

Chair                    Martin Bernal  
Vice Chair            Jenny Haruyama  
Board Member        Carlos Palacios  
Board Member        Jamie Goldstein



**SANTA CRUZ CITY/COUNTY LIBRARIES  
JOINT POWERS AUTHORITY BOARD  
REGULAR MEETING**

**[IMMEDIATELY FOLLOWING THE SANTA CRUZ LIBRARIES  
FACILITIES FINANCING AUTHORITY (LFFA)]**

**DECEMBER 7, 2017**

**9:00 A.M.**

**SANTA CRUZ BRANCH LIBRARY  
224 CHURCH STREET, SANTA CRUZ, CA 95060**

**CLOSED SESSION –  
IMMEDIATELY FOLLOWING THE REGULAR MEETING**

*An announcement regarding the items to be discussed in Closed Session will be made prior to the Closed Session. Members of the public may, at this time, address the Board on closed session items only. There will be a report of any final decisions during the next Open Session Meeting.*

Public Employee Performance Evaluation  
[Cal. Govt. Code §54957 (b)]  
Joint Powers Authority Board's Performance Evaluation of the Library Director

**1. CALL TO ORDER / ROLL CALL**

Board Members Jamie Goldstein, Jenny Haruyama, Carlos Palacios, and Chair Martin Bernal

**2. PRESENTATIONS**

**3. ADDITIONAL MATERIALS**

*Additional information submitted after distribution of the agenda packet.*

**4. ADDITIONS AND DELETIONS TO AGENDA**

**5. ORAL COMMUNICATION**

*Any member of the audience may address the Board on any matter either on or off the agenda that is within the Board's jurisdiction. Note, however, that the Board is not able to undertake extended discussion or act on non-agendized items. Such items can be referred to staff for appropriate action which may include placement on a future agenda. If you intend to address a subject that is on the Agenda, please hold your comments regarding that item until it is before the Board so that we may properly address all comments on that subject at the same time. In general 3 minutes will be permitted per speaker during Oral Communication; A MAXIMUM of 30 MINUTES is set aside for Oral Communications at this time.*

**6. REPORT BY LIBRARY DIRECTOR**

A. Library Director's Report – November 2017 (PG.5)

**7. REPORT BY FRIENDS OF THE SANTA CRUZ PUBLIC LIBRARIES**

A. Friends of SCPL – Report November 2017

**8. REPORT BY LIBRARY ADVISORY COMMISSION (LAC)**

A. Commissioners' Report – November 2017

**9. COMMENTS BY BOARD MEMBERS**

**10. CONSENT CALENDAR**

*All items listed in the "Consent Calendar" will be enacted by one motion in the form listed below. There will be no separate discussion on these items prior to the time the Board votes on the action unless members of the public or the Board request specific items to be discussed for separate review. Items pulled for separate discussion will be considered following General Business.*

A. Receive Minutes of November 2, 2017  
RECOMMENDED ACTION: Approve Minutes. (PG.6-8)

B. Articles about Santa Cruz Public Libraries.  
RECOMMENDED ACTION: Receive Articles. (PG.9-27)

## 11. GENERAL BUSINESS

*Other Business items are intended to provide an opportunity for public discussion of each item listed. The following procedure is followed for each Business item: 1) Staff explanation; 2) Board questions; 3) Public comment; 4) Board deliberation; 5) Decision.*

- A. Use of SCPL Fund Balance  
RECOMMENDED ACTION: Develop and Approve Fund Balance Use Plan and discuss Friends Fundraising Proposal (PG.28-79)
- B. Library Internet and Wireless Access Policy  
RECOMMENDED ACTION: Approve Library Internet and Wireless Access Policy Update (PG.80-81)
- C. Library Volunteer Policy  
RECOMMENDED ACTION: Review Draft Library Volunteer Policy (PG.82-84)
- D. Determine Annual Meeting Schedule  
RECOMMENDED ACTION: Determine Annual Meeting Schedule 2018 (PG.85-88)

## 12. SCHEDULED UPCOMING MEETINGS

January 11, 2018	Downtown Branch Library	Upcoming Agenda Items:
	224 Church Street, Santa Cruz, CA 95060	Annual election of Board Chair and Board Vice-Chair
		DLAC Report
		Report out from Closed Session
		Mid-Year Budget Discussion

## 13. Adjournment to Closed Session:

*An announcement regarding the items to be discussed in Closed Session will be made prior to the Closed Session. Members of the public may, at this time, address the Board on closed session items only. There will be a report of any final decisions during the next Open Session Meeting.*

Public Employee Performance Evaluation  
[Cal. Govt. Code §54957 (b)]  
Joint Powers Authority Board's Performance Evaluation of the Library Director

LJPA  
December 7, 2017

Adjourned to a Closed Session of the Library Joint Powers Authority Board immediately following the public meeting and then to the next regular meeting of the LJPA to be held on Thursday, January 11, 2018 at 9:00 a.m. [immediately following the LFFA meeting] at the Downtown Branch Meeting Room located at 224 Church St. Santa Cruz, CA 95060.

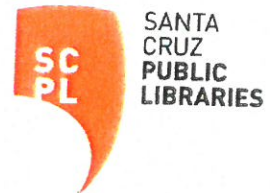
The Santa Cruz City-County Library System does not discriminate against persons with disabilities. Out of consideration for people with chemical sensitivities, we ask that you attend fragrance free. Upon request, the agenda can be provided in a format to accommodate special needs. Additionally, if you wish to attend this public meeting and will require assistance such as an interpreter for American Sign Language, Spanish, or other special equipment please call the Library Administration Office at (831)427-7706 at least five days in advance so that we can arrange for such special assistance, or email [library\\_admin@santacruzpl.org](mailto:library_admin@santacruzpl.org).

**November 2017**

**Library Director's Report**

**The Library Director was out of town attending a family funeral at the time of the printing of the Board packet. Due to this family emergency no report is included.**

Chair Martin Bernal  
Vice Chair Jenny Haruyama  
Board Member Carlos Palacios  
Board Member Jamie Goldstein



**SANTA CRUZ CITY/COUNTY LIBRARIES  
JOINT POWERS AUTHORITY BOARD  
(LJPA)**

**REGULAR MEETING MINUTES**

**THURSDAY, NOVEMBER 2, 2017  
8:30 A.M.**

**1. ROLL CALL**

**PRESENT:** Martin Bernal (Chair), Jamie Goldstein (Board Member), Jenny Haruyama (Vice Chair), Nicole Coburn (Alternate Board Member)

**STAFF:** Library Director Susan Nemitz, Finance Director Marcus Pimentel

**2. PRESENTATIONS**

None

**3. ADDITIONAL MATERIALS**

None

**4. ADDITIONS AND DELETIONS TO AGENDA**

The Agenda of November 2, 2017 was approved by consensus.

**5. ORAL COMMUNICATIONS**

None

**6. REPORT BY LIBRARY DIRECTOR**

Library Director Susan Nemitz reported on the current developments in the library.

**7. FRIENDS OF THE SANTA CRUZ PUBLIC LIBRARIES REPORT**

Vivian Rogers, Executive Director, reported on the activities of the Friends of the Santa Cruz Public.

**8. REPORT BY LIBRARY ADVISORY COMMISSION (LAC)**

None

**9. COMMENTS BY BOARD MEMBERS**

None

**10. CONSENT CALENDAR**

- A. Receive Minutes of October 5, 2017  
ACTION: Approved Minutes of October 5, 2017
- B. Articles about Santa Cruz Public Libraries.  
ACTION: Received Articles.
- C. Quarterly Performance Measures for 1<sup>st</sup> Qtr. 2017-2018  
ACTION: Received Performance Measures.
- D. Financial Report for 1<sup>st</sup> Qtr. 2017-2018  
ACTION: Received Financial Report.
- E. Security Incidents Log for 1<sup>st</sup> Qtr. 2017-2018  
ACTION: Received Security Incidents Log.
- F. Work Plan for FY 2017-18 – Quarterly Update – 1<sup>st</sup> Qtr. 2017-2018  
ACTION: Received 1<sup>st</sup> Qtr. Work Plan. FY2017-18.
- G. CALIFA Purchasing Approval  
ACTION: Approved purchases through CALIFA exceeding \$100,000.

**RESULT: APPROVED CONSENT CALENDAR, ITEMS 10.A THROUGH 10.G.**

- A. Approved Minutes of October 5, 2017
- B. Received Articles about Santa Cruz Public Libraries
- C. Received Performance Measures for 1<sup>st</sup> Qtr. 2017-2018
- D. Received Financial Report for 1<sup>st</sup> Qtr. 2017-2018
- E. Received Security Incidents Log for 1<sup>st</sup> Qtr. 2017-2018
- F. Received 1<sup>st</sup> Qtr. Work Plan FY 2017-2018
- G. Approved Purchases through CALIFA exceeding \$100,000 [UNANIMOUS]

**MOVER:** Jamie Goldstein (Board Member)

**SECONDER:** Jenny Haruyama (Vice Chair)

**AYES:** Bernal, Haruyama, Goldstein, Coburn

## 11. GENERAL BUSINESS

- A. Financial Forecast – Presentation by Finance Director Marcus Pimentel  
ACTION: Received Presentation and discussed information presented.
- B. Use of SCPL Fund Balance  
ACTION: Continued Discussion on Use of SCPL Fund Balance.

<b>RESULT:</b>	To increase the budgeted reserve to 20% and continue exploration of options #2, #3 and #4. [UNANIMOUS]
<b>MOVER:</b>	Jamie Goldstein (Board Member)
<b>SECONDER:</b>	Nicole Coburn (Alternate Board Member)
<b>AYES:</b>	Bernal, Haruyama, Goldstein, Coburn

- C. Library Internet Use Policy  
ACTION: Discussed Library Internet Use Policy.
- D. Discuss Library Director's Upcoming Evaluation  
ACTION: Discussed December Closed Session for Evaluation.

## 12. ADJOURNMENT

Final Adjournment of the Library Joint Powers Authority Board (LJPA) at 9:35 a.m. to the next Regular Meeting Thursday, December 7, 2017 at 9:00 a.m. [immediately following the Libraries Facilities Financing Authority (LFFA) meeting] at the Downtown Library, Upstairs Meeting Room located at 224 Church Street, Santa Cruz, CA 95060.

ATTEST: \_\_\_\_\_  
Helga Smith, Clerk of the Board

All documents referred to in these minutes are available in the Santa Cruz Public Libraries – Library Headquarters Office, 117 Union Street, Santa Cruz, CA 95060





SANTA CRUZ  
PUBLIC LIBRARIES  
CONNECT | INSPIRE | INFORM

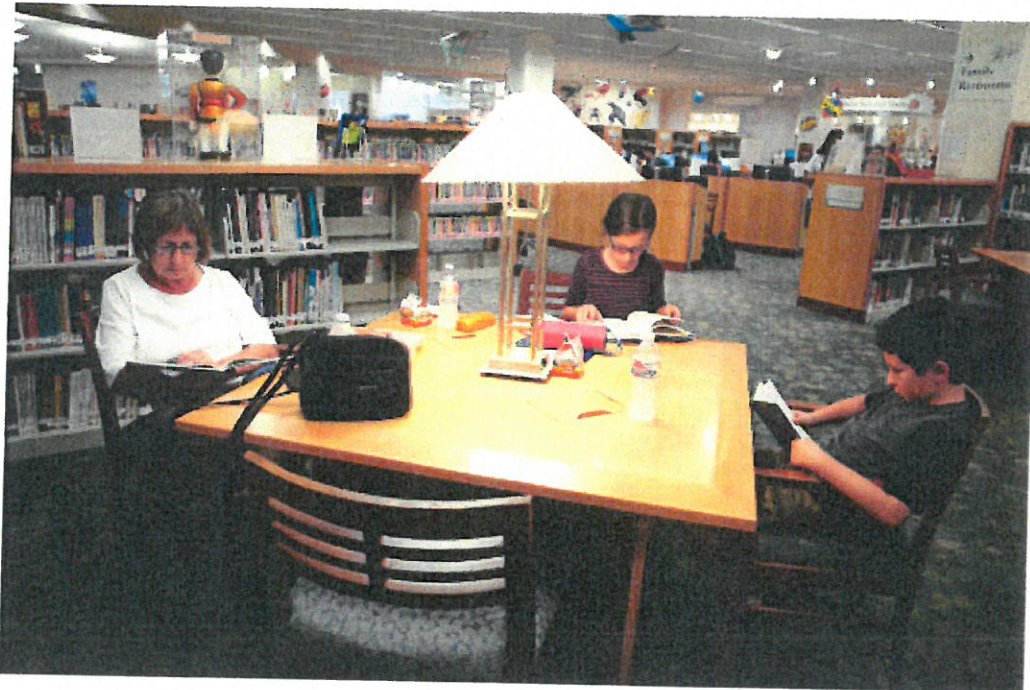
## In the News and Media:

October 25 – November 29

*Regional Library News*

# San Jose Mercury News

## Libraries are as relevant as ever



Christine Gutierrez, left, reads with her grandchildren at Central Park Library, which is one of the cooling centers in Santa Clara, California, on Thursday, August 31, 2017. (Josie Lepe/Bay Area News Group)

By LARRY MAGID | [larry@larrymagid.com](mailto:larry@larrymagid.com) | PUBLISHED: October 26, 2017 at 10:34 am |  
UPDATED: October 26, 2017 at 11:16 am

My two days attending the Internet Librarian conference in Monterey last week reminded me of something that a lot of people already know. Despite predictions that they would be rendered obsolete by technology, libraries remain a vital part of our communities.

If anything, they're more important than ever as I reminded attendees when I addressed the group. Libraries encourage and help satisfy curiosity and the search for truth and meaning. Along with schools, the arts and the news media, they offer our citizens not just knowledge, but entertainment, understanding and the critical thinking skills we need to make good personal and collective decisions in how we live our lives and govern our collective selves.

Even in some of the smallest and most remote parts of our country, there are libraries where we can expand our horizons or learn practical skills. But – as I learned at the conference – libraries do more than that. In some cases, they are places where people cannot just absorb knowledge but create their works of literature or – for those libraries equipped with 3D printers or workshops, objects as well.

In a world where the divide between haves and have nots is growing wider, libraries are committed to accessibility. Jeanne Holm, deputy chief information officer and senior adviser to the mayor of Los Angeles told the conference about how libraries in her city have beefed up their WiFi signals so that homeless and other students without at-home access, can go online to do their homework at night from near the library, even after it's closed.

She also talked about the library's partnership with Hack for LA where "hacktivists" can work together to use technology to improve their city. Other speakers talked about how libraries are contributing to open government and access to public data. Most libraries have computers that the public can use. Some even lend out computers and tablets for patrons to use at home.

Libraries have long played an important role in the preservation of documents and that continues and now includes making digital copies of historic and contemporary documents. It's not just big institutional libraries that take on this task, but some that help preserve the memories that every community holds dear.

While the internet has done a great deal to bring information to us wherever we happen to be, libraries offer something we also need. Physical spaces where people can come to seek solitude or companionship knowing that there are professional advisers – called librarians – standing by to answer questions, make suggestions or just provide some intellectual or even emotional support. As it turns out, even this tech enthusiast is willing to admit that not everything nor everyone "can be replaced with a computer."

But libraries are now far more than physical spaces. Some people may not realize that libraries provide a lot of digital resources including the app and website Hoopla, that lets you check out books, CDs, movies, audio books and other media to read, watch or listen to on a mobile device or a computer. I've been pleasantly surprised by the number of times I've been able to borrow a free copy of something I was looking for using this app, which I access for free through my local library account.

Many libraries also offer free remote access to specialized research tools, study aids and databases, which typically charge a fee. Explore your local library's website or, better yet, ask your librarian what they offer. And you may be able expand your options by getting library cards from other library systems, many of which don't require you to be a resident.

I've long been a fan of reference librarians. Back before the internet, I would often call a librarian if I needed information for a newspaper column or broadcast. These days I can look things up on my own, but I occasionally still reach out for help with specialized databases, and there are lots of people who need help using search engines and other online research tools.

In many ways, having access to people with good research and information management tools is more important than ever. Where we once had a paucity of information, we now have a flood and not everything that we see online turns out to be useful or even true. There are skills involved in using search engines and understanding how to decide whether what you encounter is credible.

I don't go to the library as often now as I did when my kids were little, but – back then – my wife and I took them there not just to borrow books, CDs and DVDs but for story time or just to sit and browse through books or interact with other children. Our local librarians became friends and role models for our children.

Still, I do wind up spending time at libraries, such as when I took a Tai Chi class at one of my local libraries in Palo Alto or when I visited the iconic New York library main during a business trip just to use the WiFi and escape the noise of the city. I sometimes stop at the Mitchell Park library in Palo Alto for a cappuccino at the adjacent Ada's café and, while I'm there, check out the "lucky day" collection of often new and best-selling books and other media that the staff puts out.

And, said several speakers at the conference, libraries are not standing still. They continue to innovate with new spatial designs, enhanced digital collections and – yes – the human touch, which remains an essential part of what libraries have to offer.

## Cupertino Library's Matthew Lorenzo wins state award for teen programs

Note: Matt Lorenzo is former SCPL staff.



Matt Lorenzo and his Teen Advisory Board members. From l to r - Maithilee Kanthi, Renee Cai, Matt Lorenzo, Aakash Adesara, Kanalya Ari. (photo: CLA) [note: Matt Lorenzo is a former SCPL staff]

POSTED BY: STAFF WRITER NOVEMBER 6, 2017

Matthew Lorenzo, the teen services librarian at Cupertino Library, has won an award for being exceptional at his job.

Lorenzo was recently awarded the California Library Association's (CLA) Young Adult Services Award of Achievement, which recognizes exceptional librarians or paraprofessionals working in young adult services in a school or public library.

Only one award is given each year, and it recognizes Lorenzo's significant contributions to young adult services at the Cupertino Library and within the Santa Clara County Library District.

Lorenzo spent six years working in elementary and high schools before receiving his MLIS from the University of Pittsburgh and later beginning his work as a teen librarian. His local projects have included the Santa Cruz Public Library's Teen Battle of the Bands, Woodland Library's book club for teen guys, "Book Dudes," and the Cupertino Library's Green Teen Garden Project, a hands-on

gardening program that donates all grown vegetables to people in need within the local Cupertino community.

Lorenzo also served as the president of the Bay Area Young Adult Librarians Association (BAYA), writes for the Voice Of Youth Advocates (VOYA) magazine and created CU Hacks, the first overnight hackathon for teenagers in a public library venue.

“Matt’s teen programs have been featured in both Library Journal and School Library Journal, and he is a featured speaker in LJ’s professional development course, ‘Coding Program Workshop,’” according to the CLA. “In 2015, Matt was the recipient of the SCCLD’s ‘Employee Excellence Award’ and Santa Clara County’s ‘Outstanding Employee of the Year Award.’

His latest award, sponsored by the Bay Area Young Adult Librarians (BAYA), earns him \$500 and a one-year membership to BAYA.

## Santa Cruz Sentinel

### Community Recognition Awards a moment of acknowledgement amid ‘homelessness crisis’



Santa Cruz County Supervisor Zach Friend introduces representatives of South County Homeless Steering Committee, one of the award recipients at the second annual Community Recognition Awards hosted by Smart Solutions to Homelessness at the Twin Lakes Church on Sunday. (Lucjan Szweczyk -- Santa Cruz Sentinel)

By Bek Phillips, [newsroom@santacruzsentinel.com](mailto:newsroom@santacruzsentinel.com)

POSTED: 11/12/17, 7:43 PM PST | UPDATED: 1 DAY AGO [6 COMMENTS](#)

APTOS >> For the second year, advocates working around the issue of homelessness came together Sunday to celebrate local achievements and future endeavors.

The second annual Community Recognition Awards, hosted by Smart Solutions to Homelessness at Twin Lakes Church, brought together a variety of speakers and awardees. While there was much to be acknowledged, such as the veteran homeless population dropping to only about 70 individuals, the tone took a more somber turn when discussing how much work there still is to be done.

“We are still in a full blown homelessness crisis,” said former Santa Cruz Mayor Don Lane, who chairs Smart Solutions to Homelessness. “People are really struggling and many are facing serious risk to their health and wellbeing. We believe we will not make progress unless we build the community will and community commitment to reduce and end homelessness.”

Approximately 175 people attended the event, including and representatives from groups throughout the county. Awardees also reflected the diverse nature of homelessness with the Lifetime Achievement Award being presented to Linda Lemaster, 68, who has struggled to find permanent housing herself even while advocating for single mothers and living with disabilities. “Twenty-eight years ago I was still fighting to get off welfare even as I became fully disabled,” Lemaster said. “I still needed to face that, but when you are struggling for money you don’t look at your own story – sometimes for years and years.”



According to Lemaster, the harder she worked to find stability, the more her health deteriorated, until she said she was “messed up to the point I lost my immune system.” When she did gain some stability, she said she felt like she owed the whole community for supporting her and her children, and poured her life into advocacy.

“It is my way of saying thank you,” Lemaster said.

Others recognized included: Mary Lou Goeke, executive director of United Way of Santa Cruz County; **Maile McGrew-Frede, a librarian at Santa Cruz Public Library**; South County Steering Committee on Homelessness; 180/2020; Melisa Vierra, executive director of Families In Transitions; Brent Adams; City of Santa Cruz 20-Point Plan on Homelessness; Alan McKay, CEO of Central Coast Alliance For Health; Brian Lands, of the Homeless Services Center; and Mental Health Client Action Network.

Linda Ellen Lemaster, recipient of the Lifetime Achievement Award for advocacy around homelessness, speaks at the Community Recognition Awards on Sunday. Behind her are Julie Conway, Zach Friend and Ingrid Trejo. (Lucjan Szewczyk - Santa Cruz Sentinel)

According to Lemaster, events like Sunday's are crucial for the homelessness conversation as they brings together groups that for most the year are working tirelessly around the issue.

"This is when they catch up with each other, and we need to support them and empathize with them," she said.

For an issue that Lane describes as sometimes "disheartening," he said it is important for people to walk away from such events with some hope and see what is working well.

"It allows people to see possibilities," he said. "A lot of people are extending themselves to take on homelessness and we need more people to join in."

One of the emerging projects highlighted during the presentations was the Homeless Services Center's Smart Path to Housing and Health — an attempt at reforming the system to better streamline the placement process. The project should launch in early 2018.

Landa Rosebraugh, 46, said the message was overwhelming in terms of the possible impact organizations have had in reducing homelessness in Santa Cruz County.

"It's a small representative slice of who is working to make things better in the county," she said. "We become a better people because of this."

Despite funding shortfall, Capitola library on track to break ground in May



Rendering of plans for the new Capitola library, which is on track to break ground in May. (Contributed)

By Bek Phillips, [newsroom@santacruzsentinel.com](mailto:newsroom@santacruzsentinel.com)

POSTED: 10/29/17, 6:31 PM PDT | UPDATED: 5 HRS AGO  
[0 COMMENTS](#)

CAPITOLA >> Questions such as what the ceiling in the children's room will look like or what to put in the book nook are some of the few remaining details to be worked out before the Capitola Branch Library breaks ground in May.

Now that Noll & Tam Architects has completed the engineering and design development, the next step will be going before the Planning Commission in November to consider land use permits for the project.

The building, a single story with modern angles, makes use of glass walls to allow for an open airy

feel for the community room and porch. The wooden exterior paneling provides clean lines and Capitola City Manager Jamie Goldstein said they are close to deciding the final exterior material and what the pathways will look like.

While they are still working out some of the finer details, he said they are on track.

“Capitola is really looking forward to this. It’s been in the making now for a whole generation,” Goldstein said. “The library has been housed in a portable buildings for years now and we have an opportunity to build something that will last for generations to come and become a real focal point in the community.”

This latest chapter in development is the most recent attempt to secure a permanent building for the library — something Capitola hasn’t had in more than 35 years. While they were able to reopen in recycled portable classrooms in 1999, improvements such as parking and a children’s playground have been precursors to the ultimate goal: a permanent home.

Deputy Director of the Santa Cruz Library System Janis O’Driscoll said she is excited to see the idea of temporary portables, which have become not so temporary, finally put to rest.

“I’m excited that this heavily used branch, and it is heavily used, is going to get a fully developed building — a real, honest stand alone building,” she said. “It’s going to be so much better. We will be able to offer so much more.”

Things to look forward to include a patio by the playground and a spacious meeting room where there was none before. However, there are still challenges, one of them being funding.

“We are approximately one million short in total project funding,” Goldstein said.

The \$13.1 million budget required for the project has \$12 million already set aside, which leaves groups like the Friends of Capitola Branch Library to fundraise to pick up the remainder.

“It’s a tough market to bid projects. Contractors are busy,” Goldstein said. “We need to take a real close look at the plans and look at ways to keep costs under control. Fundraising efforts are underway and we are looking for partners to help fund the project.”

For people looking for ways to stay informed or get involved, O’Driscoll said updates and everything down to the minutes on the meetings can be found online at their website [santacruzpl.org/measure\\_s/](http://santacruzpl.org/measure_s/).

During construction, nearby branches will extend their hours and plans are being made to provide some of the services at the Capitola Mall.

“This is very exciting and an example of how the community and the library and the local government can work together as a team for the common good,” O’Driscoll said.

## Proposed Live Oak library annex project a central community space

By [Jessica A. York](#), Santa Cruz Sentinel

POSTED: 11/27/17, 10:59 AM PST | UPDATED: 2 HRS AGO [0 COMMENTS](#)

APTOS >> The blurry outline of a proposed new Live Oak library annex, serving first and foremost as a community gathering space, is beginning to take shape.

After voters approved a \$67 million bond for facilities work throughout the Santa Cruz Public Libraries’ 10-branch system, via Measure S in June 2016, some \$5 million of the proceeds were set



aside for a combined project: work to update the Live Oak branch facilities and to create a new Live Oak annex. A working group comprised of library, county, school district and Boys and Girls Club representatives have since worked out a wishlist for the annex space, which would expand library services beyond the existing facility with room for community programming and particularly catering to area youth. The project's latest iteration, still in draft stage, calls for construction of an addition to the Simpkins Swim Center that would house small classrooms and study rooms, high-speed internet access, a small collection of books, easy access to mobile book equipment and "flexible outdoor space" for gatherings and more, according to a Santa Cruz County Board of Supervisors agenda report at its Oct. 24 meeting.

The annex, open to the general public, could fill an empty niche in the Live Oak area in a location more central to the community, said Jason Hoppin, spokesman for the Santa Cruz County. The proposed site is adjacent to Shoreline Middle School and the Boys and Girls Club on Seventh Avenue.

"It's a little premature to say exactly what it's going to look like, because that work hasn't been done," Supervisor Board Chairman John Leopold said Monday.

This week, the Santa Cruz County Board of Supervisors is set to approve the hiring of an architect to design library renovations for the Live Oak, La Selva Beach and Boulder Creek branch renovations. Once costs for the Live Oak branch work are penciled out, the board will know how much is left for a library annex facility, Leopold said. The county also has issued a request for architect proposals on the library annex site, said Library Director Susan Nemitz.

"Really, this is in response to the idea, could you put a program room at Live Oak. We never could. We've gone back and asked," Nemitz said in a facilities project update to the Library Advisory Commission on Monday night. "If you look at our future, it's around education programming, so that facility's at a huge disadvantage by not being able to have that kind of space. So, we'll spend a little bit of money in Live Oak. But we're looking at a place in the Live Oak community where we can put more of those programming spaces."

The Live Oak library branch, the second newest branch at 11 years old, is limited in its expansion options due to sharing borders with East Cliff Drive and a protected marsh.

The Measure S campaign website, Our Libraries Our Future, describes the Live Oak branch needs as being determined by the "[Santa Cruz Public Libraries Facilities Master Plan 2014-2023](#)," without reference or details for an annex proposal. The four-year-old facilities plan calls for some \$1.1 million in maintenance work and between \$325,000 and \$575,000 in upgrades for the Live Oak branch.

If the library annex moves forward along lines described in October to the county, the Simpkins center might also see related overall upgrades, for which separate funding would need to be sought. The county will investigate cots to expand the site's existing kitchen, create a related cafe space, cover the warm-water pool and Boys and Girls Club basketball court and develop room for child care and exercise.

## **Santa Cruz #vanlife paints a complicated picture**

By [Jessica A. York](#), *Santa Cruz Sentinel*

POSTED: 11/25/17, 7:00 PM PST | UPDATED: 1 DAY AGO | [38 COMMENTS](#)

*Only partially reproduced here, for full article visit*

<http://www.santacruzsentinel.com/article/NE/20171125/NEWS/171129807>

For Warren West, a 65-year-old retired nurse who has been off-again, on-again vehicle dweller for decades, his rustily aging Dodge Ram filled with possessions visibly peaking out leaves little doubt about his homelessness. He said feels as though he has to “hide” to avoid run-ins with the law.

Parked across the street from the Live Oak branch library last week, West said he spends much of his days at the gym swimming, and said he feels that many local veteran law enforcement officers know he is not a troublemaker and leave him be. However, Santa Cruz, West said he believes, gives better attention to its lost cats and dogs than it does to homeless humans. People, West said, should not have to “die like roadkill on the side of the road.”

## Santa Cruz Sentinel

### Coastlines

POSTED: 10/28/17, 9:00 AM PDT |

SCOTTS VALLEY

#### **LIBRARY TO HOST GAME NIGHTS**

The Santa Cruz Public Library System will join 1,000 others around the world during International Games Week with free events starting Sunday at the Scotts Valley Library, 251 Kings Village Road.

Monday: 3-5 p.m., Magic the Gathering training and playing, presented by Epic Adventure Games.

Tuesday: 3-5 p.m., Mario Kart Tournament for all ages.

Wednesday: 6:30-8:30 p.m., Tabletop Night, adults only, wacky games such as Exploding Kittens.

Thursday: All day, classic games for all ages, such as chess, checkers, Monopoly, and The Game of Life.

Friday: 6:30-8 p.m., trivia, for all ages, hosted by Santa Cruz Public Libraries, Friends of the Scotts Valley Library, Epic Adventure Games and Steel Bonnet Brewing Co.

Saturday: 10 a.m. to 5 p.m. Lancelot’s Merry Band of Gamers game-a-thon for adults only.

POSTED: 10/30/17, 11:00 PM PDT | [0 COMMENTS](#)

SANTA CRUZ

#### **HEPATITIS A TALK SLATED FOR THURSDAY**

Members of the UC Global Health Institute will present a Hepatitis A Talk and Q&A led by Jonathan Tsou from 6:30-8 p.m. Thursday at the Downtown Library, 224 Church St.

This event is part of the Citizen Science series which presents an event every first Thursday of the month with local experts and researchers discussing life science, ecology, geology, genetics, climatology and more

Citizen Science is a collaboration between the Santa Cruz Public Libraries, the Santa Cruz Museum of Natural History, the Santa Cruz Children's Museum of Discovery and the UC Santa Cruz.

POSTED: 10/31/17, 9:27 AM PDT | [0 COMMENTS](#)

SANTA CRUZ COUNTY

### **SHELLY KING KICKS OFF NOVEL WRITING THURSDAY**

Author Shelly King, who wrote her first novel, "The Moment of Everything," during a NaNoWriMo event, will kick National Novel Writing Month 6 p.m. Thursday at Scotts Valley Library, 251 Kings Village Road.

That book is about a Silicon Valley techie who joins a book club for networking and finds an ancient hardcover edition of "Lady Chatterley's Lover" with notes in the margins between two besotted lovers of long ago.

NaNoWriMo is an annual challenge November to write the first draft of a 50,000 word novel.

Libraries will host weekly write-ins:

Boulder Creek: 2-6 p.m. Tuesdays, 13390 W. Park Ave., Boulder Creek.

Branciforte: Noon to 2 p.m. Tuesdays, 230 Gault St., Santa Cruz.

Capitola: 5:30-7 p.m. Thursdays, 2005 Wharf Road, Capitola.

Downtown Santa Cruz: 10 a.m. to 8 p.m. Mondays, 224 Church St., Santa Cruz.

Felton: 4-6 p.m. Wednesdays, 6299 Gushee St., Felton.

Garfield Park: 11 a.m. to 1 p.m. Saturdays, 705 Woodrow Ave., Santa Cruz.

Live Oak: 1-5 p.m. Sundays, 2380 Portola Drive, Santa Cruz.

La Selva Beach: 10:30 a.m. to 1:30 p.m. Wednesdays, 316 Estrella Ave., Santa Cruz.

Scotts Valley: 10 a.m. to 5 p.m. Fridays, 251 Kings Village Road, Scotts Valley,

POSTED: 11/04/17, 6:30 PM PDT | [0 COMMENTS](#)

APTOS

### **DRIVING CLASS FOR SENIORS MONDAY**

The CHP's next "Age Well, Drive Smart" class for drivers 65 and older will be 11 a.m. to 1:30 p.m. Monday at the Aptos branch library, 7695 Soquel Drive.

The class is free; space is limited. To RSVP, call the Santa Cruz CHP, 831-662-0511.

POSTED: 11/03/17, 3:33 PM PDT | [0 COMMENTS](#)

SANTA CRUZ

### **LIBRARY BOOK SALE SATURDAY**

Friends of the Santa Cruz Public Libraries, the nonprofit that supports programming and collections at the Santa Cruz Public Libraries, will have its annual Fall Book Sale 10 a.m. to 4 p.m. Saturday at the Santa Cruz Civic Auditorium, 307 Church St.

The Fall Book Sale is the Friends' largest event of the year for purchasing gently-used books.

To become a member, donate at [FSCPL.org/donate](https://www.fscpl.org/donate).

POSTED: 11/01/17, 5:13 PM PDT | [0 COMMENTS](#)

CAPITOLA

### **PLANNING COMMISSION TO REVIEW LIBRARY PLANS**

Parking will be one of the topics when the Capitola Planning Commission meets at 7 p.m. Thursday at City Hall, 420 Capitola Ave., to review the [proposal to build a new branch library](#).

Plans call for a 11,700-square-foot building at 2005 Wharf Road, replacing one that is 4,300 square feet, and retaining the outdoor play area for young children.

The new facility would include a community room, homework room, teen space and a larger children's area, with 40 parking spaces on site and four spaces on Clares Street. Currently there are 51 parking spaces; only 14 are required.

Kimley-Horn's traffic study found neighbors have been using the library parking but concluded 44 spaces should suffice if the city ensures the library lot is reserved for patrons and employees.

Also on the agenda: Closing the Grand Avenue pathway between Oakland Avenue and Hollister Avenue due to bluff failure after the winter storms and a permit for a car wash proposed by property owner Akhtar Javed at Chevron Gas, 836 Bay Ave.

POSTED: 11/09/17, 3:00 PM PST | [2 COMMENTS](#)

APTOS

### **KUDOS AWARDED FOR HOMELESS EFFORTS**

[Smart Solutions to Homelessness](#), a community-based initiative committed to reducing and ending homelessness in Santa Cruz County, presents its second recognition event 3:30-5:30 p.m. Sunday at Twin Lakes Church, 2701 Cabrillo College Drive.

The event celebrates the achievements to address homelessness throughout Santa Cruz County and recognize the individuals and groups making this happen.

Honorees include: South County Steering Committee on Homelessness, The 180/2020 Initiative, Central Coast Alliance For Health, Families In Transition, **Santa Cruz Public Libraries**, city of Santa Cruz 20-Point Plan on Homelessness, Mental Health Client Action Network, Downtown Association, Brent Adams, Coalition on Homelessness/Warming Center, Brian Lands, Homeless

Services Center, Linda Ellen Lemaster, Homeless Action Partnership/Smart Solutions Lived Experience Group, Mary Lou Goeke and United Way of Santa Cruz County.

Keynote speaker, Assemblyman Mark Stone (D-Scotts Valley) will discuss the state legislature's efforts and successes in Sacramento on housing affordability, support for the homeless, and issues of poverty.

Special guests from Encompass' Transition Age Youth program will perform.

POSTED: 11/16/17, 11:00 AM PST | [0 COMMENTS](#)

SCOTTS VALLEY

### **MEDICARE WORKSHOP SET FOR TUESDAY**

The Health Insurance Counseling and Advocacy Program of Senior Network Services will present a free workshop 12:45-3 p.m. Tuesday, at the Scotts Valley Public Library, 251 Kings Village Road, reviewing options for Medicare in 2018.

Medicare open enrollment ends Dec. 7 so now is the time for people age 65 and older to compare plans and make sure they have the right health and prescription drug coverage for next year, potentially saving money.

No reservations are required. The workshop is on a first-come, first-seated.

For information on other workshop dates, call HICAP at 831-462-5510 or go to [seniornetworkservices.org](http://seniornetworkservices.org).

POSTED: 11/25/17, 3:21 PM PST | UPDATED: 1 DAY AGO [2 COMMENTS](#)

SANTA CRUZ

### **DOWNTOWN LIBRARY OPTIONS INPUT SOUGHT**

The Santa Cruz Public Library System and its citizen Downtown Library Advisory Committee are hosting a community meeting to explore the four options for building a new Downtown Library with Measure S funds from 1-3 p.m. Dec. 3 at the Downtown Library, 224 Church St.

The public is encouraged to attend the meeting and provide feedback on the library project options. Participants will have the opportunity to meet some of the citizen members of the Downtown Library Advisory Committee and hear about the work they have been doing.

The advisory committee was formed to assist the library and the city of Santa Cruz in developing an outline of the branch's space needs over the next 20 years. The committee expects to present a report for the Library Joint Powers Board in January.

Past meeting and Measure S building projects information: [santacruzpl.org/measure\\_s](http://santacruzpl.org/measure_s).

**Santa Cruz Sentinel**

**Business Digest**

SANTA CRUZ

### **LINKEDIN WORKSHOP IS WEDNESDAY**

Social media consultant Dianthe Harris Skurko will talk about using LinkedIn to grow sales at a brown bag lunch noon to 1 p.m. Wednesday, at the downtown library, 224 Church St. upstairs. This is part of the Small Business Development Center series.

The program is free; RSVP at [santacruzpl.org/brownbags/](http://santacruzpl.org/brownbags/)

## Santa Cruz Sentinel

### *Letters to the Editor*



### **SANTA CRUZ TECH BEAT**

The go-to source for Monterey Bay tech



### **Libraries offer way for kids to thank troops**

Posted: Friday, November 17, 2017 1:30 am

**Press Banner staff report | [0 comments](#)**

Local kids can send messages to U.S. servicemen and women and first responders through the Santa Cruz Public Library system this holiday season.

The library is partnering with Operation Gratitude to provide materials for kids to write messages and drawings to send to military troops deployed around the world. Every branch of the library will have pens, pencils, paper and art supplies on hand through the beginning of the year for kids to create welcome messages of gratitude and hope for people who cannot be home for Christmas this year.

The messages will go into more than 200,000 care packages of toiletries and treats sent across the globe by Operation Gratitude.

“As we’ve served more and more veterans at our Veterans Information Center, we have learned how important it is to create personal connections,” wrote Susan Nemits, director of the Santa Cruz Public Library System, in a news release Tuesday. “We need to let veterans and active duty members know they are valued and we’re here for them.”

Local branch libraries are at: 13390 West Park Ave. in Boulder Creek; 6299 Gushee St. in Felton; and, 251 Kings Village Rd. in Scotts Valley. Get more information about the library system at [www.santacruzpl.org](http://www.santacruzpl.org). Get more information about Operation Gratitude at [www.operationgratitude.com](http://www.operationgratitude.com).

## Reviews

*Library branches are frequently reviewed and rated on sites like Yelp, Google+, and Facebook.*

### Google+ Reviews

Scotts Valley received a 5 Star review on October 29

A real hidden gem, so open and airy with a cool patio in the back. Community meeting/classrooms are a very nice extra.

Live Oak received a 5 Star Rating with no review on October 26

Downtown received a 3 Star review on November 5

The genealogy room is a comfortable place to listen to music and read a magazine. The library has a good selection of news magazines and books. The staff at the information desk are helpful when seeking resource information. The benches are a comfortable place to sit down and eat. It is very hard to get access into the restroom Excuse my unedited grammar.

Downtown received a 5 Star review on November 22

I’ve been coming to this place on and off for about three years. It’s in the center of downtown. I feel people give it a bad rap because of the homeless people who use it, and to be honest it can get crowded and smelly but the staff are fair and awesome they deal with a lot so I just wanted to write a five star review about one of the last free places to go in Santa Cruz Thanks.

Garfield Park received a 5 Star Rating with no review on November 21

Branciforte received a 5 Star review on November 27

Great library. Great location.

## Yelp Reviews

Downtown received a 3 Star review on November 5

The genealogy room is a comfortable place to listen to music and read a magazine. The library has a good selection of news magazines and books. The staff at the information desk are helpful when seeking resource information. The benches are a comfortable place to sit down and eat. It is very hard to get access into the restroom. Excuse my unedited grammar.

Downtown received a 1 Star review on November 3

I am writing this from the perspective of a local resident who's family was involved in the library system.

Santa Cruz is dying for a new Downtown/Central Public Library. Now!

The current building has been in use for nearly half a century and has done an amazing job.

Currently staffing is quite excessive considering the handful of adult who come for books versus the many dozens attached to computers. But I understand employees rotate through all of the branches.

One bathroom/one toilet for each generic gender. Good luck getting into the auxillary bathroom.

The Library is just butt ugly and depressing. It has no architectural merit and the interior color palette resembles a late 1950's institution.

The collection has been halved over the last 20 years and it appears little new nonfiction/oversized is provided to this Branch.

For Santa Cruz and the legacy of its library system (founded in 1940 by Geraldine Graham Work) it's time for more. Security is effective in the building and it is about the last truly public space Downtown.

Live Oak received a 5 Star Rating with no review on November 7

La Selva Beach received a 5 Star review on November 29



California libraries are the place to stock up on music from bygone eras. Use the website to have your cds delivered to this branch if this is the closest to your home.

Also, you can use the new Santa Cruz public library "SCPLgo" application from the App Store of your choice if you would like to use your smart phone when you check out books at the library. It doesn't necessarily make things easier but you do feel like your superior to the troglodytes that are milling around in our libraries.

La Selva Beach is one of the cutest darn libraries you'll ever see. It's more like a little red barn actually. WiFi works well and you can even sit out on the back patio to do your computing. There's a few wood benches and an umbrella. There is no chez lounge contrary to what many on Yelp! believe.

### **Nextdoor**

Branciforte received a Recommendation from Historic Boulder Creek

## **Email**

November 1:

A patron just called to say how much she and her grandchildren love the lego program at B40 library on Tuesdays 1:30-3:30pm. The patron was raving about the organizer and how she has everything well thought out for all ages and it's very accessible for the kids. Her grandchildren are always captivated and all the kids get along well because of the efficiently organized set-up. Cheers to a successful lego program at B40 and happy patrons!

November 19:

Anna has opened up a great opportunity for community, laughter, and crafting on Sundays at the Felton branch. I am enjoying learning new crafts, refining skills, and getting to meet other like-spirited people. Anna does a great job of preparing the space every week and offering encouragement and instruction. We are privileged to have this gift available to our community.

November 24:

I accidentally stumbled into the Sunday adult craft group last week. I was doing a vision board for myself, and the craft was about making a journal that included scrapbooking and crafting, which I am totally into...We spent a couple hours not only happily crafting together, but building community. I am so happy to be joining this group.

November 28:

Hey Library Folks, I have high praise for Anna Augason. She noticed a lot of crafty library books being returned to the Felton branch, which made her think there must be a lot of crafters nearby & so began a weekly craft group for adults. I have been attending for the past 2 months. Anna is always welcoming & well-prepared with supplies & examples & encouragement. Getting to know the other folks who show up regularly, we are becoming a lively community group, full of inspiration & sparkling conversation. This group makes my heart happy & I truly look forward to Sunday afternoons. Anna is an exemplary worker. Not only is she good with the crafters, but I've observed her being helpful & cheerful with other people in the library, too. Please give Anna a raise!


## Social Media

Our social media engagement soared with the announcement of our staff and volunteers who received an "Above and Beyond" award.

**Post Details**

**Santa Cruz Public Libraries**  
November 13 at 10:54am

Congratulations Malie, Jesse, Christopher and all SCPL Staff and Volunteers involved with our Working Together and Coffee Talk programs. Smart Solutions to Homelessness - Santa Cruz County and United Way of Santa Cruz County presented an "Above and Beyond" award honoring individuals and organizations in Santa Cruz County who are actively working on issues affecting the unhoused. Supervisor Zach Friend and Director of the Veterans Resource Center, Ingrid Trejo, presented the ... [See More](#)



**2017 ABOVE & BEYOND AWARD**  
Smart Solutions to Homelessness  
Santa Cruz County

**2,172** People Reached

**108** Reactions, Comments & Shares

<b>79</b> Like	<b>44</b> On Post	<b>35</b> On Shares
<b>18</b> Love	<b>9</b> On Post	<b>9</b> On Shares
<b>1</b> Angry	<b>0</b> On Post	<b>1</b> On Shares
<b>5</b> Comments	<b>0</b> On Post	<b>5</b> On Shares
<b>5</b> Shares	<b>3</b> On Post	<b>2</b> On Shares

**103** Post Clicks

<b>24</b> From Views	<b>0</b> Link Clicks	<b>79</b> Other Clicks
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**NEGATIVE FEEDBACK**

<b>1</b> Hide Post	<b>0</b> Hide All Posts
<b>0</b> Report as Spam	<b>0</b> Unlike Page

Insights activity is reported in the Pacific time zone. Ads activity is reported in the time zone of your ad account.

**Santa Cruz Public Libraries** Library [Send Message](#)

**2172** people reached [View Promotion](#)

**45** Shares

[Like](#) [Comment](#) [Share](#)

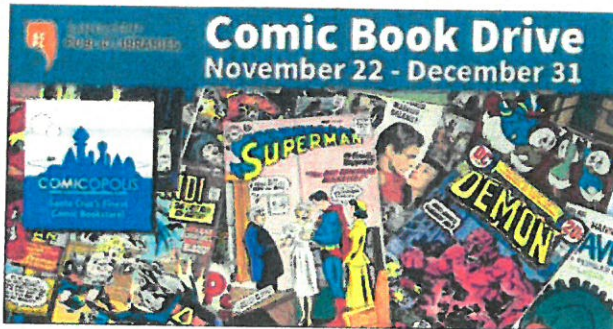
Our partnership with Comicopolis for a comic book drive also received a lot of attention on social media.

**Post Details**

Reach and stats may be derived from what appears on post

**Santa Cruz Public Libraries**  
November 21 at 4:14pm

Give the gift of reading this holiday season! Comicopolis is holding a holiday book drive to support comics in the library! Hop on over to the store at 829 Front St. for 20% off selected graphic novels now through December 31st. Graphic Novels will also be donated to Santa Cruz Public Libraries.



**Santa Cruz Public Libraries**  
Library

Send Message

1,220 people reached

View Promotion

40

17 Shares

Like Comment Share

1,220 People Reached

63 Reactions, Comments & Shares

44 Like On Post On Shares

4 Love On Post On Shares

0 Comments On Post On Shares

17 Shares On Post On Shares

25 Post Clicks

2 Photo Views Link Clicks Other Clicks

**NEGATIVE FEEDBACK**

0 Hide Post 0 Hide All Posts

0 Report as Spam 0 Unlike Page

insights activity is reported in the Pacific time zone. Ads activity is reported in the time zone of your ad account

Chair                 Martin Bernal  
Vice Chair         Jenny Haruyama  
Board Member     Carlos Palacios  
Board Member     Jamie Goldstein



**SANTA CRUZ  
PUBLIC LIBRARIES**

## **STAFF REPORT**

DATE:             December 7, 2017  
TO:                Library Joint Powers Authority Board  
FROM:             Susan Nemitz, Library Director  
RE:                Options for the Use of SCPL Fund Balance – continued discussion

### **RECOMMENDATION**

Consider uses of the SCPL Fund Balance and discuss Friends Fundraising Proposal.

### **DISCUSSION**

In March of 2017, the Board approved the expenditure of \$1 million of the estimated \$2.4 million unrestricted fund balance. Not all of the planned expenditures could be realized in FY17. Of particular concern was the addition of almost 5 FTE to support a pilot that would add 66 public service hours across all ten branches. That pilot went into effect on June 1. At the time, board members wanted to insure that the unrestricted fund balance could carry the additional cost of this pilot program for a period of time.

As of the September 17, the Santa Cruz Public Libraries began FY18 with:

Equipment Reserve	\$447,617
Budgeted Reserve (15%)	\$2,077,637
Unrestricted Fund Balance	\$2,683,695

Several Board members have requested the development of a plan for the unrestricted fund balance. Several ideas have moved forward.

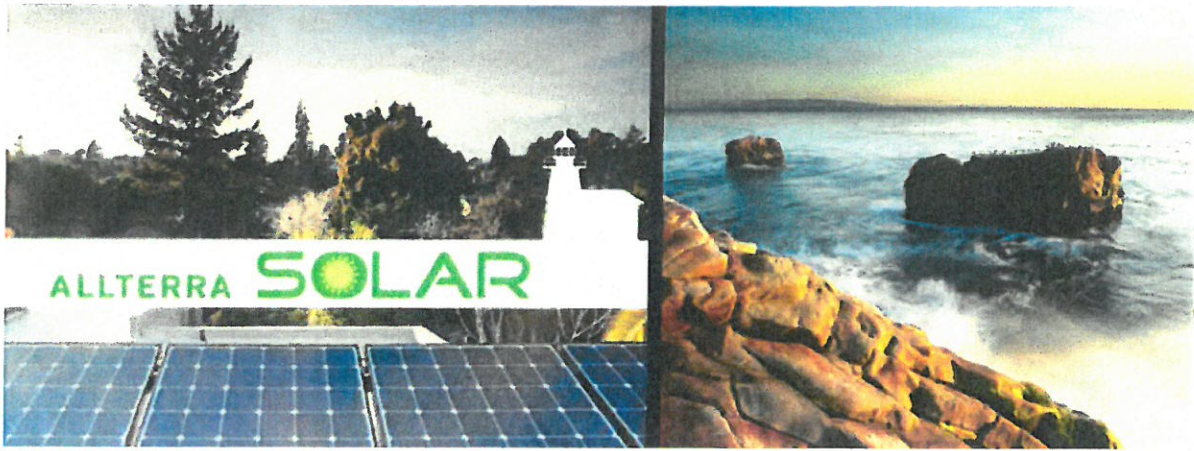
At the Board Meeting of November 2, 2017 it was decided to increase the budgeted reserve to 20% and to continue exploration of options #2, #3 and #4 as outlined below:

2. **Use \$1.2 million for Capital Projects** - Allocate a portion of the unrestricted fund balance to the jurisdictions for construction and remodeling projects. There are a variety of allocation methodologies, the methodology chosen to allocate Measure S funds is shown below. Timely decisions could affect the planning of the Felton and Capitola projects.

City of Capitola	12.90%	\$154,800
City of Santa Cruz	40.32%	\$483,840
City of Scotts Valley	4.84%	\$ 58,080
County of Santa Cruz	41.94%	\$503,280
Use of Fund Balance		\$1,200,000

3. **Use Resources for Green Building enhancements** – A study of the system wide cost of solar energy is attached for your information.
4. **Use funds to leverage fundraising** – Attached is a proposal by the Friends of the Santa Cruz Public Libraries.

Attachments:  
 Initial Solar Feasibility Study  
 Friends of SCPL Proposal



**Subject:** **Initial Solar Feasibility Study**  
**Santa Cruz County Libraries**

**Prepared for:** **Santa Cruz County Libraries Reviewed**

1. Aptos Library, 7695 Soquel Drive, Aptos
2. Boulder Creek Library, 13390 West Park Ave., Boulder Creek
3. Branciforte Library, 230 Gault Street, Santa Cruz
4. Capitola Library, 2005 Wharf Road, Capitola
5. Downtown Santa Cruz Library, 224 Church Street, Santa Cruz
6. Felton Library, 6299 Gushee Street, Felton
7. Garfield Library, 705 Woodrow Avenue, Santa Cruz
8. La Selva Beach Library, 316 Estrella Avenue, La Selva Beach
9. Live Oak Library, 2380 Portola Drive, Santa Cruz
10. Scotts Valley Library, 251 Kings Village Road, Scotts Valley

**Prepared by:** **Allterra Solar**  
207-B McPherson Street  
Santa Cruz, CA 95060

831.425.2608  
[www.allterasolar.com](http://www.allterasolar.com)



November 30, 2017

Ms. Kira Henefin  
Santa Cruz Public Libraries  
Santa Cruz, CA

**Subject: Results of Initial Solar Photovoltaic (PV) Feasibility Study for Santa Cruz County Public Library Buildings**

Dear Ms. Henefin,

Allterra Solar (Allterra) is submitting this summary report of the results of our solar feasibility study completed for ten public library sites in Santa Cruz County (County). This feasibility study was developed using industry standards for design, cost, and financial analyses, along with information and utility data provided by the County.

**Evaluation Summary**

Allterra completed an initial solar feasibility study and financial analysis for the ten sites. Allterra’s evaluation included the following:

Sites Evaluated:

Our feasibility study included the following sites:

1. Aptos Library, 7695 Soquel Drive, Aptos
2. Boulder Creek Library, 13390 West Park Ave., Boulder Creek
3. Branciforte Library, 230 Gault Street, Santa Cruz
4. Capitola Library, 2005 Wharf Road, Capitola
5. Downtown Santa Cruz Library, 224 Church Street, Santa Cruz
6. Felton Library, 6299 Gushee Street, Felton
7. Garfield Library, 705 Woodrow Avenue, Santa Cruz
8. La Selva Beach Library, 316 Estrella Avenue, La Selva Beach
9. Live Oak Library, 2380 Portola Drive, Santa Cruz
10. Scotts Valley Library, 251 Kings Village Road, Scotts Valley

Evaluation Scope:

Solar array locations were selected and system designs were completed in order to determine system size and power production. Designs were based on remote site surveys completed using Google Maps.

Utility Rate Evaluations: PG&E account data was evaluated for solar potential. Please note that limited PG&E data was provided (PG&E rate details and annual consumption), therefore our energy and financial analyses results are estimated.

Financial Analysis: The financial analysis variables used to determine Net Present Value (NPV) included:

- Discount Rate = 6%
- General Inflation Rate = 3%
- Electricity Inflation Rate = 3%
- Evaluation Timeframe = 25 years
- No tax incentives were applied

General Assumptions: This is an initial evaluation for a cash purchase of a solar PV system. Finance options are available upon request.

Solar Module Type: Manufacturer | LG Electronics  
Model | LG350Q1C-A5 or LG335N1C-A5 (based on site)

Inverter Type: Manufacturers | SolarEdge or Enphase Energy (based on site)

Installation Warranty: Standard 10-year workmanship warranty in accordance with the CSLB.

Web Monitoring: Inverter web-based monitoring is provided with the solar PV systems. Internet service must be available at the building in order for the web monitoring to operate. Another option is cellular based monitoring plans.

Roofing Allowances: This evaluation did not include roof integrity studies. Roof quality evaluations should be completed prior to project commencement.

Pricing Consideration: The sites have not been inspected first hand and the pricing is estimated. We included “prevailing wage” for the pricing.

## **FEASIBILITY STUDY RESULTS**

Allterra has completed initial designs and energy analyses for each site. Overall, solar has the potential to significantly reduce the amount PG&E electricity the libraries consume, while reducing carbon emission by approximately 380 tons per year. From an electricity cost savings standpoint, solar could reduce the libraries overall costs by approximately \$144,000 year 1 and over \$6 million over the next 25 years.

Detailed evaluations for each of the ten sites is presented in the attachments. Also, a summary data table shows all the key data for each site.



## CONCLUSIONS AND RECOMMENDATIONS

The following is a summary of our conclusions and recommendations based on the results of the Feasibility Study.

- An important note is that we had limited PG&E data when running our feasibility study. For the next phase, we recommend that detailed rate information and interval data (.xlm files) be used when finalizing system sizing and return on investment analyses.
- There is the potential to install up to 482 KW of solar on all the library roofs combined. Three of the projects are considered small (5.4 KW to 11.2 KW), six projects are medium (21.1 KW to 64.7 KW), and one is large (Downtown Santa Cruz Library at 230 KW).
- Solar can offset the majority of the electricity consumption for all the buildings, with six projects at 90%-100% energy offset.
- The levelized cost of solar electricity ranges from \$0.13/kwh to \$0.17/kwh which is much less than what the libraries are purchasing PG&E electricity at currently, over \$0.21/kwh.
- With solar, the public libraries can reduce electricity costs by almost \$6.5 million and reduce CO2 emissions by more than 765,000 pounds per year (380 tons/year).
- We recommend evaluating different financing mechanisms, such as a Prepaid Power Purchase Agreements (PPA), for these projects to compare to a straight "cash" purchase. A strategy might be to pay cash for the smaller projects and finance the larger ones.

In the attachments, you will find a Summary Table and individual models for each site. Once you have had a chance to review everything please let me know what questions you have so that I can address them. We appreciate the opportunity to work with you. I can be reached at (831) 425-2608 or [james@allterasolar.com](mailto:james@allterasolar.com).

Sincerely,  
Allterra Solar



James Allen  
CEO

Enclosures

Table 1: Summary Table  
Individual Models and Analyses for Each Site

**Table 1 - Summary Table for Solar Feasibility Study**  
**Santa Cruz County Libraries**

County of Santa Cruz Libraries	System Size (KW)	Power Output (kwh/Year 1)	Energy Offset (%)	Year 1 Savings (\$)	Estimated 25-Yr Savings (\$)	Investment (\$)	Levelized \$/kwh	CO2 Reductions (lbs/year 1)
1. Aptos Library	36.2	53,479	98%	\$ 8,484	\$ 309,327	\$ 143,126	\$ 0.13	59,148
2. Boulder Creek Library	21.8	29,902	64%	\$ 4,988	\$ 181,876	\$ 93,632	\$ 0.16	33,072
3. Branciforte Library	36.1	51,426	100%	\$ 8,473	\$ 407,488	\$ 142,182	\$ 0.15	56,877
4. Capitola Library	21.1	28,454	71%	\$ 4,638	\$ 169,090	\$ 89,693	\$ 0.16	31,470
5. Downtown Santa Cruz Library	230.7	324,045	67%	\$ 71,169	\$ 3,433,457	\$ 738,176	\$ 0.12	358,394
6. Felton Library	5.4	7,482	99%	\$ 1,668	\$ 85,329	\$ 25,065	\$ 0.17	8,275
7. Garfield Library	11.2	15,083	94%	\$ 3,391	\$ 173,468	\$ 50,000	\$ 0.17	16,682
8. La Selva Beach Library	7.0	10,575	91%	\$ 2,384	\$ 83,518	\$ 30,830	\$ 0.15	11,696
9. Live Oak Library	48.6	70,626	58%	\$ 16,822	\$ 839,994	\$ 189,750	\$ 0.14	78,112
10. Scotts Valley Library	64.7	100,690	98%	\$ 22,175	\$ 766,165	\$ 251,900	\$ 0.13	111,363
<b>Totals</b>	<b>482.6</b>	<b>691,762</b>	<b>--</b>	<b>\$ 144,192</b>	<b>\$ 6,449,712</b>	<b>\$ 1,754,354</b>	<b>--</b>	<b>765,089</b>

## System Details

### Solar PV System | Your Custom Design

Our team prepared a solar design for your business. Design specifications are shown below. All systems include monitoring.

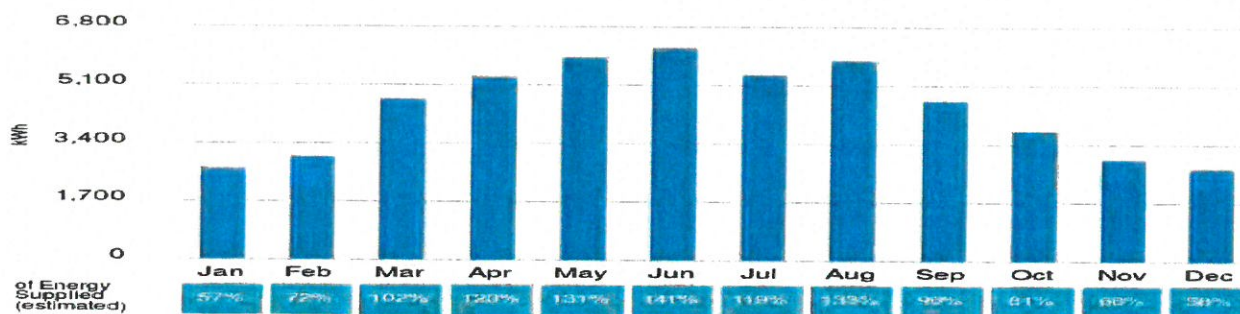
System Size:	36.180 DC kW (STC)
Number of Panels:	108
Solar Panel Type:	LG Electronics LG335N1C-A5
Inverter Type:	2 SolarEdge Technologies SE14.4KUS

### Solar Power Production | How much electricity will my system generate?

Solar will generate electricity and PG&E will credit your account based on how many kilowatt-hours (kwh) the system produces. Solar power production estimates are shown below.

Year 1 Production: **53,479 kWh**      PG&E Usage Offset: **98 %**

**Solar Electricity Generated (estimated)**



### PG&E Bill Offset | What will my PG&E bill be after the solar is up and running?

Solar will provide most of the power for your facility and reduce your PG&E bill. Our estimates are shown below.

Last Year's PG&E Bill	Next Year's PG&E Bill
<b>\$11,769</b>	<b>\$3,285</b>

PG&E Bill Offset:	<b>72 %</b>
Year 1 Savings:	<b>\$8,484</b>
25-Year Savings:	<b>\$309,327</b>

Your Current Cost Per kWh: **\$0.21 / kWh**



## Return On Investment

### Solar Proposal | How much does the system cost?

Allterra always keeps an eye out for new technology so you can be sure you are getting the best equipment at a competitive price. The system cost includes all permitting, solar equipment, warranties, monitoring, and labor for design and installation. Allterra installs a turnkey solar PV system and provides all the logistical support needed to get your solar power plant up and running.

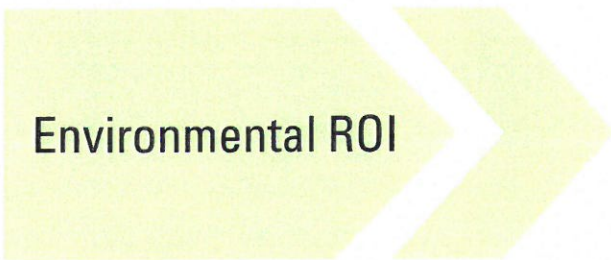
Total Amount	<b>\$143,126.00</b>	<hr/> <b>Average Price for Solar Electricity</b> <b>\$0.13 / kWh</b> <hr/>
Less Federal Tax Credit:	(\$0.00)	
Less MACRs Depreciation (year 1):	(\$0.00)	
Net Project Price (year 1)	<b>\$143,126.00</b>	

### Return On Investment | There are lots of reasons to go solar.



#### Your Financial Benefits

Internal Rate of Return (IRR):	<b>6.11 %</b>
Payback Period (Years):	<b>13.9 yrs</b>
25-yr Project Savings:	<b>\$166,201</b>
Net Present Value (NPV):	<b>\$95,913.50</b>



#### You will offset these harmful greenhouse gases

CO <sub>2</sub> Reductions	<b>59147.77 lbs/yr</b>
NO <sub>x</sub> Reductions	<b>20.27 lbs/yr</b>
SO <sub>2</sub> Reductions	<b>9.68 lbs/yr</b>

## Commercial Cash Flow Table – Cash Purchase

This table of estimated cash flows includes any tax effects, rate and cost inflation and other time-related cash-flow factors as detailed in Assumptions and Definitions.

Cash Flow Summary	Estimated Utility Bill w/o Project	Estimated Utility Bill with Project	Customer Payments <sup>1</sup>	Estimated Net Savings	Estimated Cumulative Savings
Upfront			(\$143,126)	(\$143,126)	(\$143,126)
Year 1	(\$11,769)	(\$3,285)		\$8,484	(\$134,642)
Year 2	(\$12,122)	(\$3,383)		\$8,739	(\$125,903)
Year 3	(\$12,486)	(\$3,485)		\$9,001	(\$116,902)
Year 4	(\$12,860)	(\$3,589)		\$9,271	(\$107,631)
Year 5	(\$13,246)	(\$3,697)		\$9,549	(\$98,082)
Year 6	(\$13,644)	(\$3,808)		\$9,836	(\$88,246)
Year 7	(\$14,053)	(\$3,922)		\$10,131	(\$78,116)
Year 8	(\$14,474)	(\$4,040)		\$10,435	(\$67,681)
Year 9	(\$14,909)	(\$4,161)		\$10,748	(\$56,934)
Year 10	(\$15,356)	(\$4,286)		\$11,070	(\$45,864)
Year 11	(\$15,817)	(\$4,415)		\$11,402	(\$34,462)
Year 12	(\$16,291)	(\$4,547)		\$11,744	(\$22,718)
Year 13	(\$16,780)	(\$4,683)		\$12,096	(\$10,621)
Year 14	(\$17,283)	(\$4,824)		\$12,459	\$1,838
Year 15	(\$17,802)	(\$4,969)		\$12,833	\$14,671
Year 16	(\$18,336)	(\$5,118)		\$13,218	\$27,889
Year 17	(\$18,886)	(\$5,271)		\$13,615	\$41,504
Year 18	(\$19,452)	(\$5,429)		\$14,023	\$55,527
Year 19	(\$20,036)	(\$5,592)		\$14,444	\$69,971
Year 20	(\$20,637)	(\$5,760)		\$14,877	\$84,848
Year 21	(\$21,256)	(\$5,933)		\$15,323	\$100,171
Year 22	(\$21,894)	(\$6,111)		\$15,783	\$115,954
Year 23	(\$22,551)	(\$6,294)		\$16,257	\$132,211
Year 24	(\$23,227)	(\$6,483)		\$16,744	\$148,955
Year 25	(\$23,924)	(\$6,677)		\$17,247	\$166,201

<sup>1</sup> Includes upfront purchase payments to seller less applicable rebates, and ongoing finance payments, if applicable.

<sup>2</sup> May include state and/or federal tax credits, performance based incentives, and/or renewable energy credits (RECs)

## Assumptions and Definitions

Annual Electricity Inflation Rate: 3.0 %

Discount Rate: 2.0 %

Annual Electricity Inflation Rate is the assumed rate (%) of electricity cost inflation per year and is based on the historical averages for PG&E.

The Discount Rate lowers the value of future cashflows.

Home Value Increase refers to the amount you can expect to recoup from the investment if you were able to sell your property and is based on the following study: An Analysis of the Effects of Residential Photovoltaic Energy Systems on Home Sales Prices in California, Lawrence Berkeley National Laboratory, April 2011.

The Internal Rate of Return of an investment is the interest rate at which the net present value of the project's cost equals the net present value of the project's benefits.

Payback Period refers to the period of time required for the benefits of an investment to "repay" the sum of the original investment.

## Preliminary PV Array Layout



### Sales Consultant



James Allen

Phone: (831) 334-0696

Email: james@allterraenv.com

Proposal Date: November 28, 2017|Santa Cruz City - Aptos Library

Project|SN#8397, Solution A

*This proposal is valid for 30 days from the proposal date.*

### Preliminary System Bill of Materials

Manufacturer	Product	Description	Qty	Unit
SolarEdge Technologies	SE14.4KUS	Three-phase 208V string inverter	2.00	each
SolarEdge Technologies	P700	Module Add-On for 2 x 72 cell modules and three phase SE inverters. For Commercial Installations for North America.	54.00	each
LG Electronics	LG335N1C-A5	335W 60 cell Monocrystalline module with Cello technology	108.00	each
Allterra Solar	Labor & BOS	All labor & balance of materials	1	-



## System Details

### Solar PV System | Your Custom Design

Our team prepared a solar design for your business. Design specifications are shown below. All systems include monitoring.

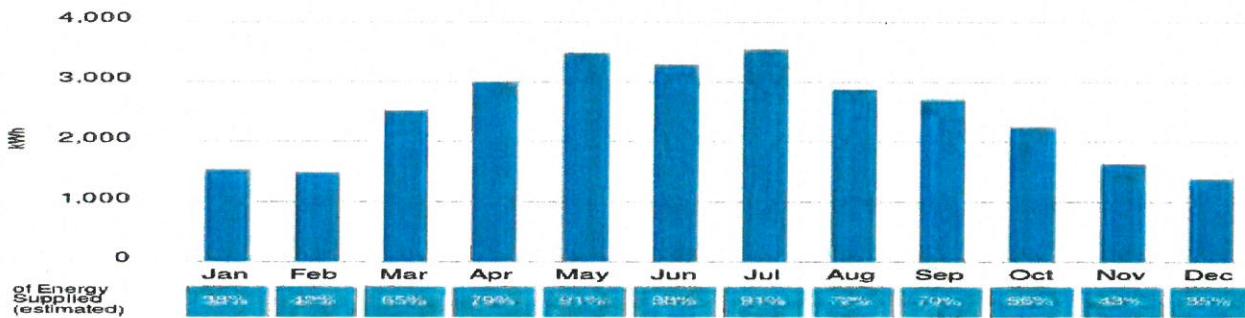
System Size:	21.775 DC kW (STC)
Number of Panels:	65
Solar Panel Type:	LG Electronics LG335N1C-A5
Inverter Type:	1 SMA America STP24000TL-US-10 (480V)

### Solar Power Production | How much electricity will my system generate?

Solar will generate electricity and PG&E will credit your account based on how many kilowatt-hours (kWh) the system produces. Solar power production estimates are shown below.

Year 1 Production: **29,902 kWh**      PG&E Usage Offset: **64 %**

**Solar Electricity Generated (estimated)**



### PG&E Bill Offset | What will my PG&E bill be after the solar is up and running?

Solar will provide most of the power for your facility and reduce your PG&E bill. Our estimates are shown below.

Last Year's PG&E Bill	Next Year's PG&E Bill
<b>\$10,259</b>	<b>\$5,271</b>

PG&E Bill Offset:	<b>49 %</b>
Year 1 Savings:	<b>\$4,988</b>
25-Year Savings:	<b>\$181,876</b>

Your Current Cost Per kWh: **\$0.22 / kWh**



## Return On Investment

### Solar Proposal | How much does the system cost?

Allterra always keeps an eye out for new technology so you can be sure you are getting the best equipment at a competitive price. The system cost includes all permitting, solar equipment, warranties, monitoring, and labor for design and installation. Allterra installs a turnkey solar PV system and provides all the logistical support needed to get your solar power plant up and running.

Total Amount	<b>\$93,632.00</b>	<hr/> <b>Average Price for Solar Electricity</b> <b>\$0.16 / kWh</b> <hr/>
Less Federal Tax Credit:	(\$0.00)	
Less MACRs Depreciation (year 1):	(\$0.00)	
Net Project Price (year 1)	<b>\$93,632.00</b>	

### Return On Investment | There are lots of reasons to go solar.

#### Financial ROI

#### Your Financial Benefits

Internal Rate of Return (IRR):	<b>5.15 %</b>
Payback Period (Years):	<b>15.1 yrs</b>
25-yr Project Savings:	<b>\$88,244</b>
Net Present Value (NPV):	<b>\$46,916.96</b>

#### Environmental ROI

#### You will offset these harmful greenhouse gases

CO <sub>2</sub> Reductions	<b>33071.61 lbs/yr</b>
NO <sub>x</sub> Reductions	<b>11.33 lbs/yr</b>
SO <sub>2</sub> Reductions	<b>5.41 lbs/yr</b>



## Commercial Cash Flow Table – Cash Purchase

This table of estimated cash flows includes any tax effects, rate and cost inflation and other time-related cash-flow factors as detailed in Assumptions and Definitions.

Cash Flow Summary	Estimated Utility Bill w/o Project	Estimated Utility Bill with Project	Customer Payments <sup>1</sup>	Estimated Net Savings	Estimated Cumulative Savings
Upfront			(\$93,632)	(\$93,632)	(\$93,632)
Year 1	(\$10,259)	(\$5,271)		\$4,989	(\$88,644)
Year 2	(\$10,567)	(\$5,429)		\$5,138	(\$83,505)
Year 3	(\$10,884)	(\$5,592)		\$5,292	(\$78,213)
Year 4	(\$11,210)	(\$5,759)		\$5,451	(\$72,762)
Year 5	(\$11,547)	(\$5,932)		\$5,615	(\$67,147)
Year 6	(\$11,893)	(\$6,110)		\$5,783	(\$61,364)
Year 7	(\$12,250)	(\$6,293)		\$5,957	(\$55,408)
Year 8	(\$12,617)	(\$6,482)		\$6,135	(\$49,273)
Year 9	(\$12,996)	(\$6,677)		\$6,319	(\$42,953)
Year 10	(\$13,386)	(\$6,877)		\$6,509	(\$36,444)
Year 11	(\$13,787)	(\$7,083)		\$6,704	(\$29,740)
Year 12	(\$14,201)	(\$7,296)		\$6,905	(\$22,835)
Year 13	(\$14,627)	(\$7,515)		\$7,112	(\$15,723)
Year 14	(\$15,066)	(\$7,740)		\$7,326	(\$8,397)
Year 15	(\$15,518)	(\$7,972)		\$7,546	(\$851)
Year 16	(\$15,983)	(\$8,211)		\$7,772	\$6,920
Year 17	(\$16,463)	(\$8,458)		\$8,005	\$14,925
Year 18	(\$16,957)	(\$8,712)		\$8,245	\$23,171
Year 19	(\$17,465)	(\$8,973)		\$8,493	\$31,663
Year 20	(\$17,989)	(\$9,242)		\$8,747	\$40,411
Year 21	(\$18,529)	(\$9,519)		\$9,010	\$49,420
Year 22	(\$19,085)	(\$9,805)		\$9,280	\$58,700
Year 23	(\$19,658)	(\$10,099)		\$9,559	\$68,259
Year 24	(\$20,247)	(\$10,402)		\$9,845	\$78,104
Year 25	(\$20,855)	(\$10,714)		\$10,141	\$88,244

<sup>1</sup> Includes upfront purchase payments to seller less applicable rebates, and ongoing finance payments, if applicable.

<sup>2</sup> May include state and/or federal tax credits, performance based incentives, and/or renewable energy credits (RECs)

## Assumptions and Definitions

Annual Electricity Inflation Rate: 3.0 %

Discount Rate: 2.0 %

Annual Electricity Inflation Rate is the assumed rate (%) of electricity cost inflation per year and is based on the historical averages for PG&E.

The Discount Rate lowers the value of future cashflows.

Home Value Increase refers to the amount you can expect to recoup from the investment if you were able to sell your property and is based on the following study: An Analysis of the Effects of Residential Photovoltaic Energy Systems on Home Sales Prices in California, Lawrence Berkeley National Laboratory, April 2011.

The Internal Rate of Return of an investment is the interest rate at which the net present value of the project's cost equals the net present value of the project's benefits.

Payback Period refers to the period of time required for the benefits of an investment to "repay" the sum of the original investment.

# Preliminary PV Array Layout



## Sales Consultant



James Allen

Phone: (831) 334-0696

Email: james@allterraenv.com

Proposal Date: November 28, 2017|Santa Cruz City - Boulder Creek Library Project|SN#8398, Solution A

*This proposal is valid for 30 days from the proposal date.*

## Preliminary System Bill of Materials

Manufacturer	Product	Description	Qty	Unit
LG Electronics	LG335N1C-A5	335W 60 cell Monocrystalline module with Cello technology	65.00	each
SMA America	STP24000TL-US-10 (480V)	24kW, 480Vac 3-phase, Sunny Tripower Transformerless Utility-Interactive Inverter	1.00	each
Allterra Solar	Labor & BOS	All labor & balance of materials	1	-



## System Details

### Solar PV System | Your Custom Design

Our team prepared a solar design for your business. Design specifications are shown below. All systems include monitoring.

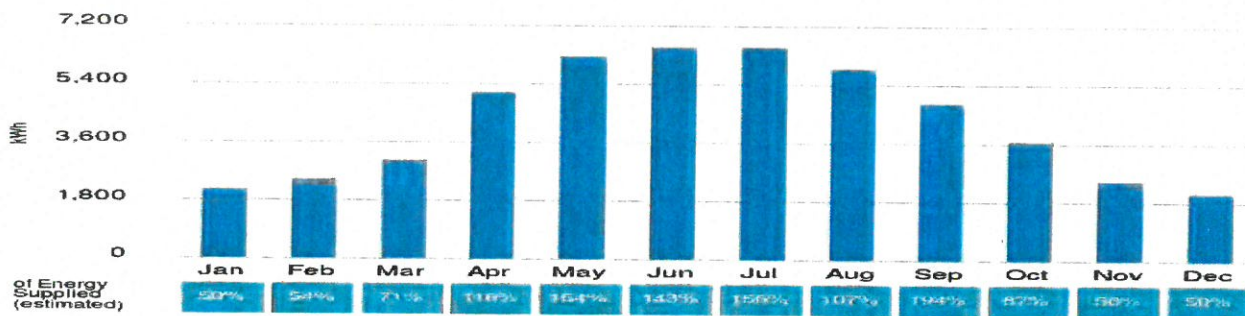
System Size:	36.050 DC kW (STC)
Number of Panels:	103
Solar Panel Type:	LG Electronics LG350Q1C-A5
Inverter Type:	4 SolarEdge Technologies SE14.4KUS

### Solar Power Production | How much electricity will my system generate?

Solar will generate electricity and PG&E will credit your account based on how many kilowatt-hours (kwh) the system produces. Solar power production estimates are shown below.

Year 1 Production: **51,426 kWh**      PG&E Usage Offset: **100 %**

**Solar Electricity Generated (estimated)**



### PG&E Bill Offset | What will my PG&E bill be after the solar is up and running?

Solar will provide most of the power for your facility and reduce your PG&E bill. Our estimates are shown below.

Last Year's PG&E Bill	Next Year's PG&E Bill
<b>\$13,802</b>	<b>\$5,329</b>

PG&E Bill Offset:	<b>61 %</b>
Year 1 Savings:	<b>\$8,473</b>
25-Year Savings:	<b>\$407,488</b>

Your Current Cost Per kWh: **\$0.27 / kWh**



## Return On Investment

### Solar Proposal | How much does the system cost?

Allterra always keeps an eye out for new technology so you can be sure you are getting the best equipment at a competitive price. The system cost includes all permitting, solar equipment, warranties, monitoring, and labor for design and installation. Allterra installs a turnkey solar PV system and provides all the logistical support needed to get your solar power plant up and running.

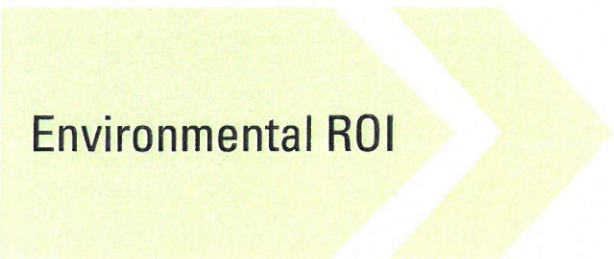
Total Amount	<b>\$142,182.00</b>	<hr/> <b>Average Price for Solar Electricity</b> <b>\$0.15 / kWh</b> <hr/>
Less Federal Tax Credit:	(\$0.00)	
Less MACRs Depreciation (year 1):	(\$0.00)	
Net Project Price (year 1)	<b>\$142,182.00</b>	

### Return On Investment | There are lots of reasons to go solar.



#### Your Financial Benefits

Internal Rate of Return (IRR):	<b>8.09 %</b>
Payback Period (Years):	<b>12.5 yrs</b>
25-yr Project Savings:	<b>\$265,306</b>
Net Present Value (NPV):	<b>\$166,550.94</b>



#### You will offset these harmful greenhouse gases

CO <sub>2</sub> Reductions	<b>56877.16 lbs/yr</b>
NO <sub>x</sub> Reductions	<b>19.49 lbs/yr</b>
SO <sub>2</sub> Reductions	<b>9.31 lbs/yr</b>

## Commercial Cash Flow Table – Cash Purchase

This table of estimated cash flows includes any tax effects, rate and cost inflation and other time-related cash-flow factors as detailed in Assumptions and Definitions.

Cash Flow Summary	Estimated Utility Bill w/o Project	Estimated Utility Bill with Project	Customer Payments <sup>1</sup>	Estimated Net Savings	Estimated Cumulative Savings
Upfront			(\$142,182)	(\$142,182)	(\$142,182)
Year 1	(\$13,802)	(\$5,329)		\$8,473	(\$133,709)
Year 2	(\$14,561)	(\$5,660)		\$8,901	(\$124,808)
Year 3	(\$15,362)	(\$6,011)		\$9,351	(\$115,457)
Year 4	(\$16,207)	(\$6,383)		\$9,824	(\$105,632)
Year 5	(\$17,099)	(\$6,778)		\$10,321	(\$95,312)
Year 6	(\$18,039)	(\$7,196)		\$10,843	(\$84,469)
Year 7	(\$19,031)	(\$7,640)		\$11,391	(\$73,078)
Year 8	(\$20,078)	(\$8,111)		\$11,967	(\$61,111)
Year 9	(\$21,182)	(\$8,610)		\$12,572	(\$48,540)
Year 10	(\$22,347)	(\$9,140)		\$13,207	(\$35,333)
Year 11	(\$23,576)	(\$9,701)		\$13,875	(\$21,458)
Year 12	(\$24,873)	(\$10,297)		\$14,576	(\$6,881)
Year 13	(\$26,241)	(\$10,928)		\$15,313	\$8,432
Year 14	(\$27,684)	(\$11,597)		\$16,087	\$24,519
Year 15	(\$29,207)	(\$12,306)		\$16,900	\$41,420
Year 16	(\$30,813)	(\$13,058)		\$17,755	\$59,174
Year 17	(\$32,508)	(\$13,856)		\$18,652	\$77,827
Year 18	(\$34,296)	(\$14,701)		\$19,595	\$97,422
Year 19	(\$36,182)	(\$15,597)		\$20,586	\$118,007
Year 20	(\$38,172)	(\$16,546)		\$21,626	\$139,633
Year 21	(\$40,272)	(\$17,553)		\$22,719	\$162,352
Year 22	(\$42,487)	(\$18,619)		\$23,867	\$186,219
Year 23	(\$44,823)	(\$19,750)		\$25,074	\$211,293
Year 24	(\$47,289)	(\$20,948)		\$26,341	\$237,634
Year 25	(\$49,890)	(\$22,217)		\$27,672	\$265,306

<sup>1</sup> Includes upfront purchase payments to seller less applicable rebates, and ongoing finance payments, if applicable.

<sup>2</sup> May include state and/or federal tax credits, performance based incentives, and/or renewable energy credits (RECs)

## Assumptions and Definitions

Annual Electricity Inflation Rate: 5.5 %

Discount Rate: 2.0 %

Annual Electricity Inflation Rate is the assumed rate (%) of electricity cost inflation per year and is based on the historical averages for PG&E.

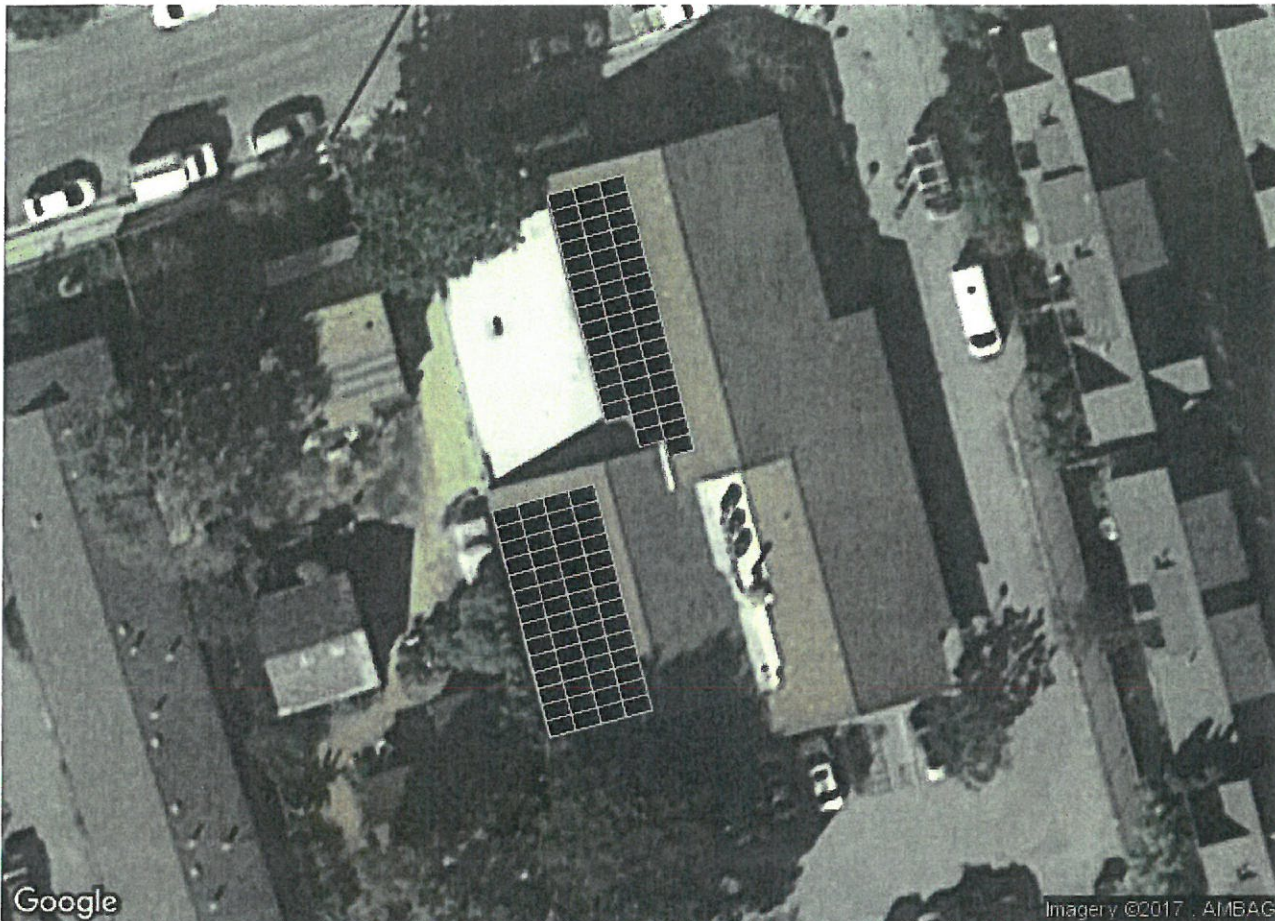
The Discount Rate lowers the value of future cashflows.

Home Value Increase refers to the amount you can expect to recoup from the investment if you were able to sell your property and is based on the following study: An Analysis of the Effects of Residential Photovoltaic Energy Systems on Home Sales Prices in California, Lawrence Berkeley National Laboratory, April 2011.

The Internal Rate of Return of an investment is the interest rate at which the net present value of the project's cost equals the net present value of the project's benefits. Payback Period refers to the period of time required for the benefits of an investment to "repay" the sum of the original investment.



# Preliminary PV Array Layout



## Sales Consultant



Jet Quenemoen

Phone: (831) 331-9994

Email: [jet@allterasolar.com](mailto:jet@allterasolar.com)

Proposal Date: November 28, 2017|Santa Cruz City - Branciforte Library Project|SN#7539, Solution C

*This proposal is valid for 30 days from the proposal date.*

## Preliminary System Bill of Materials

Manufacturer	Product	Description	Qty	Unit
LG Electronics	LG350Q1C-A5	350W 60 Cell Monocrystalline Module, 1000V Max System Voltage	103.00	each
SolarEdge Technologies	SE14.4KUS	Three-phase 208V string inverter	4.00	each
SolarEdge Technologies	P700	Module Add-On for 2 x 72 cell modules and three phase SE inverters. For Commercial Installations for North America.	52.00	each
Allterra Solar	Labor & BOS	All labor & balance of materials	1	-



Allterra Solar | 207-B McPherson Street | Santa Cruz, CA 95060  
 Phone: (831) 425-2608 | Fax: (831) 425-2609 | [www.allterasolar.com](http://www.allterasolar.com)

## System Details

### Solar PV System | Your Custom Design

Our team prepared a solar design for your business. Design specifications are shown below. All systems include monitoring.

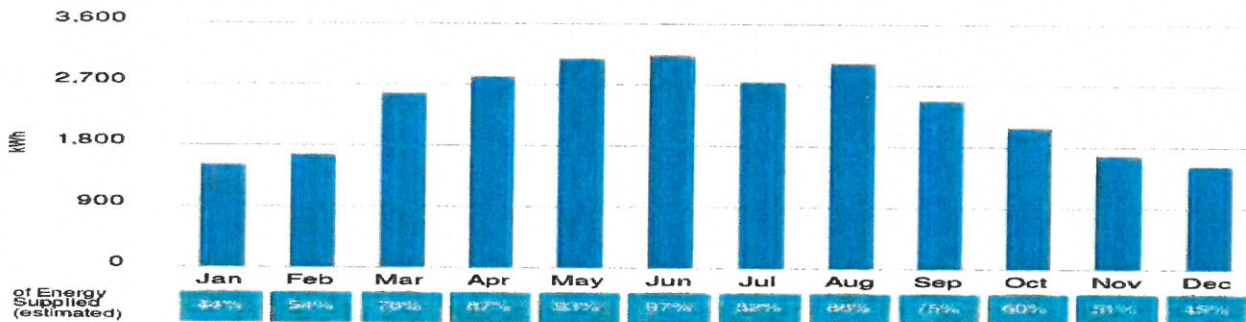
System Size:	21.105 DC kW (STC)
Number of Panels:	63
Solar Panel Type:	LG Electronics LG335N1C-A5
Inverter Type:	1 SMA America STP24000TL-US-10 (480V)

### Solar Power Production | How much electricity will my system generate?

Solar will generate electricity and PG&E will credit your account based on how many kilowatt-hours (kwh) the system produces. Solar power production estimates are shown below.

Year 1 Production: **28,454 kWh**      PG&E Usage Offset: **71 %**

**Solar Electricity Generated (estimated)**



### PG&E Bill Offset | What will my PG&E bill be after the solar is up and running?

Solar will provide most of the power for your facility and reduce your PG&E bill. Our estimates are shown below.

Last Year's PG&E Bill	Next Year's PG&E Bill	PG&E Bill Offset:	<b>51 %</b>
<b>\$9,090</b>	<b>\$4,452</b>	Year 1 Savings:	<b>\$4,638</b>
		25-Year Savings:	<b>\$169,090</b>

Your Current Cost Per kWh: **\$0.23 / kWh**



## Return On Investment

### Solar Proposal | How much does the system cost?

Allterra always keeps an eye out for new technology so you can be sure you are getting the best equipment at a competitive price. The system cost includes all permitting, solar equipment, warranties, monitoring, and labor for design and installation. Allterra installs a turnkey solar PV system and provides all the logistical support needed to get your solar power plant up and running.

Total Amount	<b>\$89,693.00</b>	<hr/> <b>Average Price for Solar Electricity</b> <b>\$0.16 / kWh</b> <hr/>
Less Federal Tax Credit:	(\$0.00)	
Less MACRS Depreciation (year 1):	(\$0.00)	
Net Project Price (year 1)	<b>\$89,693.00</b>	

### Return On Investment | There are lots of reasons to go solar.

#### Financial ROI

#### Your Financial Benefits

Internal Rate of Return (IRR):	<b>4.88 %</b>
Payback Period (Years):	<b>15.5 yrs</b>
25-yr Project Savings:	<b>\$79,397</b>
Net Present Value (NPV):	<b>\$40,974.63</b>

#### Environmental ROI

#### You will offset these harmful greenhouse gases

CO <sub>2</sub> Reductions	<b>31470.12 lbs/yr</b>
NO <sub>x</sub> Reductions	<b>10.78 lbs/yr</b>
SO <sub>2</sub> Reductions	<b>5.15 lbs/yr</b>



# Commercial Cash Flow Table – Cash Purchase

This table of estimated cash flows includes any tax effects, rate and cost inflation and other time-related cash-flow factors as detailed in Assumptions and Definitions.

Cash Flow Summary	Estimated Utility Bill w/o Project	Estimated Utility Bill with Project	Customer Payments <sup>1</sup>	Estimated Net Savings	Estimated Cumulative Savings
Upfront			(\$89,693)	(\$89,693)	(\$89,693)
Year 1	(\$9,090)	(\$4,452)		\$4,638	(\$85,055)
Year 2	(\$9,362)	(\$4,585)		\$4,777	(\$80,278)
Year 3	(\$9,643)	(\$4,723)		\$4,920	(\$75,358)
Year 4	(\$9,933)	(\$4,865)		\$5,068	(\$70,290)
Year 5	(\$10,231)	(\$5,011)		\$5,220	(\$65,070)
Year 6	(\$10,537)	(\$5,161)		\$5,376	(\$59,694)
Year 7	(\$10,854)	(\$5,316)		\$5,538	(\$54,156)
Year 8	(\$11,179)	(\$5,475)		\$5,704	(\$48,452)
Year 9	(\$11,515)	(\$5,639)		\$5,875	(\$42,577)
Year 10	(\$11,860)	(\$5,809)		\$6,051	(\$36,526)
Year 11	(\$12,216)	(\$5,983)		\$6,233	(\$30,293)
Year 12	(\$12,582)	(\$6,162)		\$6,420	(\$23,873)
Year 13	(\$12,960)	(\$6,347)		\$6,612	(\$17,261)
Year 14	(\$13,348)	(\$6,538)		\$6,811	(\$10,450)
Year 15	(\$13,749)	(\$6,734)		\$7,015	(\$3,435)
Year 16	(\$14,161)	(\$6,936)		\$7,225	\$3,790
Year 17	(\$14,586)	(\$7,144)		\$7,442	\$11,232
Year 18	(\$15,024)	(\$7,358)		\$7,665	\$18,898
Year 19	(\$15,474)	(\$7,579)		\$7,895	\$26,793
Year 20	(\$15,939)	(\$7,806)		\$8,132	\$34,926
Year 21	(\$16,417)	(\$8,041)		\$8,376	\$43,302
Year 22	(\$16,909)	(\$8,282)		\$8,628	\$51,930
Year 23	(\$17,417)	(\$8,530)		\$8,886	\$60,816
Year 24	(\$17,939)	(\$8,786)		\$9,153	\$69,969
Year 25	(\$18,477)	(\$9,050)		\$9,428	\$79,397

<sup>1</sup> Includes upfront purchase payments to seller less applicable rebates, and ongoing finance payments, if applicable.

<sup>2</sup> May include state and/or federal tax credits, performance based incentives, and/or renewable energy credits (RECs)

## Assumptions and Definitions

Annual Electricity Inflation Rate: 3.0 %

Discount Rate: 2.0 %

Annual Electricity Inflation Rate is the assumed rate (%) of electricity cost inflation per year and is based on the historical averages for PG&E.

The Discount Rate lowers the value of future cashflows.

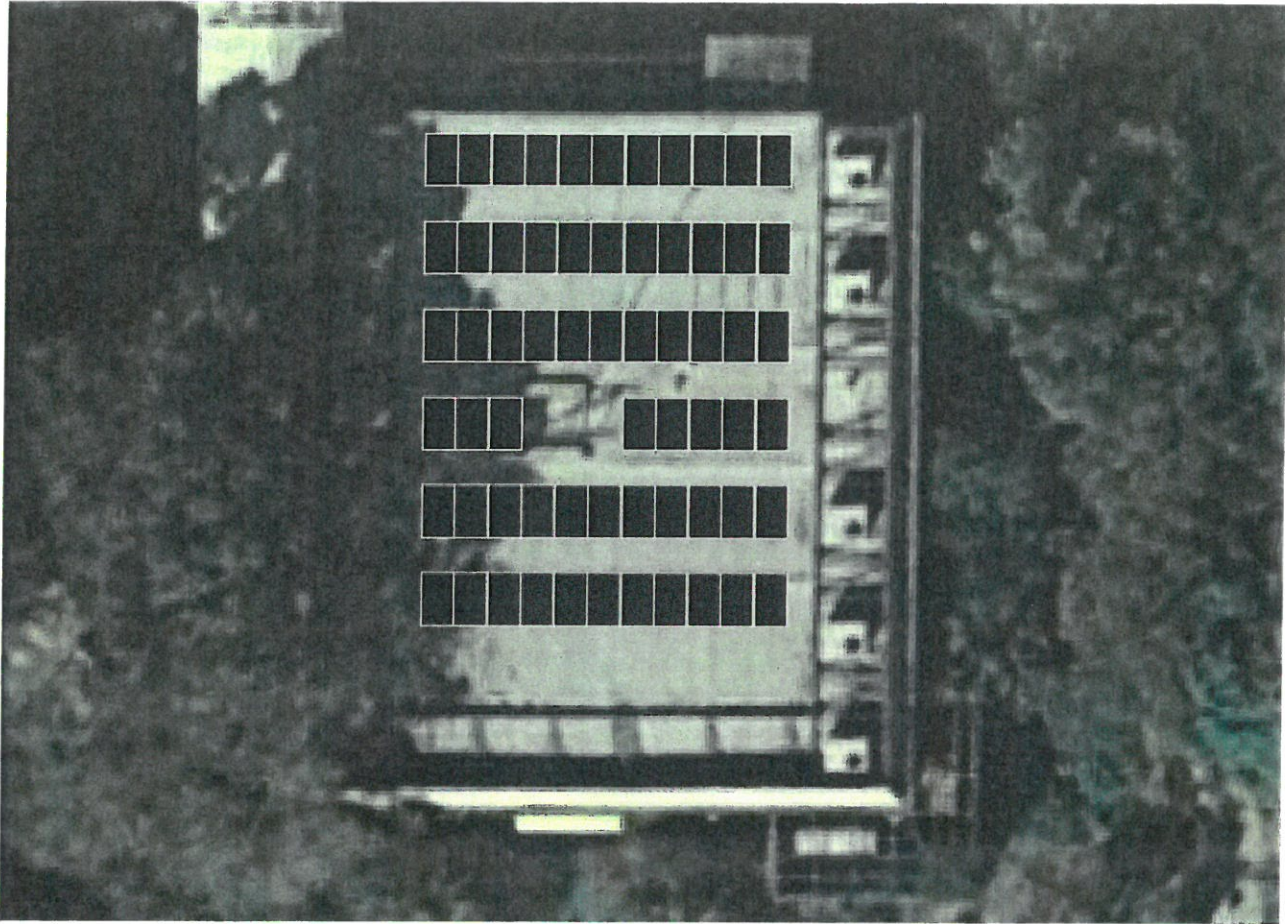
Home Value Increase refers to the amount you can expect to recoup from the investment if you were able to sell your property and is based on the following study: An Analysis of the Effects of Residential Photovoltaic Energy Systems on Home Sales Prices in California, Lawrence Berkeley National Laboratory, April 2011.

The Internal Rate of Return of an investment is the interest rate at which the net present value of the project's cost equals the net present value of the project's benefits.

Payback Period refers to the period of time required for the benefits of an investment to "repay" the sum of the original investment.



# Preliminary PV Array Layout



## Sales Consultant



James Allen

Phone: (831) 334-0696

Email: james@allterraenv.com

Proposal Date: November 28, 2017|Santa Cruz City - Capitola Library Project|SN#8399, Solution A

*This proposal is valid for 30 days from the proposal date.*

## Preliminary System Bill of Materials

Manufacturer	Product	Description	Qty	Unit
LG Electronics	LG335N1C-A5	335W 60 cell Monocrystalline module with Cello technology	63.00	each
SMA America	STP24000TL-US-10 (480V)	24kW, 480Vac 3-phase, Sunny Tripower Transformerless Utility-Interactive Inverter	1.00	each
Allterra Solar	Labor & BOS	All labor & balance of materials	1	-



## System Details

### Solar PV System | Your Custom Design

Our team prepared a solar design for your business. Design specifications are shown below. All systems include monitoring.

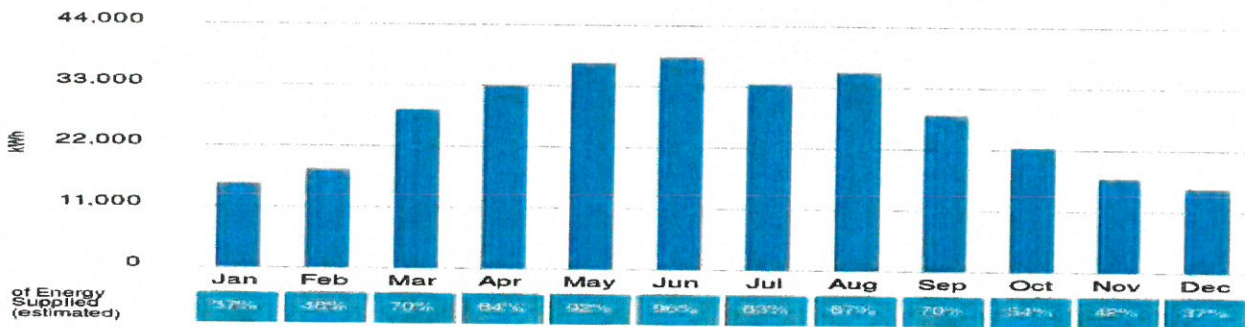
System Size: 230.680 DC kW (STC)  
 Number of Panels: 632  
 Solar Panel Type: LG Electronics LG365Q1C-A5  
 Inverter Type: 8 SolarEdge Technologies SE14.4KUS

### Solar Power Production | How much electricity will my system generate?

Solar will generate electricity and PG&E will credit your account based on how many kilowatt-hours (kWh) the system produces. Solar power production estimates are shown below.

Year 1 Production: **324,045 kWh**      PG&E Usage Offset: **67 %**

**Solar Electricity Generated (estimated)**



### PG&E Bill Offset | What will my PG&E bill be after the solar is up and running?

Solar will provide most of the power for your facility and reduce your PG&E bill. Our estimates are shown below.

Last Year's PG&E Bill	Next Year's PG&E Bill	PG&E Bill Offset:	<b>73 %</b>
<b>\$97,106</b>	<b>\$25,937</b>	Year 1 Savings:	<b>\$71,169</b>
		25-Year Savings:	<b>\$3,433,457</b>

Your Current Cost Per kWh: **\$0.20 / kWh**



## Return On Investment

### Solar Proposal | How much does the system cost?

Allterra always keeps an eye out for new technology so you can be sure you are getting the best equipment at a competitive price. The system cost includes all permitting, solar equipment, warranties, monitoring, and labor for design and installation. Allterra installs a turnkey solar PV system and provides all the logistical support needed to get your solar power plant up and running.

Total Amount	<b>\$738,176.00</b>	<hr/> <b>Average Price for Solar Electricity</b> <b>\$0.12 / kWh</b> <hr/>
Less Federal Tax Credit:	(\$0.00)	
Less MACRs Depreciation (year 1):	(\$0.00)	
Net Project Price (year 1)	<b>\$738,176.00</b>	

### Return On Investment | There are lots of reasons to go solar.



#### Your Financial Benefits

Internal Rate of Return (IRR):	<b>13.23 %</b>
Payback Period (Years):	<b>8.5 yrs</b>
25-yr Project Savings:	<b>\$2,695,281</b>
Net Present Value (NPV):	<b>\$1,862,620.26</b>



#### You will offset these harmful greenhouse gases

CO <sub>2</sub> Reductions	<b>358393.77 lbs/yr</b>
NO <sub>x</sub> Reductions	<b>122.81 lbs/yr</b>
SO <sub>2</sub> Reductions	<b>58.65 lbs/yr</b>

## Commercial Cash Flow Table – Cash Purchase

This table of estimated cash flows includes any tax effects, rate and cost inflation and other time-related cash-flow factors as detailed in Assumptions and Definitions.

Cash Flow Summary	Estimated Utility Bill w/o Project	Estimated Utility Bill with Project	Customer Payments <sup>1</sup>	Estimated Net Savings	Estimated Cumulative Savings
Upfront			(\$738,176)	(\$738,176)	(\$738,176)
Year 1	(\$97,106)	(\$25,937)		\$71,169	(\$667,007)
Year 2	(\$102,447)	(\$27,664)		\$74,783	(\$592,224)
Year 3	(\$108,082)	(\$29,501)		\$78,581	(\$513,644)
Year 4	(\$114,026)	(\$31,456)		\$82,570	(\$431,074)
Year 5	(\$120,298)	(\$33,534)		\$86,764	(\$344,310)
Year 6	(\$126,914)	(\$35,745)		\$91,169	(\$253,141)
Year 7	(\$133,894)	(\$38,096)		\$95,798	(\$157,342)
Year 8	(\$141,258)	(\$40,595)		\$100,663	(\$56,679)
Year 9	(\$149,027)	(\$43,252)		\$105,775	\$49,095
Year 10	(\$157,224)	(\$46,078)		\$111,146	\$160,242
Year 11	(\$165,872)	(\$49,081)		\$116,791	\$277,033
Year 12	(\$174,995)	(\$52,273)		\$122,722	\$399,755
Year 13	(\$184,620)	(\$55,666)		\$128,954	\$528,709
Year 14	(\$194,774)	(\$59,271)		\$135,503	\$664,212
Year 15	(\$205,486)	(\$63,103)		\$142,383	\$806,595
Year 16	(\$216,788)	(\$67,174)		\$149,614	\$956,208
Year 17	(\$228,711)	(\$71,500)		\$157,211	\$1,113,419
Year 18	(\$241,291)	(\$76,097)		\$165,195	\$1,278,614
Year 19	(\$254,562)	(\$80,979)		\$173,583	\$1,452,197
Year 20	(\$268,562)	(\$86,165)		\$182,397	\$1,634,593
Year 21	(\$283,333)	(\$91,674)		\$191,659	\$1,826,252
Year 22	(\$298,916)	(\$97,525)		\$201,391	\$2,027,644
Year 23	(\$315,357)	(\$103,739)		\$211,618	\$2,239,262
Year 24	(\$332,702)	(\$110,338)		\$222,364	\$2,461,626
Year 25	(\$351,000)	(\$117,345)		\$233,655	\$2,695,281

<sup>1</sup> Includes upfront purchase payments to seller less applicable rebates, and ongoing finance payments, if applicable.

<sup>2</sup> May include state and/or federal tax credits, performance based incentives, and/or renewable energy credits (RECs)

## Assumptions and Definitions

Annual Electricity Inflation Rate: 5.5 %

Discount Rate: 2.0 %

Annual Electricity Inflation Rate is the assumed rate (%) of electricity cost inflation per year and is based on the historical averages for PG&E.

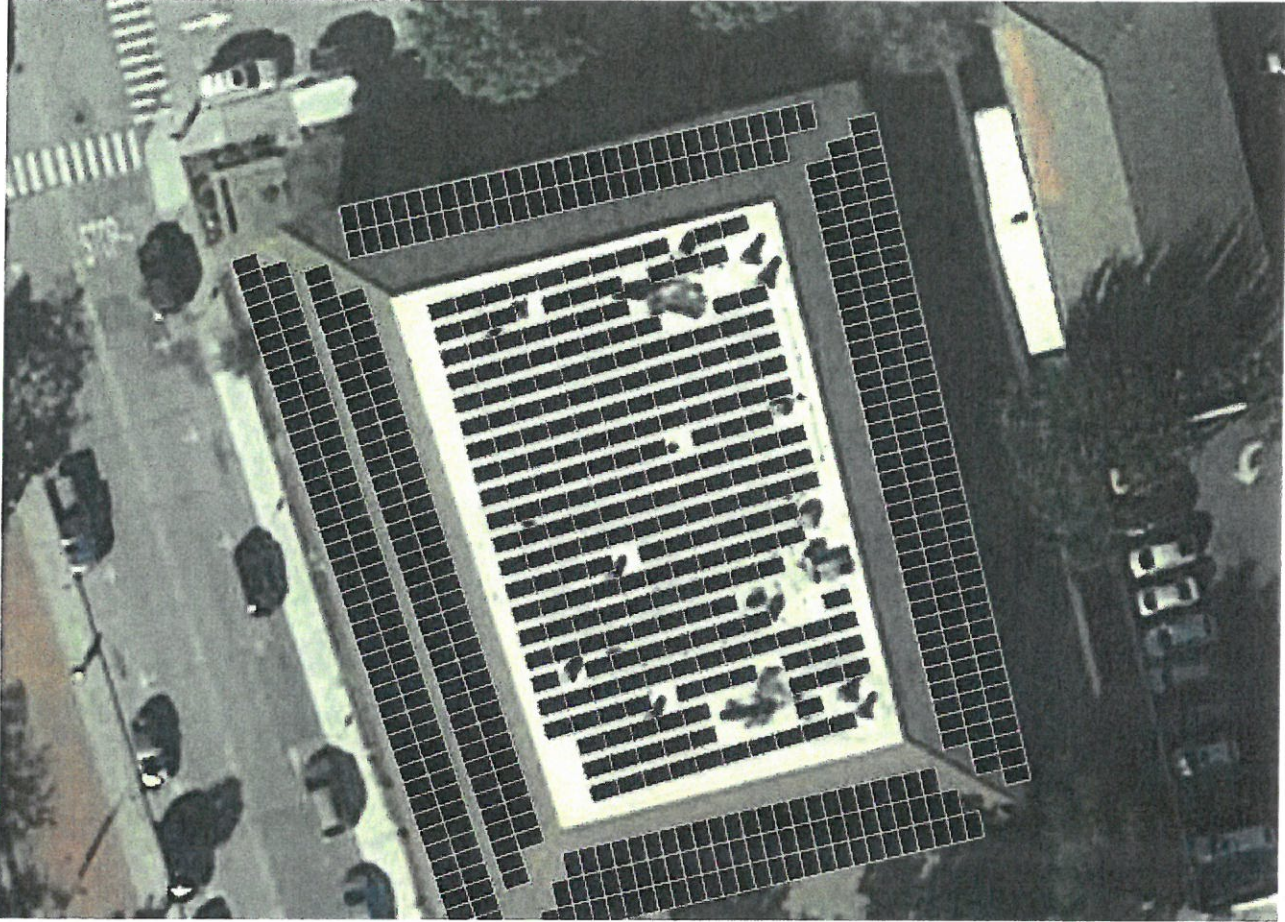
The Discount Rate lowers the value of future cashflows.

Home Value Increase refers to the amount you can expect to recoup from the investment if you were able to sell your property and is based on the following study: An Analysis of the Effects of Residential Photovoltaic Energy Systems on Home Sales Prices in California, Lawrence Berkeley National Laboratory, April 2011.

The Internal Rate of Return of an investment is the interest rate at which the net present value of the project's cost equals the net present value of the project's benefits. Payback Period refers to the period of time required for the benefits of an investment to "repay" the sum of the original investment.



# Preliminary PV Array Layout



## Sales Consultant



James Allen

Phone: (831) 334-0696

Email: james@allterraenv.com

Proposal Date: October 26, 2017|Santa Cruz City - Downtown Library

Project|SN#8400, Solution A

*This proposal is valid for 30 days from the proposal date.*

## Preliminary System Bill of Materials

Manufacturer	Product	Description	Qty	Unit
LG Electronics	LG365Q1C-A5	365W 60 Cell Monocrystalline Module, 1000V Max System Voltage	632.00	each
SolarEdge Technologies	SE14.4KUS	Three-phase 208V string inverter	8.00	each
SolarEdge Technologies	P700	Module Add-On for 2 x 72 cell modules and three phase SE inverters. For Commercial Installations for North America.	316.00	each
Allterra Solar	Labor & BOS	All labor & balance of materials	1	-



## System Details

### Solar PV System | Your Custom Design

Our team prepared a solar design for your business. Design specifications are shown below. All systems include monitoring.

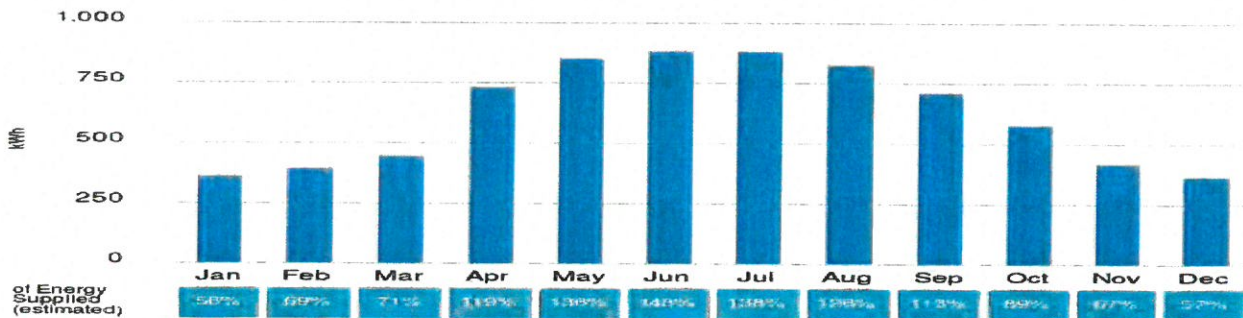
System Size:	5.360 DC kW (STC)
Number of Panels:	16
Solar Panel Type:	LG Electronics LG335N1C-A5
Inverter Type:	16 Enphase Energy IQ6PLUS-72-2-US (240Vac)

### Solar Power Production | How much electricity will my system generate?

Solar will generate electricity and PG&E will credit your account based on how many kilowatt-hours (kwh) the system produces. Solar power production estimates are shown below.

Year 1 Production: **7,482 kWh**      PG&E Usage Offset: **99 %**

**Solar Electricity Generated (estimated)**



### PG&E Bill Offset | What will my PG&E bill be after the solar is up and running?

Solar will provide most of the power for your facility and reduce your PG&E bill. Our estimates are shown below.

Last Year's PG&E Bill	Next Year's PG&E Bill	PG&E Bill Offset:	<b>87 %</b>
<b>\$1,908</b>	<b>\$240</b>	Year 1 Savings:	<b>\$1,668</b>
		25-Year Savings:	<b>\$85,329</b>

Your Current Cost Per kWh: **\$0.25 / kWh**



## Return On Investment

### Solar Proposal | How much does the system cost?

Allterra always keeps an eye out for new technology so you can be sure you are getting the best equipment at a competitive price. The system cost includes all permitting, solar equipment, warranties, monitoring, and labor for design and installation. Allterra installs a turnkey solar PV system and provides all the logistical support needed to get your solar power plant up and running.

Total Amount	<b>\$25,065.20</b>	<hr/> <b>Average Price for Solar Electricity</b> <b>\$0.17 / kWh</b> <hr/>
Less Federal Tax Credit:	(\$0.00)	
Less MACRs Depreciation (year 1):	(\$0.00)	
Net Project Price (year 1)	<b>\$25,065.20</b>	

### Return On Investment | There are lots of reasons to go solar.



#### Your Financial Benefits

Internal Rate of Return (IRR):	<b>9.57 %</b>
Payback Period (Years):	<b>11.3 yrs</b>
25-yr Project Savings:	<b>\$60,264</b>
Net Present Value (NPV):	<b>\$39,318.38</b>



#### You will offset these harmful greenhouse gases

CO <sub>2</sub> Reductions	<b>8275.09 lbs/yr</b>
NO <sub>x</sub> Reductions	<b>2.84 lbs/yr</b>
SO <sub>2</sub> Reductions	<b>1.35 lbs/yr</b>



## Commercial Cash Flow Table – Cash Purchase

This table of estimated cash flows includes any tax effects, rate and cost inflation and other time-related cash-flow factors as detailed in Assumptions and Definitions.

Cash Flow Summary	Estimated Utility Bill w/o Project	Estimated Utility Bill with Project	Customer Payments <sup>1</sup>	Estimated Net Savings	Estimated Cumulative Savings
Upfront			(\$25,065)	(\$25,065)	(\$25,065)
Year 1	(\$1,908)	(\$240)		\$1,668	(\$23,397)
Year 2	(\$2,013)	(\$253)		\$1,760	(\$21,637)
Year 3	(\$2,124)	(\$267)		\$1,857	(\$19,781)
Year 4	(\$2,240)	(\$282)		\$1,959	(\$17,822)
Year 5	(\$2,364)	(\$297)		\$2,067	(\$15,755)
Year 6	(\$2,494)	(\$313)		\$2,180	(\$13,575)
Year 7	(\$2,631)	(\$331)		\$2,300	(\$11,275)
Year 8	(\$2,775)	(\$349)		\$2,427	(\$8,848)
Year 9	(\$2,928)	(\$368)		\$2,560	(\$6,288)
Year 10	(\$3,089)	(\$388)		\$2,701	(\$3,587)
Year 11	(\$3,259)	(\$410)		\$2,849	(\$738)
Year 12	(\$3,438)	(\$432)		\$3,006	\$2,268
Year 13	(\$3,627)	(\$456)		\$3,171	\$5,440
Year 14	(\$3,827)	(\$481)		\$3,346	\$8,785
Year 15	(\$4,037)	(\$508)		\$3,530	\$12,315
Year 16	(\$4,259)	(\$535)		\$3,724	\$16,039
Year 17	(\$4,494)	(\$565)		\$3,929	\$19,968
Year 18	(\$4,741)	(\$596)		\$4,145	\$24,113
Year 19	(\$5,002)	(\$629)		\$4,373	\$28,486
Year 20	(\$5,277)	(\$663)		\$4,613	\$33,100
Year 21	(\$5,567)	(\$700)		\$4,867	\$37,967
Year 22	(\$5,873)	(\$738)		\$5,135	\$43,102
Year 23	(\$6,196)	(\$779)		\$5,417	\$48,519
Year 24	(\$6,537)	(\$822)		\$5,715	\$54,234
Year 25	(\$6,897)	(\$867)		\$6,030	\$60,264

<sup>1</sup> Includes upfront purchase payments to seller less applicable rebates, and ongoing finance payments, if applicable.

<sup>2</sup> May include state and/or federal tax credits, performance based incentives, and/or renewable energy credits (RECs)

## Assumptions and Definitions

Annual Electricity Inflation Rate: 5.5 %

Discount Rate: 2.0 %

Annual Electricity Inflation Rate is the assumed rate (%) of electricity cost inflation per year and is based on the historical averages for PG&E.

The Discount Rate lowers the value of future cashflows.

Home Value Increase refers to the amount you can expect to recoup from the investment if you were able to sell your property and is based on the following study: An

Analysis of the Effects of Residential Photovoltaic Energy Systems on Home Sales Prices in California, Lawrence Berkeley National Laboratory, April 2011.

The Internal Rate of Return of an investment is the interest rate at which the net present value of the project's cost equals the net present value of the project's benefits.

Payback Period refers to the period of time required for the benefits of an investment to "repay" the sum of the original investment.



## Preliminary PV Array Layout



### Sales Consultant



James Allen

Phone: (831) 334-0696

Email: james@allterraenv.com

Proposal Date: November 29, 2017|Santa Cruz City - Felton Library  
Project|SN#8401, Solution A

*This proposal is valid for 30 days from the proposal date.*

### Preliminary System Bill of Materials

Manufacturer	Product	Description	Qty	Unit
Enphase Energy	IQ6PLUS-72-2-US (240Vac)	290VA 240Vac microinverter for 60 and 72 cell modules	16.00	each
LG Electronics	LG335N1C-A5	335W 60 cell Monocrystalline module with Cello technology	16.00	each
Allterra Solar	Labor & BOS	All labor & balance of materials	1	-



## System Details

### Solar PV System | Your Custom Design

Our team prepared a solar design for your business. Design specifications are shown below. All systems include monitoring.

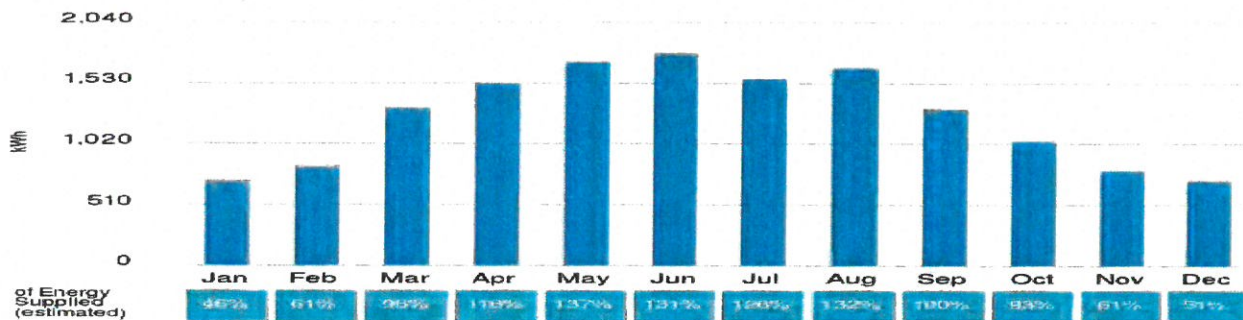
System Size:	11.200 DC kW (STC)
Number of Panels:	32
Solar Panel Type:	LG Electronics LG350Q1C-A5
Inverter Type:	32 Enphase Energy IQ6PLUS-72-2-US (240Vac)

### Solar Power Production | How much electricity will my system generate?

Solar will generate electricity and PG&E will credit your account based on how many kilowatt-hours (kwh) the system produces. Solar power production estimates are shown below.

Year 1 Production: **15,083 kWh**      PG&E Usage Offset: **94 %**

**Solar Electricity Generated (estimated)**



### PG&E Bill Offset | What will my PG&E bill be after the solar is up and running?

Solar will provide most of the power for your facility and reduce your PG&E bill. Our estimates are shown below.

Last Year's PG&E Bill	Next Year's PG&E Bill	PG&E Bill Offset:	<b>91 %</b>
<b>\$3,734</b>	<b>\$343</b>	Year 1 Savings:	<b>\$3,391</b>
		25-Year Savings:	<b>\$173,468</b>

Your Current Cost Per kWh: **\$0.23 / kWh**



## Return On Investment

### Solar Proposal | How much does the system cost?

Allterra always keeps an eye out for new technology so you can be sure you are getting the best equipment at a competitive price. The system cost includes all permitting, solar equipment, warranties, monitoring, and labor for design and installation. Allterra installs a turnkey solar PV system and provides all the logistical support needed to get your solar power plant up and running.

Total Amount	<b>\$50,000.00</b>	<b>Average Price for Solar Electricity \$0.17 / kWh</b>
Less Federal Tax Credit:	(\$0.00)	
Less MACRs Depreciation (year 1):	(\$0.00)	
Net Project Price (year 1)	<b>\$50,000.00</b>	

### Return On Investment | There are lots of reasons to go solar.

#### Financial ROI

#### Your Financial Benefits

Internal Rate of Return (IRR):	<b>9.76 %</b>
Payback Period (Years):	<b>11.1 yrs</b>
25-yr Project Savings:	<b>\$123,468</b>
Net Present Value (NPV):	<b>\$80,886.76</b>

#### Environmental ROI

#### You will offset these harmful greenhouse gases

CO <sub>2</sub> Reductions	<b>16681.80 lbs/yr</b>
NO <sub>x</sub> Reductions	<b>5.72 lbs/yr</b>
SO <sub>2</sub> Reductions	<b>2.73 lbs/yr</b>

## Commercial Cash Flow Table – Cash Purchase

This table of estimated cash flows includes any tax effects, rate and cost inflation and other time-related cash-flow factors as detailed in Assumptions and Definitions.

Cash Flow Summary	Estimated Utility Bill w/o Project	Estimated Utility Bill with Project	Customer Payments <sup>1</sup>	Estimated Net Savings	Estimated Cumulative Savings
Upfront			(\$50,000)	(\$50,000)	(\$50,000)
Year 1	(\$3,734)	(\$343)		\$3,391	(\$46,609)
Year 2	(\$3,940)	(\$362)		\$3,578	(\$43,031)
Year 3	(\$4,156)	(\$382)		\$3,774	(\$39,257)
Year 4	(\$4,385)	(\$403)		\$3,982	(\$35,275)
Year 5	(\$4,626)	(\$425)		\$4,201	(\$31,074)
Year 6	(\$4,881)	(\$448)		\$4,432	(\$26,641)
Year 7	(\$5,149)	(\$473)		\$4,676	(\$21,965)
Year 8	(\$5,432)	(\$499)		\$4,933	(\$17,032)
Year 9	(\$5,731)	(\$527)		\$5,204	(\$11,828)
Year 10	(\$6,046)	(\$556)		\$5,491	(\$6,337)
Year 11	(\$6,379)	(\$586)		\$5,793	(\$545)
Year 12	(\$6,730)	(\$618)		\$6,111	\$5,566
Year 13	(\$7,100)	(\$652)		\$6,447	\$12,014
Year 14	(\$7,490)	(\$688)		\$6,802	\$18,816
Year 15	(\$7,902)	(\$726)		\$7,176	\$25,992
Year 16	(\$8,337)	(\$766)		\$7,571	\$33,563
Year 17	(\$8,795)	(\$808)		\$7,987	\$41,550
Year 18	(\$9,279)	(\$853)		\$8,426	\$49,976
Year 19	(\$9,789)	(\$899)		\$8,890	\$58,866
Year 20	(\$10,328)	(\$949)		\$9,379	\$68,245
Year 21	(\$10,896)	(\$1,001)		\$9,895	\$78,139
Year 22	(\$11,495)	(\$1,056)		\$10,439	\$88,578
Year 23	(\$12,127)	(\$1,114)		\$11,013	\$99,591
Year 24	(\$12,794)	(\$1,176)		\$11,619	\$111,210
Year 25	(\$13,498)	(\$1,240)		\$12,258	\$123,468

<sup>1</sup> Includes upfront purchase payments to seller less applicable rebates, and ongoing finance payments, if applicable.

<sup>2</sup> May include state and/or federal tax credits, performance based incentives, and/or renewable energy credits (RECs)

## Assumptions and Definitions

Annual Electricity Inflation Rate: 5.5 %

Discount Rate: 2.0 %

Annual Electricity Inflation Rate is the assumed rate (%) of electricity cost inflation per year and is based on the historical averages for PG&E.

The Discount Rate lowers the value of future cashflows.

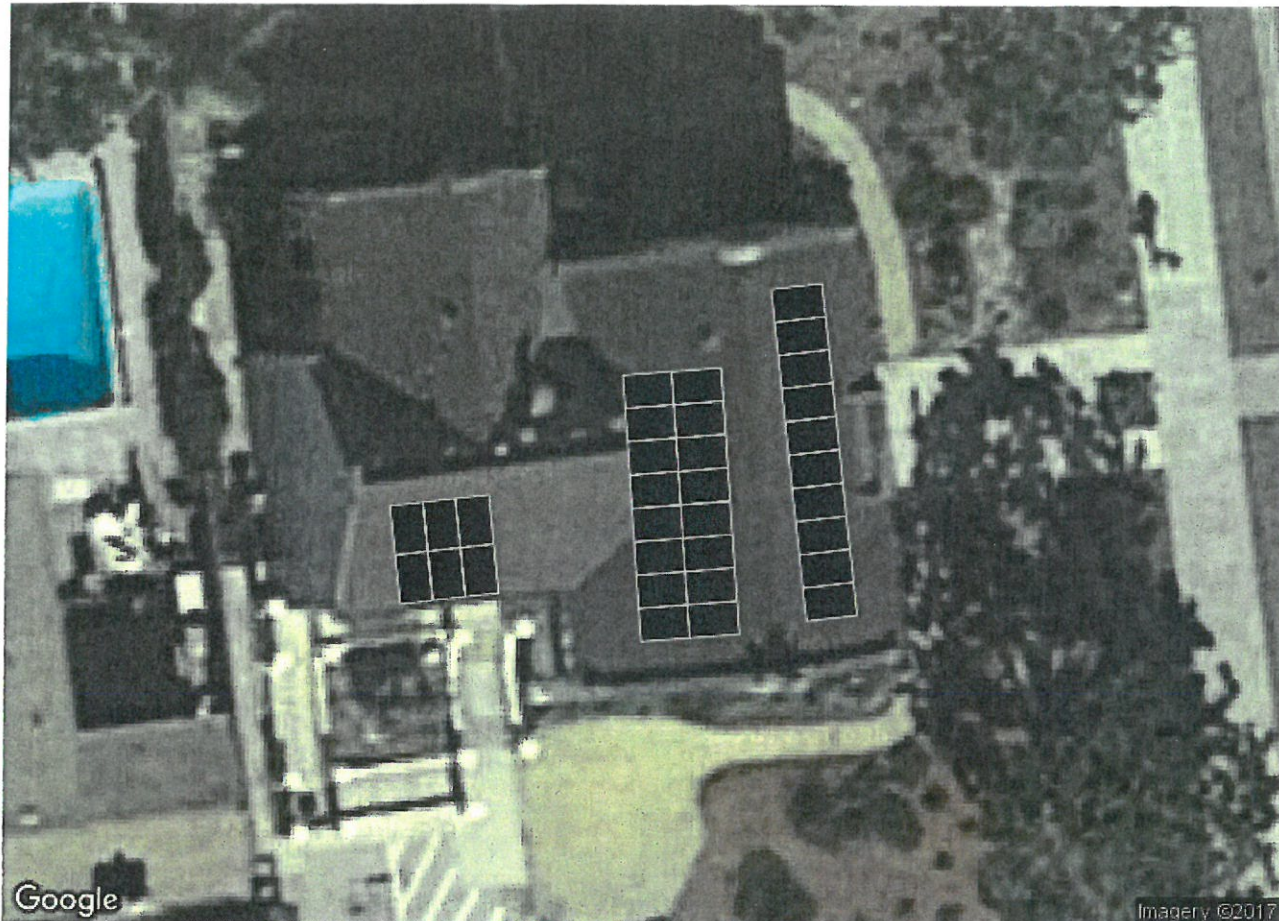
Home Value Increase refers to the amount you can expect to recoup from the investment if you were able to sell your property and is based on the following study: An Analysis of the Effects of Residential Photovoltaic Energy Systems on Home Sales Prices in California, Lawrence Berkeley National Laboratory, April 2011.

The Internal Rate of Return of an investment is the interest rate at which the net present value of the project's cost equals the net present value of the project's benefits.

Payback Period refers to the period of time required for the benefits of an investment to "repay" the sum of the original investment.



## Preliminary PV Array Layout



### Sales Consultant



Jet Quenemoen

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Email: [jet@allterasolar.com](mailto:jet@allterasolar.com)

Proposal Date: November 28, 2017|Santa Cruz City - Garfield Library

Project|SN#7538, Solution D

*This proposal is valid for 30 days from the proposal date.*

### Preliminary System Bill of Materials

Manufacturer	Product	Description	Qty	Unit
LG Electronics	LG350Q1C-A5	350W 60 Cell Monocrystalline Module, 1000V Max System Voltage	32.00	each
Enphase Energy	IQ6PLUS-72-2-US (240Vac)	290VA 240Vac microinverter for 60 and 72 cell modules	32.00	each
Allterra Solar	Labor & BOS	All labor & balance of materials	1	-
Enphase	Module Level	Enphase web-based, module-level monitoring.	1.00	each
Allterra Solar	Upgrade Service	Upgraded service & main panel	1.00	each



## System Details

### Solar PV System | Your Custom Design

Our team prepared a solar design for your business. Design specifications are shown below. All systems include monitoring.

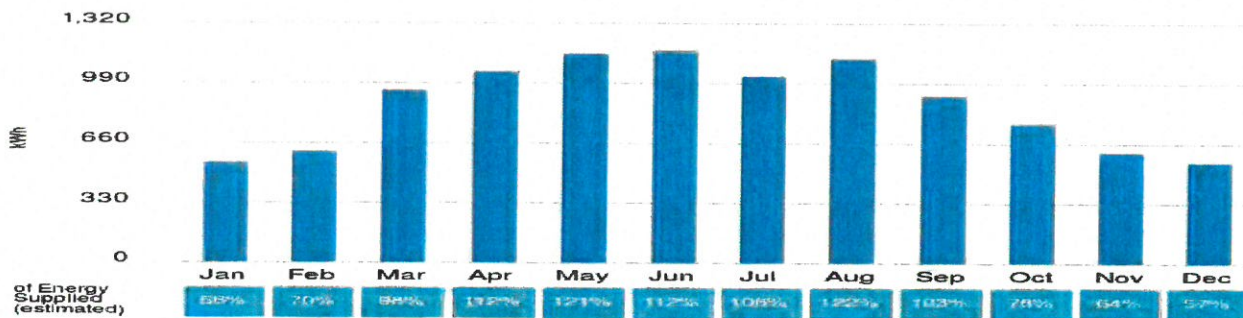
System Size:	7.035 DC kW (STC)
Number of Panels:	21
Solar Panel Type:	LG Electronics LG335N1C-A5
Inverter Type:	21 Enphase Energy IQ6PLUS-72-2-US (240Vac)

### Solar Power Production | How much electricity will my system generate?

Solar will generate electricity and PG&E will credit your account based on how many kilowatt-hours (kwh) the system produces. Solar power production estimates are shown below.

Year 1 Production: **10,575 kWh**      PG&E Usage Offset: **91 %**

**Solar Electricity Generated (estimated)**



### PG&E Bill Offset | What will my PG&E bill be after the solar is up and running?

Solar will provide most of the power for your facility and reduce your PG&E bill. Our estimates are shown below.

Last Year's PG&E Bill	Next Year's PG&E Bill
<b>\$2,791</b>	<b>\$407</b>

PG&E Bill Offset:	<b>85 %</b>
Year 1 Savings:	<b>\$2,384</b>
25-Year Savings:	<b>\$83,518</b>

Your Current Cost Per kWh: **\$0.24 / kWh**



## Return On Investment

### Solar Proposal | How much does the system cost?

Allterra always keeps an eye out for new technology so you can be sure you are getting the best equipment at a competitive price. The system cost includes all permitting, solar equipment, warranties, monitoring, and labor for design and installation. Allterra installs a turnkey solar PV system and provides all the logistical support needed to get your solar power plant up and running.

Total Amount	<b>\$30,829.70</b>	<b>Average Price for Solar Electricity \$0.15 / kWh</b>
Less Federal Tax Credit:	(\$0.00)	
Less MACRs Depreciation (year 1):	(\$0.00)	
Net Project Price (year 1)	<b>\$30,829.70</b>	

### Return On Investment | There are lots of reasons to go solar.

#### Financial ROI

#### Your Financial Benefits

Internal Rate of Return (IRR):	<b>8.45 %</b>
Payback Period (Years):	<b>11.2 yrs</b>
25-yr Project Savings:	<b>\$52,689</b>
Net Present Value (NPV):	<b>\$33,904.65</b>

#### Environmental ROI

#### You will offset these harmful greenhouse gases

CO <sub>2</sub> Reductions	<b>11695.95 lbs/yr</b>
NO <sub>x</sub> Reductions	<b>4.01 lbs/yr</b>
SO <sub>2</sub> Reductions	<b>1.91 lbs/yr</b>



## Commercial Cash Flow Table – Cash Purchase

This table of estimated cash flows includes any tax effects, rate and cost inflation and other time-related cash-flow factors as detailed in Assumptions and Definitions.

Cash Flow Summary	Estimated Utility Bill w/o Project	Estimated Utility Bill with Project	Customer Payments <sup>1</sup>	Estimated Net Savings	Estimated Cumulative Savings
Upfront			(\$30,830)	(\$30,830)	(\$30,830)
Year 1	(\$2,791)	(\$407)		\$2,384	(\$28,446)
Year 2	(\$2,875)	(\$427)		\$2,448	(\$25,998)
Year 3	(\$2,961)	(\$447)		\$2,514	(\$23,484)
Year 4	(\$3,050)	(\$468)		\$2,582	(\$20,903)
Year 5	(\$3,141)	(\$490)		\$2,651	(\$18,252)
Year 6	(\$3,236)	(\$513)		\$2,723	(\$15,529)
Year 7	(\$3,333)	(\$537)		\$2,796	(\$12,733)
Year 8	(\$3,433)	(\$561)		\$2,871	(\$9,862)
Year 9	(\$3,536)	(\$587)		\$2,949	(\$6,914)
Year 10	(\$3,642)	(\$613)		\$3,028	(\$3,885)
Year 11	(\$3,751)	(\$641)		\$3,110	(\$776)
Year 12	(\$3,863)	(\$670)		\$3,194	\$2,418
Year 13	(\$3,979)	(\$700)		\$3,280	\$5,698
Year 14	(\$4,099)	(\$730)		\$3,368	\$9,066
Year 15	(\$4,222)	(\$763)		\$3,459	\$12,525
Year 16	(\$4,348)	(\$796)		\$3,552	\$16,077
Year 17	(\$4,479)	(\$831)		\$3,648	\$19,725
Year 18	(\$4,613)	(\$866)		\$3,747	\$23,472
Year 19	(\$4,751)	(\$904)		\$3,848	\$27,320
Year 20	(\$4,894)	(\$942)		\$3,952	\$31,271
Year 21	(\$5,041)	(\$983)		\$4,058	\$35,330
Year 22	(\$5,192)	(\$1,024)		\$4,168	\$39,498
Year 23	(\$5,348)	(\$1,067)		\$4,280	\$43,778
Year 24	(\$5,508)	(\$1,112)		\$4,396	\$48,174
Year 25	(\$5,673)	(\$1,159)		\$4,515	\$52,689

<sup>1</sup> Includes upfront purchase payments to seller less applicable rebates, and ongoing finance payments, if applicable.

<sup>2</sup> May include state and/or federal tax credits, performance based incentives, and/or renewable energy credits (RECs)

## Assumptions and Definitions

Annual Electricity Inflation Rate: 3.0 %

Discount Rate: 2.0 %

Annual Electricity Inflation Rate is the assumed rate (%) of electricity cost inflation per year and is based on the historical averages for PG&E.

The Discount Rate lowers the value of future cashflows.

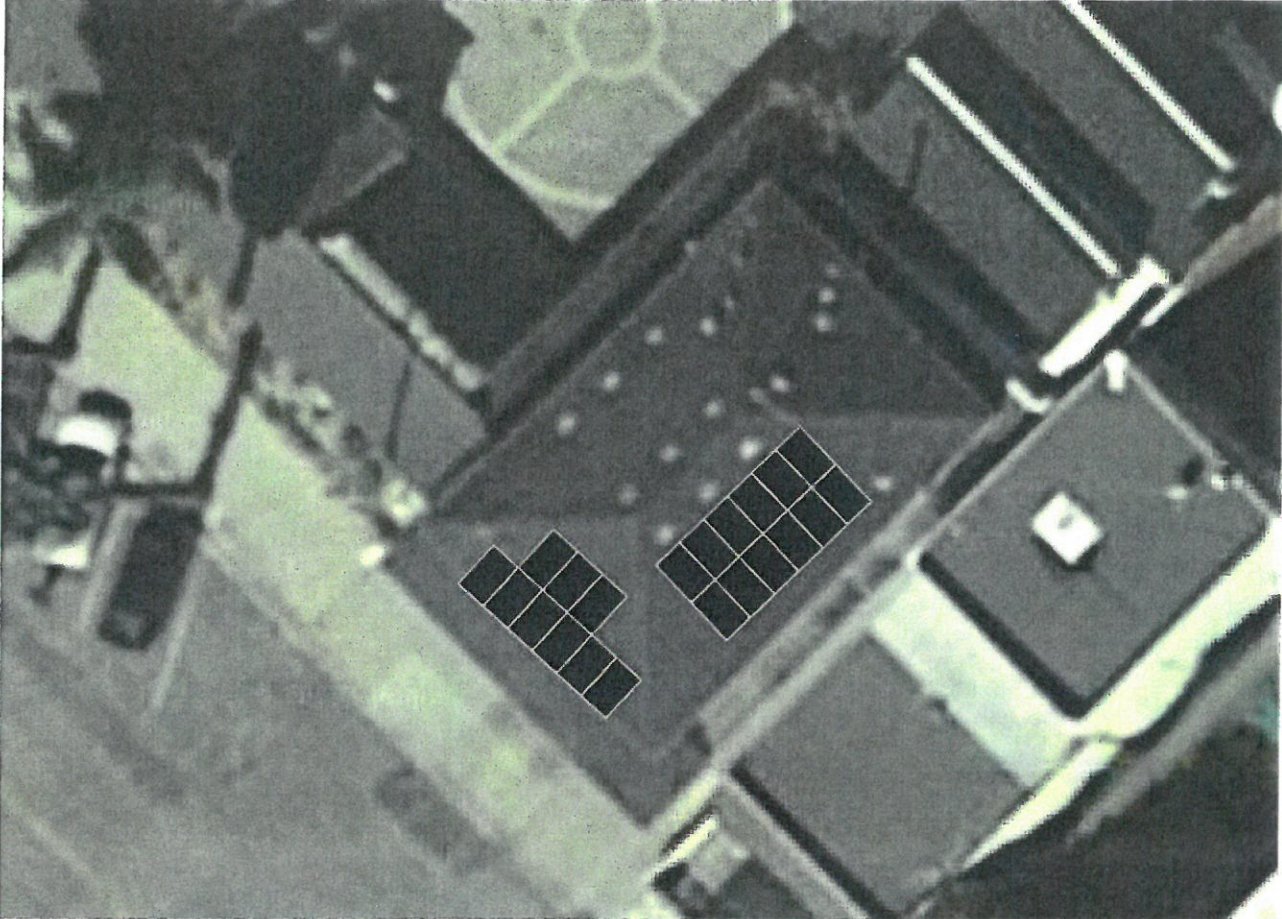
Home Value Increase refers to the amount you can expect to recoup from the investment if you were able to sell your property and is based on the following study: An Analysis of the Effects of Residential Photovoltaic Energy Systems on Home Sales Prices in California, Lawrence Berkeley National Laboratory, April 2011.

The Internal Rate of Return of an investment is the interest rate at which the net present value of the project's cost equals the net present value of the project's benefits.

Payback Period refers to the period of time required for the benefits of an investment to "repay" the sum of the original investment.



## Preliminary PV Array Layout



### Sales Consultant



James Allen

Phone: (831) 334-0696

Email: james@allterraenv.com

Proposal Date: November 28, 2017|Santa Cruz City - La Selva Beach Library Project|SN#8402, Solution A

*This proposal is valid for 30 days from the proposal date.*

### Preliminary System Bill of Materials

Manufacturer	Product	Description	Qty	Unit
Enphase Energy	IQ6PLUS-72-2-US (240Vac)	290VA 240Vac microinverter for 60 and 72 cell modules	21.00	each
LG Electronics	LG335N1C-A5	335W 60 cell Monocrystalline module with Cello technology	21.00	each
Allterra Solar	Labor & BOS	All labor & balance of materials	1	-



## System Details

### Solar PV System | Your Custom Design

Our team prepared a solar design for your business. Design specifications are shown below. All systems include monitoring.

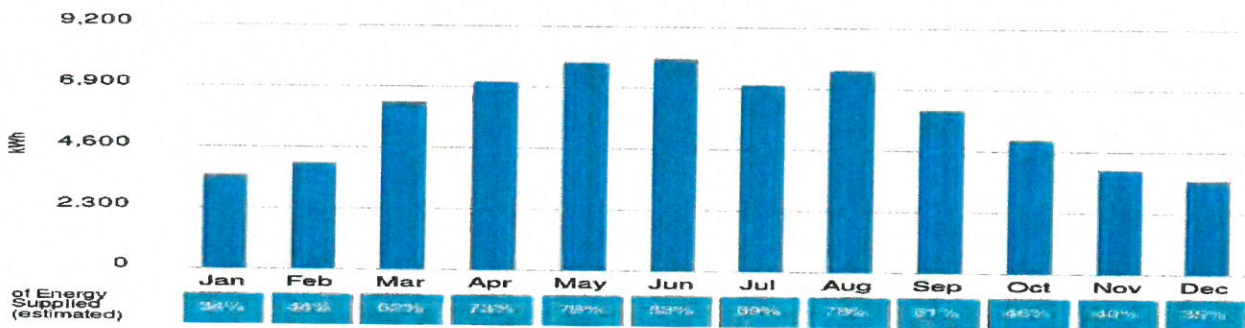
System Size:	48.575 DC kW (STC)
Number of Panels:	145
Solar Panel Type:	LG Electronics LG335N1C-A5
Inverter Type:	3 SolarEdge Technologies SE14.4KUS

### Solar Power Production | How much electricity will my system generate?

Solar will generate electricity and PG&E will credit your account based on how many kilowatt-hours (kWh) the system produces. Solar power production estimates are shown below.

Year 1 Production: **70,626 kWh**      PG&E Usage Offset: **58 %**

**Solar Electricity Generated (estimated)**



### PG&E Bill Offset | What will my PG&E bill be after the solar is up and running?

Solar will provide most of the power for your facility and reduce your PG&E bill. Our estimates are shown below.

Last Year's PG&E Bill	Next Year's PG&E Bill
<b>\$28,151</b>	<b>\$11,329</b>

PG&E Bill Offset:	<b>60 %</b>
Year 1 Savings:	<b>\$16,822</b>
25-Year Savings:	<b>\$839,994</b>

Your Current Cost Per kWh: **\$0.23 / kWh**



## Return On Investment

### Solar Proposal | How much does the system cost?

Allterra always keeps an eye out for new technology so you can be sure you are getting the best equipment at a competitive price. The system cost includes all permitting, solar equipment, warranties, monitoring, and labor for design and installation. Allterra installs a turnkey solar PV system and provides all the logistical support needed to get your solar power plant up and running.

Total Amount	<b>\$189,750.00</b>	<b>Average Price for Solar Electricity \$0.14 / kWh</b>
Less Federal Tax Credit:	(\$0.00)	
Less MACRs Depreciation (year 1):	(\$0.00)	
Net Project Price (year 1)	<b>\$189,750.00</b>	

### Return On Investment | There are lots of reasons to go solar.



#### Your Financial Benefits

Internal Rate of Return (IRR):	<b>12.47 %</b>
Payback Period (Years):	<b>9.1 yrs</b>
25-yr Project Savings:	<b>\$650,244</b>
Net Present Value (NPV):	<b>\$445,056.69</b>



#### You will offset these harmful greenhouse gases

CO <sub>2</sub> Reductions	<b>78112.36 lbs/yr</b>
NO <sub>x</sub> Reductions	<b>26.77 lbs/yr</b>
SO <sub>2</sub> Reductions	<b>12.78 lbs/yr</b>

## Commercial Cash Flow Table – Cash Purchase

This table of estimated cash flows includes any tax effects, rate and cost inflation and other time-related cash-flow factors as detailed in Assumptions and Definitions.

Cash Flow Summary	Estimated Utility Bill w/o Project	Estimated Utility Bill with Project	Customer Payments <sup>1</sup>	Estimated Net Savings	Estimated Cumulative Savings
Upfront			(\$189,750)	(\$189,750)	(\$189,750)
Year 1	(\$28,151)	(\$11,329)		\$16,822	(\$172,928)
Year 2	(\$29,699)	(\$11,982)		\$17,718	(\$155,210)
Year 3	(\$31,333)	(\$12,672)		\$18,661	(\$136,549)
Year 4	(\$33,056)	(\$13,402)		\$19,654	(\$116,895)
Year 5	(\$34,874)	(\$14,173)		\$20,701	(\$96,194)
Year 6	(\$36,792)	(\$14,989)		\$21,803	(\$74,391)
Year 7	(\$38,816)	(\$15,851)		\$22,964	(\$51,427)
Year 8	(\$40,951)	(\$16,763)		\$24,187	(\$27,239)
Year 9	(\$43,203)	(\$17,727)		\$25,476	(\$1,764)
Year 10	(\$45,579)	(\$18,747)		\$26,832	\$25,069
Year 11	(\$48,086)	(\$19,824)		\$28,262	\$53,330
Year 12	(\$50,731)	(\$20,963)		\$29,767	\$83,097
Year 13	(\$53,521)	(\$22,168)		\$31,353	\$114,451
Year 14	(\$56,464)	(\$23,441)		\$33,024	\$147,474
Year 15	(\$59,570)	(\$24,786)		\$34,784	\$182,258
Year 16	(\$62,846)	(\$26,209)		\$36,637	\$218,895
Year 17	(\$66,303)	(\$27,713)		\$38,589	\$257,484
Year 18	(\$69,949)	(\$29,303)		\$40,646	\$298,130
Year 19	(\$73,796)	(\$30,984)		\$42,813	\$340,943
Year 20	(\$77,855)	(\$32,761)		\$45,095	\$386,038
Year 21	(\$82,137)	(\$34,639)		\$47,499	\$433,536
Year 22	(\$86,655)	(\$36,624)		\$50,031	\$483,568
Year 23	(\$91,421)	(\$38,722)		\$52,699	\$536,266
Year 24	(\$96,449)	(\$40,940)		\$55,509	\$591,775
Year 25	(\$101,754)	(\$43,285)		\$58,469	\$650,244

<sup>1</sup> Includes upfront purchase payments to seller less applicable rebates, and ongoing finance payments, if applicable.

<sup>2</sup> May include state and/or federal tax credits, performance based incentives, and/or renewable energy credits (RECs)

## Assumptions and Definitions

Annual Electricity Inflation Rate: 5.5 %

Discount Rate: 2.0 %

Annual Electricity Inflation Rate is the assumed rate (%) of electricity cost inflation per year and is based on the historical averages for PG&E.

The Discount Rate lowers the value of future cashflows.

Home Value Increase refers to the amount you can expect to recoup from the investment if you were able to sell your property and is based on the following study: An Analysis of the Effects of Residential Photovoltaic Energy Systems on Home Sales Prices in California, Lawrence Berkeley National Laboratory, April 2011.

The Internal Rate of Return of an investment is the interest rate at which the net present value of the project's cost equals the net present value of the project's benefits.

Payback Period refers to the period of time required for the benefits of an investment to "repay" the sum of the original investment.



# Preliminary PV Array Layout



## Sales Consultant



James Allen

Phone: (831) 334-0696

Email: james@allterraenv.com

Proposal Date: November 28, 2017|Santa Cruz City - Live Oak Library

Project|SN#8403, Solution A

*This proposal is valid for 30 days from the proposal date.*

## Preliminary System Bill of Materials

Manufacturer	Product	Description	Qty	Unit
SolarEdge Technologies	SE14.4KUS	Three-phase 208V string inverter	3.00	each
SolarEdge Technologies	P700	Module Add-On for 2 x 72 cell modules and three phase SE inverters. For Commercial Installations for North America.	73.00	each
LG Electronics	LG335N1C-A5	335W 60 cell Monocrystalline module with Cello technology	145.00	each
Allterra Solar	Labor & BOS	All labor & balance of materials	1	-



## System Details

### Solar PV System | Your Custom Design

Our team prepared a solar design for your business. Design specifications are shown below. All systems include monitoring.

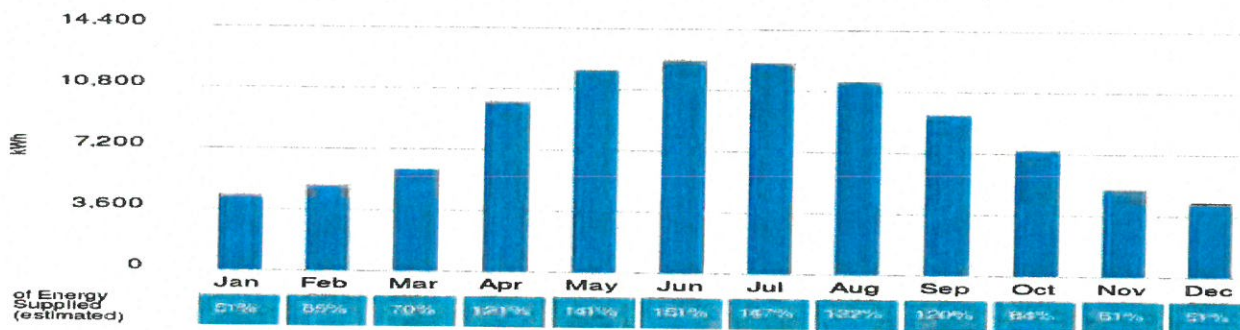
System Size:	64.655 DC kW (STC)
Number of Panels:	193
Solar Panel Type:	LG Electronics LG335N1C-A5
Inverter Type:	4 SolarEdge Technologies SE14.4KUS

### Solar Power Production | How much electricity will my system generate?

Solar will generate electricity and PG&E will credit your account based on how many kilowatt-hours (kwh) the system produces. Solar power production estimates are shown below.

Year 1 Production: **100,690 kWh**      PG&E Usage Offset: **98 %**

**Solar Electricity Generated (estimated)**



### PG&E Bill Offset | What will my PG&E bill be after the solar is up and running?

Solar will provide most of the power for your facility and reduce your PG&E bill. Our estimates are shown below.

Last Year's PG&E Bill	Next Year's PG&E Bill
<b>\$24,980</b>	<b>\$2,805</b>

PG&E Bill Offset:	<b>89 %</b>
Year 1 Savings:	<b>\$22,175</b>
25-Year Savings:	<b>\$766,165</b>

Your Current Cost Per kWh: **\$0.24 / kWh**



## Return On Investment

### Solar Proposal | How much does the system cost?

Allterra always keeps an eye out for new technology so you can be sure you are getting the best equipment at a competitive price. The system cost includes all permitting, solar equipment, warranties, monitoring, and labor for design and installation. Allterra installs a turnkey solar PV system and provides all the logistical support needed to get your solar power plant up and running.

Total Amount	<b>\$251,900.00</b>	<b>Average Price for Solar Electricity \$0.13 / kWh</b>
Less Federal Tax Credit:	(\$0.00)	
Less MACRs Depreciation (year 1):	(\$0.00)	
Net Project Price (year 1)	<b>\$251,900.00</b>	

### Return On Investment | There are lots of reasons to go solar.

#### Financial ROI

#### Your Financial Benefits

Internal Rate of Return (IRR):	<b>9.77 %</b>
Payback Period (Years):	<b>10.1 yrs</b>
25-yr Project Savings:	<b>\$514,265</b>
Net Present Value (NPV):	<b>\$342,592.51</b>

#### Environmental ROI

#### You will offset these harmful greenhouse gases

CO <sub>2</sub> Reductions	<b>111363.14 lbs/yr</b>
NO <sub>x</sub> Reductions	<b>38.16 lbs/yr</b>
SO <sub>2</sub> Reductions	<b>18.22 lbs/yr</b>



## Commercial Cash Flow Table – Cash Purchase

This table of estimated cash flows includes any tax effects, rate and cost inflation and other time-related cash-flow factors as detailed in Assumptions and Definitions.

Cash Flow Summary	Estimated Utility Bill w/o Project	Estimated Utility Bill with Project	Customer Payments <sup>1</sup>	Estimated Net Savings	Estimated Cumulative Savings
Upfront			(\$251,900)	(\$251,900)	(\$251,900)
Year 1	(\$24,980)	(\$2,805)		\$22,176	(\$229,724)
Year 2	(\$25,730)	(\$2,980)		\$22,749	(\$206,975)
Year 3	(\$26,502)	(\$3,163)		\$23,338	(\$183,637)
Year 4	(\$27,297)	(\$3,354)		\$23,942	(\$159,694)
Year 5	(\$28,116)	(\$3,554)		\$24,562	(\$135,133)
Year 6	(\$28,959)	(\$3,761)		\$25,198	(\$109,935)
Year 7	(\$29,828)	(\$3,978)		\$25,850	(\$84,085)
Year 8	(\$30,723)	(\$4,204)		\$26,519	(\$57,566)
Year 9	(\$31,644)	(\$4,439)		\$27,205	(\$30,361)
Year 10	(\$32,594)	(\$4,685)		\$27,909	(\$2,452)
Year 11	(\$33,572)	(\$4,940)		\$28,632	\$26,179
Year 12	(\$34,579)	(\$5,206)		\$29,372	\$55,552
Year 13	(\$35,616)	(\$5,484)		\$30,133	\$85,684
Year 14	(\$36,685)	(\$5,772)		\$30,912	\$116,597
Year 15	(\$37,785)	(\$6,073)		\$31,712	\$148,309
Year 16	(\$38,919)	(\$6,386)		\$32,533	\$180,842
Year 17	(\$40,086)	(\$6,711)		\$33,375	\$214,217
Year 18	(\$41,289)	(\$7,050)		\$34,239	\$248,456
Year 19	(\$42,527)	(\$7,403)		\$35,125	\$283,581
Year 20	(\$43,803)	(\$7,769)		\$36,034	\$319,615
Year 21	(\$45,117)	(\$8,151)		\$36,966	\$356,581
Year 22	(\$46,471)	(\$8,548)		\$37,923	\$394,504
Year 23	(\$47,865)	(\$8,960)		\$38,905	\$433,409
Year 24	(\$49,301)	(\$9,389)		\$39,911	\$473,320
Year 25	(\$50,780)	(\$9,836)		\$40,944	\$514,265

<sup>1</sup> Includes upfront purchase payments to seller less applicable rebates, and ongoing finance payments, if applicable.

<sup>2</sup> May include state and/or federal tax credits, performance based incentives, and/or renewable energy credits (RECs)

## Assumptions and Definitions

Annual Electricity Inflation Rate: 3.0 %

Discount Rate: 2.0 %

Annual Electricity Inflation Rate is the assumed rate (%) of electricity cost inflation per year and is based on the historical averages for PG&E.

The Discount Rate lowers the value of future cashflows.

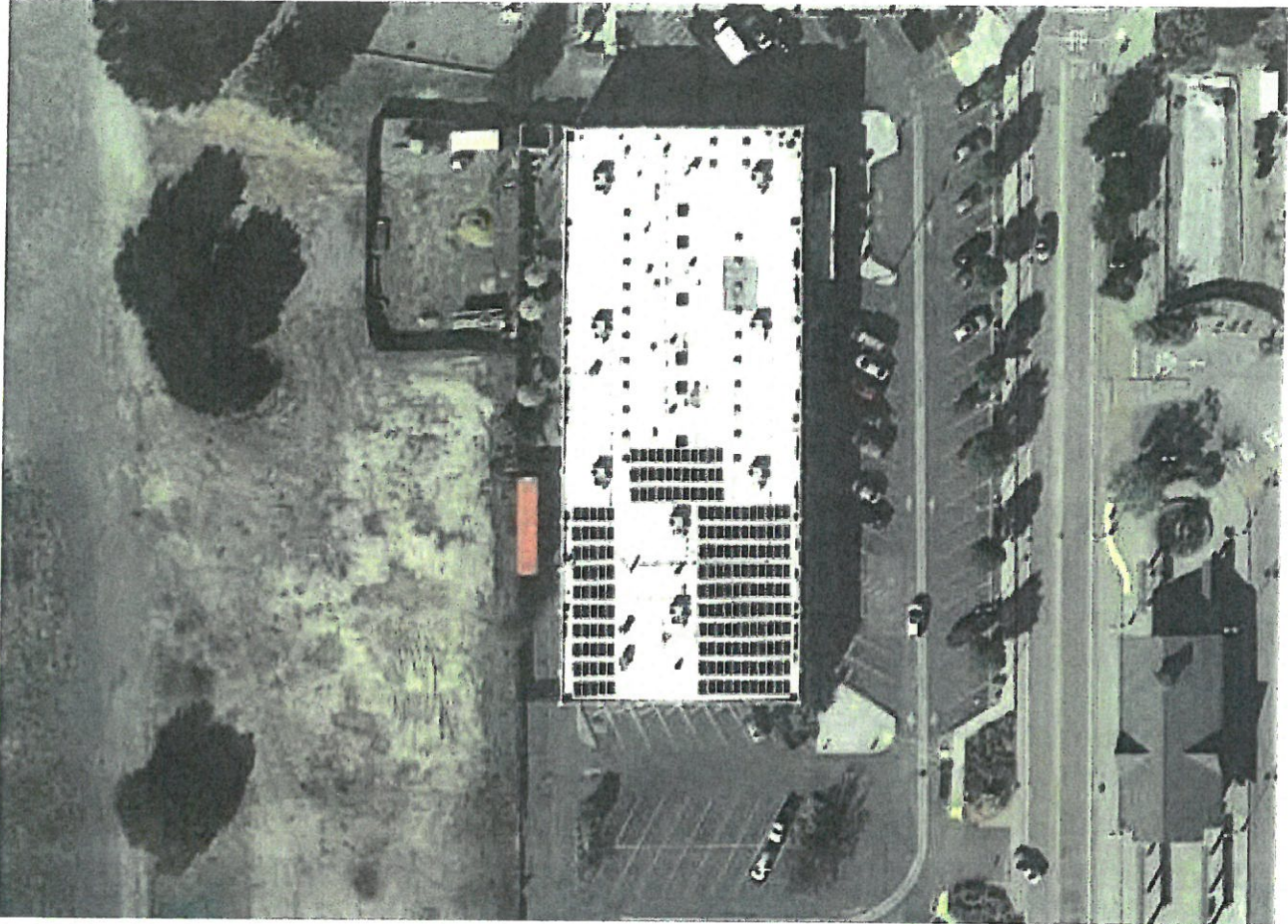
Home Value Increase refers to the amount you can expect to recoup from the investment if you were able to sell your property and is based on the following study: An Analysis of the Effects of Residential Photovoltaic Energy Systems on Home Sales Prices in California, Lawrence Berkeley National Laboratory, April 2011.

The Internal Rate of Return of an investment is the interest rate at which the net present value of the project's cost equals the net present value of the project's benefits.

Payback Period refers to the period of time required for the benefits of an investment to "repay" the sum of the original investment.



# Preliminary PV Array Layout



## Sales Consultant



James Allen

Phone: (831) 334-0696

Email: james@allterraenv.com

Proposal Date: November 28, 2017|Santa Cruz City - Scotts Valley Library Project|SN#8404, Solution A

*This proposal is valid for 30 days from the proposal date.*

## Preliminary System Bill of Materials

Manufacturer	Product	Description	Qty	Unit
SolarEdge Technologies	SE14.4KUS	Three-phase 208V string inverter	4.00	each
SolarEdge Technologies	P700	Module Add-On for 2 x 72 cell modules and three phase SE inverters. For Commercial Installations for North America.	97.00	each
LG Electronics	LG335N1C-A5	335W 60 cell Monocrystalline module with Cello technology	193.00	each
Allterra Solar	Labor & BOS	All labor & balance of materials	1	-



## **Friends of the Santa Cruz Public Libraries: A Buildings Campaign for the 10 Branches of the SCPL**

Overview: The Friends of the Santa Cruz Public Libraries (The Friends) plan to undertake a Buildings Campaign to raise funds to achieve most – if not all – of the features listed in the ‘Attain Plan’ of the Santa Cruz Public Libraries Facilities Master Plan 2013-2023. Measure S funds \$62 million of the features listed in the Facilities Master Plan; the Friends will supplement Measure S by providing funds for upgrades, amenities, and features that are attractive to the communities of Santa Cruz County.

**The preliminary financial goal of the Friends Building Campaign is \$6.2 million.** The actual financial goal of the Building Campaign will be determined by the Steering Committee.

Campaign Operation Costs will be no greater than 8% of the preliminary financial goal of the Building Campaign.

Gifts to the Buildings Campaign: Donors may give restricted gifts to a specific branch or unrestricted gifts to benefit any and all branches.

The Buildings Campaign Fund: The Friends will hold monies raised for the Buildings Campaign in a separate bank account from the Friends’ Annual Operations account. The Friends will provide quarterly financial reports of the Buildings Campaign Fund to the Santa Cruz Public Libraries and the Joint Powers Authority Board.

The Friends will pay for the operational costs of the Buildings Campaign out of the Campaign Fund and will limit the total amount for administrative expenses to 8% of the preliminary financial goal of Campaign Budget, or a total of \$483,600.

The Library Director will distribute the unrestricted portion of the Buildings Campaign Fund with the approval of the Joint Powers Authority Board. All funds – restricted and unrestricted - will pay for features described in the Facilities Master Plan of 2013-23.

Any excess funds will be placed in an endowment, managed by the Friends, for the future needs of the Santa Cruz Public Libraries.

The Friends will organize Volunteer Campaign Teams/Committees at three levels:

- **A Steering Committee:** structured by the Friends Board and consisting of 5-7 voting members, including the Library Director. The Steering Committee is responsible for planning and achieving the goals for the Buildings Campaign. In addition, the Steering Committee will:
  - Hire the Campaign Consultant and Campaign Manager,
  - Oversee and manage all prospective donor lists,
  - Participate in asks of over \$100k, and

- Guide the members of the Development Team.
- **A Development Team:** consisting of a minimum of 12 individuals. The Friends currently benefit from volunteers who actively fundraise for their branches or who are interested in fundraising for the entire library system. The Steering Committee will recruit these individuals to participate in a Buildings Campaign for their branch or for the entire 10 branch system.

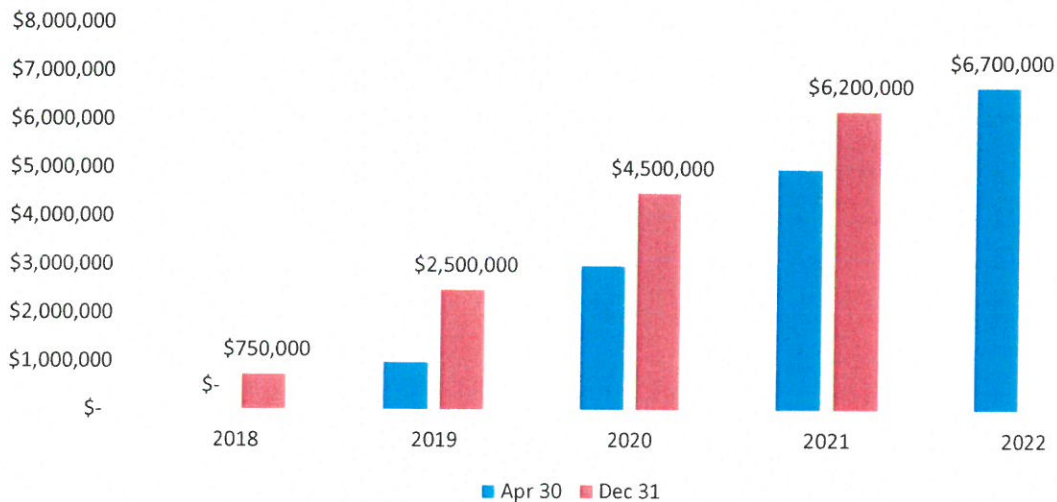
Development Team members will solicit gifts of \$100k or less, work alongside the Steering Committee for gifts of over \$100,000, and will be responsible for any Buildings Campaign events at their branches.

Development Team members will work with the Steering Committee to ensure no conflicting overlap of solicitations exists among the different members of the Development Team.

- **An Honorary Committee:** consisting of community individuals who will provide both influential and *Lead Gift* support to the Buildings Campaign. Their role will be more of one that ‘opens doors’ for the members of our Steering Committee and Development Team, and provides *gravitas* to this Buildings Campaign.

Campaign Schedule: The Buildings Campaign will be a 4-year campaign.

Building Campaign \$ Benchmarks



**2018 Goals:**

- By February 2018: Steering Committees in place, Development Team forming, Honorary Committee consisting of 1 to 2 individuals.

- May 1<sup>st</sup>: Financial Goal established. Campaign Consultant and Campaign Manager hired.
- By end of 1<sup>st</sup> year: Honorary Committee consists of 3 individuals.
- Buildings Campaign Goal Reached by 12/31/18: \$750,000

2019 Goals:

- Buildings Campaign Goal Reached by 4/30/19: \$1 million
- Buildings Campaign Goal Reached by 12/31/19: \$2.5 million

2020 Goals:

- Buildings Campaign Goal Reached by 4/30/20: \$3 million
- Buildings Campaign Goal Reached by 12/31/20: \$4.5 million

2021 Goals:

- Buildings Campaign Goal Reached by 4/30/21: \$5 million
- Buildings Campaign Goal Reached by 12/31/21: \$6.2 million

2022 Goals:

- Buildings Campaign Goal Reached by 4/30/22: \$6.7 million

Staff for Building Campaign: The Friends will pay for 3 individuals to operate the Building Campaign.

The Steering Committee will hire a short-term **Campaign Consultant** (3-6 months) whose responsibilities will include:

- Creating overall campaign strategy, key messages, timeline, and gift range chart.
- Providing draft proposal packets for prospects.
- Training committee members on prospect recognition, cultivation and solicitation.
- Potential ongoing coaching and troubleshooting for campaign.

The Steering Committee and the Friends Board will hire a Friends staff person as the **Campaign Manager** for the Building Campaign. The Campaign Manager will be hired for 30 to 40 hours a week. The Campaign Manager's responsibilities will include:

- Organizing and managing committee members.
- Managing lists of qualified prospects.
- Providing all background information about campaign to committee members.

- Managing Donor Recognition throughout Campaign
- Keeping lists of existing media contacts updated
- Managing Campaign Database and Marketing Materials
- Managing Campaign's public events.

The **Friends Executive Director** will supervise the Campaign Consultant and the Campaign Manager and assist in their responsibilities. Additionally, she will:

- Serve on the Steering Committee as a non-voting member,
- Attend all donor solicitation requests over \$100k
- Attend most, if not all, solicitation requests under \$100k
- Coordinate other Buildings Campaign fundraising projects such as requests to private foundations and corporate giving.
- Report to the Joint Powers Authority on the Buildings Campaign.

**EFFECTIVENESS ASSESSMENT OR EVALUATION METHODS AND METRICS**

<b>Effectiveness Assessment or Evaluation Method(s)</b>	<b>Metrics To Be Used</b>	<b>Desirable Outcome</b>
Total Funds raised for the Buildings Campaign.	Amounts raised for the Buildings Campaign each quarter.	1. Achieve and surpass the \$6.7 million goal by 2021.

**PROPOSALS TO THE JOINT POWERS AUTHORITY**

The Friends request funding in the amount of **\$123,400** payable over a 2-year period, with an initial outlay of **\$25,000**. For any additional funds after the initial outlay, the Friends will submit an invoice for work completed to the Santa Cruz Public Libraries.

**TOTAL ESTIMATED EXPENSES FOR 4 YEAR CAMPAIGN**

**ANNUAL LABOR: Friends of the Santa Cruz Public Libraries**

Name	Title	Fee/Rate including benefits	Estimated Hours or time period	First Year Expenses	4 year Total
To be determined	Campaign Consultant	Up to \$36,000	6 months	\$ 36,000	\$ 36,000
To be determined	Campaign Manager	\$40.00/hr.	30 hrs./week	\$ 62,400	\$249,600
Vivian Rogers	Friends Executive Director	\$46/hr.	25 hrs./week	Funded by the Friends Annual Operations Account	\$0.00 Buildings Campaign
			<b>Total:</b>	<b>\$ 98,400</b>	<b>\$285,600</b>

**TOTAL ADVERTISING, SUPPLIES & OVERHEAD FOR 4 YEAR CAMPAIGN**

Category	Expenses
Marketing & Events	\$124,000
Office Expenses	\$ 74,000
<b>TOTAL ESTIMATED EXPENSES</b>	<b>\$198,000</b>

**TOTAL ESTIMATED PROGRAM COST FOR 4 YEAR CAMPAIGN**

<b>Total of Labor and Marketing</b>	<b>\$ 483,600</b> <b>8% of Campaign Goal</b>
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**FUND REQUEST TO THE JOINT POWERS AUTHORITY BOARD**

Category	Cost	First Year Expenses	TOTAL
Campaign Consultant	\$36,000	\$ 36,000	\$ 36,000
Campaign Manager	\$40.00/hr.	\$ 62,400	\$ 62,400
Marketing	\$124,000	\$ 25,000	\$ 25,000
		<b>TOTAL REQUEST: \$123,400</b>	
		<b>Initial Outlay: \$ 25,000</b>	

Chair                 Martin Bernal  
Vice Chair         Jenny Haruyama  
Board Member     Carlos Palacios  
Board Member     Jamie Goldstein



**SANTA CRUZ  
PUBLIC LIBRARIES**

## **STAFF REPORT**

**DATE:**            December 7, 2017  
**TO:**               Library Joint Powers Board  
**FROM:**           Susan Nemitz, Library Director  
**RE:**               Internet and Wireless Access Policy Update

**RECOMMENDATION:** Approve policy update.

**DISCUSSION:** This update merges the Library's wireless access statement into the standing Internet Access Policy #317.



## Internet and Wireless Access Policy

JPAB Policy # 317

Approved: xx/2017

Last Revised: 2/2017

Five-year Review Schedule: 2/2022

Santa Cruz Public Libraries (the Library) is committed to providing free and equitable access to information in all forms including the Internet. The Library Strategic Plan expressly ensures access to innovative tools and technologies necessary to find, evaluate, and use information and resources.

The Library makes every effort to provide high quality computing services to the community in a safe and welcoming environment for all patrons. Internet-enabled computers and unsecured wireless Internet access are available at all branches free of charge to all users.

The Library does not act *in loco parentis*, and respects the responsibility of all parents and legal guardians to guide their own children's use of the library, its resources, and services. Because current technology intended to filter out inappropriate websites and images often blocks legitimate research sites and materials, SCPL does not utilize Internet filtering. However, the Library is CIPA (Child Internet Protection Act) compliant and does utilize geo-blocking as necessary to ensure the security of confidential patron information and the integrity of the Library's networks.

While the Library upholds the principles of the First Amendment, some materials are more suited to private viewing or are illegal. **Library equipment and networks may not be used for any illegal activity, or to access pornography or material that is obscene or harmful to minors** (18 USC 2252). Library users not abiding by these restrictions will be required to stop immediately. Offenses to this restriction will result in suspension from the Library.

The Library will not be responsible for any information (e.g. credit card) that is compromised, or for any damage caused to an individual's hardware or software due to electric surges, security issues, or consequences caused by viruses or hacking. All are expected to use the Library's Internet access in a legal and responsible manner. Violation of federal, state, or local laws, including the transmission or receiving of pornography or harmful material, fraud, or unlawful use of copyrighted material is prohibited.



## STAFF REPORT

DATE: December 7, 2017  
TO: Library Joint Powers Board  
FROM: Susan Nemitz, Library Director  
RE: Library Volunteer Policy

**RECOMMENDATION:** Review and discuss draft Volunteer Policy for approval at January, 2018 Board meeting.

**DISCUSSION:** This updated policy reflects the significance of volunteers to the Library and provides definition for their contribution to the organization and the community. A volunteer policy for the Library was first adopted in 1980, and has been reviewed and reconfirmed a number of times since then. Library programs and services, as well as the staffing model, are significantly different now and volunteers have an important role to play in support of the organization.

The related Library APO, *Hourly Library Staff as Volunteers*, is presented for your information.

## Volunteer Policy

JPAB Policy #106

Adopted: 1980

Revised: 4/2013

Five-year Review Schedule: 1/2023

Santa Cruz Public Libraries (the Library) believes that volunteers play a vital role promoting the Library's mission, vision, and values. The Library volunteer program provides an opportunity for citizens to share their enthusiasm, talent, and dedication to the community.

The Library volunteer program is designed to expand and enhance library services by providing valuable support for library programs and activities. Volunteers support, but do not supplant, library staff.

Volunteer opportunities are open to community members who are at least 14 years of age, and who meet the qualifications and requirements relating to the specific volunteer role. Volunteers are provided with an orientation that describes the library's role in the community, its history, and mission. Once accepted, volunteers are trained for specific tasks, events, and/or programs, and work under the supervision of a designated staff member. Younger children may volunteer if accompanied by a parent/guardian volunteer.

Volunteers shall be recruited without regard to any individual's age, race, creed, color, national origin, religion, marital status, sexual orientation, gender, physical appearance, socioeconomic level, education level or any other legally protected characteristic.

Santa Cruz Public Libraries support expansive volunteer participation in library programs and services, and value citizen volunteers as central to its mission and vision. Volunteers deepen the Library-community connection by contributing skills and promoting public awareness of the Library and the services it offers.

### Related Documents:

Volunteer Handbook

Library Volunteer: Release of Liability, Assumption of Risk & Indemnity Agreement

SCPL Confidentiality Oath

Hourly Library Staff as Volunteers

## Hourly Library Staff as Volunteers Administrative Procedure Order

Adopted: xx/xx/xxxx

Revised: xx/xx/xxxx

Five-year Review Schedule: 20xx

The Department of Labor Fair Labor Standards Act (DOL FLSA) clearly articulates circumstances in which hourly employees of not-for-profit and public institutions may serve in a volunteer capacity for the organization that employs them. The FLSA is designed to protect both the employee and the employer.

Using the DOL criteria, the following guidelines detail when it is appropriate for Santa Cruz Public Libraries hourly staff to volunteer for Library events. Any proposed use of hourly employees as volunteers at Library-sponsored events will be reviewed by the Library Director.

1. Uncompensated volunteer services must be distinct from the employee's normal employment duties.
2. Services are entirely voluntary with no coercion by the Library, no promise of advancement, and no penalty for not volunteering.
3. Volunteer activities are predominantly for the employee's own benefit.
4. Volunteer employee does not replace another employee or impair the employment opportunities of others by performing work which would otherwise be performed by regular employees.
5. Volunteer employee serves without contemplation of pay.
6. Volunteer activity does not take place during the employee's regular working hours or scheduled overtime hours.
7. Volunteer time is insubstantial in relation to the employee's regular hours.

Related Document:

Volunteer Policy

Chair                 Martin Bernal  
Vice Chair         Jenny Haruyama  
Board Member     Carlos Palacios  
Board Member     Jamie Goldstein



**SANTA CRUZ  
PUBLIC LIBRARIES**

## **STAFF REPORT**

DATE:             December 7, 2017  
TO:                Library Joint Powers Authority Board  
FROM:             Susan Nemitz, Library Director  
RE:                Times and Dates for Regular Meetings

### **RECOMMENDATION**

Adopt and approve Times and Dates for Regular Meetings.

## 2018 Meeting Dates

### Option 1 – same schedule as before

LFFA (Libraries Facilities Financing Authority)

Immediately followed by the LJPA (Library Joint Powers Authority) Board meetings:

All are Thursdays

<b>Meeting Date</b>	<b>Location</b>	<b>Time</b>
<u>January 11</u>	<u>Downtown</u>	<u>9:00 am</u>
<u>February 1</u>	<u>Downtown</u>	<u>9:00 am</u>
<b><u>March 1</u></b>	<b><u>Aptos</u></b>	<b><u>6:00 PM</u></b>
<u>April 5</u>	<u>Downtown</u>	<u>9:00 am</u>
<u>May 3</u>	<u>Downtown</u>	<u>9:00 am</u>
<b><u>June 7</u></b>	<b><u>Boulder Creek</u></b>	<b><u>6:00 PM</u></b>
<u>July 5</u>	<u>Downtown</u>	<u>9:00 am</u>
<u>August 2</u>	<u>Downtown</u>	<u>9:00 am</u>
<b><u>September 6</u></b>	<b><u>Scotts Valley</u></b>	<b><u>6:00 PM</u></b>
<u>October 4</u>	<u>Downtown</u>	<u>9:00 am</u>
<u>November 1</u>	<u>Downtown</u>	<u>9:00 am</u>
<u>December 6</u>	<u>Downtown</u>	<u>9:00 am</u>

## 2018 Meeting Dates

**Option 2: all meetings are at Downtown (no branches, no evenings)**

LFFA (Libraries Facilities Financing Authority)

Immediately followed by the LJPA (Library Joint Powers Authority) Board meetings:

**All are Thursdays**

<b>Meeting Date</b>	<b>Location</b>	<b>Time</b>
<u>January 11</u>	<u>Downtown</u>	<u>9:00 am</u>
<u>February 1</u>	<u>Downtown</u>	<u>9:00 am</u>
<u>March 1</u>	<u>Downtown</u>	<u>9:00 am</u>
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<u>September 6</u>	<u>Downtown</u>	<u>9:00 am</u>
<u>October 4</u>	<u>Downtown</u>	<u>9:00 am</u>
<u>November 1</u>	<u>Downtown</u>	<u>9:00 am</u>
<u>December 6</u>	<u>Downtown</u>	<u>9:00 am</u>

2018 Meeting Dates

**OPTION 3 – Quarterly Meetings all at DTN at 9:00 am**

LFFA (Libraries Facilities Financing Authority)

Immediately followed by the LJPA (Library Joint Powers Authority) Board meetings:

**All are Thursdays**

<b>Meeting Date</b>	<b>Location</b>	<b>Time</b>
<u>January 11</u>	<u>Downtown</u>	<u>9:00 am</u>
<u>April 5</u>	<u>Downtown</u>	<u>9:00 am</u>
<u>July 5</u>	<u>Downtown</u>	<u>9:00 am</u>
<u>October 4</u>	<u>Downtown</u>	<u>9:00 am</u>

**Or**

<u>April 5</u>	<u>Downtown</u>	<u>9:00 am</u>
<u>July 5</u>	<u>Downtown</u>	<u>9:00 am</u>
<u>October 4</u>	<u>Downtown</u>	<u>9:00 am</u>
<u>January 11</u>	<u>Downtown</u>	<u>9:00 am</u>