City-County Library System reported the following Friends' activities:

- Celebrated a successful Measure R campaign
- Victory Party for Measure R
  - \* Campaign donated surplus fund in the amount of \$8,000 to the Friends of the Library
- June 21<sup>st</sup> Annual Strategic Planning Retreat
- July 11<sup>th</sup> Munching with Mozart at the Central Branch Library Meeting Room
- July 16<sup>th</sup> Friends of the Library night at Shakespeare Santa Cruz
- One of the sponsors of the Festival of the Book at Harvey West Park with lunch provided
- Sponsoring the Third Adult Summer Reading Program featuring author talks and reading groups

VIII. MEMBER REPORTS

- A. Library Facilities Master Plan Revision

Citizenmember Gerdt stated that this report will be delayed until the September meeting and the committee will be meeting later this month.

IX. STAFF REPORTS

- A. Insurance Program Overview with Kris Kamandulis, City of Santa Cruz Risk and Safety Management

The Board discussed the report (attached) with the Risk Manager and clarified various issues.

- B. The Director made the following reports:

- Copy of Certified Election Results
- 2.5 Million Items circulated last year FY 2007-08 and continues to increase
- July 4<sup>th</sup> La Selva Beach Parade with Precision Book Truck Drill Team was in attendance
  - \* Next parade will be the holiday parade in downtown Santa Cruz

- Alba Branch will no longer be reporting circulation numbers

X. OTHER BUSINESS

A. Review and Approve a Resolution amending the FY 2008-09 Operating Budget

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

**That by Resolution #2008-15 the Library Joint Powers Authority Board make changes as described in the previously adopted budget for FY 2008-09.**

**UNAN  
Abstain: Gorson, Reed, Stone**

Director reported the following:

- Insurance, Inside & Outside: Reducing the total allocation from \$103,505 to \$55,708  
-After reviewing the insurance allocation and meeting with City's Risk Manager it was discovered that the insurance allocation was over budgeted.
- Administration/Advertising: increase budget from \$1,000 to \$3,000
- Revised Budget Tables Incorporating the Changes the Board made
  - \*Personnel Budget revised to reduce projected saving from Holiday Closure by \$20,000
  - \*Revenue Projections have been revised to eliminate the Kemme Trust, and the proposed expenditure of Trust monies at the Aptos Branch has been eliminated from the Capital Equipment and Projects expenses.

XI. NEXT MEETING

September 8, 2008

XII. ADJOURN

The regular meeting adjourned at 7:57 p.m.

Respectfully submitted,



Kira Henifin, Clerk of the Board

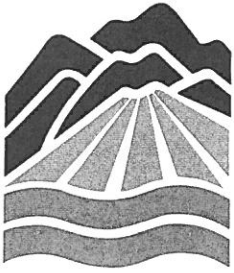


**LIBRARY JOINT POWERS BOARD  
SUSPENSE LIST**

**9/4/08**

	<b>WHAT?</b>	<b>NEXT ACTION</b>
	<b><u>Financial Planning Process</u></b>	
1	Consider/Choose Options for adding funding for Capital Projects	PENDING
2	Update Strategic Financial Plan Projections	COMPLETE
	<b><u>Library Automation System Upgrade</u></b>	
3	Staff continues implementation plus revision of Library Web Site; Rept to Board	Oct-08
	<b><u>Joint Powers Board Housekeeping</u></b>	
4	Annual election of officers	Feb-09
5	Appoint Citizen Members	Jan 09, 10,12
6	Conduct Director Appraisal	Oct/Nov 08
7	Renew Joint Powers Agreement	COMPLETE
	<b><u>Budgeting/Financial Management</u></b>	
8	Review Annual Audit	Dec-08
9	Review current budget status, consider budget revision proposals	Oct-08
10	Discuss budget priorities for coming fiscal year, provide staff direction	Apr-08
11	Consider draft budget, recommend changes	May, June 09
12	Adopt final budget	Jul-08
13	Review quarterly revenue reports	Nov, Feb, May, Aug
14	Review quarterly expenditure reports	Nov, Feb, May, Aug
15	Set Holiday Hours	8-Sep
	<b><u>Personnel Issues</u></b>	
16	Work with SC City Manager on selection of new Director of Libraries	Sep 08 - June 09
	<b><u>Legislation/Advocacy</u></b>	
17	Adopt Annual Legislative Program	Nov-08
18	Expand Public Information Program	FY 2009-10
	<b><u>Felton Branch</u></b>	
19	Hear report from Felton Task Force on community discussions/architectural plans for Verutti Site	On-going

	<b><u>Aptos Parking Lot</u></b>	
20	Hear reports on progress of project	Oct, Nov 08
	<b><u>Financial Planning Process</u></b>	
21	Review/approve updated Facilities Master Plan	Sep-08
22	Develop estimates for Capital and other Projects	PENDING
23	Determine if Library structural changes are required	PENDING
24	Prioritize Implementation of Capital Projects	COMPLETE
	JPBSUSPENSE.LST	
	9/4/2008	



SANTA CRUZ • PUBLIC  
LIBRARIES  
A City County System

August 22, 2008

TO: LIBRARY JOINT POWERS BOARD  
FR: DIRECTOR OF LIBRARIES *[Signature]*  
RE: TENANT IMPROVEMENT LOAN FROM CITY OF SANTA CRUZ

**RECOMMENDATION:** That by motion the Library Joint Powers Authority Board authorize and direct the Director of Libraries to enter into a loan agreement with the City of Santa Cruz to help fund the Library's tenant improvement costs at the Locust/Union building in the amount of \$467,303.

#### BACKGROUND

When the City purchased the Locust/Union building for use by the Library System and the Water Department, it was agreed that tenant improvements would be required. The City agreed to loan the cost of the improvements to the Library Joint Powers Authority. The amount of the loan was determined to be \$467,303. Tenant improvements included security systems, network installation, furniture, bike lockers, and the like.

The loan will be repaid over ten years, with an annual interest rate of 5% (see attached Exhibit A debt service schedule). Debt service payments are due on January 1st of each year in the amount of \$60,517.88, beginning in 2009. This amount is \$5,089.88 more than was included in the FY 2008-09 budget adopted by the Board in July, but we anticipate sufficient revenue to cover the shortfall. A copy of the Loan Agreement, as well as the repayment schedule, is attached.

The Santa Cruz City Council must also consider this loan agreement, which it will do at its September 9, 2008 meeting.

JLOCUNLOAN.JPB

**LOAN AGREEMENT  
BETWEEN THE CITY OF SANTA CRUZ AND THE  
SANTA CRUZ CITY-COUNTY LIBRARY JOINT POWERS AUTHORITY  
TO FUND TENANT IMPROVEMENTS AT THE UNION LOCUST BUILDING**

This loan agreement is made between the City of Santa Cruz, a municipal corporation (the "City"), and the Santa Cruz City-County Library Joint Powers Authority (the "JPA").

**RECITALS**

WHEREAS, the JPA is in need of working capital to fund tenant improvements at the Union Locust building, which is to be jointly occupied by the City Water Department and the JPA; and

WHEREAS, the improvements are necessary to make the building suitable for occupancy; and

WHEREAS, the JPA agrees to repay funds pursuant to the terms and conditions set forth herein.

**AGREEMENT**

NOW, THEREFORE, in consideration of the mutual promises and covenants contained herein, the City and the JPA agree as follows:

- 1) The City agrees to loan the JPA the sum of Four Hundred Sixty-Seven Thousand Three Hundred and Three Dollars (\$467,303) for the costs of the improvements at the Union Locust building.
- 2) Interest shall accrue on the unpaid balance of the loan at an annual interest rate of 5%.
- 3) Payment Terms: The JPA will make payments to the City each January 1<sup>st</sup>; starting January 1, 2009, and annually thereafter until the loan is paid in full. The annual payment will be \$60,517.88 and will be first applied to interest accrued for the year and then applied to the outstanding principal balance of the loan.
- 4) The loan may be repaid in whole or in part at any time during its term without penalty.

IN WITNESS WHEREOF, the City and the JPA have caused this loan agreement to be fully executed this 9th day of September, 2008.

THE CITY OF SANTA CRUZ,  
a Municipal Corporation

By: \_\_\_\_\_  
City Manager

Date: \_\_\_\_\_

APPROVED AS TO FORM:

SANTA CRUZ CITY-COUNTY  
LIBRARY JOINT POWERS AUTHORITY

\_\_\_\_\_  
City Attorney

By: \_\_\_\_\_  
Director

Date: \_\_\_\_\_

Date: \_\_\_\_\_

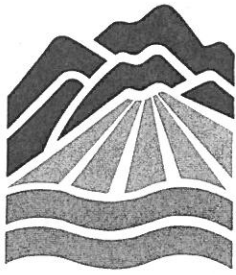
*[Handwritten Signature]*  
APPROVED AS TO FORM  
8-25-08  
\_\_\_\_\_  
CITY ATTORNEY

**EXHIBIT A**

**LIBRARY LOAN DEBT SERVICE SCHEDULE**


<b>Loan amount</b>	\$ 467,303	<b>Scheduled payment</b>	\$ 60,517.88
<b>Annual interest rate</b>	5%	<b>Scheduled number of payments</b>	10
<b>Loan period in years</b>	10	<b>Actual number of payments</b>	10
<b>Number of payments per year</b>	1	<b>Total interest</b>	\$ 137,875.80
<b>Lender</b>	City of Santa Cruz		

<b>Pmt No.</b>	<b>Payment Date</b>	<b>Beginning Balance</b>	<b>Scheduled Payment</b>	<b>Extra Payment</b>	<b>Total Payment</b>	<b>Principal</b>	<b>Interest</b>	<b>Ending Balance</b>	<b>Cumulative Interest</b>
1	1/1/2009	\$ 467,303.00	\$ 60,517.88	\$ -	\$ 60,517.88	\$ 37,152.73	\$ 23,365.15	\$ 430,150.27	\$ 23,365.15
2	1/1/2010	430,150.27	60,517.88	-	60,517.88	39,010.36	21,507.52	391,139.91	44,872.67
3	1/1/2011	391,139.91	60,517.88	-	60,517.88	40,960.88	19,557.00	350,179.03	64,429.67
4	1/1/2012	350,179.03	60,517.88	-	60,517.88	43,008.92	17,508.96	307,170.11	81,938.63
5	1/1/2013	307,170.11	60,517.88	-	60,517.88	45,159.37	15,358.51	262,010.74	97,297.14
6	1/1/2014	262,010.74	60,517.88	-	60,517.88	47,417.34	13,100.54	214,593.40	110,397.68
7	1/1/2015	214,593.40	60,517.88	-	60,517.88	49,788.21	10,729.67	164,805.19	121,127.35
8	1/1/2016	164,805.19	60,517.88	-	60,517.88	52,277.62	8,240.26	112,527.57	129,367.61
9	1/1/2017	112,527.57	60,517.88	-	60,517.88	54,891.50	5,626.38	57,636.07	134,993.99
10	1/1/2018	57,636.07	60,517.88	-	60,517.88	57,636.07	2,881.81	-	137,875.80



SANTA CRUZ • PUBLIC  
LIBRARIES  
A City County System

July 24, 2008

TO: LIBRARY JOINT POWERS AUTHORITY BOARD  
FR: DIRECTOR OF LIBRARIES   
RE: PURCHASE EQUIPMENT FOR VISUALLY IMPAIRED

**RECOMMENDATION:** That the Library Joint Powers Authority Board adopt a resolution authorizing the expenditure of an amount not to exceed \$4,100 from the McCaskill Trust for the Visually Impaired to purchase computer viewing equipment.

#### DISCUSSION

One way to help visually impaired library users read magazines or access the Internet is to provide a magnifying viewer that attaches to a computer workstation. Our existing equipment at the Central Branch (which is where we provide most disabled access services) is twenty years old, hopelessly out of date, and we can't get parts to repair it. Replacement is required.

Staff has selected an Aladdin Apex Pro machine that uses an adjustable flat panel monitor. A split screen mode allows users to view magnified materials and computer files simultaneously or to toggle between images. There is also a cross-room viewing option.

Accrued income in the McCaskill Trust for the Visually Impaired totaled \$20,047.92 on July 1, 2008. We have budgeted \$6,300 for the purchase of materials (large print and audio) this fiscal year, but there is sufficient income in the Trust for this purchase.

9VIEQUIP.JMM

RESOLUTION NO. 2008-16

RESOLUTION OF THE SANTA CRUZ  
LIBRARY JOINT POWERS AUTHORITY BOARD  
TRANSFERRING AND APPROPRIATING FUNDS FROM  
THE MCCASKILL TRUST FOR THE VISUALLY IMPAIRED

WHEREAS, the Santa Cruz Library Joint Powers Board wishes to provide internet and access to other resources to people with visual impairments, and

WHEREAS, monies from the McCaskill Trust for the Visually Impaired are available for this purpose,

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

That an amount not to exceed \$4,100 accrued income from the McCaskill Trust for the Visually Impaired be transferred and appropriated to the FY 2008-09 Budget for the purchase of computer monitor viewing equipment.

PASSED AND ADOPTED this 8th day of September 2008 by the following votes:

AYES: Board Member(s)

NOES: Board Member(s)

ABSENT: Board Member(s)

DISQUALIFIED: Board Member(s)

APPROVED \_\_\_\_\_  
Chair

Attest: \_\_\_\_\_  
Board Clerk



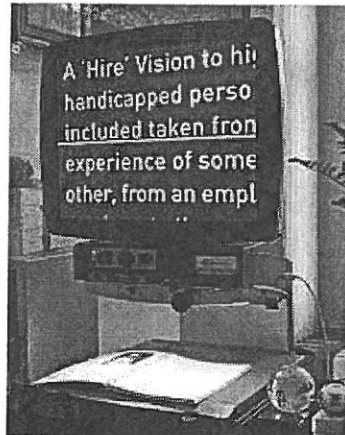


## Products

### Product Catalog

- ▶ Home
  - ▶ About Telesensory
  - ▶ **Products**
  - ▶ Place an Order
  - ▶ Technical Support
  - ▶ News and Events
  - ▶ Employment
  - ▶ Vision Resources
  - ▶ Partner with Us
  - ▶ Contact Us
  - ▶ Confidential
- ▶ Share the joy of reading

### Aladdin Apex Pro



Retail Prices: \$ 3040.00 (Apex 17" Pro)

(For US Only)

Retail Prices: \$ 3395.00 (Apex 20" Pro)

(For US Only)

Model  
#GF9A-17(P)  
(17" Monitor)

Model  
#GF9A-20(P)  
(20" Monitor)

- [Buy it!](#)
- [Request Literature](#)
- [Request an In-Home Demo](#)
- [List of Dealers](#)
- [Product Description](#)
- [Technical Specifications](#)

**Part of the Aladdin one-piece family**, the Aladdin Apex Pro incorporates an adjustable flat panel monitor but with the same unique professional features of Apex and Genie Pro you've come to rely on.

**New: CROSS-ROOM VIEWING** Apex Pro converts to a cross-room viewer perfect for classrooms!

The Aladdin Apex Pro combines a powerful magnifying viewer with your computer workstation. A split screen mode lets you view magnified materials and computer files simultaneously ♦ or toggle between images using a button or optional foot pedal with either 17♦ or 20♦ flat panel LCD.

Enjoy reading books and magazines with the auto focus camera into crisp, clear focus instantly. The system also automatically adjusts for each application's optimum resolution.

**Magnification:**

17 ♦ Model: 3.5X to 46X

20 ♦ Model: 4.4X to 66X

**Monitor:**

Color, Flat Panel -17" (43.2 cm) or 20" (50.8 cm); Comparable to the viewable area of a 19" (48.3 cm) or 22" (55.9 cm) CRT monitor, respectively.

**Dimensions:**

17" Model: 16" w x 20.5" d x 18.5" h (40.6 cm x 52 cm x 47 cm)

20" Model: 20" w x 21.5" d, 18.5" h (50.8 cm x 54.6 cm x 47 cm)

**Weight:**

17" Model: 47 lb. (21.4 kg)

20" Model: 52 lb. (23.5 kg)

**Fuse:**

F1 - 2 Amp time delay, 5x20 mm, 250 V

F2 - 4 Amp time delay, 5x20 mm, 250 V

**Power:**

47 ♦ 63Hz, 90 ♦ 264 VAC 65W Max

**Environment:**

Operating Temperature: +41♦F to +122♦F (+5♦C to +50♦C)

Storage Temperature: -4♦F to +140♦F (-20♦C to +60♦C)

**Approvals:**

c-ETL-us, CE, FCC and VCCI

©1999 - 2004 Telesensory Corporation. All rights reserved.  
[Site Map](#) [Privacy Policy](#)



SANTA CRUZ • PUBLIC  
LIBRARIES  
A City County System

September 2, 2008

TO: LIBRARY JOINT POWERS AUTHORITY BOARD  
FR: DIRECTOR OF LIBRARIES *[Signature]*  
RE: APPROPRIATE MCCASKILL LOCAL HISTORY FUNDS

RECOMMENDATION: That the Library Joint Powers Authority Board adopt a resolution transferring and appropriating \$500 to the FY 2008-09 budget for the purchase of archival storage supplies.

#### DISCUSSION

Last winter the Board approved transfer of accrued McCaskill income for the purchase of archival boxes to house the historic newspaper collections owned by the Library.

Staff is now requesting \$500 more to purchase archival boxes to house various ledgers and other documents associated with the history of the Library System. They are currently wrapped in paper, but would be better housed in acid-free boxes.

Archival supplies are terribly expensive--\$24 or more per box. The amount requested will allow some leeway in purchasing what we need as we need it.

9MCCASKLH.J2

RESOLUTION NO. 2008-17

RESOLUTION OF THE SANTA CRUZ  
LIBRARY JOINT POWERS AUTHORITY BOARD  
TRANSFERRING AND APPROPRIATING FUNDS FROM  
THE MCCASKILL TRUST FOR LOCAL HISTORY

WHEREAS, the Santa Cruz Library Joint Powers Board wishes to preserve and protect the local history materials that support the Library's collections in this subject area, and

WHEREAS, monies from the McCaskill Trust for Local History are available for this purpose,

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

That \$500 in accrued McCaskill Trust for Local History income be transferred and appropriated to the FY 2008-09 Budget for the purchase of various archival supplies for this purpose.

PASSED AND ADOPTED this 8<sup>th</sup> day of September 2008 by the following votes:

AYES: Board Member(s)

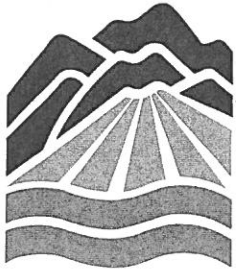
NOES: Board Member(s)

ABSENT: Board Member(s)

DISQUALIFIED: Board Member(s)

APPROVED \_\_\_\_\_  
Chair

Attest: \_\_\_\_\_  
Board Clerk



SANTA CRUZ • PUBLIC  
LIBRARIES  
A City County System

September 2, 2008

TO: LIBRARY JOINT POWERS AUTHORITY BOARD  
FR: DIRECTOR OF LIBRARIES *[Signature]*  
RE: CONSIDER LIBRARY CONFLICT OF INTEREST CODE

RECOMMENDATION: That by the motion the Library Joint Powers Authority Board review the Library Conflict of Interest Code and find that no amendment is required.

#### BACKGROUND

The Political Reform Act requires every local government agency to review its conflict-of-interest code biennially. 2008 is the review year. The Library System code requires that all members of the Joint Powers Board, and the Management staff plus all Librarian III's and above file reports of all interests Countywide.

The attached list, last revised in 2006, includes all appropriate Board members and staff.

JCONFLICT.AMD

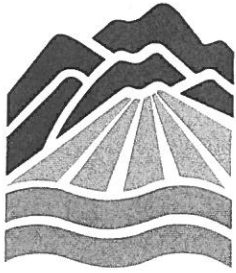
**LIBRARY POSITIONS DESIGNATED TO FILE  
CONFLICT OF INTEREST STATEMENTS**

Revised 6/13/06; Confirmed 9/08/08

TITLE	SPECIAL CONDITIONS
LJPB COUNTY SUPERVISOR	On File, County Clerk
LJPB COUNTY SUPERVISOR	On File, County Clerk
LJPB SANTA CRUZ CITY COUNCIL	On File, City Clerk
LJPB SANTA CRUZ CITY COUNCIL	On File, City Clerk
LJPB CAPITOLA CITY COUNCIL	On File, City Clerk
LJPB SCOTTS VALLEY CITY COUNCIL	On File, City Clerk
LJPB CITIZEN MEMBER	
LJPB CITIZEN MEMBER	
LJPB CITIZEN MEMBER	
DIRECTOR OF LIBRARIES	
ASSISTANT DIRECTOR OF LIBRARIES	
LIBR IV/TECH SERVICES	
LIBR IV/YOUTH COORD	
LIBR IV/REF COORD	
NETWORK ADMINISTRATOR	
LIBR IV/CENTRAL BRAMAN	
LIBR III/DEVELOPMENT	
LIBR III/HEAD CATALOG	
LIBR III/LEAD REFERENCE	
LIBR III/LEAD YOUTH SERVICES	
LIBR III/TRAINING	
LIBR III/APTOS BRAMAN	
LIBR III/LIVE OAK BRAMAN	
LIBR III/SCOTTS VALLEY BRAMAN	

**REPORTABLE INTERESTS:**

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



SANTA CRUZ • PUBLIC  
LIBRARIES  
A City County System

September 2, 2008

TO: LIBRARY JOINT POWERS AUTHORITY BOARD  
FR: DIRECTOR OF LIBRARIES *[Signature]*  
RE: ACCEPT AERIAL PHOTOGRAPH

**RECOMMENDATION:** That the Library Joint Powers Authority Board by resolution accept with gratitude the gift of a 1906 panoramic aerial photograph of Santa Cruz for display in the Californiana Room of the Central Branch Library.

#### DISCUSSION

As his attached letter indicates, Mr. Peter Nurkse is willing to donate a five foot wide 1906 panoramic aerial photograph of Santa Cruz for display in the Californiana room of the Central Branch Library. He offers to mount it on foam core board so that it can be easily hung.

Staff strongly recommends that the Board accept this very interesting gift photograph.

ONURKSE.GFT

**RESOLUTION # 2008-18**

**RESOLUTION OF THE SANTA CRUZ LIBRARY JOINT POWERS  
ACCEPTING A WORK OF PHOTOGRAPHIC ART**

WHEREAS, Mr. Peter Nurkse has offered to donate to the Library a 1906 panoramic aerial photograph of Santa Cruz, and

WHEREAS, Mr. Nurkse has offered to prepare the photograph for wall hanging by mounting it on foam core board, and

WHEREAS, the photograph is of great historical interest,

NOW THEREFORE, be it resolved that the Library Joint Powers Authority Board accepts the gift with gratitude and agrees that it should be hung in the Californiana Room of the Central Branch Library.

PASSED AND ADOPTED this 8th day of September 2008, by the following votes:

AYES: Board Member(s)

NOES: Board Member(s)

ABSENT: Board Member(s)

DISQUALIFIED: Board Member(s)

APPROVED \_\_\_\_\_  
Chair

ATTEST: \_\_\_\_\_  
Board Clerk



244 Sheldon Ave.  
Santa Cruz, CA 95060  
August 27, 2008

Dear Chair of the Library Joint Powers Board,

I would like to give a five foot wide panoramic aerial photograph of Santa Cruz in 1906 to the Central Branch as a gift, for display preferably above the bookshelves in the Californiana section of the Genealogy Room. I've reviewed the location with Barbara Snider, and it appears the panorama would fit the space well. If the Library accepts the gift, I would have it mounted on lightweight foam board, so it can be hung on the wall as easily as possible. No frame or glass would be needed.

This photograph is already on the library website, with some notes by myself:

<http://www.santacruzpl.org/history/20thc/sc1906.shtml>

But obviously a computer screen can't capture a five foot wide panorama, so the actual picture would still have value for library patrons, and be appropriate for the Californiana collection. As noted on that web page, the entire file is available for download from the Library of Congress, so anyone can get a copy. The Library of Congress also certifies that the image is now free from copyright and in the public domain.

If the Board would like to see this gift themselves, I'm quite ready to show it and discuss it (briefly). I have read the Library Gift Policy, and agree to all the conditions in it. And I'm ready to sign the Gift Agreement - Works of Art form, whenever appropriate. Please tell me of any other steps I should take.

Thank you for your attention.

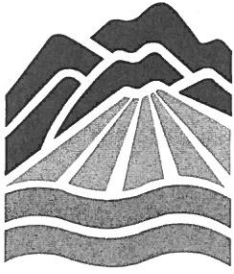
Sincerely,



Peter Nurkse

AUG 29 2008





SANTA CRUZ • PUBLIC  
LIBRARIES  
A City County System

September 2, 2008

TO: LIBRARY JOINT POWERS BOARD

FR: DIRECTOR OF LIBRARIES

RE: HOLIDAY HOURS 2008

**RECOMMENDATION:** That by motion, the Library Joint Powers Authority Board adopt the following open hours schedule for the 2008 holiday season:

December 21-23:	Regular Open Hours, All Branches
December 24-25:	Close All Branches
December 26-30:	Regular Open Hours, All Branches
December 31:	Close at 3:00 pm at all Branches
January 1:	Close All Branches
January 2:	Resume Regular Hours, all Branches

#### DISCUSSION

The Board agreed in July that it would reconsider the matter of a Holiday Closure/Furlough program in September, when more information about the budget and revenue collections would be available. Unfortunately, we have no better financial information, as will be reported at the Board meeting.

Staff previously recommended that the Library System close from Tuesday, December 23 through Thursday, January 1st, in concert with the City of Santa Cruz, which plans to close for the same period. The City will furlough employees on a voluntary basis. Of the ten closed days, two are full holidays, and two are half holidays. The July proposal, approved (somewhat reluctantly) by the Board, anticipated roughly \$20,000 in savings.

While budget savings are certainly welcome, staff now recommends that the closure schedule be changed to provide the public with services during the holiday

## HOLIDAY CLOSURE

September 2, 2008

weeks. Management staff is as uncomfortable as the Board with closing down the Library System.

Staff recommends the schedule above, which reduces the number of closed days to three full and one half day. Christmas Eve is a half holiday, but we recommend closing because it is traditionally a very slow day and it saves time and money to not open at 10 am only to close at Noon. Regarding the half day is on New Year's Eve: we propose closing at 3 pm (as we did last year) because the holiday doesn't start until the evening, but this gets our staff off the road in plenty of time.

Staff would be allowed to take vacation or leave without pay during all the entire City closure period: December 20<sup>nd</sup> through January 2<sup>nd</sup>.



SANTA CRUZ • PUBLIC  
LIBRARIES  
A City County System

August 29, 2008

Richard Wilson, City Manager  
City of Santa Cruz  
809 Center Street  
Santa Cruz, CA 95060

Michael Termini, Chair  
Library Joint Powers Board  
503 Oak Street  
Capitola, CA 95010

Gentlemen:

This letter will inform you of my intent to retire from my position as Director of Libraries for the City-County Library System on December 31, 2008. My last day of work will be December 30, 2008.

I joined the Library System as Director back in November 1983 with a mandate from the City Manager to get on with automating the library and to do something about "the problem." The problem turned out to be the perceived service inequities between the City of Santa Cruz and the rest of the County. By automating we went a long way towards solving it (we now move many hundreds of books around the System every week so that they are where people want them) at the same time that we reorganized staff, wrote standards for services tied to long range plans, and developed library programs that focused on meeting user information needs.

Twenty five years has seen us through fiscal ups and downs, three tax elections, asbestos abatement, branch construction, leaking roofs, workers compensation crises, several major grant projects (INFOCRUZ and Read to Me to name only two), a new employee appraisal process, automation system upgrades, and three revisions to the governance agreement.

I have never worked with a better or more talented staff. I also greatly appreciate the library support the Friends organizations provide. We are so lucky to have such a dedicated Library Joint Powers Board, ably lead by the current Chair. The City Manager is the kind of boss who leaves you alone to do the job for which he hired you, even as he stands ready to help if needed. No Library Director could ask for more than that.

Thank you to everyone for what for me has been a truly marvelous quarter century. I have been honored to serve the people of Santa Cruz County.

Sincerely,

Anne M. Turner  
Director of Libraries

CC: Susan Mauriello, CAO





SANTA CRUZ • PUBLIC  
LIBRARIES  
A City County System

August 22, 2008

TO: LIBRARY JOINT POWERS BOARD

FR: DIRECTOR OF LIBRARIES

RE: FACILITIES MASTER PLAN

RECOMMENDATION: That by motion the Library Joint Powers Authority Board adopt the attached FY 2008-09 – 2012-13 Facilities Master Plan for the Santa Cruz City County Library System, schedule a discussion about funding the plan, and instruct the Director of Libraries to notify the City of Scotts Valley that space for the Outreach Program is no longer needed in that City's new Branch Library.

## BACKGROUND

In April 2008 the Board agreed that the Chair should appoint a Subcommittee to consult with the Director of Libraries on revisions and updating the Facilities Master Plan. Citizen members Gerdt, Gorson, and Poitinger filled this role, meeting several times through the late Spring and Summer.

The result is the attached revised Master Plan. Highpoints:

- ❖ The Tier System of Branch Services is renamed a "Branch Service Framework" with Neighborhood and Regional libraries and a Central Branch. It emphasizes the need for flexibility to meet community needs.
- ❖ The San Lorenzo Valley is treated as a separate geographic area, although the Branches located there will continue to rely on the Scotts Valley Branch for regional services.
- ❖ A Facilities Master Plan Time Line sets an ambitious schedule for accomplishing development needs.

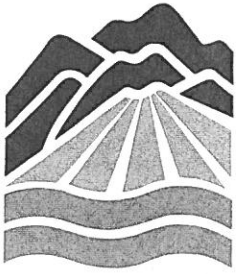
Members of the Subcommittee will discuss the revised Plan.

The next steps the Board must take is agreeing on a financing plan; thus the recommended motion above asks the Board to schedule such a discussion.

In 2001 the Board asked the City of Scotts Valley to include room for the Outreach Program in the new branch it expected to construct, with the understanding that the Library system would pay for the added space. The Plan notes that this space is not longer needed. The Board should therefore instruct the Director of Libraries to notify the City of Scotts Valley.

SFACPLAN.TRS





SANTA CRUZ • PUBLIC  
LIBRARIES  
A City County System

## **A FACILITIES MASTER PLAN For The SANTA CRUZ CITY COUNTY LIBRARY SYSTEM**

**FY 2008-09 - FY 2012-13**

*LIBRARY FACILITIES MASTER PLAN: a jurisdiction-wide plan detailing the anticipated need for new and/or remodeled public library facilities for a specified period of time.*

In 2005 the Library Joint Powers Authority Board revised its *Standards for Library Services and Facilities*. Previous planning documents were reexamined and updated where appropriate, making them more flexible in a time of rapid technological change.

The Library System achieved relative financial stability in FY 1997-98 with the passage in 1996 of a countywide sales tax that was made permanent by the voters in 2008. In the last decade many long-deferred maintenance projects have been accomplished. The County Redevelopment Agency has constructed a popular new branch in Live Oak, and the Library has renovated and expanded its Garfield Park Branch.

However, much work remains to be done. The purpose of this Master Plan is to outline that work and set a five year timeline for accomplishing it.

### **Financing Facilities Development**

There is no question that the plans set forth will cost substantially more money than the City-County Library System can raise from current revenue sources. The Library Joint Powers Board will therefore need to consider the funding options. Among them is seeking voter approval for a measure specifically tailored to anticipated capital projects. Or, it could choose to wait for funding from a State Public Library Construction Bond. It could also seek grant and other private funding. Two of the needed construction projects, Scotts Valley and Capi-

tola, will be funded through County RDA agreements by cities in the System service area.

### **Assumptions in the Facilities Development Plan**

This Facilities Development Master Plan is the guide for implementing the Standards identified and the plans and commitments already made. The Plan is organized by geographic service area. Existing and planned facilities are described. A section on the facilities needs for System Services is included. A Timeline, a Current Facilities Overview, and a summary of Additional Square Footage Needed are the last Plan sections.

In 2005 the Library Joint Powers Authority Board agreed that what was then called the Tier System of Branch Services continues is an appropriate means for configuring Library Service in the Santa Cruz County service area. The name has been changed to the Branch Service Framework in order to emphasize that it is flexible and can be adapted to meet community needs. A description is contained in Appendix A of this document.

In keeping with the flexible nature of the *Standards for Library Services and Facilities*, the Branch Services Area population figures are rough projections at best. Census data does not easily adapt to Branch service areas, and library use by the people of Santa Cruz County is as often based on where the patron works, shops, or does other routine errands as on residence. The Population Projections are contained in Appendix B.

AREA	PAGE
SAN LORENZO VALLEY SERVICE AREA	3
SCOTTS VALLEY SERVICE AREA	5
CITY OF SANTA CRUZ SERVICE AREA	6
MID-COUNTY SERVICE AREA	10
SOUTHERN END OF SERVICE AREA	12
SYSTEM SERVICES	14
TIME LINE	17
SUMMARY TABLES	18

## SAN LORENZO VALLEY SERVICE AREA

The San Lorenzo Valley, located in the Santa Cruz Mountains, is home to the unincorporated communities of Boulder Creek, Brookdale, Ben Lomond, Felton, Zayante/Lompico, and Mount Hermon. Felton, located on Highway 9, is the gateway community to this river valley of 28,000 residents. The Valley is served by branches in Felton and Boulder Creek, plus a regional facility in Scotts Valley.

### FELTON BRANCH LIBRARY

6299 Gushee Street, Felton

#### Background

Felton Branch library service dates back to 1942, when a small collection was established in the community hall. In 1956 the Branch moved to its current site, a de-consecrated church dating from 1893. The Belardi Memorial Board, to whom the Library System pays rent, holds the former church in trust. The Branch serves the communities listed above and also includes the unincorporated area of Bonny Doon, a community of 1,500 located to the west of San Lorenzo Valley. Several schools are located in Felton including a K-12 public school system serving 2,500 SLV valley students, numerous charter and home school programs, and private academies. A senior center is located in Ben Lomond. Plans for a new branch building were developed in 2002 but were shelved due to lack of funds.

#### Existing Space and Services

The Belardi building is 1,250 square feet. There is no disabled access, staff workspace, or storage area. A unisex bathroom is located at the foot of the bell tower. Only street parking is available. Entrance involves walking up two sets of stairs making access difficult for seniors and parents with young children. There are 5 computers for public use and little space for study carrels or for comfortable seating. A popular story hour is held weekly in spite of the small children's area. Public school class visits are not possible due to the small space. The collection of 17,500 items is crowded and inadequate for the service population. Open 44 hours per week, the branch averages 23 visits per open hour.

Due to the gross inadequacies of the present branch the Library Joint Powers Board adopted a resolution in April 2008 setting the Felton Branch as the Library System's highest capital project priority.

#### Recommendation

The Library System's standards require that the existing Felton Branch be replaced with a facility that meets the needs of a diverse population. A Neighborhood Branch of at least 8,000 square feet is required, and (based on community workshops) interior space should be as flexible as possible, with emphasis placed on meeting the needs of pre-schoolers, school-aged youngsters through

high school, and the desire of the whole community for an informal and comfortable gathering place.

**Project Status**

A local family has offered the gift of a site on Gushee Street in downtown Felton next to the Post Office for the replacement branch. It is easily accessible by bike, foot, and bus. The site has the capacity for an 8,000-9,000 square foot facility.

In 2008, the Felton Task Force, appointed by the LJPB, began working with architect Teall Messer on incorporating community design comments into a design. As requested by the board, this will lead to a cost estimate. A county planner has been assigned to the project.

A local citizens group, Felton Library Friends, a chapter of the Friends of the Santa Cruz Public Library, was established in the summer of 2005 to support the new Felton Branch project. Felton Library Friends has committed to work on raising money within the community and through foundations outside of the community, for furnishings, art, and amenities.

When total cost estimates are available, the Library Joint Powers Authority Board will need to make decisions regarding how to fund the construction costs of the replacement facility.

**BOULDER CREEK BRANCH**

13390 West Park Avenue, Boulder Creek

Located in the northernmost town of the San Lorenzo Valley, the branch is a 4,600 square foot facility built in 1985 with county funds. The Branch houses 26,800 items. It is open 44 hours per week, and averages 23 visitors per open hour. It has a homework center for youngsters, and a total of 10 computers for public use.

The Branch site requires constant attention to issues such as erosion and run off, but no expansion or changes to the branch are anticipated at this time.

## SCOTTS VALLEY SERVICE AREA

The City of Scotts Valley is a growing community strategically located on the Highway 17 passage over the hill to Silicon Valley. It is a shopping destination for people from the surrounding unincorporated areas, as well as those commuting to the San Jose area. The Library System has one regional branch in the area.

### **SCOTTS VALLEY BRANCH LIBRARY**

230-D Mt. Hermon Road, Scotts Valley

#### **Background**

The Library System has maintained a Branch in the City of Scotts Valley since 1953—thirteen years prior to the city's incorporation. The 1950 population of about 2,000 has grown to nearly 12,000 people according to the latest Census. The Branch is currently used by people from all over the County, but especially from the San Lorenzo Valley and other parts of the unincorporated area. Although this use may change as library services in Felton are improved, Scotts Valley's location makes it an excellent site to house Regional Branch collections.

#### **Existing Space and Services**

The Branch currently occupies 5,300 rental square feet in a Scotts Valley shopping center. It is open 48 hours per week, has an electronic homework center, and a total of 12 computers for public use. Visitors average 48 per open hour, making it one of the busiest branches in the System. There are 49,800 items in the Branch collection. With the exception of signage, the Branch is ADA compliant. However, it lacks sufficient space for the collections and staff that would support its Regional Branch service mission.

#### **Recommendation**

To meet the Library System standards for a Regional Branch, a facility of at least 12,500 square feet is required. Space for young people should be a high priority for the interior design.

#### **Project Status**

According to the terms of a Redevelopment Agreement with the County of Santa Cruz, the City of Scotts Valley is obligated to build a 12,500 square foot facility to be operated by the Library System. Some years ago the Library Joint Powers Board requested that 1,200 to 1,500 square feet be added to the building to support the System Outreach Program. This addition is no longer necessary.

The City of Scotts Valley is now (2008) engaged in a town center development project, of which the branch library is an integral part. The Library System staff looks forward to participating in the planning for the new building.

## CITY OF SANTA CRUZ SERVICE AREA

The City of Santa Cruz is the County seat and the Library System has three facilities there: the main library (called the Central Branch) and the Branciforte and Garfield Park Branches.

### **CENTRAL BRANCH LIBRARY**

224 Church Street, Santa Cruz

#### **Background**

Public library service began in the City of Santa Cruz in the 1880's. In 1904 the library moved to a Carnegie Building at Center and Church Streets, across from City Hall, which it occupied until the 1960's. In 1968 a new 44,000 square foot facility on the site of the original Carnegie was finally opened. Until 1997 it served as both the main library and the administrative and technical services headquarters for the Library System. At that time various System functions moved to separate space. The Central Branch remains the lead public service facility for the City-County System. It also houses certain System services, including Network Access Services (the automation staff and equipment) and the Friends of the Santa Cruz Public Libraries, Inc.

#### **Existing Space and Services**

The Central Branch has been cosmetically renovated and upgraded a number of times in its more than thirty year life, as service and infrastructure needs have changed. Confronting a major crowding problem in 1997, the Library Joint Powers Board elected to rent additional space rather than expand the existing library. The primary reason for this decision was that planning, design, and construction of additional space would occupy too much staff time when other projects required immediate action.

The Administrative and Technical Services Divisions, as well as the System Outreach Program, were moved away, and for the first time in many years there was room at the Central Branch for staff offices, added collections, and more public access computer terminals.

Since 1998 the Joint Powers Board and staff have concentrated on accomplishing deferred maintenance tasks (new carpet, roof work, exterior and interior repainting, HVAC system upgrade, installation of Cat 5 wiring), and in 2000, a major asbestos abatement project.

The Central Branch currently provides a full array of library services, including a collection of 216,000 items and 46 computers for public use. It is open 63 hours per week over seven days, with an average visitor rate of 145 per open hour. The Branch is fully ADA compliant with the exception of signage, and houses the System's Sight and Hearing-Impaired access equipment.



add staff for grant programs or special projects. At least another 2,000 square feet are required.

**Recommendation**

The Joint Powers Board should consider a study of future Central Branch space needs and develop an expansion plan based upon findings.

**Project Status**

Not applicable

**BRANCIFORTE BRANCH LIBRARY**

230 Gault Street, Santa Cruz

**Background**

The Branciforte Branch is a popular branch located on the east side of Santa Cruz. The 7,500 square-foot facility opened in 1967 and replaced two Carnegie Buildings that the Library had occupied since 1909 and 1921 respectively.

The Branch serves a community that includes five public schools, a major senior housing complex, various other multifamily developments and single family homes. The Branch is heavily used by local schools for class visits. The Branch is well located: a block west of the main traffic artery, and served by public transportation.

**Existing Space and Service**

The Branch has 7,500 square feet and houses a 48,400 item collection, 15 public access computers, and adjacent but separate youth and adult services areas. The Branch sponsors a variety of children's programs, and the children's room has an electronic homework center. The Branch is open 41 hours per week over six days, with an average visitor rate of 58 visitors per open hour, the busiest in the System except for Central.

The circulation desk area was renovated in 2001.

A community meeting room had been planned for the branch, but was deleted for cost-saving reasons, and is now sorely missed.

**Recommendations**

The Library System should address the Branch's security problems regarding street people camping in the Branch garden.

An estate gift designated for the Branch will be used in FY 2008-09 to upgrade the public furniture, which has been in place since 1967.

Due to the age of the building (40+ years), constant attention should be paid to ongoing maintenance.



**Project Status**

Not applicable.

**GARFIELD PARK BRANCH LIBRARY**

705 Woodrow, Santa Cruz

**Background**

This Branch is housed in the Library System's last Carnegie building. It was constructed in 1915 and is now on the National Register of Historic Places. The Branch provides neighborhood library services to the nearby Westside community of the City of Santa Cruz. The Westside has two elementary schools, a junior high school and a high school nearby.

The primary service focus of the branch is young adults. Between 1995 and 1997 an innovative service program for this age group was developed using federal grant funds. The old building has survived a project called "A Place of Our Own" that brought extensive computer services, a Teen Advisory Committee, youth volunteers, and a serious collection overhaul. The Branch's 32 open hours per week are aimed at its youth constituency, although adults continue to use the facility.

**Existing Space and Services**

The Branch is 2,343 square feet and provides a unique array of services to the young adult community, including an electronic homework center, 15 public access computer terminals, and a collection of 14,800 items. It is ADA accessible and averages 36 visitors per open hour.

In 2002 the Branch was significantly renovated and its size was almost doubled. Staff work space, public and staff restrooms, new lighting, better ADA access, and landscape upgrades were all accomplished. The Branch is now an attractive (if small) library, heavily used by its neighborhood constituency.

**Recommendation**

Because the Branch serves a special constituency, and because replacing it or doing a major renovation would be difficult in the context of its historic status, the Library System does not apply its overall size standards to this facility.

No other current recommendations.

**Project Status**

Not applicable.

## MID-COUNTY SERVICE AREA

The Mid-County service area includes the densely populated unincorporated community of Live Oak, the city of Capitola, and the unincorporated areas of Soquel, Opal Cliffs and Twin Lakes. The total population of this service area is estimated to be about 44,000 people. The area is served by branches in Live Oak and Capitola. A community branch in Soquel was closed in the 1970's due to budget issues.

### LIVE OAK BRANCH LIBRARY

2380 Portola Drive, Santa Cruz

#### Background

In the 1980's the Library System, with Redevelopment Agency assistance, rented space in the East Cliff Shopping Center in Live Oak and opened a children's branch. The branch was very popular but the Library System was forced to close it in 1996 because of water damage caused by rain storms and a leaky roof.

In 1998 the Library (again with Redevelopment Agency assistance) opened a branch in a former restaurant on the edge of Corcoran Lagoon in Live Oak. The move was supposed to be temporary until a permanent facility was acquired. But the building site proved so popular with Live Oak residents that the County decided to expand there instead.

#### Existing Space and Service

The old 6,000 square-foot library on Portola Drive was torn down in 2003. The new, 13,500 square-foot facility opened in January 2006. The County Redevelopment Agency paid the \$4.3 cost for the expansion.

The new, two-level Craftsman-style building features public art and views of Corcoran Lagoon. Public services are downstairs and staff offices are upstairs. The Branch has 48,000 items. It is open 50 hours per week, with an average visitor rate of 53 per open hour. 30 computers serve the public.

The space includes an adult reading room, a young adult room, a picture book room for children, and a homework center.

#### Recommendations

None. The branch meets all current library standards.

#### Project Status

Not applicable.

**CAPITOLA BRANCH LIBRARY**  
2005 Wharf Road, Capitola

**Background**

Capitola's original library was closed during the Proposition 13 cutbacks of the 1970's. After the passage of the Measure B sales tax for the library in 1996, Capitola requested that the Library System operate an interim library. The City of Capitola provided the structure, and the Branch opened in 1999.

In 1987, the City of Capitola signed a redevelopment agreement with the County of Santa Cruz that obligates Capitola to begin construction by 2018 of a 7,000 square-foot facility that the Library System would operate.

**Existing Space and Service**

The 4,320 square-foot interim building consists of six portable structures tied together by the roof and floor.

The Branch houses 31,000 items and has adjacent adult and children's areas. It has 7 public access computers. Open 42 hours per week, visitors average 41 per open hour. The site also contains a play area for children maintained by the City.

**Recommendations**

A new branch in this service area should be at least 7,000 square-feet. Allocation of space among services to adults, teens, and children will depend upon community discussions as the branch is planned.

Development of a hotel in the historic Rispin Mansion across the street from the temporary Branch could create parking issues. The Rispin Hotel is tentatively scheduled for completion in 2010. The System should monitor the parking situation.

**Project Status**

The City of Capitola is responsible for constructing a facility beginning no later than 2018. As of June 2008, the City has set aside \$75,000 for the project.

As part of their 2008 work plan, the City will look at possible joint-use projects to include the library. Potentials include a facility that could house Capitola's city government, police department and a library; and a project at Jade Street with the Soquel Elementary School District. No action has been taken yet and there is no City target date for planning a replacement facility.

## SOUTHERN END OF SERVICE AREA

The Library System serves all of Santa Cruz County except the City of Watsonville, which provides library services (and is compensated for this under the Joint Powers Agreement) to both the City and its immediate surrounding area. Watsonville maintains a central library and a branch at Freedom.

Much of the southern end of the Library System service area is rural. Therefore the unincorporated “town” of Aptos is the population center, and the Aptos Branch is a regional facility, with a service population of 60,000. A small branch at La Selva Beach also serves the area.

### **APTOS BRANCH LIBRARY**

7695 Soquel Avenue, Aptos

#### **Background**

The Library System provided branch service to the Aptos population from storefront facilities beginning in 1935. In 1975 a permanent branch building was constructed. It has been highly popular and heavily used from the beginning, serving as one of the centers of Aptos community life.

#### **Existing Space and Service**

The 8,000 square foot Branch houses a collection of 64,300 items with 16 computers for public use. Open 54 hours per week, an average of 57 visitors use the Branch per open hour. With the exception of signage it is fully ADA compliant. It has a heavily used community meeting room. The Branch is crowded in the public service areas, and staff workspace is inadequate. The staff hopes to reorganize the back-of-the house space in FY 2008-09, as well as add workstations for the public.

The parking lot is a particular problem because it is used as overflow parking for nearby shopping centers, and as a drop off/pick up place by the parents and school children of a community almost entirely dependent upon the automobile. The parking lot will be expanded in 2008, but further modifications may be required later.

The Aptos Branch currently provides most regional library services, although it is understaffed (requiring an additional professional librarian) and is open only six days per week.

#### **Recommendation**

The Branch does not meet our Regional Branch minimum square footage requirement of 12,500 square feet. There may well be room on the existing site to add 4,500 square feet to the Branch. The Library Joint Powers Authority Board should plan to expand the Aptos Branch and make further modifications on the parking lot as soon as financially feasible.

## **LA SELVA BEACH BRANCH LIBRARY**

316 Estrella Street  
La Selva Beach

### **Background**

La Selva Beach is a somewhat isolated unincorporated seaside residential area that has a strong neighborhood organization and places a high value on community activities. It has a small Branch that enjoys strong support. Indeed, during the Proposition 13 cuts of the late 1970's, the Branch was operated by volunteers until the Library System could restore staffing.

### **Existing Space and Service**

The Branch occupies 2,200 square feet located in the community hall/fire department complex, and rented from the La Selva Beach Recreation District. The Branch has 11,400 items, is open 31 hours per week, and visitors average 17 per open hour. It has 4 computers for public use.

Between 2006 and 2008 the branch interior was updated with fresh paint, better lighting, and more comfortable furniture. It currently meets the needs of the LaSelva Beach community.

### **Recommendation**

Not applicable.

### **Project Status**

Not applicable.

## SYSTEM SERVICES

The Library provides centralized administrative and technical services to all its branches, and maintains an Outreach Program. These services were relocated from the Central Branch Library in 1997 to space on Pacific Avenue in Santa Cruz. In late Spring 2008 System Services moved to a City-owned building at 117 Union Street in Downtown Santa Cruz.

### **ADMINISTRATIVE SERVICES**

117 Union Street, Santa Cruz

#### **Background**

The City of Santa Cruz provides financial, legal, and personnel services to the Library System, which is treated by the City as a Department. The Director of Libraries is thus a City Department Head, and all library workers, no matter where in the County they work, are City employees.

The Library System administrative staff has grown at a slightly slower pace than other Library units. There are 3.35 Administrative Assistants, an Office Manager, and 1.5 Accounting assistants. Professional librarians for young adult services, staff and collection development, and project (facilities) development are part of the System Services staff.

Senior management housed at Headquarters includes the Director and Assistant Director of Libraries, a Head of Technical Services and Coordinators for Youth Services and Adult/Reference Service. The two other members of the senior management team, the [automation] Network Administrator and the Central Branch Manager, have offices at the Central Branch Library.

#### **Existing Space and Services**

The Administrative unit occupies 12% (1,633 square feet) of the 14,104 square feet rented at Union Street. The Conference and Training rooms, plus archives and storage occupy another 7% (1,002 square feet).

#### **Recommendation**

Not applicable.

#### **Project Status**

Not applicable.

## **TECHNICAL SERVICES**

117 Union Street, Santa Cruz

### **Background**

The Technical Services Division is responsible for all the activities, from ordering through final processing, that get library materials to the shelves. It also handles the Library's delivery operation, which moves books and other materials to all branches. The staff is comprised of a Head, a professional librarian cataloger, and eighteen technical and clerical workers and courier drivers. The procedures and protocols for cataloging and processing materials are currently being examined with an eye toward outsourcing. The objective is to liberate trained library workers to focus on direct service to the public.

### **Existing Space and Services**

The Division occupies roughly 35% (4,896 square feet) of the 14,104 square feet at the Union Street site. About two thirds of this is devoted to staff work areas including routing for daily delivery to all Branches, and the balance to shelving for books and other materials being processed.

All Technical Services staff work at least two four-hour shifts each week at the Central Branch Circulation or Reference Desks.

### **Recommendation**

Not applicable

### **Project Status**

Not applicable.

## **OUTREACH SERVICES PROGRAM**

117 Union Street, Santa Cruz

### **Background**

The Library Outreach Services Program functions as an eleventh Branch of the Library System. It is staffed by a Program Manager, three other professional librarians, a Library Assistant, a full time Library clerk, and two Driver/Clerks. The program uses a Bookmobile that is on the road six days per week, two vans and a sedan. The later vehicles enable staff to provide off-site services to seniors, homecare providers, day care centers, and all the remote sites where people gather who cannot come to a library branch.

### **Existing Space and Services**

The Outreach Program occupies 15% (2,108 square feet) of the 14,104 square feet at the Union Street HQ. Approximately 50% of the Outreach space is devoted to shelving the library materials and other supplies used by the program. The Bookmobile and the cargo vans are parked at the City of Santa Cruz Corporation Yard and at the Locust Street Parking Structure.

**Recommendation**

In September 2001 the Library Joint Powers Authority Board agreed that it would request that 1,200 to 1,500 square feet for Outreach Services be added to the new Scotts Valley Tier II Branch, since Outreach does not need to be located in downtown Santa Cruz. The Authority planned to bear the local construction cost of this space. However, with the purchase of the Locust Union building by the City of Santa Cruz, and its subsequent lease to Library System Services, the Scotts Valley space is no longer needed. The Joint Powers Board should formally notify the City of Scotts Valley.

**Project Status**

Not applicable.



<b>FACILITIES MASTER PLAN TIME LINE</b>
---

- FY 2008-09: Complete design of Felton Branch Replacement  
Work with Scotts Valley Developers and City RDA on design of  
Scotts Valley Branch replacement  
Construct Aptos Branch Parking Lot Expansion  
Replace Branciforte Branch Public Furniture  
Improve Aptos Branch staff and public work areas  
Consider/Approve Friends Central Branch Lobby Project
- FY 2009-10: Scotts Valley RDA constructs Branch Replacement  
Work with Capitola RDA to plan Capitola Branch Replacement  
Plan Aptos Branch expansion  
Plan Central Branch remodel  
Present local bond measure to November 2010 voters
- FY 2010-11: Open Scotts Valley Branch Replacement  
Begin construction Felton Branch Replacement
- FY 2011-12: Complete construction and open Felton Branch replacement  
Begin Aptos Branch Expansion  
Capitola RDA begins Capitola Branch Replacement
- FY 2012-13: Complete Aptos Branch Expansion  
Construct and complete Central Branch remodel
- FY 2013-14: Complete and open Capitola Branch replacement

**CURRENT FACILITIES OVERVIEW**

	<b>Existing</b>	<b>2008</b>	<b>2007-08</b>		<b>Public</b>		
	<b>Square</b>	<b>Open</b>	<b>Visitors</b>		<b>Access</b>	<b>Electronic</b>	<b>Public</b>
	<b>Feet</b>	<b>Hours</b>	<b>per Open</b>	<b>Collection</b>	<b>Computer</b>	<b>Homework</b>	<b>Meeting</b>
		<b>per week</b>	<b>Hour</b>	<b>Size</b>	<b>Terminals</b>	<b>Center</b>	<b>Room</b>
<b>Central</b>	44,000	63	145	231,000	46	Yes	Yes
<b>Aptos</b>	8,000	54	57	61,700	16	No	Yes
<b>Live Oak</b>	13,500	50	53	43,000	30	Yes	No
<b>Scotts Valley</b>	5,300	48	48	47,700	12	Yes	No
<b>Boulder Creek</b>	4,600	44	23	26,400	10	Yes	Yes
<b>Branciforte</b>	7,500	41	58	48,900	15	Yes	No
<b>Capitola</b>	4,320	42	41	30,800	7	No	No
<b>Felton</b>	1,250	44	23	17,000	5	No	No
<b>Garfield Park</b>	2,343	32	36	14,200	15	Yes	No
<b>La Selva Beach</b>	2,200	31	17	11,400	4	No	No
<b>Admin. Services</b>	2,539	n/a	n/a	n/a	n/a	n/a	n/a
<b>Tech. Services</b>	4,372	n/a	n/a	n/a	n/a	n/a	n/a
<b>Outreach</b>	2,539	n/a	n/a	18,400	n/a	n/a	n/a

**ADDITIONAL SQUARE FOOTAGE NEEDED**

	<b>Existing</b>	<b>Planned</b>	<b>Net Gain</b>	
	<b>Square</b>	<b>Square</b>	<b>Square</b>	<b>Year</b>
	<b>Feet</b>	<b>Feet</b>	<b>Feet</b>	<b>Added</b>
<b>Aptos</b>	8,000	12,500	4,500	2012
<b>Capitola</b>	4,320	7,000	2,680	2013
<b>Central</b>	44,000	46,000	2,000	2012
<b>Felton</b>	1,250	8,000	6,750	2011
<b>Scotts Valley</b>	5,300	12,500	7,200	2011

## APPENDIX A

### The Branch Service Framework

The Library uses a framework for organizing its branch services that helps to rationalize two conflicting library service issues: the desire of the Santa Cruz County community to retain neighborhood-level branch libraries, and the economic necessity of maximizing funding resources by centralizing programs and services. The framework sets standards for physical size, collection contents, service and staffing needs, but it adapts and adjusts the standards to meet the needs of particular service areas.

The framework depends upon the existence of an integrated, online automation system for management of, and access to, the Library's collections and databases. It links all Branch facilities, so that the Library System can meet one of its primary service objectives—providing equal access to information to all citizens in Santa Cruz County by moving items from one branch to another.

**Neighborhood Branches** are the smaller community libraries that have neither the space nor the resources to provide complete information services to their communities. Instead, they provide a popular materials collection, meet the ready-reference needs of adults, and endeavor to meet the library information needs of children through the junior high level.

**Regional Branches** are larger, serving regional populations. They have bigger collections, provide more reference services, and endeavor to meet the information needs of youngsters through the high school level. The service area of a Regional Branch usually encompasses Neighborhood Branches as well.

The single **Central Branch** serves as System headquarters for the collections, reference and youth services, and has special collections such as Local History, Californiana, and genealogy.

**APPENDIX B  
SERVICE AREA POPULATION DATA**

<b>SAN LORENZO VALLEY / SCOTTS VALLEY</b>		
<b>Branches: Boulder Creek, Felton, Scotts Valley</b>		
<b>Total service population</b>	<b>41,421</b>	
Ben Lomond CDP	2,364	
Boulder Creek CDP	4,081	
Felton CDP	1,051	
Scotts Valley City	11,697	
San Lorenzo Valley CCD remainder	22,228	
<b>CITY OF SANTA CRUZ</b>		
<b>Branches: Branciforte, Central, Garfield Park</b>		
<b>Total service population</b>	<b>76,433</b>	
Santa Cruz City	58,125	
Santa Cruz CCD remainder	18,308	
<b>MID-COUNTY</b>		
<b>Branches: Capitola, Live Oak</b>		
<b>Total service population</b>	<b>43,715</b>	
Capitola City	10,015	
Live Oak CDP	16,628	
Soquel CDP	5,081	
Opal Cliffs CDP	6,458	
Twin Lakes	5,533	
<b>SOUTH COUNTY</b>		
<b>Branches: Aptos, La Selva Beach</b>		
<b>Total service population</b>	<b>59,974</b>	
Aptos CDP	9,396	
Aptos Hills-Larkin Valley CDP	2,361	
Corralitos CDP	2,431	
Day Valley CDP	3,587	
Freedom CDP	6,000	
Interlaken CDP	7,328	
Rio del Mar CDP	9,198	
Soquel CDP	5,081	
Watsonville city @ 25%	12,926	
Watsonville CCD remainder @ 25%	1,667	
	POPUPDATE.PLAN	
	6/12/2008	


**NOTE:**

The U.S. Census of Population provides data for Cities, for Census Designated Places (CDPs), and Census County Divisions (CCD)—the balance of the area not included in either Cities or CDPs.



SANTA CRUZ • PUBLIC  
LIBRARIES  
A City County System

September 2, 2008

TO: LIBRARY JOINT POWERS AUTHORITY BOARD  
FR: DIRECTOR OF LIBRARIES   
RE: FRIENDS SALES SPACE AT CENTRAL BRANCH

**RECOMMENDATION:** That by motion the Library Joint Powers Authority Board grant conceptual approval to the preliminary design for a Friends of the Library renovated sales space in the Central Branch Lobby.

#### DISCUSSION

Architect Teall Messer, who is a member of the Friends Board, has submitted the following proposal for renovating and improving the Friends sales space in the Central Branch Lobby:

The Friends propose to construct an 18' x 7.5' enclosure to contain the books that the Friends sell to raise money. The enclosure will have two end walls and a folding door that completely opens to allow the public access to the books for sale. The end walls will have glass panels and will be constructed and stained to match the existing wood work in the library. The enclosure will contain thirteen thirty-six inch shelving units as opposed to the five units in the current sales boutique. The new enclosure will utilize the existing lights and ventilation system in the lobby.

The current sales boutique will be closed for sales and will be melded into the Friends office space.

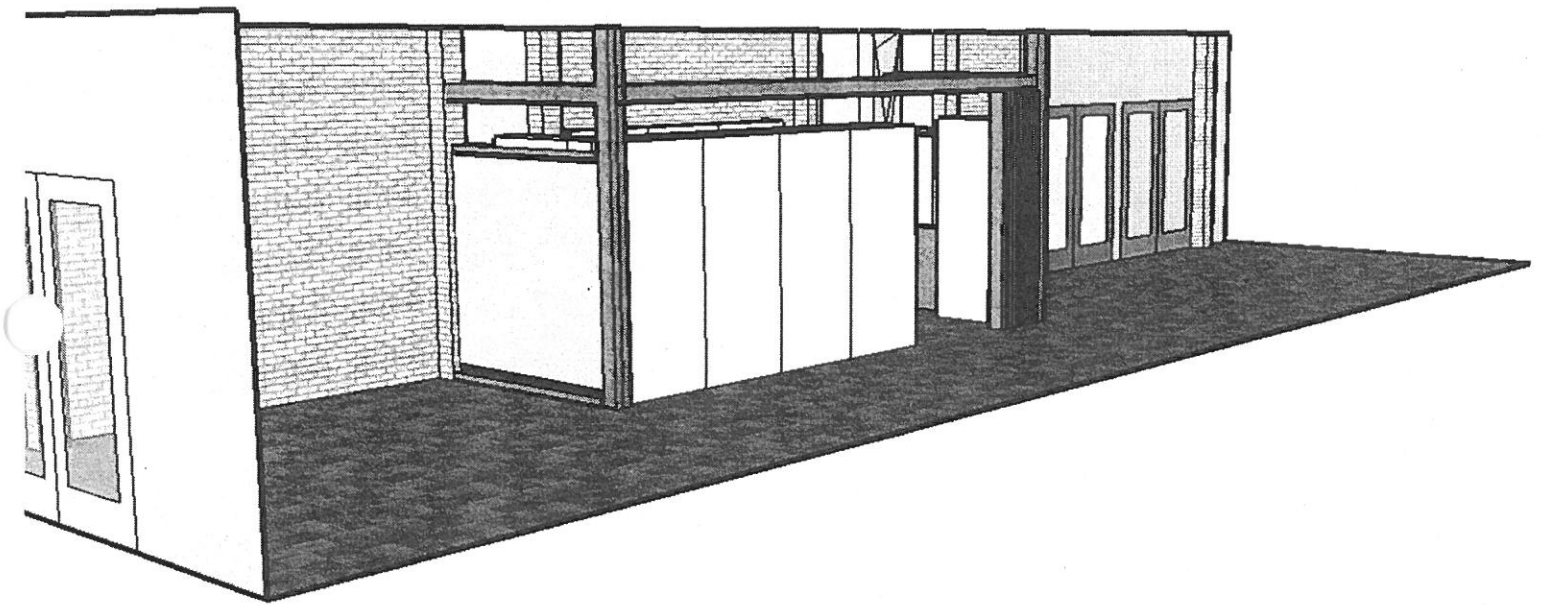
The general impact of the proposal is to clean up the present assemblage of gondolas, shelves and carts that are spread about the lobby and to put their contents in one ordered spot. Beyond reducing visual blight the purposes of the new sales space are several. Being able to staff the sales space when it is open and lock it up when no one is there to manage the sales will reduce theft of the books. The current return per book is very low. By compacting the gondolas and carts into regular shelving the fire load that the current configuration presents will be reduced.

**FRIENDS SALES SPACE**  
**September 2, 2008**

The change will also allow the Friends office a much needed expansion into the current boutique space. That expansion will allow for better record keeping, a small meeting space and an improved staff work environment.

Staff believes the plan is a good one, solving a number of problems, and recommends that the Board grant conceptual approval.

BFRDSLOBBY.DES



Central Library Lc. y  
1/8" = 1'-0"

