

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



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

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

THURSDAY FEBRUARY 7, 2019

9:00 A.M.

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

1. CALL TO ORDER / ROLL CALL

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

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 – February 2019 (PG.4-6)

7. REPORT BY FRIENDS OF THE SANTA CRUZ PUBLIC LIBRARIES

A. Friends of SCPL – Report

8. REPORT BY LIBRARY ADVISORY COMMISSION (LAC)

A. Commissioners' Report

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. Minutes of December 6, 2018

RECOMMENDED ACTION: Approve Minutes. (PG.7-9)

B. Articles about Santa Cruz Public Libraries.

RECOMMENDED ACTION: Receive Articles. (PG.10-35)

C. Community Impact Measures for 2nd Qtr. 2018-2019

RECOMMENDED ACTION: Receive Performance Measures. (PG.36-41)

D. Financial Report for 2nd Qtr. 2018-2019

RECOMMENDED ACTION: Receive Financial Report. (PG.42-64)

E. Security Incidents Log for 2nd Qtr. 2018-2019

RECOMMENDED ACTION: Receive Security Incidents Log. (PG.65-70)

F. Work Plan 2nd Qtr. 2018-2019

RECOMMENDED ACTION: Receive 2nd Qtr. Work Plan (PG.71-87)

G. Holiday Closure 2019

RECOMMENDED ACTION: Approve Holiday Closure 2019 (PG.88-89)

H. Felton Naming Contracts

RECOMMENDED ACTION: Approve Felton Naming Contracts (PG.90)

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. Elect Chair and Vice Chair for 2019
RECOMMENDED ACTION: Elect Chair and Vice Chair for 2019 (PG.91-92)
- B. Spotlight on Collections – Sarah Harbison, CMS Manager – presentation
- C. Patron Data Privacy Policy
RECOMMENDED ACTION: Review Updated Patron Data Privacy Policy #303 (PG.93-100)
- D. Library Security Cameras Policy
RECOMMENDED ACTION: Review Library Security Cameras Policy (PG.101-103)
- E. FY 2019-20 Budget Assumptions
RECOMMENDED ACTION: Review FY 2019-20 Budget Assumptions (PG.104-106)
- F. Roles and Responsibilities Update
RECOMMENDED ACTION: Review Roles and Responsibilities (PG.107-111)
- G. FY 2018-19 Budget Amendment
RECOMMENDED ACTION: Amend FY 2018/19 Budget to Accept and Transfer Monies (PG.112-118)

12. SCHEDULED UPCOMING MEETINGS

March 7, 2019	Aptos Branch Library	Upcoming Agenda Items:
	7695 Soquel Drive	Innovation Grant Update
	Aptos, CA 95003	Security Cameras Policy Approval
		FY 2019-20 Budget

13. ADJOURNMENT

Adjourned to the next regular meeting of the LJPA to be held on Thursday, March 7, 2019 at 6:00 p.m. [immediately following the LFFA meeting] at the Aptos Branch Meeting Room located at 7695 Soquel Drive, Aptos, CA 95003.

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.

February 2019

Library Director's Report to the JPA

New Hires:

Hallie Crawford, Library Aide – Aptos and BC

Layla Degani, Library Aide – Floater in West Region

Resigned/ Retired:

Maile McGrew-Frede, Librarian II – DTN

Promotion/Additional Hours:

Sarah Welch, LA II – DTN – additional 13 hours

Maddy Damon, LA II – DTN - additional 10 hours

The Summer Reading Program (SRP) structure will look a bit different this year as SCPL focuses on values of relevance, inclusiveness, and community engagement. The structure of the Summer Reading Program will no longer include book bucks or the Festival of the Book. Instead, it will be utilizing the Sacramento Public Library format which uses books as prizes. This change is intended to bring efforts into better alignment with the strategic mission for summer reading, which is to create a Summer Reading Program that:

- Entices children and adults to read throughout the summer. Reading is especially important for school aged children to prevent Summer Slide and be sure they return to school at or above grade level.
- Reaches communities we don't currently reach by building partnerships with schools and community organizations. With ease of entry, focused pathway towards rewards and outreach efforts, SCPL would like to see an increase in the number of participants who complete the SRP program.
- Establishes a rewards system that is accessible to all and not dependent on community members' mobility or income levels. Reading is rewarded with more reading material at all levels and participants will be able to build their home library. Having books available in the home is very important for early literacy.

This transition will rely on the partnership with the Friends of the Library for both summer book prizes and programs. The Friends have agreed to fund the purchase of the books for the children's prizes and are continuously working to help programming efforts. SCPL will continue the end of summer raffle and will contact local businesses to ask if they are interested in participating. The money saved by discontinuing the Festival of the Book will be used to fund relevant summer programming for all ages across the three regions.

The Santa Cruz Public Libraries (SCPL) celebrated 150 years of service at a Sesquicentennial Birthday Party, Friday December 7 at the Downtown Library. Thank you to the 350+ people who came out to celebrate. Special thanks to Joshua Lowe and The Juncos for keeping attendees dancing and Edith Meyer for the most delicious and creative cakes the Library has ever seen.



Friends

The Aptos Library Chapter of the Friends continue to provide leadership by providing community designed/community led programming. This year, they have created another program series to bring members of the Santa Cruz County community together around one book. They selected ***The Death & Life of Monterey Bay*** by Stephen R. Palumbi and Carolyn Sotka.

“Monterey began as a natural paradise, but became the poster child for industrial devastation in John Steinbeck’s Cannery Row. When the fish ran out and the climate turned, the factories emptied and the community crumbled. Today, Monterey’s economy and wildlife are resplendent... through the extraordinary

acts of ordinary people. The shores of Monterey Bay revived because of human passion – passion that enlivens every page of this hopeful book.”

They have planned seventeen diverse events from January through March of 2019 including book discussions, speakers, movies, children's programs, volunteer activities, community tours and a student contest.

Library Advisory Committee

Barbara Moldt Gorson, Library Advisory Committee member, died January 5, 2019. After a career in Silicon Valley, she focused her energies on supporting the Santa Cruz Public Libraries in a volunteer capacity. She became a member of the Santa Cruz Public Library Joint Powers governing Board for two terms (2004-2011) where she served as Chair for the last few years of its existence. For her contributions to the community, she was awarded the key to the City of Santa Cruz. She was also a member of the Capitola Library Advisory Committee since its inception. She was a founding member and President of the Friends of the Capitola Branch Library and an active member of the Capital Campaign, supporting the construction of the new Capitola Branch Library. In 2018, Barbara was named Capitola-Soquel Chamber of Commerce's Woman of the Year for her library work.

The City of Capitola has appointed Robert White to serve in Barbara's stead. The City of Scott's Valley has appointed Jim Landreth to the LAC after the resignation of Ellen Campos.

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



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

REGULAR MEETING MINUTES

**THURSDAY DECEMBER 6, 2018
9:00 A.M.**

1. ROLL CALL

PRESENT: Martin Bernal, Christina Mowrey (Alternate), Jenny Haruyama (Chair),
Jamie Goldstein
STAFF: Library Director Susan Nemitz

2. PRESENTATIONS

Story Teller presentation – Denise Fritsch and Judy Russell.

3. ADDITIONAL MATERIALS

None

4. ADDITIONS AND DELETIONS TO AGENDA

The Agenda of December 6, 2018 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 recent activities of the Friends of the Santa Cruz Public Libraries.

8. REPORT BY LIBRARY ADVISORY COMMISSION (LAC)

Martha Dexter, Chair, reported on the recent meetings of the Library Advisory Commission. Ellen Campos and Barbara Gorson both resigned and their seats need to be filled. A member of the public asked for clarification of the role of the LAC.

9. COMMENTS BY BOARD MEMBERS

None

10. CONSENT CALENDAR

RESULT: APPROVED CONSENT CALENDAR

- A. Approved Minutes of August 2 and August 30, 2018**
 - B. Received Articles about Santa Cruz Public Libraries**
 - C. Approved 2018-2019 Closure Schedule**
 - D. Accepted Grant Monies Awarded and Amended FY 18/19 Budget**
 - E. Received Work Plan for FY 17/18 – 4th Qtr.**
 - F. Received 1st Qtr. FY 18/19 Community Impact Measures**
 - G. Received Financial Report 1st Qtr. FY 18/19**
 - H. Received Security Incidents Log for 1st Qtr. FY 18/19**
 - I. Accepted 4th Qtr. FY 17/18 Library Sales Tax Revenue Update**
 - J. Accepted 1st Qtr. FY 18/19 Library Sales Tax Revenue Update**
- [UNANIMOUS]**

MOVER: Martin Bernal
SECONDER: Jamie Goldstein
AYES: Bernal, Goldstein, Haruyama, Mowrey

11. GENERAL BUSINESS

- A. Determine Annual Meeting Schedule 2019**

The Board accepted the Annual Meeting Schedule 2019 as presented with the following exception: The next meeting will be on February 7, 2019.

**RESULT: ACCEPTED ANNUAL MEETING SCHEDULE 2019
[UNANIMOUS]**

MOVER: Martin Bernal
SECONDER: Christina Mowrey
AYES: Bernal, Goldstein, Haruyama, Mowrey

B. Santa Cruz Public Libraries Patron Data Privacy Policy #303 - Draft

The Board reviewed the draft. No action required.

C. Library Security Plan

**RESULT: APPROVED LIBRARY SECURITY PLAN AND AMENDED FY 18/19 LIBRARY
BUDGET [UNANIMOUS]**

MOVER: Martin Bernal
SECONDER: Jamie Goldstein
AYES: Bernal, Goldstein, Haruyama, Mowrey

D. Jurisdictional Lease Discussion

The Board continued the ongoing Jurisdiction Lease discussion.

12. ADJOURNMENT

Final Adjournment of the Library Joint Powers Authority Board (LJPA) at 10:12 a.m. to the next Regular Meeting Thursday February 7, 2019 at 9:00 a.m. [immediately following the Libraries Facilities Financing Authority (LFFA) meeting] at the Downtown Branch Library, 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.



In the News and Media:

November 15 – January 24

Santa Cruz Sentinel *News*

Sentinel Archives

November 25, 2018 at 1:00 am

Nov. 25, 1973 ‘Books bring the world to shut-ins’

The American Red Cross and Santa Cruz Library cooperative effort, Project SIBS, or Shut-In Book Service, started in fall 1972 after Red Cross Volunteer Chuck Adams learned that shut-in senior citizens living alone in homes or apartments did not have access to any book services, the Sentinel reported. “Now each Friday morning Chuck Adams (or his backup assistant Dorie Brandon) pick up the books Librarian Mary Johnson has selected for each shut-in and makes the rounds in the Red Cross stationary wagon. Each shut in receives a visit every three weeks and received up to eight books,” according to the Sentinel. Nearly 1,300 library books were delivered to 21 shut-ins in the project’s first year, Adams told the Sentinel.

‘Zine Fronteras’ offers glimpse of Santa Cruz immigrants’ experience

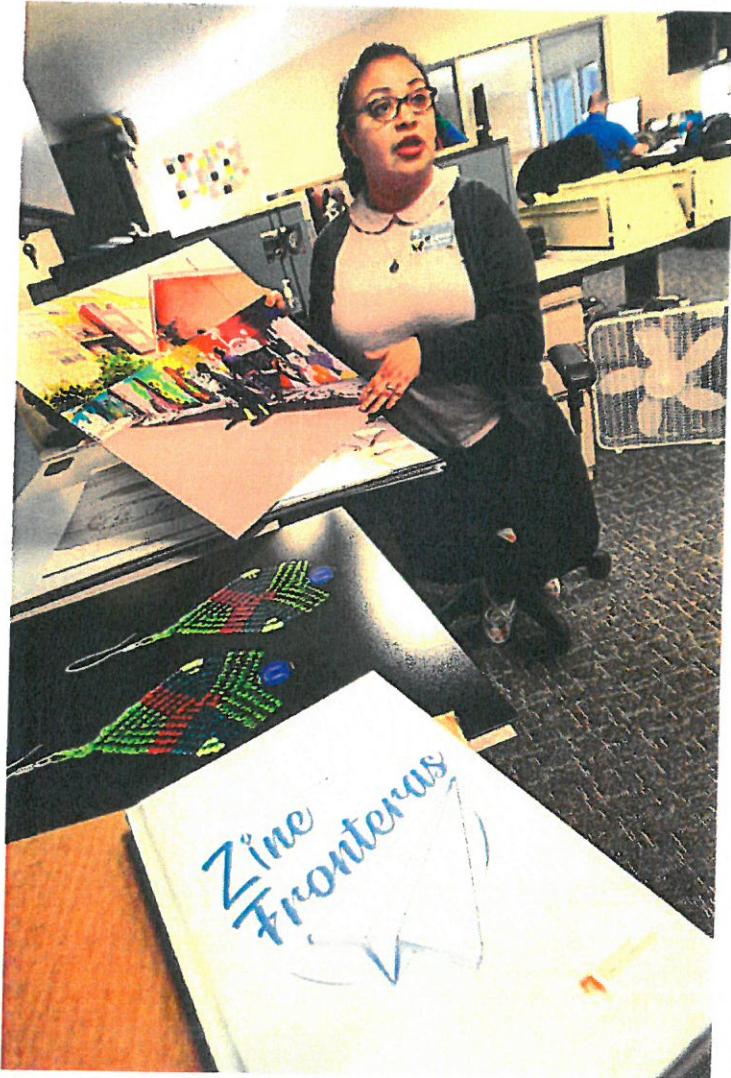
By [JESSICA A. YORK](#) | jyork@santacruzsentinel.com | December 30, 2018 at 3:57 pm

Santa Cruz Public Libraries assistant Lorena López Rivera — the daughter of immigrants — put together the magazine “Zine Fronteras” with stories by and for immigrants. (Dan Coyro — Santa Cruz Sentinel)



LIVE OAK — Chilean Bernardita García Jiménez had heard that moving to a new country would be a “culture shock,” a process she could deal with through a series of helpful steps spelled out during international student gatherings.

Even three years later, after moving to Santa Cruz in the fall from Riverside, however, the line between the 30-year-old journalist’s life in Chile versus the United States remains clearly defined.



Lórena López Rivera holds one of the illustrations included in the “Zine Fronteras” magazine, composed of stories and art by immigrants. (Dan Coyro — Santa Cruz Sentinel)

“Maybe it happens to all people who migrate, but then you realize how small you are, so it’s a big process,” García, of Santa Cruz, said of the difficulties of finding her way in a new country. “I wanted to write that, I wanted to write something that could face the theory with what it feels like to go through these different stages of cultural shock.”

García was one of 19 local contributors who took part in the creation of “Zine Fronteras,” a new bilingual literary publication launched Dec. 14. The Santa Cruz Public Libraries-led literary collection, including poems, essays, photography and artwork, is designed to reflect and highlight local immigrant

experiences. The project was paid for with a 2018 Library Innovation Lab grant from nonprofit California Humanities. Several copies are available now for checkout at the Live Oak library.

Working with Bookshop Santa Cruz to publish just 65 print copies of the 74-page booklet, Zine Fronteras co-organizer and Live Oak Branch library assistant Lorena López Rivera, working with co-director Iván Tonathiu Llamas, said she hopes that this is just the beginning of a biannual publication, should the effort qualify for additional grant funding. Additional project partners included Nopal Media and David Reese Photography, she said. Future editions might expand to shift the focus from strictly migrant experiences to different topics and themes, as told through

the lens of immigrants, and could include electronic editions and/or for-sale copies. Information is available by sending an email to zine_fronteras@santacruzpl.org.

‘Very personal’

Determining what sort of innovative ways the library system could better interact with its immigrant population was a careful, slow process due to the “current political climate,” according to López. As the daughter of immigrant parents who initially came to this country without legal documentation, López said she “understands that struggle and that fear” that represent potential barriers for community members to even communicate with library officials, let alone contribute their personal stories. Though not all Santa Cruz County immigrants have come to the country illegally, López said, it was important to make all participants feel safe for a project that “became very personal, because I saw myself reflected in what we were putting together.”

“Ultimately, in the title, we liked how the ‘Zine’ was a play on the word ‘sin,’ which is ‘without’ in Spanish. It’s a publication that’s based on being without borders,” López said. “We realized, to really understand the world, we need to understand migration and immigration. It’s a very natural thing – birds do it – it’s about survival. And there are really important stories that come out of that.”

Julia Bernal, 35, of Live Oak, contributed several photographs of her grandparents to the collection — including of her grandmother picking strawberries in a Watsonville field. Bernal, a Live Oak Branch Library aide not involved in project organization, said she convinced her mother and aunt to also contribute personal essays to the publication.

Conversation starter

Bernal said hearing families’ personal stories of struggle, even when it is “hard and gritty,” is a motivator, for her and, she believes, others. She said she hopes Santa Cruzans are inspired to start similar conversations with their family members.

“When I heard that we were going to have an opportunity to collect people’s experiences, I thought it was a great idea. It is humanizing groups of people who are being stereotyped in a negative way right now,” Bernal said. “I hope that it’s going to make other people want to do it another time, maybe share their experiences. Maybe they’ll see themselves in the photographs or the written pieces and maybe they’ll think, ‘Oh yeah, I do have a story to tell.’ Along the way, we all have a story to tell.”

As the child and grandchild of migrant workers, Bernal said she saw the impact on her life in the form of a strong family focus on education.

“My parents always told me ‘I want you to go to school. It’s really important that you go to school, I want you to have more than I did,’” Bernal said. “Looking back through the accounts that my aunt got from her father, I just feel like, every generation, it’s like, ‘I want you to do better, I want you to progress, I want you to have things I don’t have.’”

Barbara Moldt Gorson

Aug 18, 1950 - Jan 5, 2019 Capitola

Barbara Ann Moldt Gorson of Capitola, CA passed away peacefully at home on January 5, 2019.

Barbara was born in Coming, New York on August 18, 1950. She grew up in Penfield, a suburb of Rochester NY, where she graduated from Penfield High School as a national merit scholar and a member of the honor society. Her undergraduate degree is from the formerly all-women’s college, Beaver College (seriously!), in Glenside, PA. While attending, she was active in the anti-war and emerging feminist movements, attending the major Washington D.C. marches and rallies. At college, Barbara met her beloved “Beaverettes” and lifelong friends: Chee, Jamie, Karen and Deb. She met Billy “Sunshine” Gorson in 1968. They became fast friends for 9 years, then in 1977 their relationship became one of romance and they married in 1982.

In the few years after college, Barbara moved around quite a bit, living in Philadelphia PA, Boulder CO, Boston MA, Tom’s River NJ, and finally California where she moved with Billy. After a year in Northern California, Barbara and Billy moved to Los Angeles where Barbara became the Chief of Staff/Personal Assistant to Bob Dylan, managing his office/studio and providing him administrative support for six years. Over the last few years in LA, Barbara returned to school at UCLA School of Management and received her MBA.

In 1984, Barbara began a new career with Intel, moving to Silicon Valley. Her career there began as a Finance Analyst in Feb 1. This position was followed by her move to managing the US employee stock and retirement programs, then the US Benefit programs. As Asia Regional Compensation and Benefits Manager, Barbara did a stint in Hong Kong as an expat

where she loved learning about the various Asian cultures she worked with. After returning to the United States, Barbara and Billy moved to Capitola and a few years later, at the age of 50, after 16 years with Intel, Barbara decided “enough was enough” and “retired.”

Barbara has always loved libraries. After much consideration she decided to return to work, and wanting a change from a corporate environment and always passionate about libraries, Barbara went back to school and received her Masters in **Library** and Information Science from San Jose State in 2004. After doing some contract and consulting work, she decided to focus her energies instead on supporting the Santa Cruz Public Libraries in a volunteer capacity. She became a

member of the Santa Cruz Public **Library** Joint Powers governing Board for two terms (2004-2011) where she served as Chair for the last few years. For her contributions to the community she was awarded the key to the city of Santa Cruz.

Barbara has been a member of the Capitola **Library** Advisory Committee since its inception. She was a founding member and President of the Friends of the Capitola Branch **Library** and an active member of the Capital Campaign, supporting the construction of the new Capitola Branch **Library**. In 2018, Barbara was named Capitola-Soquel Chamber of Commerce's Woman of the Year for her **library** work. In 2008 Barbara and Billy adopted Lexi, a standard poodle from the shelter and they have served as staff ever since.

In addition to Barbara's **library** activities, she formed the New Attitude Group in 2013 with Karen Merson, one of the Beaverettes, which was created to guide and inspire 3rd Act Women (women 55 and older) to lead joyful and fulfilling lives. Barbara was a talented writer. In 2016, her story, "Crazy" came in second place in the Bookshop Santa Cruz Short Story Contest. Unfortunately, she was unable to finish her untitled mystery novel set in 1980 in the Los Angeles Rock and Roll milieu, which drew on her real life experiences but with a wholly made up cast of characters. Barbara spent many happy hours over the past 15-plus years with her Women's Singing Circle. She also

spent 15 years learning marimba with Laura Mallon and happily playing with her classmates. The music of Zimbabwe brought nothing but joy to her. And she also thanks the Zimbabwean teachers who have brought this joy. Tatenda! Her yoga group and magical yoga teacher, Mary Quillan, brightened her life immeasurably.

Her husband, Billy, was the love of her life - her best friend, her husband, her life coach, her everything. Preceding her in death are Barbara's parents, Alden and Marion Moldt and sister, Cynthia Grayson. She will be forever missed by her beloved husband, Billy Gorson, their dog child, Lexi, her sister and brother Carol Moldt (Bruce Gilberg) and James Moldt (Kathy), nephews and nieces, Jeremy (Rebecca), Krista (Tommy), Alex (Laura), Joshua (Sabrina), Nick, and Hannah, and great nieces and nephew Giovanna, Francesca, and Ellis.

These Are The Best of My Days by Barbara Gorson Let me be seen with my head in the clouds Let me be heard above oceans and earth Oh, oh these miracles These are the best of my days A celebration of her life will be announced at a later date. In lieu of flowers, Barbara's fondest wish would be that you consider donating to the Capitola Branch **Library** Capital Campaign. To donate go to www.capitolalibraryfriends.org.



Excerpt from: Cummings, Meyers, Glover Elected to Santa Cruz City Council

BY [JACOB PIERCE](#) POSTED ON NOVEMBER 23, 2018

Going forward, the arrival of a new majority will call into question several important projects, including the future of a mixed-use parking garage and library, as well as solutions to the housing crisis. (Krohn cast the lone dissenting vote this past summer against a robust housing plan initially kick-started by Councilmember Cynthia Chase’s outreach as mayor.)

How Local Nonprofits Raised Record Amounts Through Santa Cruz Gives

Giving campaign records huge growth as groups fundraise outside the box

BY [STEVE PALOPOLI](#) POSTED ON JANUARY 22, 2019

It’s New Year’s Eve, and Aaron Lazenby is desperately trying to figure out Facebook Live on the fly.

“Are you seeing me move around or anything?” he asks his virtual audience. He shakes his head, staring with a look of hopelessness into his iPad as he broadcasts from his bed, occasionally flashing the kind of self-deprecating smile you might expect from a man wearing a tuxedo t-shirt. “We’re new to this whole webcasting thing,” he admits.

After a few minutes, he’s joined by Kate Pavao, his wife and partner in Live Like Coco, a nonprofit which, among other things, provides books to local grade-school students on their birthdays. It’s the last night of the Santa Cruz Gives (SCG) holiday donation drive, and this husband and wife are determined to win the special \$1,000 award for the participating nonprofit that gets the largest number of donors over the course of the campaign.

They [beat out the almost three dozen other local groups](#) that participated in SCG for the prize last year, turning it into a fun and friendly—but, make no mistake about it, *truly hardcore*—competition with runner-up Brent Adams of the Warming Center that had both groups dialing up donors in the final hours of Dec. 31. The spirit of the whole thing ended up inspiring a lot of last-minute donors, benefitting both groups immensely.

This year, Lazenby and Pavao have been watching the donation leaderboard at [santacruzgives.org](#) closely, and they’re upping the ante with this “virtual pajama party” that lasts over two hours. While Pavao, in her pajamas, takes sips of wine, makes brownies in an EZ Bake oven perched on the bed’s headboard, and updates viewers with the latest numbers, the couple

takes karaoke requests from donors whose comments roll along next to their video as they broadcast. One requests the Elton John/Kiki Dee duet “Don’t Go Breakin’ My Heart.”

“Do you have the lyrics? Do you even know the words to this song?” Lazenby asks Pavao. “Maybe it’s ‘Make all our dreams come true...?’”

“No, that’s *Laverne and Shirley*,” she says.

“I’m going to have nightmares about this for weeks,” he says before they launch into a god-awful but truly entertaining rendition of the song. Then he addresses the invisible audience. “‘Give generously’ is what I’m saying.”

The user comments continue to scroll by. “This is def better than the countdown on TV,” says one. But an even better one comes up not far behind it: “Okay, so how do I make a donation?”

BLAZING NEW PATHS

Live Like Coco’s funny stunt was just one of the new and sometimes out-of-the-box ways the 33 Santa Cruz County nonprofits participating in SCG found to raise a total of \$235,041, which represents a whopping 19 percent growth over last year’s total. Started by *Good Times* in 2015 with partner the Volunteer Center of Santa Cruz County, the yearly holiday drive has now raised almost three-quarters of a million dollars total for local causes. This year’s campaign was sponsored by Santa Cruz County Bank, Wynn Capital Management and Community Foundation Santa Cruz County.

Oswald Restaurant is another SCG backer, specifically sponsoring the three \$1,000 awards that drove Lazenby and Pavao to Facebook Live—with success, it turns out, as Live Like Coco took home the prize for Most Donors with 163.

The group that won the \$1,000 award for Most Young Donors, the Friends of the Santa Cruz Public Libraries, also had an innovative strategy. Erika Anderson, the group’s 25-year-old campaign manager, says she is very aware of the library system’s need to reach out to people in her age group—who, when she tells them what her job is, sometimes ask, “People still go to the library?”

With that in mind, she organized two pop-up book sales at UCSC, with a clever Santa Cruz Gives hook. She slipped a homemade handout that prominently featured the SCG logo and donation information into every book sold on campus—which turned out to be quite a few.

“The students were so excited we were there that we didn’t even have to unpack the books,” she says. “It worked out really well.”

For the nonprofit that brought in the most money overall—the Santa Cruz County Animal Shelter Foundation, which raised \$29,585 via this year’s campaign—the key was storytelling.

“What’s really effective for us is social media,” says Melanie Sobel, the animal shelter’s general manager. “We tend to highlight certain animal cases that we’ve dealt with.”

It doesn’t hurt that the shelter has some pretty wild stories, like the recent call they got to free a deer whose antlers were stuck in the chains of a swing set. Though most people think of dogs and cats when they think of an animal shelter, the SCCAS actually deals with other varieties, as well—from farm animals to exotic creatures like big snakes and turtles—and are the only local shelter which does so.

“You just never know what’s going to come in the door,” says Sobel. “It’s never boring, I’ll tell you that.”

MATCH MAKING

Besides heavy social media pushes and inventive events, challenge grants and matching funds were a huge area of growth in Santa Cruz Gives fundraising—leaping 34 percent over last year in the case of challenge grants, and a whopping 61 percent for matching funds. Part of the latter was \$20,000 from Community Foundation Santa Cruz County, which had a huge impact on this year’s campaign in its first year of participation.

At a wrap-up meeting at which the participating nonprofits received their checks from the campaign, Karen Delaney, executive director of the Volunteer Center of Santa Cruz County, told the assembled group representatives that this year’s results prove how effective their fundraising efforts—and cooperative spirit—have been.

“To go from zero to a quarter of a million dollars in four years is pretty astonishing,” she said. “The overall growth in donations year-over-year for an average nonprofit [nationally] last year was about 4.5 percent. So to have 19 percent growth, that’s quadruple the average.”

As for next year’s campaign, well, Lazenby of Live Like Coco has finally recovered enough that he’s starting to think about how they can top themselves next New Year’s Eve. On a trip to Japan last week, he even had a friend there inform him that he and Pavao are now somewhat “internet famous.”

“I was mortified about it in some ways,” he says now of their webcast. “But everyone I talked to about it said, ‘No, I had a good time watching it.’ Except my mom. My mom refuses to talk to me about it. I think she’s a little embarrassed.”



LETTERS TO THE EDITOR January 2

Flip the Script

We went to Juneau, Alaska for a trip. The town library is on *top* of a parking garage! I went up to see it and the views are amazing; you can see the water, town and mountains. I talked to a librarian about how it got built, he said there was a lot of discussion until they got consensus. I really think this idea is worth thinking about for Santa Cruz. I would like to see the Downtown library moved to temporary quarters, the old building torn down and a new library- garage built on the same site in a style matching city hall. I think everybody wins this way!

The lot at Cedar and Cathcart needs to be a plaza and gathering place. It works just fine for the Farmers Market, events and festivals. It can be re-done to be more functional and beautiful. This was part of the Vision Santa Cruz plan after the 1989 earthquake, but it never came about. Let's keep the public places we have and make them better. Let's make the library the town jewel like Juneau has!

Patty Walker
Santa Cruz

CLIMATE ACTION, NOT CAR CULTURE

Despite all the cooked rationale for a combination new 600-space parking garage and downtown library, a simple truth remains. This would sink some \$45 million in public funds into the garage portion, exactly opposite of serious action on climate change. It would reinforce our existing over-reliance on polluting, space-consuming, climate-change-causing automobiles.

The city could heed its own parking consultants' recommendations to instead implement alternatives to yet another garage. The projected future loss of around 10 percent of downtown parking spaces as some surface lots are developed for housing, is not justification for building a garage. It's a golden opportunity to achieve what moral action on climate change demands of us: to make the big shift from domination by car culture to the full range of life-sustaining alternatives.

JACK NELSON | SANTA CRUZ

Community remembers Barbara Gorson

Long-time library volunteer and active community member dies



Barbara Gorson volunteered with Santa Cruz Public Libraries for over a decade. –Contributed: Billy Gorson

By **ELAINE INGALLS** | eingalls@santacruzsentinel.com | Santa Cruz Sentinel

PUBLISHED: January 8, 2019 at 4:00 pm | UPDATED: January 9, 2019 at 2:46 pm

Barbara Gorson of Capitola, an active member of the community and volunteer with the Santa Cruz Public Libraries, died at home Saturday morning after a battle with lung cancer. She was 68.

“She was five times better of a human being than I was,” said her husband Billy Gorson.

Originally from Rochester, New York, Barbara Gorson received her bachelor’s degree from Beaver College in Pennsylvania, where she met Billy. The Gorsons moved to Capitola in 1998.

Barbara Gorson worked in various fields in her career. She was Bob Dylan’s chief of staff from 1977-1983, acting as his personal assistant and production coordinator. Gorson worked for Intel in multiple capacities, from management to human resources, from 1983-2004. She retired before turning 50.

In 2004, she went back to school for a master’s degree in library science. She put the degree to use when she began volunteering with Santa Cruz Public Libraries. She served on the Santa Cruz Public Libraries Joint Powers Authority Board from March 2004 to January 2012. She served as the board chair in 2011, and represented the City of Capitola on the Library Advisory Commission from 2016-2019.

Janis O’Driscoll, deputy director of Santa Cruz Public Libraries, said that Gorson worked really hard to keep the library moving forward during the recession. O’Driscoll said she admired how Gorson stayed calm during difficult meetings, no matter what antagonistic comments people made.

“She was a really good listener,” O’Driscoll said. “She was always interested in what everyone had to say and then she would form her opinion.”

In 2011, Mayor Don Lane awarded Gorson with the key to the City of Capitola for her work with the Joint Powers Authority Board.

The city key wasn't her only achievement. Gorson was also one of the founding members of the Capitola Branch Library Friends and was a member of the campaign committee to raise funds for the new library.



Barbara Gorson, former member of the Capitola Library Capital Campaign, celebrates the Capitola Library's 16th birthday. From left: Barbara Gorson, Janis O'Driscoll and Gayle Ortiz. Contributed: Santa Cruz Public Libraries

Brad Kava, editor and publisher of "Growing Up in Santa Cruz," worked with Billy Gorson husband on a radio show on KSCO. Barbara Gorson took over Kava's part of the show at one point, and Kava said he was jealous of how good she was on the radio.

"She was even-handed, smart, dynamic," he said. "I liked listening to her."

Billy Gorson said she was shy around the microphone at first, but couldn't stop talking once she started.

"I couldn't get the microphone away from her," he said.

In 2018, Barbara Gorson was named the Capitola-Soquel Chamber of Commerce's Woman of the Year.

"It was like watching her work really really hard and thinking, 'I wonder if they'll ever recognize her,'" Billy Gorson said. And they did. The electronic homework center at the new Capitola Branch library will be named after his wife.

There will be a celebration of Barbara's life in May. People who wish to contribute to Gorson's legacy can donate to the Barbara Gorson Memorial Fund to support library programs at capitolalibraryfriends.org. People can also buy a paver, or a paving stone, that will be used in the Capitola Library Capital Campaign.

Santa Cruz Sentinel *Government Corner*

Breaking new ground, Capitola embarks on library project

By [JESSICA A. YORK](#) | jyork@santacruzsentinel.com | Santa Cruz Sentinel

PUBLISHED: November 8, 2018 at 4:00 pm | UPDATED: November 8, 2018 at 7:51 pm

CAPITOLA — Were history any indication, Friday's groundbreaking for a new permanent Capitola library branch would be interrupted by the economy, political infighting, disagreements about size and location or some new hurdle.

Instead, this week's ceremony marks what is the first step toward the putting the city library in a brick-and-mortar space of its own. Not since 1981 has the city library been hosted in a permanent space as it was, across from Capitola City Hall since 1953. That early 80s marked the city's last-gasp effort to self-fund its own library branch after the library system withdrew backing, as with at several other branches, due to system budget deficits the previous year.

[Thanks in large part](#) to voters' support of the 2016 Measure S bond measure and related parcel tax, libraries projects in Capitola and across the county are moving forward in refurbishing, updating and building new facilities. If construction proceeds as planned, Capitola's new branch could open its doors by winter 2019.

Storied history

Termed-out Capitola City Councilwoman Stephanie Harlan has been part of the city's struggle to obtain its own branch for decades, as in 1986, when her peers debated taking part in a regional library service area that would mean city residents' taxes would contribute to the library system.

"Capitola has been long enough without a library," Harlan said during a council meeting that year, according to Sentinel archives. "It's embarrassing not to have one."

The city's planned 11,700-square-foot facility project, expected to cost nearly \$12 million, will replace 4,500 square feet of library space that had been hosted inside six bolted-together portable classrooms at the corner of Wharf Road and Clares Street as late as May. The city-owned 1-acre site was corralled into hosting what was then considered a "temporary" fix to the city's library needs, in April 1999, after ideas of a large regional library hub or conversion of the nearby Rispin Mansion into a library site had long fallen by the wayside.

"What we're really trying to do, it's not just produce a bigger library," said [Friends of the Capitola Branch Library](#) spokeswoman Jeanne Ikemoto. "It's a library designed with tons of input from the community, from studies. Everything they'll need for a [21st century library](#) going forward. Because this (temporary) one obviously is totally piecemeal, outdated, worn out and does not have what the community needs."

Keeping a promise

The library project also will fulfill an agreement between Capitola and Santa Cruz County officials dating back to the city's formation of its now-defunct Redevelopment Agency in 1982. At the time, the city agreed to build at least a 7,000-square-foot branch, in addition to a fire station, in exchange for obtaining a portion of county property tax proceeds.

Even before the 1981 branch closure, Capitola faced challenges in siting the library branch in the years after its launch in late 1942. The branch lost its space inside a community hall in 1945 when the land was sold, leading the library to struggle through moving seven times in seven years and taking up lodging everywhere from a converted barn to neighboring a fish market, according to Sentinel articles.

In the months since the library's most recent closure, neighboring library branches have expanded their program offerings and the Friends of the Capitola Branch Library have [opened a used bookshop](#) with limited hours at the Capitola Mall, where city leaders once in decades past contemplated siting its permanent new facility. On Friday, the Friends plan to launch the public portion of their \$350,000 fundraising effort, with a variety of opportunities for the community to put its stamp on the project.

If you go

What: New Capitola library branch project groundbreaking ceremony.

When: 11 a.m. Friday.

Where: 2000 Wharf Road.

Dalai Lama Makes Local Cameo at 'Book of Joy' Event

'Book of Joy' event promises Desmond Tutu and the Dalai Lama via video

BY WALLACE BAINÉ

POSTED ON DECEMBER 4, 2018

Without even winning the lottery or having a genie bestow him three wishes, Douglas Abrams somehow got to spend a week hanging out with perhaps the two most celebrated spiritual leaders on the planet, Archbishop Desmond Tutu and His Holiness, the 14th Dalai Lama.

As the only guy in the room without a Nobel Peace Prize, Abrams was content to listen and record what he heard in the company of the two holy men in Dharamshala, India in the spring of 2015. The result was *The Book of Joy: Lasting Happiness in a Changing World* (Avery), which has sold over a million copies and has been translated into 39 languages worldwide.

On Sunday, Dec. 9, Abrams will host a community event at Temple Beth El in Aptos on *The Book of Joy*. He will not be accompanied by the archbishop nor the Dalai Lama. But he'll come with the next best thing: video.

"I'm basically the warm-up band for the Dalai Lama and Desmond Tutu," laughs Abrams, an author and literary agent from Santa Cruz.

The event—sponsored by Bookshop Santa Cruz, the Humanities Institute at UCSC, Santa Cruz Public Libraries and Temple Beth El—is a significant ecumenical gathering featuring many of Santa Cruz County's most prominent spiritual leaders, including Rabbi Paula Marcus, the Rev. Deborah Johnson, Father Cyprian Consiglio and the Venerable Tenzin Chogyi, each to speak on the spiritual component of finding joy in daily life, and other themes of the book.

It is also an opportunity to see some "backstage" footage of Tutu and the Dalai Lama. "It's going to be like they're there in the room with us, speaking directly to the audience," says Abrams. "We'll be telling the story behind the story and taking people on the road trip to Dharamshala and show them what it was like."

Abrams, who has served as Tutu's literary agent for more than a decade, says he is surprised and gratified with the reception that *The Book of Joy* has gotten in the two years since its publication. The book is a meditation on joy, its relationship to similar emotions like pleasure and happiness, and how it interacts with fear, anxiety, grief and other reactions to life's inevitable trials.

"It has impacted people's lives in extraordinary ways," he says, "from helping people deal with chronic illness to getting through the grief from the loss of a loved one."

The book has taken on a second life as a tool for workshops and community building, says Abrams. Local audiences will have the added benefit of getting a sense of the personality of the

book's two larger-than-life figures. "They're like a comedy duo," says Abrams. "They were so hilarious. It's not what you would expect from revered holy men."

The free 'Book of Joy' talk will be 2 to 4 p.m. on Sunday, Dec. 9 at Temple Beth El, located at 3055 Porter Gulch Road, Aptos. Visit bookshopsantacruz.com for more information.

Santa Cruz Sentinel *Editorials*

Mayor's message: Sending a fond farewell message

By [MICHAEL TERMINI](#) |

December 15, 2018 at 1:30 pm

It seems like yesterday I took my seat on the planning commission, when in fact it was the year 2000. Eighteen years seems like a long time, but the old saying, "Work at something you love, and it will never seem like work" has been true for me.

Taking a long look back, I realize that the many projects and decisions I was involved in which were successful tend to fade in memory. The decisions I regret always stand out. Those I will keep to myself and will rather favor the good ones.

First and most recent is our new library, now under construction. This is a perfect example of a community vision, shared by many for decades, finally becoming reality. And what a beautiful reality it will be... *The rest of this article was not related to the library.*

Stephen Kessler | Our dream garage-library in the sky

November 16, 2018 at 5:00 pm

Dear City Mothers and Fathers:

I have yet to be reached by your rumored "outreach" campaign for community input on design suggestions for the proposed downtown Santa Cruz "mixed-use" parking behemoth, famously to include the flagship branch of our public library. So please consider this column my way of reaching out to you. If you ever succeed in building your Taj Garage, I hope it will include, for the sake of both utility and beauty, each of the following features.

As climate change stalks our seaside town and the San Lorenzo River rises over its levees to meet its storm surges and our economic center is a sitting duck in its floodplain, a rational, forward-

looking plan is to place the library on the top floor. That way, when ground-floor parking is underwater, the library will be safely high and dry.

In addition, for a truly solid-gold environmental seal of approval, you must preserve those global-cooling liquid amber and magnolia trees on the existing parking lot. To murder the trees to make room for more automobiles would blow your eco-credibility and reveal the real size of your carbon footprint. By saving the trees, at street level, you would not sacrifice a single parking space, though on the organically shaped second and third floors you may lose a few.

Along the Cedar Street façade of the fourth floor, you can place a few token “affordable” apartments, which you must admit were never more than a sweetener for the bitter concoction of the garage. And for the icing on that concrete cake (excuse my mixed-use metaphors), the crowning component, “a library for the future,” with an express elevator at either end, on Lincoln and Cathcart streets, to meet two vital needs: wheelchair access and discouragement of vagrants. There must also be a mile-long spiral ramp that runs around the five-story building and serves as a cardio-workout track for patrons who want to get some exercise en route to sitting down at the computers upstairs.

And what an upstairs it will be, with plate glass all around and vaulted ceilings (no cars above!) and 360-degree views of the mountains and the bay. With enough festivals and spectacles mixed into its revolving penthouse ballroom — the stacks on tracks rolled back to reveal a dance floor — it will rival the MAH as a tourist attraction.

Of course, it will have room for hundreds of computers, or whatever the latest gadgets may be that give access to infinite information. The aforementioned stacks will hold an assortment of Bio-Optic Organized-Knowledge Sources (BOOKS). These wireless devices will come in handy during recurrent power outages due to the aforementioned climate changes.

The children’s area, directly above the crowns of the magnolias, with a plexiglass floor, will have an outdoorsy parklike feel, and at the other end of the top floor, teenagers will have a mixed-use study hall and skate park so they can engage in some physical activity between hypnotic fixation on their phones.

And for adults, a rooftop terrace driving range where patrons can knock biodegradable golf balls into the bay, plus a full bar with special booths for book groups. Imagine bartender-librarians pushing carts stocked with books and booze. These mixed-use-ologists can compete for honors inventing literary libations to match readers’ tastes: the Tolstoy Mule, the Huckleberry Gin Fizz, the Rum in the Lime of Cholera Mojito, the Sherlock Holmes, the Pride and Prejudice, the Finnegans Wake and other cocktails honoring forgotten works and authors.

This is a library people will flock to like seagulls to a landfill. How many more uses can be mixed into the structure is just a matter of our collective imagination; the sky's the limit once your outreach has reached all the local amateur architects. And by the time it's completed, when parking is no longer needed, the garage can be converted to a homeless shelter.

Santa Cruz Sentinel *Letters to the Editor*

Letter | There's a perfect space we can use for library

November 10, 2018 at 11:04 pm

I am still reeling from the city's decision to build a parking garage/library in the farmer's market locale. Grossly inappropriate, environmentally backward and damaging. Walking past the empty lot last week, I looked up at the perfect site for the library, were it to be relocated: The now empty Logos building. The tall windows, the potential for natural light, its size, the use of an existing structure rather than drawing on natural resources, the decrease in cost — and we can keep our wonderful market in the process. I hope this idea can be put on the table for consideration.

— *Gloria Sams, Santa Cruz*

Letter | Stephen Kessler's pen so mighty I may have to sue

November 19, 2018 at 5:00 pm

I've said it before and I'll say it again: Columnist Stephen Kessler is a genius with witty sarcasm. Unfortunately, I now have to file a frivolous lawsuit against him for the injuries I sustained falling off the couch laughing hysterically while reading his "Our dream garage-library in the sky." Sorry Stephen, but your pen is just too mighty.

— *Donna Hendrick, Santa Cruz*

Letter | Businesses like Erik's makes community thrive

By [LETTERS TO THE EDITOR](#) | Santa Cruz Sentinel

January 8, 2019 at 3:00 pm

The new owners of Erik's Deli in Rancho Del Mar, Carlos and Vicki Gomez, hosted a "Dine-in" event for the Friends of the Aptos Library. This fundraiser means that a portion of the proceeds from all meals served that day were donated to the Friends organization. The amount was extremely generous and the awareness it created for both Erik's and the Friends was a huge plus.

We want to thank them for supporting us and we hope that the community will make a special effort to dine at Erik's whenever they get the chance. It is businesses like theirs that make our small town thrive.

— Denise Ward, Aptos

Santa Cruz Sentinel *Coastlines*

SCOTTS VALLEY December 12, 2018 at 8:30 pm

Library holds financial planning event

"The ABC's of Annuities: The good, the bad, and the ugly," the third talk in Money Matters, a series on financial literacy and retirement planning, will be held at 10 a.m. Saturday at the Scotts Valley Branch Library, 251 Kings Village Road.

Money Matters runs the third Saturday of every month. Information: email willisv@santacruzpl.org.

APTOS December 9, 2018 at 4:00 pm

Aptos library meeting for renovation Tuesday

The County of Santa Cruz invites the public to attend a meeting for renovation and expansion of the Aptos library from 7-8 p.m. Tuesday at the library, 7695 Soquel Drive.

People are welcome to share their ideas and be a part of the upcoming changes to the library. Information: call 831-454-2160 or 831-454-2343. This project is funded by Measure S.

APTOS December 9, 2018 at 8:00 am

Community read of 'Book of Joy' Sunday

Author Doug Abrams, in partnership with Bookshop Santa Cruz, Santa Cruz Public Libraries, Temple Beth El and The Humanities Institute will have a community-wide discussion and celebration about kindness and joy revolving around "The Book of Joy: Lasting Happiness in a Changing World" by the Dalai Lama and Desmond Tutu from 2-4 p.m. Sunday at Temple Beth El, 3055 Porter Gulch Road.

Abrams will share footage from when he met the Dalai Lama and Desmond Tutu and a panel of faith leaders will discuss different spiritual traditions that bring joy and compassion.

The event will conclude with a book signing and musical performance. Free and open to the public.

SANTA CRUZ December 5, 2018 at 3:45 pm

**Library celebrates 150 years
Sesquicentennial First Friday Celebration**

The Santa Cruz Public Libraries will have a Sesquicentennial Birthday Party in celebration of the 150 years of service from 5:30-8 p.m. Friday at the Downtown library, 224 Church St. The First Friday event will feature live music by Joshua Lowe and The Juncos and Patti Maxine. The library will provide light refreshments, cake made by Edith Meyer, homemade spiced cider and a photo booth. Local artists and the Museum of Art and History will exhibit work in the Downtown library that celebrates libraries, words, stories and writers. Artists include Jody Alexander, Felicia Rice, Bridget Henry, Linda Craighead and members of Printmakers at the Tannery. Information: visit santacruzpl.org/ or call 831-427-7706 ext. 7763.

APTOS November 11, 2018 at 9:00 am

Library renovation meeting is Tuesday

Santa Cruz Public Libraries and the County of Santa Cruz invite the Aptos community and members of the public to attend a series of meetings to help plan renovations to the Aptos Branch Library from 7-8 p.m. Tuesday and Dec. 11 at the Aptos library, 7695 Soquel Drive.

A renovation and possible expansion will improve accessibility, upgrade building systems and enhance the user experience. The project is being funded by Measure S. A third meeting is to be determined.

Coast Lines | Library hosts veterans poetry Nov. 17

November 12, 2018 at 12:21 pm

SANTA CRUZ — The Santa Cruz Public Libraries will celebrate veterans and the poetry they have created with the Veteran's Poetry Circle from 3:30-5:30 p.m. on Nov. 17 in the Upstairs Meeting Room at the Downtown Library, 224 Church St.

Hear poets from the group read their work and listen to veterans and featured readers Stan Rushworth and David Allen Sullivan read from their forthcoming books. Refreshments will be provided.

The event is sponsored by the Veterans Connect @ the Library and will be hosted by David Addison, Travis DeYoung and Magdalena Montagne.

Coast Lines | Library hosts advance directives talk Jan. 7

December 31, 2018 at 3:58 pm

SCOTTS VALLEY

Hospice of Santa Cruz County will offer a free presentation about “Advance Directives,” a tool for you to receive the medical care you want, 10:30-11:30 a.m. Jan. 7 at the Scotts Valley Public Library, 251 Kings Village Road. There is no charge, and no registration is required.

Hospice staff say planning ahead can give you and your loved ones clarity and peace of mind.

Individual follow-up session will be 10:30 a.m.-1:30 p.m. Jan. 16 at the Scotts Valley Public Library, 251 Kings Village Road. There is no charge but registration is required to reserve your session.

To RSVP, contact Vanessa Silverstein at 831-430-3047 or email silverstein@hospicesantacruz.org

Coast Line: Researcher to address genealogical society Feb. 5 in Santa Cruz

January 10, 2019 at 4:30 pm

SANTA CRUZ

Researcher to address genealogical society

Karina Robinson will speak on the genealogical resources of the California State Library from 1-3 p.m. Feb. 5 at the main branch of the Santa Cruz Public Library, 224 Church St.

Robinson is a Bay Area researcher and genealogist. She specializes in historical content of the Americas and Europe. She serves as special assistant to State Librarian Greg Lucas at the California State Library.

Robinson’s talk is part of the Genealogical Society of Santa Cruz County’s lecture series. The event is free and donations are accepted.

For information, call 831-427-7707 ext. 5794 or visit scgensoc.org.

Coast Line: CHP offers Jan. 28 driving course for seniors in Aptos

January 10, 2019 at 5:30 pm

SANTA CRUZ

CHP offers driving course for seniors

The California Highway Patrol is offering a traffic safety program called the Age Well, Drive Smart Program for senior drivers from 10 a.m. to 12:30 p.m. Jan. 28 at Aptos branch of the Santa Cruz Public Library, 7695 Soquel Drive.

The course is designed to provide drivers with the keys to driving safer and driving longer. The Age Well, Drive Smart course is approximately two-and-one-half hours long and is free of charge. These class is geared toward drivers age 65 and older, but it is open to anyone who feels they can benefit from this information.

Space in this class is limited. For details or to make a reservation, call 831-662-0511.

Coast Line: Local authors Ryan Althaus and Noah Habib read 'Wally the Wave' Feb. 3

January 11, 2019 at 4:30 pm

SANTA CRUZ

Local authors read 'Wally the Wave'

Local authors Ryan Althaus and Noah Habib will share their new book, "Wally the Wave" at a special storytime event at 3 p.m. Feb. 3 at the Live Oak Library, 2380 Portola Drive.

The event is an exploration of inclusiveness themes through diversity and art for the popular children's book. Althaus and Habib will discuss the artistic process for creating and illustrating their new book. The event concludes with an arts and craft project for attendees.

Althaus is the founder of Sweaty Sheep Ministries, sweatysheep.com. Habib is a member of Costanoa Commons Farm, an organic inclusive farm being developed in Santa Cruz.

APTOS

Haifley to address 'Our Community Reads' January 19, 2019

The story of the natural history of the Monterey Bay from the Spanish period to the Aquarium will be presented by Dan Haifley of O'Neil Sea Odyssey and Save Our Shores from 2:30-4 p.m. Jan. 26, at the Rio Sands Hotel community room, 116 Aptos Beach Drive.

The presentation, "The Death & Life of Monterey Bay," is co-sponsored by the Aptos History Museum and Friends of Aptos **Library**, "Our Community Reads" program. Cost is \$20 general admission, \$10 for museum members and **library** card holders. Donation benefits the museum.

Reservations are required 831-688-1467.

APTOS

History museum hosts 'Our Community Reads' January 19, 2019

Aptos History Museum, in partnership with Friends of Aptos **Library**, will host an "Our Community Reads" event around the book, "The Death & Life of Monterey Bay" from 2:30-4 p.m. Jan. 26 in the

community room of the Rio Sands Hotel, 116 Aptos Beach Drive. Donations are requested: \$20 general and \$10 for museum members and **library** card holders. Reservations are required by calling 831-6881467.

“The Death and Life of Monterey Bay” is about the natural history of the Monterey Bay from the Spanish period to the Aquarium. Dan Haifley, former executive director of O’Neil Sea Odyssey and Save Our Shores will be presenting the book. Our Community Reads is a program intended to bring the community together around one book.

Santa Cruz Sentinel *Business Digest*

SANTA CRUZ

Program for artisan food makers Wednesday (11/12)

This month’s “Brown Bag” lunch program for small business is “Kitchen to Market: Scale Up Your Artisan Food Production,” noon to 2 p.m. Wednesday at the Santa Cruz Public Library, 224 Church St. upstairs.

Tom Bruce of Central Coast Food & Beverage will talk about steps to compliance, estimating costs, licensed facilities, the cottage food program and breaking into retail and wholesale.

This two-hour program presented by the [Small Business Development Center](#) is free; space is limited. Register at santacruzpl.org/brownbags/

For questions call 831-479-6136.

CAPITOLA January 3, 2019 at 2:00 pm

First Saturday book sale benefits library

The Capitola Mall’s First Saturday book sale will take place from 10 a.m. to 4 p.m. Saturday next to Starbucks at the Capitola Mall, 1855 41st Ave.

Proceeds will benefit the Capitola Branch Library. Information: visit shopcapitolamall.com/events-specials/ or call 831-476-9616.

SANTA CRUZ

Friends of Library give away books January 15, 2019

The Friends of the Santa Cruz Public Libraries will have a book giveaway from noon to 1:30 p.m. Jan. 30 at the Downtown Branch, 224 Church St. The giveaway will clear out books that were not

able to sell and make room for new books. The giveaway is located outside and to the right of the main library entrance. Free. Information: visit fscpl.org.

Santa Cruz Sentinel *Food*

Quick Bites | Shadowbrook supports three nonprofits

By [SANTA CRUZ SENTINEL](#) |

January 8, 2019 at 2:35 pm

CAPITOLA — On Tuesday, Jan. 15, dine at Shadowbrook Restaurant (1750 Wharf Road, shadowbrook-capitola.com) and pick your choice of three worthy causes via the restaurant’s “Community Tuesday” program. Let the server know you are dining for the Capitola Library, Costanoa Commons or the Red Cross. Shadowbrook will donate one-third of your bill to that nonprofit. Costanoa Commons, a four-acre urban organic farm, teaches people new skills through programs like internships to people with developmental disabilities, and environmental and gardening education. The Library’s Capitola Branch (one of 10 branches in the Santa Cruz Public Library System) is being rebuilt. It was previously housed in six bolted-together portable modules that were outdated and undersized. To make reservations, call 831-475-1511.

REGISTER-PAJARONIAN *News*

Groundbreaking starts Capitola Library project



Capitola Mayor Mike Termini (at podium) addresses a standing-room-only crowd during the groundbreaking ceremony for the city's new library on Friday. (Photo by Todd Guild/Register-Pajaronian)

By: TODD GUILD -
Posted Nov 9, 2018

New building could open in late 2019

CAPITOLA — For years, a temporary building has served as the Capitola Library, which included a modest bank of computers, a colorful children’s section and an astonishing number of books, given the diminutive size of the place.

An estimated 60,000 people visit the library each year, making it one of the busiest in the county.

But the aging mobile structure was never meant to be a permanent home for the Capitola Library, and it is showing its age.

That’s set to change. Workers are expected to begin demolishing the structure on Monday to make way for the city’s new library, with construction estimated to begin on Dec. 1. It is tentatively set to open in late 2019.

In a groundbreaking ceremony Friday afternoon held to herald in the construction, Capitola Mayor Mike Termini said the project’s start was a long time coming.

“In a universe of great days, this is the greatest,” he said.

A flock of city and county officials, librarians and patrons gathered to witness the brief ceremony, which was also a chance for organizers to kick off a capital campaign to raise \$750,000 still needed to cover the \$13.1 million project.

The nonprofit group Friends of the Capitola Branch Library is turning to the community in hopes members will come through with the rest. This can be accomplished by purchasing a custom-engraved paving stone, or by simply making a cash donation.

Measure S, which voters passed in 2016 to fund library construction and upgrade projects throughout Santa Cruz County, has provided \$10 million, while the city’s general fund and redevelopment money made up \$2.6 million, Capitola City Manager Jamie Goldstein said.

Gayle Ortiz, who sits on the fundraising committee, said that silent fundraising efforts in the run-up to the campaign has garnered \$550,000 from such donors as the Ow family and Marc Monte.

The new library will weigh in at 11,700 square feet, a significant leap from the comparatively puny 4,300 square feet of the former one. When finished, it will include such amenities as a community room, an expanded children’s wing, study and reading rooms, reading “nooks,” an outdoor reading deck, a fireplace and a space for teens.

Capitola Library Branch Manager Melanee Barash said the space will also blend the traditional library model with the type of technology expected by a society that is increasingly turning to its screens instead of paper-and-glue books.

“I’m excited, it’s going to be gorgeous,” she said. “The community will be so happy. It’s going to fill a need that’s been here for a long time.”

Ortiz, who owns the eponymous Gayle’s Bakery, said she became involved with the library in 2000 after serving on the Library Ad Hoc Committee as a Capitola City Councilwoman.

That experience showed her that libraries transcend merely being places to acquire books by providing non-political gathering spaces, repositories of information and safe spaces for families of every ilk.

“I saw that people are very passionate about the library,” she said. “I don’t see how you can have a democracy without them.”

...

For information, or to make a donation, visit capitolalibraryfriends.org.

REGISTER-PAJARONIAN *Community Briefs*

Meetings scheduled on Aptos Library renovations

APTOS — Santa Cruz Public Libraries and the County of Santa Cruz are inviting members of the public to attend a series of meetings to help plan renovations to the Aptos Branch Library.

Opened at its current site in 1975, the Aptos Branch Library, located at 7695 Soquel Drive, includes a large collection, a children’s room, community meeting space and more.

A major renovation and possible expansion will address accessibility, upgrade building systems and enhance the user experience. The project is being funded by Measure S.

Two meetings are planned, with a third to be determined:

- Nov. 13, 7-8 p.m., at the Aptos Branch Library
- Dec. 11, 7-8 p.m., at the Aptos Branch Library



Monday, December 17, 2018

MEDICARE EXPLAINED SERIES: MEDICARE AND OUTPATIENT SERVICES

Manfred Luedge of Health Markets in Santa Cruz will explain and simplify all things Medicare.

11 a.m. to noon, Scotts Valley Branch Library, 251 Kings Village Rd., Scotts Valley.

Details: bit.ly/2RDEErT

Reviews

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

Google+ Reviews

Aptos received a 5 Star Review on January 15

The front garden area looks so much better!!!!!!!!!!!!!!!!!!!!!! Good work. Nice books, too.

Santa Cruz Public Libraries Administration received a 5 Star Rating with no review on 12/6

Downtown received a 5 Star Rating with no review on 11/24

Felton received a 5 Star Review on 11/22

This is one of the best Libraries I ever met. A library is still the perfect place to gather, learn, rest, or just escape for an afternoon...Great people, great place to work or read...

Yelp Reviews

Scotts Valley received a 2 Star Review on 12/6

Groups of kids come in and scream their heads off, and the library condones this, encourages it even. It's infuriating. They have childrens events seemingly everyday, and the noise level gets out of control; it's impossible to concentrate because of the loud noise. Plenty of babies crying as well, constantly.

I WANT to like this place. It has a modern feel, decent internet, and has a great location. But the kids...The kids are always screaming here. Sometimes they watch movies or shows at top volume, so you have the show AND the kids making noise.

If you wouldn't mind doing library work at a big active day care, this is the place for you. Everyone else should stay away.

Live Oak received a 5 Star Review on 11/19

Great for kids! Lots of kids books and toys available to play with like Brio trains, puzzles, and blocks.

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



SANTA CRUZ
PUBLIC LIBRARIES

STAFF REPORT

DATE: February 7, 2019
TO: Library Joint Powers Authority Board
FROM: Kira Henifin, Principal Management Analyst
RE: Community Impact Measures FY 2018-19 2nd Quarter

RECOMMENDATION

Review only. No decision needed.

DISCUSSION

This second quarter report covers the beginning of the fiscal year, July 1, 2018 through December 31, 2018 for the system and compares this data to the previous year.

- Total circulation system-wide increased by 3%.
- Total visitors by branch system-wide decreased by 1%.
- Total number of new registrations increased by 7%.
- Total hours of public internet computer use system-wide increased by 1%.
- Total hours of wireless internet sessions increased by 9%.
- Total sessions of public internet use increased by 1%.
- Total number of public wifi sessions increased by 5%.

- Total hours of meeting room use system-wide decreased by 1%.
- The total number of programs held system-wide increased by 119% and system-wide program attendance increased by 118%. *

*Note:

The spreadsheet format changed in the middle of FY 18/19. Class visits were separated and not reported as a program prior to this change.

The 2018 Innovation Grant has resulted in significantly more programs system-wide in FY 18/19; there were no innovation grant programming in FY 17/18..

A few branches have absorbed displaced Capitola staff and have increased their open hours. This change may have made it possible for more programs and staff collaboration. Capitola Library closed May 1, 2018.

Enclosed: 2nd Quarter Community Impact Measures

CIRCULATION BY BRANCH

	QTR 1			QTR 2			QTR 3			QTR 4			YTD Totals	
	FY17/18	FY18/19	% Change	FY17/18	FY18/19	% Change	FY17/18	FY18/19	% Change	FY17/18	FY18/19	% Change	FY17/18	FY18/19
Aptos	50,406	57,895	15%	45,440	52,313	15%	49,791	55,867	-100%	55,867	50,406	-100%	50,406	110,208
Boulder Creek	11,049	10,599	-4%	10,003	10,423	4%	11,013	10,733	-100%	10,733	11,049	-100%	11,049	21,022
Branciforte	20,360	20,779	2%	17,414	19,196	10%	19,383	20,290	-100%	20,290	20,360	-100%	20,360	39,975
Capitola	30,971	8	-100%	26,296	0	-100%	27,168	5,465	-100%	5,465	30,971	-100%	30,971	8
Downtown	68,087	65,435	-4%	62,012	59,609	-4%	65,989	64,062	-100%	64,062	68,087	-100%	68,087	125,044
Felton	6,343	6,331	0%	5,913	6,221	5%	6,560	6,281	-100%	6,281	6,343	-100%	6,343	12,552
Garfield Park	11,998	12,899	8%	11,164	12,239	10%	12,147	12,438	-100%	12,438	11,998	-100%	11,998	25,138
La Selva Beach	4,752	4,622	-3%	4,779	4,504	-6%	4,902	4,463	-100%	4,463	4,752	-100%	4,752	9,126
Live Oak	30,502	45,091	48%	27,631	41,225	49%	29,575	37,622	-100%	37,622	30,502	-100%	30,502	86,316
Scotts Valley	50,513	47,351	-6%	42,576	42,734	0%	47,160	47,357	-100%	47,357	50,513	-100%	50,513	90,085
Outreach	11,020	11,523	5%	11,315	11,332	0%	12,108	12,254	-100%	12,254	11,020	-100%	11,020	22,855
TOTAL	296,001	282,533	-5%	264,543	259,796	-2%	285,796	276,832	-100%	276,832	296,001	-100%	296,001	542,329
Digital Branch	48,783	61,538	26%	58,491	73,036	25%	56,376	58,418	-100%	58,418	48,783	-100%	48,783	134,574
Total incl. DB	344,784	344,071	0%	323,034	332,832	3%	342,172	335,250	-100%	335,250	344,784	-100%	344,784	676,903

VISITORS BY BRANCH

	QTR 1			QTR 2			QTR 3			QTR 4			YTD Totals	
	FY17/18	FY18/19	% Change	FY17/18	FY18/19	% Change	FY17/18	FY18/19	% Change	FY17/18	FY18/19	% Change	FY17/18	FY18/19
Aptos	33,240	37,125	12%	30,809	35,786	16%	34,542	35,177	-100%	35,177	33,240	-100%	33,240	72,911
Boulder Creek	9,428	10,426	11%	8,550	10,029	17%	9,860	10,703	-100%	10,703	9,428	-100%	9,428	20,455
Branciforte	24,528	24,440	0%	23,031	23,582	2%	25,610	16,372	-100%	16,372	24,528	-100%	24,528	48,022
Capitola	15,085	0	-100%	15,031	0	-100%	15,999	4,328	-100%	4,328	15,085	-100%	15,085	0
Downtown	87,847	85,753	-2%	79,407	79,963	1%	89,450	90,884	-100%	90,884	87,847	-100%	87,847	165,716
Felton	6,749	6,097	-10%	6,231	5,638	-9%	6,137	5,789	-100%	5,789	6,749	-100%	6,749	11,735
Garfield Park	13,091	14,232	9%	13,828	13,602	-2%	15,464	13,986	-100%	13,986	13,091	-100%	13,091	27,834
La Selva Beach	9,131	9,500	4%	9,460	9,510	1%	9,860	9,810	-100%	9,810	9,131	-100%	9,131	19,010
Live Oak	29,974	25,491	-15%	28,487	37,599	32%	18,919	35,156	-100%	35,156	29,974	-100%	29,974	63,090
Scotts Valley	48,238	42,931	-11%	42,446	39,847	-6%	50,457	48,270	-100%	48,270	48,238	-100%	48,238	82,778
Outreach	6,414	6,533	2%	6,799	6,442	-5%	6,944	6,786	-100%	6,786	6,414	-100%	6,414	12,975
TOTAL	283,725	262,528	-7%	264,079	261,998	-1%	283,242	277,261	-100%	277,261	283,725	-100%	283,725	547,804

NEW REGISTRATIONS

	QTR 1			QTR 2			QTR 3			QTR 4			YTD Totals	
	FY17/18	FY18/19	% Change	FY17/18	FY18/19	% Change	FY17/18	FY18/19	% Change	FY17/18	FY18/19	% Change	FY17/18	FY18/19
Aptos	291	339	16%	245	313	28%	275	270	-100%	270	291	-100%	291	652
Boulder Creek	66	83	26%	49	68	39%	53	88	-100%	88	66	-100%	66	151
Branciforte	126	128	2%	105	124	18%	133	110	-100%	110	126	-100%	126	252
Capitola	188	26	-86%	161	32	-80%	168	59	-100%	59	188	-100%	188	58
Downtown	643	695	8%	499	605	21%	629	543	-100%	543	643	-100%	643	1,300
Felton	37	53	43%	37	63	70%	42	44	-100%	44	37	-100%	37	116
Garfield Park	78	89	14%	64	60	-6%	56	59	-100%	59	78	-100%	78	149
La Selva Beach	27	42	56%	39	35	-10%	27	32	-100%	32	27	-100%	27	77
Live Oak	203	290	43%	188	321	71%	240	236	-100%	236	203	-100%	203	611
Scotts Valley	265	248	-6%	214	127	-41%	224	154	-100%	154	265	-100%	265	375
Outreach	432	330	-24%	220	201	-9%	306	337	-100%	337	432	-100%	432	531
TOTAL	2,356	2,323	-1%	1,821	1,949	7%	2,153	1,932	-100%	1,932	2,356	-100%	2,356	4,272

HOURS OF PUBLIC INTERNET COMPUTER USE															
FY17/18	QTR 1			QTR 2			QTR 3			QTR 4			YTD Totals		
	FY18/19	% Change	FY17/18	FY18/19	% Change	FY17/18	FY18/19	% Change	FY17/18	FY18/19	% Change	FY17/18	FY18/19	% Change	FY17/18
Aptos	3,548	10%	3,910	3,345	3,976	19%	3,202	3,776	-100%	3,776	-100%	3,548	7,886		
Boulder Creek	890	23%	1,093	776	967	25%	1,033	1,030	-100%	1,030	-100%	890	2,060		
Branciforte	1,822	-2%	1,784	1,613	1,544	-4%	1,924	2,016	-100%	2,016	-100%	1,822	3,328		
Capitola	1,403	-100%	0	1,251	0	-100%	1,385	436	-100%	436	-100%	1,403	0		
Downtown	15,425	20%	18,578	16,588	17,077	3%	18,812	18,397	-100%	18,397	-100%	15,425	35,655		
Felton	409	11%	454	376	317	-16%	403	403	-100%	403	-100%	409	771		
Garfield Park	999	4%	1,036	1,019	1,107	9%	1,107	1,026	-100%	1,026	-100%	999	2,143		
La Selva Beach	232	-48%	120	287	145	-49%	187	154	-100%	154	-100%	232	265		
Live Oak	3,445	26%	4,337	3,277	3,853	18%	3,844	3,638	-100%	3,638	-100%	3,445	8,190		
Scotts Valley	2,180	4%	2,269	2,221	2,133	-4%	2,256	2,171	-100%	2,171	-100%	2,180	4,402		
TOTAL SYSTEM	30,353	11%	33,581	30,753	31,119	1%	34,153	33,047	-100%	33,047	-100%	61,106	64,700		

HOURS OF WIRELESS INTERNET SESSIONS															
FY17/18	QTR 1*			QTR 2			QTR 3			QTR 4			YTD Totals		
	FY18/19	% Change	FY17/18	FY18/19	% Change	FY17/18	FY18/19	% Change	FY17/18	FY18/19	% Change	FY17/18	FY18/19	% Change	FY17/18
Aptos	4,834	2%	4,907	4,514	5,371	19%	4,892	5,152	4,834	10,278					
Boulder Creek	1,640	15%	1,885	1,535	2,066	35%	1,520	1,563	1,640	3,951					
Branciforte	1,991	3%	2,058	1,896	2,449	29%	2,335	2,219	1,991	4,507					
Capitola	2,689	-100%	0	2,417	0	-100%	2,565	905	2,689	0					
Downtown	9,761	-3%	9,471	8,247	9,910	20%	9,745	9,761	19,331						
Felton	1,152	-11%	1,030	1,180	1,482	26%	1,066	1,327	1,152	2,512					
Garfield Park	1,077	13%	1,214	1,134	1,200	6%	1,144	1,369	1,077	2,414					
Headquarters	17	5829%	1,008	716	895	25%	794	642	17	1,903					
La Selva Beach	917	19%	1,087	849	1,093	29%	837	1,037	917	2,180					
Live Oak	1,971	43%	2,828	1,980	2,865	45%	2,185	2,452	1,971	5,693					
Scotts Valley	5,736	-11%	5,105	5,353	5,228	-2%	5,193	5,196	5,736	10,333					
TOTAL SYSTEM	31,785	-4%	30,543	29,821	32,559	9%	30,939	31,607	61,606	63,102					

* some data was lost from September 2018, so these numbers are lower than actual.

SESSIONS OF PUBLIC INTERNET USE															
FY17/18	QTR 1			QTR 2			QTR 3			QTR 4			YTD Totals		
	FY18/19	% Change	FY17/18	FY18/19	% Change	FY17/18	FY18/19	% Change	FY17/18	FY18/19	% Change	FY17/18	FY18/19	% Change	FY17/18
Aptos	5,301	3%	5,452	4,887	5,213	7%	4,738	5,361	5,301	10,665					
Boulder Creek	1,340	6%	1,424	1,132	1,330	17%	1,411	1,340	1,340	2,754					
Branciforte	2,329	8%	2,512	2,287	2,281	0%	2,566	2,659	2,329	4,793					
Capitola	2,100	-100%	0	1,858	0	-100%	2,039	609	2,100	0					
Downtown	14,764	17%	17,240	15,335	16,223	6%	17,095	16,843	14,764	33,463					
Felton	525	18%	622	481	511	6%	539	548	525	1,133					
Garfield Park	1,275	8%	1,382	1,259	1,260	0%	1,479	1,401	1,275	2,642					
La Selva Beach	276	-32%	187	328	264	-20%	265	237	276	451					
Live Oak	4,822	22%	5,892	4,566	5,416	19%	4,227	4,958	4,822	11,308					
Scotts Valley	3,906	0%	3,894	3,768	3,822	-4%	3,844	3,660	3,906	7,516					
TOTAL SYSTEM	36,638	5%	38,605	35,901	36,120	1%	38,203	37,616	72,539	74,725					

NUMBER OF PUBLIC WIFI SESSIONS														
	QTR 1 *			QTR 2			QTR 3			QTR 4			YTD Totals	
	FY17/18	FY18/19	% Change	FY17/18	FY18/19	% Change	FY17/18	FY18/19	% Change	FY17/18	FY18/19	% Change	FY17/18	FY18/19
Aptos	27,410	24,922	-9%	25,738	29,246	14%	25,844	27,034					27,410	54,168
Boulder Creek	4,727	5,576	18%	4,689	6,592	41%	5,541	4,713					4,727	12,168
Branciforte	7,477	7,402	-1%	7,239	9,341	29%	7,026	7,702					7,477	16,743
Capitola	14,221	0	-100%	13,178	0	-100%	13,377	4,551					14,221	0
Downtown	37,823	36,191	-4%	32,658	37,564	15%	32,588	37,655					37,823	73,755
Felton	7,406	7,208	-3%	7,113	8,901	25%	6,867	8,947					7,406	16,109
Garfield Park	4,242	5,099	20%	4,253	4,183	-2%	4,305	5,584					4,242	9,282
HQ	63	2,243	3460%	1,375	3,082	124%	1,894	1,579					63	5,325
La Selva Beach	3,645	3,789	4%	3,321	3,614	9%	2,925	6,860					3,645	7,403
Live Oak	5,704	7,975	40%	5,400	8,422	56%	5,793	3,517					5,704	16,397
Scotts Valley	21,818	19,830	-9%	19,790	19,462	-2%	17,573	19,010					21,818	39,292
TOTAL SYSTEM	134,536	120,235	-11%	124,754	130,407	5%	123,733	127,452					259,290	250,642

* some data was lost from September 2018, so these numbers are lower than actual.

HOURS OF MEETING ROOM USE														
	QTR 1			QTR 2			QTR 3			QTR 4			YTD Totals	
	FY17/18	FY18/19	% Change	FY17/18	FY18/19	% Change	FY17/18	FY18/19	% Change	FY17/18	FY18/19	% Change	FY17/18	FY18/19
Aptos	497	485	-2%	497	498	0%	424	496					497	983
Boulder Creek	275	248	-10%	362	309	-15%	154	205					275	557
Downtown	427	709	66%	509	468	-8%	469	625					427	1,177
Scotts Valley	274	292	6%	403	485	20%	308	353					274	777
TOTAL HOURS	1,473	1,734	18%	1,771	1,760	-1%	1,355	1,679					3,244	3,494

NUMBER OF PROGRAMS														
	QTR 1			QTR 2			QTR 3			QTR 4			YTD Totals	
	FY17/18	FY18/19	% Change	FY17/18	FY18/19	% Change	FY17/18	FY18/19	% Change	FY17/18	FY18/19	% Change	FY17/18	FY18/19
Aptos	57	89	56%	51	87	71%	77	77					57	176
Boulder Creek	15	69	360%	9	60	567%	26	56					15	129
Branciforte	32	45	41%	11	48	336%	32	53					32	93
Capitola	19	11	-42%	11	12	9%	27	19					19	23
Downtown	88	111	26%	94	145	54%	79	131					88	256
Felton	9	14	56%	9	8	-11%	27	15					9	22
Garfield Park	33	35	6%	13	30	131%	33	43					33	65
La Selva Beach	36	65	81%	22	99	350%	55	67					36	164
Live Oak	46	56	22%	30	122	307%	67	82					46	178
Scotts Valley	77	71	-8%	90	129	43%	66	82					77	200
Outreach	59	26	-56%	9	23	156%	23	66					59	49
TOTAL	471	592	26%	349	763	119%	512	691					820	1,355

Community Impact Measures
By Branch

	PROGRAM ATTENDANCE												YTD Totals	
	QTR 1			QTR 2			QTR 3			QTR 4			FY17/18	FY18/19
	FY17/18	FY18/19	% Change	FY17/18	FY18/19	% Change	FY17/18	FY18/19	% Change	FY17/18	FY18/19	% Change	FY17/18	FY18/19
Aptos	1,115	1,575	41%	951	1,317	38%	1,420	1,464	-100%	1,464	1,464	-100%	1,115	2,892
Boulder Creek	240	693	189%	143	659	361%	348	1,028	-100%	1,028	1,028	-100%	240	1,352
Branciforte	555	809	46%	343	849	148%	670	1,140	-100%	1,140	1,140	-100%	555	1,658
Capitola	708	130	-82%	223	199	-11%	770	382	-100%	382	382	-100%	708	329
Downtown	1,967	2,103	7%	1,715	3,300	92%	1,940	2,837	-100%	2,837	2,837	-100%	1,967	5,403
Felton	150	216	44%	39	28	-28%	166	150	-100%	150	150	-100%	150	244
Garfield Park	484	371	-23%	156	307	97%	444	536	-100%	536	536	-100%	484	678
La Selva Beach	843	1,334	58%	487	1,724	254%	1,245	1,682	-100%	1,682	1,682	-100%	843	3,058
Live Oak	801	1,337	67%	367	2,393	552%	1,250	2,335	-100%	2,335	2,335	-100%	801	3,730
Scotts Valley	1,552	1,633	5%	1,889	2,972	57%	1,333	2,189	-100%	2,189	2,189	-100%	1,552	4,605
Outreach	1,796	685	-62%	246	572	133%	614	1,652	-100%	1,652	1,652	-100%	1,796	1,257
TOTAL	10,211	10,886	7%	6,559	14,320	118%	10,200	15,395	-100%	15,395	15,395	-100%	16,770	25,206

Capitola Closure starting in May and June with a few offsite programs continuing

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



**SANTA CRUZ
PUBLIC LIBRARIES**

STAFF REPORT

DATE: February 7, 2019
TO: Library Joint Powers Authority Board
FROM: Kira Henifin, Principal Management Analyst
RE: 2nd Quarter Financial Report

RECOMMENDATION

Review only. No decision needed.

DISCUSSION

The second quarter financial report covers the beginning of the fiscal year to December 31, 2018 and compares the data to the same time period from the prior year.

All financial figures included in this report are unaudited.

Revenues

Total Revenue for this quarter: 49.0%

Sales tax 52.0%

Maintenance of effort 50.0%

Expenditures

Total actual expenditures for this quarter: 46.9%

Personnel Costs

Total Personnel costs for this quarter: 54.0%

Regular Full Time 48.0%

Part Time 47.4%

Temporary 48.9%

*The temporary personnel budget line is off set by the intrafund labor – credit due to our chart of accounts make-up.

Overall personnel costs are slightly up this quarter due to higher than expected Medicare, unemployment and workers compensation costs.

Enclosure: 2nd Quarter Financial Reports

Revenue Balances

Criteria: Summarize By = Report,Fund,Account; As Of = 12/31/2018; Period = 0,1,1,12; Fund = 951

Acct	Title	Year-To-Date Ado Budget	Year-To-Date Adjustments	Year-To-Date Adj Budget	Year-To-Date Actual	Bdgt. to Act. Variance	Pct. Spent
Fund 951 -- Library Joint Powers Authority							
41211	Sales and use tax	8,113,910.00	0.00	8,113,910.00	4,217,291.55	3,896,618.45	52.0%
43190	Federal grants - other	0.00	0.00	0.00	4,000.00	(4,000.00)	0.0%
43311	Maintenance of effort contributions	5,655,273.00	0.00	5,655,273.00	2,827,636.50	2,827,636.50	50.0%
44630	Room rentals-library JPA	4,640.00	0.00	4,640.00	2,320.00	2,320.00	50.0%
45131	Library fines	140,500.00	0.00	140,500.00	(17.00)	140,517.00	0.0%
46110	Pooled cash and investment interest	31,500.00	0.00	31,500.00	0.00	31,500.00	0.0%
46190	Interest earnings - other	13,020.00	0.00	13,020.00	10,854.58	2,165.42	83.4%
46303	Donations - library	13,100.00	336,420.65	349,520.65	9,861.00	339,659.65	2.8%
46309	Donations - library - Friends of the Lib	19,423.00	2,621.71	22,044.71	4,995.58	17,049.13	22.7%
46910	Miscellaneous operating revenue	8,500.00	0.00	8,500.00	63,820.47	(55,320.47)	750.8%
46990	Miscellaneous non-operating revenue	0.00	0.00	0.00	175.00	(175.00)	0.0%
49122	From Library Private Trust Fund	39,190.00	26,291.15	65,481.15	0.00	65,481.15	0.0%
49191	Intra-entity fund transfer in	45,000.00	0.00	45,000.00	0.00	45,000.00	0.0%
Total Library Joint Powers Authority		14,084,056.00	365,333.51	14,449,389.51	7,140,937.68	7,308,451.83	
Total		14,084,056.00	365,333.51	14,449,389.51	7,140,937.68	7,308,451.83	

Expenditure Balances

Criteria: Summarize By = Report,Account,Account; As Of = 12/31/2018; Period = 0,1,12; Activity = 36; Account = 52*53*54*55*56*57*58*59*

Acct	Title	Year-To-Date Ado Budget	Year-To-Date Adjustments	Year-To-Date Adj Budget	Year-To-Date Actual	Year-To-Date Encumbrances	Bdgt. to Act. Variance	Pct. Spent
52131	Claims management services - outside	12,000.00	0.00	12,000.00	3,211.05	6,586.95	2,200.00	81.7%
52135	Financial services - outside	550,738.00	0.00	550,738.00	277,132.31	87,033.87	186,571.82	66.1%
52145	Security patrols - City Hall	7,899.00	0.00	7,899.00	778.67	11.53	7,108.80	10.0%
52150	Merchant bank fees	2,500.00	0.00	2,500.00	646.50	0.00	1,853.50	25.9%
52155	Courier services	2,000.00	0.00	2,000.00	928.58	0.00	(400.00)	120.0%
52199	Other professional & technical services	47,000.00	13,260.00	60,260.00	27,782.60	1,471.42	22,160.05	63.2%
52201	Water, sewer and refuse	69,115.00	0.00	69,115.00	38,729.48	6,413.07	23,972.45	65.3%
52202	Hazardous materials disposal	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00	0.0%
52211	Janitorial services	266,276.00	0.00	266,276.00	122,961.50	156,518.04	(13,203.54)	105.0%
52223	Equip annual inventory charge - internal	4,690.00	0.00	4,690.00	0.00	0.00	4,690.00	0.0%
52226	Vehicle work order charges - internal	22,000.00	0.00	22,000.00	4,141.48	0.00	17,858.52	18.8%
52227	Vehicle fuel island charges - internal	15,985.00	0.00	15,985.00	5,151.79	0.00	10,833.21	32.2%
52240	Office equipment operation/maint	3,600.00	0.00	3,600.00	2,574.62	0.00	1,025.38	71.5%
52241	Vehicle maintenance costs - outside	6,500.00	0.00	6,500.00	20.72	0.00	6,479.28	0.3%
52244	Other equipment operation/maintenance	8,050.00	0.00	8,050.00	1,519.06	0.00	6,530.94	18.9%
52246	Building and facility o & m - outside	181,803.00	0.00	181,803.00	105,964.08	32,686.79	43,152.13	76.3%
52247	Landscaping maintenance services	45,700.00	0.00	45,700.00	6,563.07	12,128.00	27,008.93	40.9%
52248	Software maintenance services	361,321.00	12,398.44	373,719.44	122,655.71	0.00	251,063.73	32.8%
52249	Hardware maintenance services	47,000.00	0.00	47,000.00	19,896.14	0.00	27,103.86	42.3%
52261	Equipment, building and land rentals	243,943.00	0.00	243,943.00	122,655.00	14,400.00	106,888.00	56.2%
52302	Travel and meetings	12,350.00	0.00	12,350.00	2,334.12	0.00	10,015.88	18.9%
52304	Training	81,500.00	0.00	81,500.00	35,168.03	4,000.00	42,331.97	48.1%
52403	Telecommunications service - outside	169,625.00	0.00	169,625.00	56,120.90	33,963.15	79,540.95	53.1%
52932	Liability insurance/surety bonds-interna	37,442.00	0.00	37,442.00	18,720.00	0.00	18,722.00	50.0%
52933	Liability insurance/surety bonds-outside	42,724.00	0.00	42,724.00	47,171.00	0.00	(4,447.00)	110.4%
52960	Advertising	17,610.00	0.00	17,610.00	8,673.86	0.00	8,936.14	49.3%
52961	Dues and memberships	35,162.00	0.00	35,162.00	28,744.00	0.00	6,418.00	81.7%
52972	Printing and binding-outside	24,600.00	0.00	24,600.00	6,642.94	0.00	17,957.06	27.0%
53101	Postage charges	6,000.00	0.00	6,000.00	3,036.60	0.00	2,963.40	50.6%
53102	Office supplies	18,200.00	0.00	18,200.00	7,116.99	0.00	11,083.01	39.1%
53106	Books and periodicals	1,157,837.00	361,393.63	1,519,230.63	800,282.32	29,019.90	689,928.41	54.6%
53107	Books and periodicals-grants & donations	2,650.00	2,621.71	5,271.71	3,688.61	0.00	1,583.10	70.0%
53108	Safety clothing and equipment	12,810.00	0.00	12,810.00	2,975.94	0.00	9,834.06	23.2%
53109	Copier supplies	5,900.00	0.00	5,900.00	(98.27)	0.00	5,998.27	(1.7%)
53112	Library functional supplies	141,500.00	0.00	141,500.00	60,191.90	0.00	81,308.10	42.5%
53113	Janitorial supplies	21,000.00	0.00	21,000.00	11,197.27	0.00	9,802.73	53.3%
53311	Electricity	177,800.00	0.00	177,800.00	88,757.69	0.00	89,042.31	49.9%

Expenditure Balances

Criteria: Summarize By = Report,Account,Account; As Of = 12/31/2018; Period = 0,1,12; Activity = 36; Account = 52,53,54,55,56,57,58,59,59*

Acct	Title	Year-To-Date Add Budget	Year-To-Date Adjustments	Year-To-Date Adj Budget	Year-To-Date Actual	Year-To-Date Encumbrances	Bdgl. to Act. Variance	Pct. Spent
53312	Natural gas	28,000.00	0.00	28,000.00	3,553.58	0.00	24,446.42	12.7%
54990	Miscellaneous supplies and services	107,523.00	28,904.22	136,427.22	62,411.93	3,000.00	71,015.29	47.9%
56995	Refunded fees and fines	2,000.00	0.00	2,000.00	592.25	0.00	1,407.75	29.6%
57401	Office furniture/equipment	17,800.00	15,000.00	32,800.00	13,801.76	0.00	18,998.24	42.1%
57402	Vehicle equipment	45,000.00	0.00	45,000.00	914.19	34,314.98	9,770.83	78.3%
57409	Computer equipment	125,000.00	0.00	125,000.00	42,711.07	6,420.04	75,868.89	39.3%
Total		4,189,153.00	433,578.00	4,622,731.00	2,168,021.04	438,287.09	2,016,422.87	

Expenditure Balances

Criteria: Summarize By = Report,Account,Account; As Of = 12/31/2018; Period = 0.1..12; Activity = 36*; Account = 51*

Acct	Title	Year-To-Date Ado Budget	Year-To-Date Adjustments	Year-To-Date Adj Budget	Year-To-Date Actual	Year-To-Date Encumbrances	Bdgt. to Act. Variance	Pct. Spent
51110	Regular full time	5,303,814.00	0.00	5,303,814.00	2,543,545.69	0.00	2,760,268.31	48.0%
51111	Regular part time	817,895.00	0.00	817,895.00	387,722.26	0.00	430,172.74	47.4%
51114	Overtime	6,500.00	0.00	6,500.00	1,320.17	0.00	5,179.83	20.3%
51115	Termination pay	0.00	0.00	0.00	4,197.44	0.00	(4,197.44)	0.0%
51122	Temporary	839,358.00	0.00	839,358.00	846,716.57	0.00	(7,358.57)	100.9%
51130	Other pay	0.00	0.00	0.00	2,265.59	0.00	(2,265.59)	0.0%
51132	Special vacation pay	0.00	0.00	0.00	15,497.25	0.00	(15,497.25)	0.0%
51150	Vehicle-phone-data allowance	3,384.00	0.00	3,384.00	1,679.75	0.00	1,704.25	49.6%
51201	Retirement contribution	391,233.00	0.00	391,233.00	170,671.22	0.00	220,561.78	43.6%
51202	F.I.C.A.	0.00	0.00	0.00	19,847.36	0.00	(19,847.36)	0.0%
51203	PERS unfunded liability	814,743.00	0.00	814,743.00	362,136.99	0.00	452,606.01	44.4%
51206	PERS Unfunded payment	0.00	0.00	0.00	689,911.40	0.00	(689,911.40)	0.0%
51210	Group health insurance	1,295,081.00	0.00	1,295,081.00	591,205.75	0.00	703,875.25	45.7%
51212	Group dental insurance	89,026.00	0.00	89,026.00	44,588.11	0.00	44,437.89	50.1%
51213	Vision insurance	15,110.00	0.00	15,110.00	7,392.83	0.00	7,717.17	48.9%
51214	Medicare insurance	82,119.00	0.00	82,119.00	45,928.22	0.00	36,190.78	55.9%
51215	Employee assistance program	3,944.00	0.00	3,944.00	1,857.07	0.00	2,086.93	47.1%
51220	Group life insurance	1,839.00	0.00	1,839.00	848.83	0.00	990.17	46.2%
51221	Disability insurance	72,974.00	0.00	72,974.00	17,489.60	0.00	55,484.40	24.0%
51230	Unemployment insurance	44,942.00	0.00	44,942.00	25,315.10	0.00	19,626.90	56.3%
51240	Workers' compensation	234,017.00	0.00	234,017.00	127,913.50	0.00	106,103.50	54.7%
51250	Temp employee benefits - budget only	117,513.00	0.00	117,513.00	0.00	0.00	117,513.00	0.0%
51910	Intrafund labor - credit	0.00	0.00	0.00	(436,187.88)	0.00	436,187.88	0.0%
Total		10,133,492.00	0.00	10,133,492.00	5,471,862.82	0.00	4,661,629.18	

TO: Library Joint Powers Authority Board
 FROM: Marcus Pimentel, City of Santa Cruz Finance Director 01/15/19
 RE: Library Financial Dashboard Report for the Quarter ended November 2018



Nov 18 Report
Preliminary,
Unaudited

Contained herein is the preliminary, UNAUDITED Library Financial Dashboard summary report for the month ended November 2018. At month's end, the NET operating results were ~\$320,793< with year-to-date net operating results of ~\$562,658>. In general, preliminary revenues are ahead of the budget target by 0.4% and expenditures are over budget by 3.2%.

Net Operations (major accounts)

	Last Quarter Results			Fiscal Year to Date	Annual Adj. Budget FY 2018/19	Percent of Budget Comparison	
	September	October	November			YTD Actuals	Months completed
Revenue:							
(1) Sales Tax	\$ 728,644	\$ 1,026,955	\$ 578,703	\$ 3,638,589	\$ 8,113,910	44.8%	41.7%
MOE - Member Contributions	471,273	471,273	471,273	2,356,364	5,655,273	41.7%	41.7%
Other Revenue	22,186	16,588	15,018	85,966	680,207	12.6%	41.7%
TOTAL REVENUES	\$ 1,222,103	\$ 1,514,816	\$ 1,064,993	\$ 6,080,939	\$ 14,449,390	42.1%	41.7%
Expenditures:							
(2) Payroll	\$ 740,968	\$ 757,220	\$ 1,104,498	\$ 4,705,956	\$ 10,133,492	46.4%	41.9%
Books (w/Grants)	59,709	152,166	58,700	784,587	1,524,502	50.2%	41.7%
Janitorial Services	22,360	22,360	48,769	118,817	266,276	44.6%	41.7%
Building and Facility	11,902	27,838	26,086	85,725	181,803	47.2%	41.7%
Rent (Equip, Building, Land)	20,328	20,328	20,663	101,975	243,943	41.8%	41.7%
Utilities	8,667	37,886	37,249	156,278	444,540	35.2%	41.7%
(3) Other expenditures	99,770	149,394	89,822	710,258	2,016,166	35.2%	41.7%
TOTAL EXPENDITURES	\$ 963,703	\$ 1,167,193	\$ 1,385,787	\$ 6,643,596	\$ 14,810,722	44.9%	41.7%
Net Gain / (Loss)	\$ 258,400	\$ 347,624	\$ (320,793)	\$ (562,658)	\$ (361,332)		

Key Balance Sheet Items	September		October		November	
	September	October	September	October	September	October
(4) Equipment Reserve	450,368	450,368	450,368	450,368	450,368	450,368
(5) 20% Reserve	2,889,878	2,889,878	2,889,878	2,889,878	2,889,878	2,889,878
Fund Balance-Beginning Available	605,804	864,204	864,204	1,211,827	1,211,827	1,211,827
Net Change in Fund Balance	258,400	347,624	347,624	(320,793)	(320,793)	(320,793)
(6) Fund Balance-Ending Available	864,204	1,211,827	1,211,827	891,034	891,034	891,034

Notes:

- (1) For sales tax, September, December, March, and June include the State's estimated revenue plus any balances for actuals vs. estimates for the prior 3-months (true-up). The subsequent months (October, January, April, and July) tend to be lower as they contain the lower state estimates.
- (2) For the current fiscal year, the following months have more than two pay periods, which will create higher monthly payroll costs: November and May. The month's completed % is adjusted to reflect year-end accrual of the last pay period. For the month ended in July, a \$689,911 CalPERS payout of the Library's portion of the unfunded pension liability was recorded.
- (3) For the month ended in November, the four largest expenditures within 'Other expenditures' included: [Financial services - outside at \$47k], [Software maintenance services at \$13k], [Library functional supplies at \$10k], and [Miscellaneous supplies and services at \$7k].
- (4) The Library's reserves were changed on September 1, 2016 to: (1) reduce from 2 months to 15% the primary reserve and (2) formally establish a capital reserve with a target balance of \$400,000 (formally the informal reserve for fleet/equipment replacement). On November 2, 2017, the Library's reserves were increased from 15% to 20%.
- (5) Ending Available Fund Balance is unaudited and before consideration of remaining contractual encumbrances (administrative support, legal, janitorial, equip & material purchases, etc.).

Financial Status Balances

Criteria: Summarize By = Report,Fund,Object,Account; As Of = 11/30/2018; Period = 0,1..12; Fund = 951

	9/30/2018 Month-To-Date Actual	10/31/2018 Month-To-Date Actual	11/30/2018 Month-To-Date Actual	Acct	Title
Fund 951 – Library Joint Powers Authority					
Expenditures					
Object 51000 – PERSONNEL SERVICES					
	387,777.69	400,806.12	582,396.49	51110	Regular full time
	59,770.94	59,657.82	89,504.03	51111	Regular part time
	224.95	180.46	222.87	51114	Overtime
	370.63	870.36	693.52	51115	Termination pay
	149,015.65	148,734.19	202,028.94	51122	Temporary
	-	72.03	1,443.91	51130	Other pay
	282.00	282.00	389.00	51150	Vehicle-phone-data allowance
	26,624.38	27,098.47	39,010.71	51201	Retirement contribution
	3,217.48	3,136.54	4,333.08	51202	F.I.C.A.
	55,866.48	57,594.23	83,928.85	51203	PERS unfunded liability
	99,303.40	97,733.91	150,235.39	51210	Group health insurance
	7,459.02	7,415.02	11,385.89	51212	Group dental insurance
	1,239.46	1,228.82	1,873.52	51213	Vision insurance
	6,987.70	7,204.96	10,399.48	51214	Medicare insurance
	314.86	311.40	311.40	51215	Employee assistance program
	142.88	141.24	212.37	51220	Group life insurance
	2,708.28	2,713.21	4,059.82	51221	Disability insurance
	3,905.52	3,949.08	5,702.86	51230	Unemployment insurance
	19,634.76	20,157.26	29,194.94	51240	Workers' compensation
	(83,878.47)	(82,066.78)	(112,829.51)	51910	Intrafund labor - credit
T	740,967.61	757,220.34	1,104,497.56		
Object 52000 – SERVICES					
	656.55	578.57	558.92	52131	Claims management services - outside
	46,086.00	45,943.00	46,673.42	52135	Financial services - outside
	-	778.67	-	52145	Security patrols - City Hall
	167.73	101.31	98.97	52150	Merchant bank fees
	185.56	185.56	186.34	52155	Courier services
	-	8,507.65	-	52199	Other professional & technical services
	4,448.43	11,971.41	7,503.12	52201	Water, sewer and refuse
	22,359.72	22,359.72	48,769.09	52211	Janitorial services
	1,947.89	-	-	52226	Vehicle work order charges - internal
	1,082.64	1,677.20	1,326.46	52227	Vehicle fuel island charges - internal
	570.94	1,933.68	35.00	52240	Office equipment operation/maint
	-	1,519.06	-	52244	Other equipment operation/maintenance
	11,901.60	27,838.23	26,086.10	52246	Building and facility o & m - outside
	3,064.09	1,516.00	-	52247	Landscaping maintenance services
	4,698.06	3,906.74	12,981.94	52248	Software maintenance services
	-	19,896.14	-	52249	Hardware maintenance services
	20,328.00	20,328.00	20,663.00	52261	Equipment, building and land rentals
	21.80	328.26	754.91	52302	Travel and meetings
	8,477.00	8,163.82	1,172.73	52304	Training
	1,945.26	6,086.23	3,927.86	52403	Telecommunications service - outside
	3,120.00	3,120.00	3,120.00	52932	Liability insurance/surety bonds-interna
	254.72	2,293.92	257.51	52960	Advertising
	-	790.00	321.00	52961	Dues and memberships
	5,061.38	594.15	92.86	52972	Printing and binding-outside
T	136,377.37	190,417.32	174,529.23		
Object 53000 – SUPPLIES					
	639.28	442.46	629.01	53101	Postage charges
	946.36	1,931.02	1,257.57	53102	Office supplies
	59,456.14	151,719.92	57,313.37	53106	Books and periodicals
	253.01	446.47	1,386.19	53107	Books and periodicals-grants & donations
	980.50	777.52	347.50	53108	Safety clothing and equipment
	(110.00)	-	11.73	53109	Copier supplies
	11,806.95	10,379.44	9,921.55	53112	Library functional supplies
	1,574.65	3,305.12	1,819.98	53113	Janitorial supplies

	2,179.64	19,216.28	24,334.25	53311	Electricity
	93.59	612.72	1,484.04	53312	Natural gas
T	77,820.12	188,830.95	98,505.19		
Object 54000 – OTHER MATERIALS AND SERVICES					
	5,333.43	12,746.60	7,466.38	54990	Miscellaneous supplies and services
T	5,333.43	12,746.60	7,466.38		
Object 56000 – OTHER CHARGES					
	68.48	162.89	35.00	56995	Refunded fees and fines
T	68.48	162.89	35.00		
Object 57000 – CAPITAL OUTLAY					
	-	12,330.87	753.23	57401	Office furniture/equipment
	3,136.24	5,483.39	-	57409	Computer equipment
T	3,136.24	17,814.26	753.23		
T	963,703.25	1,167,192.36	1,385,786.59		
Revenues					
Object 41000 – TAXES					
	728,644.32	1,026,955.21	578,702.67	41211	Sales and use tax
T	728,644.32	1,026,955.21	578,702.67		
Object 43000 – GRANTS					
	4,000.00	-	-	43190	Federal grants - other
	471,272.75	471,272.75	471,272.75	43311	Maintenance of effort contributions
T	475,272.75	471,272.75	471,272.75		
Object 46000 – MISCELLANEOUS REVENUES					
	1,458.24	829.59	3,871.39	46190	Interest earnings - other
	9,758.00	-	103.00	46303	Donations - library
	-	1,552.00	1,243.58	46309	Donations - library - Friends of the Lib
	6,794.59	14,206.26	9,799.94	46910	Miscellaneous operating revenue
	175.00	-	-	46990	Miscellaneous non-operating revenue
T	18,185.83	16,587.85	15,017.91		
T	1,222,102.90	1,514,815.81	1,064,993.33		
T	258,399.65	347,623.45	(320,793.26)		
T	258,399.65	347,623.45	(320,793.26)		

Run: 1/14/2019 3:31 PM

General Ledger Balances

Criteria: Summarize By = Report,Fund,SubObject; As Of = 11/30/2018; Period = 0,1..12; Fund = 93*, 95*, 96*; Account = 11*, 12*, 13*, 14*

Sub-Object	Title	Beginning Balance	Year-To-Date Debits	Year-To-Date Credits	Ending Balance
Fund 931 -- McCaskill - Local History					
11100	Cash and cash equivalents	225,443.87	0.00	0.00	225,443.87
11900	Cash and current investments - other	(1,459.12)	0.00	0.00	(1,459.12)
12100	Interest receivable	898.60	0.00	0.00	898.60
	Total McCaskill - Local History	224,883.35	0.00	0.00	224,883.35
Fund 932 -- McCaskill - Visually Impaired					
11100	Cash and cash equivalents	210,779.82	0.00	0.00	210,779.82
11900	Cash and current investments - other	(1,363.09)	0.00	0.00	(1,363.09)
12100	Interest receivable	852.60	0.00	0.00	852.60
	Total McCaskill - Visually Impaired	210,269.33	0.00	0.00	210,269.33
Fund 933 -- Estate Proceeds - Finkeldey					
11100	Cash and cash equivalents	9,145.97	0.00	0.00	9,145.97
11900	Cash and current investments - other	(58.53)	0.00	0.00	(58.53)
12100	Interest receivable	37.52	0.00	0.00	37.52
	Total Estate Proceeds - Finkeldey	9,124.96	0.00	0.00	9,124.96
Fund 934 -- Whalen Estate - Felton Branch					
11100	Cash and cash equivalents	96,418.30	0.00	0.00	96,418.30
11900	Cash and current investments - other	(610.50)	0.00	0.00	(610.50)
12100	Interest receivable	397.29	0.00	0.00	397.29
	Total Whalen Estate - Felton Branch	96,205.09	0.00	0.00	96,205.09
Fund 935 -- Robert Leet-Corday Estate					
11100	Cash and cash equivalents	96,930.23	0.00	0.00	96,930.23
11900	Cash and current investments - other	(613.74)	0.00	0.00	(613.74)
12100	Interest receivable	399.39	0.00	0.00	399.39
	Total Robert Leet-Corday Estate	96,715.88	0.00	0.00	96,715.88
Fund 936 -- Morley Estate-La Selva Branch					
11100	Cash and cash equivalents	13,410.98	0.00	0.00	13,410.98
11900	Cash and current investments - other	(84.92)	0.00	0.00	(84.92)
12100	Interest receivable	55.26	0.00	0.00	55.26
	Total Morley Estate-La Selva Branch	13,381.32	0.00	0.00	13,381.32
Fund 937 -- Hale Trust-Scotts Valley Branch					
11100	Cash and cash equivalents	46,500.69	0.00	0.00	46,500.69

General Ledger Balances

Criteria: Summarize By = Report, Fund, SubObject; As Of = 11/30/2018; Period = 0, 1, 12; Fund = 93*, 95*, 96*; Account = 11*, 12*, 13*, 14*

Sub-Object	Title	Beginning Balance	Year-To-Date Debits	Year-To-Date Credits	Ending Balance
Fund 937 -- Hale Trust-Scotts Valley Branch					
11900	Cash and current investments - other	(294.43)	0.00	0.00	(294.43)
12100	Interest receivable	191.60	0.00	0.00	191.60
	Total Hale Trust-Scotts Valley Branch	46,397.86	0.00	0.00	46,397.86
Fund 938 -- Anna Gruber Living Trust					
11100	Cash and cash equivalents	(51.42)	0.00	0.00	(51.42)
12100	Interest receivable	(116.34)	0.00	0.00	(116.34)
	Total Anna Gruber Living Trust	(167.76)	0.00	0.00	(167.76)
Fund 951 -- Library Joint Powers Authority					
11100	Cash and cash equivalents	3,579,902.54	6,607,509.04	6,619,974.70	3,567,436.88
11900	Cash and current investments - other	(26,572.25)	0.00	0.00	(26,572.25)
12200	Interest receivable	18,043.99	8,441.43	7,608.25	18,877.17
12300	Taxes receivable	654,698.74	3,638,588.88	3,714,584.95	578,702.67
14200	Accounts receivable	475,145.28	2,356,363.75	2,360,236.28	471,272.75
	Prepaid items	689,911.42	0.00	689,911.40	0.02
	Total Library Joint Powers Authority	5,391,129.72	12,610,903.10	13,392,315.58	4,609,717.24
Fund 956 -- Library JPA - Technology					
11100	Cash and cash equivalents	5,104.63	0.00	0.00	5,104.63
11900	Cash and current investments - other	(32.32)	0.00	0.00	(32.32)
12100	Interest receivable	21.03	0.00	0.00	21.03
	Total Library JPA - Technology	5,093.34	0.00	0.00	5,093.34
Fund 960 -- Felton Branch Reserve					
11100	Cash and cash equivalents	1,213.76	0.00	0.00	1,213.76
11900	Cash and current investments - other	(7.69)	0.00	0.00	(7.69)
12100	Interest receivable	5.00	0.00	0.00	5.00
	Total Felton Branch Reserve	1,211.07	0.00	0.00	1,211.07
Fund 961 -- Library JPA - Vehicle Replacement					
11100	Cash and cash equivalents	445,048.24	0.00	0.00	445,048.24
11900	Cash and current investments - other	(2,817.96)	0.00	0.00	(2,817.96)
12100	Interest receivable	1,833.78	0.00	0.00	1,833.78
	Total Library JPA - Vehicle Replacement	444,064.06	0.00	0.00	444,064.06

General Ledger Balances

Criteria: Summarize By = Report, Fund, SubObject; As Of = 11/30/2018; Period = 0, 1, 12; Fund = 93*, 95*, 96*, Account = 11*, 12*, 13*, 14*
 Sub-Object Title Beginning Balance Year-To-Date Debits Year-To-Date Credits Ending Balance

Sub-Object Title	Beginning Balance	Year-To-Date Debits	Year-To-Date Credits	Ending Balance
Fund 962 -- Library JPA Trusts				
11100 Cash and cash equivalents	17,507.01	0.00	0.00	17,507.01
11900 Cash and current investments - other	(86.70)	0.00	0.00	(86.70)
12100 Interest receivable	72.15	0.00	0.00	72.15
Total Library JPA Trusts	17,492.46	0.00	0.00	17,492.46
Total	6,555,800.68	12,610,903.10	13,392,315.58	5,774,388.20

TO: Library Joint Powers Authority Board

FROM: Marcus Pimentel, City of Santa Cruz Finance Director 02/01/19

RE: Library Financial Dashboard Report for the Quarter ended December 2018



Dec 18 Report
Preliminary,
Unaudited

Contained herein is the preliminary, UNAUDITED Library Financial Dashboard summary report for the month ended December 2018. At month's end, the NET operating results were \$238,952 with year-to-date net operating results of <\$326,763>. In general, preliminary revenues are ahead of the budget target by 0.7% and expenditures are over budget by 1.7%.

Net Operations (major accounts)

Revenue:	Last Quarter Results			Fiscal Year to Date
	October	November	December	
(1) Sales Tax	\$ 1,026,955	\$ 578,703	\$ 767,735	\$ 4,406,324
MOE - Member Contributions	471,273	471,273	471,273	2,827,637
Other Revenue	16,588	15,018	9,400	92,328
TOTAL REVENUES	\$ 1,514,816	\$ 1,064,993	\$ 1,248,407	\$ 7,326,288
Expenditures:				
(2) Payroll	\$ 757,220	\$ 1,104,498	\$ 765,906	\$ 5,471,862
Books (w/Grants)	152,166	58,700	39,385	803,972
(3) Janitorial Services	22,360	48,769	4,144	122,962
Building and Facility	27,838	26,086	20,239	105,964
Rent (Equip, Building, Land)	20,328	20,663	20,680	122,655
Utilities	37,886	37,249	40,527	196,805
(4) Other expenditures	149,394	89,822	118,574	828,832
TOTAL EXPENDITURES	\$ 1,167,193	\$ 1,385,787	\$ 1,009,455	\$ 7,653,051
Net Gain / (Loss)	\$ 347,624	\$ (320,793)	\$ 238,952	\$ (326,763)

Annual Adj. Budget FY 2018/19	Percent of Budget Comparison		
	YTD Actuals	Months completed	Positive / (Negative)
\$ 8,113,910	54.3%	50.0%	4.3%
5,655,273	50.0%	50.0%	%
680,207	13.6%	50.0%	(36.4%)
\$ 14,449,390	50.7%	50.0%	0.7%
\$ 10,133,492	54.0%	49.6%	(4.4%)
1,524,502	52.7%	50.0%	(2.7%)
266,276	46.2%	50.0%	3.8%
181,803	58.3%	50.0%	(8.3%)
243,943	50.3%	50.0%	(0.3%)
444,540	44.3%	50.0%	5.7%
2,016,166	41.1%	50.0%	8.9%
\$ 14,810,722	51.7%	50.0%	(1.7%)
\$ (361,332)			

Key Balance Sheet items

	October		November		December	
	October	November	October	November	December	December
(5) Equipment Reserve	450,368	450,368	450,235	450,235	450,235	450,235
(5) 20% Reserve	2,889,878	2,889,878	2,889,878	2,889,878	2,889,878	2,889,878
Fund Balance-Beginning Available	861,146	1,208,770	888,111	888,111	888,111	888,111
Net Change in Fund Balance	347,624	(320,793)	238,952	238,952	238,952	238,952
(6) Fund Balance-Ending Available	1,208,770	887,977	1,127,063	887,977	1,127,063	887,977

Trust Current Assets	
Trust	Balance
McCaskill- Hist	224,847
McCaskill- Vis	210,223
Finkeldey	9,122
Whalen	96,176
Gruber	96,687
Leet-Corday	13,377
Morely	46,384
Hale	96,687
Gruber	13,377
Leet-Corday	46,384
Morely	96,687
Hale	13,377
Gruber	46,384
Whalen	96,687
Finkeldey	13,377
McCaskill- Vis	46,384
McCaskill- Hist	96,687
Trust	96,687
Balance	96,687

- Notes:**
- (1) For sales tax, September, December, March, and June include the State's estimated revenue plus any balances for actuals vs. estimates for the prior 3-months (true-up). The subsequent months (October, January, April, and July) tend to be lower as they contain the lower state estimates.
 - (2) For the current fiscal year, the following months have more than two pay periods, which will create higher monthly payroll costs: November and May. The month's completed % is adjusted to reflect year-end accrual of the last pay period. For the month ended in July, a \$689,911 CalPERS payout of the Library's portion of the unfunded pension liability was recorded.
 - (3) Janitorial services' billings have been delayed in the past. Actual costs should be near \$22k per month.
 - (4) For the month ended in December, the four largest expenditures within 'Other expenditures' included: [Financial services - outside at \$47k], [Software maintenance services at \$32k], [Computer supplies at \$12k], and [Miscellaneous supplies and services at \$11k].
 - (5) The Library's reserves were changed on September 1, 2016 to: (1) reduce from 2 months to 15% the primary reserve and (2) formally establish a capital reserve with a target balance of \$400,000 (formally the informal reserve for fleet/equipment replacement). On November 2, 2017, the Library's reserves were increased from 15% to 20%.
 - (6) Ending Available Fund Balance is unaudited and before consideration of remaining contractual encumbrances (administrative support, legal, janitorial, equip & material purchases, etc.).

Financial Status Balances

Criteria: Summarize By = Report,Fund,Object,Account, As Of = 12/31/2018; Period = 0,1..12; Fund = 95

	10/31/2018 Month-To-Date Actual	11/30/2018 Month-To-Date Actual	12/31/2018 Month-To-Date Actual	Acct	Title
Expenditures					
Fund 951 – Library Joint Powers Authority					
Object 51000 – PERSONNEL SERVICES					
	400,806.12	582,396.49	389,857.51	51110	Regular full time
	59,657.82	89,504.03	60,297.65	51111	Regular part time
	180.46	222.87	442.80	51114	Overtime
	870.36	693.52	1,672.03	51115	Termination pay
	148,734.19	202,028.94	148,812.81	51122	Temporary
	72.03	1,443.91	749.65	51130	Other pay
	-	-	15,497.25	51132	Special vacation pay
	282.00	389.00	282.00	51150	Vehicle-phone-data allowance
	27,098.47	39,010.71	26,017.30	51201	Retirement contribution
	3,136.54	4,333.08	3,187.58	51202	F.I.C.A.
	57,594.23	83,928.85	55,943.68	51203	PERS unfunded liability
	97,733.91	150,235.39	102,465.61	51210	Group health insurance
	7,415.02	11,385.89	7,519.72	51212	Group dental insurance
	1,228.82	1,873.52	1,249.27	51213	Vision insurance
	7,204.96	10,399.48	7,306.37	51214	Medicare insurance
	311.40	311.40	314.86	51215	Employee assistance program
	141.24	212.37	142.27	51220	Group life insurance
	2,713.21	4,059.82	2,723.13	51221	Disability insurance
	3,949.08	5,702.86	3,998.44	51230	Unemployment insurance
	20,157.26	29,194.94	19,839.38	51240	Workers' compensation
	(82,066.78)	(112,829.51)	(82,412.98)	51910	Intrafund labor - credit
Total PERSONNEL SERVICES	757,220.34	1,104,497.56	765,906.33		
Object 52000 – SERVICES					
	578.57	558.92	605.74	52131	Claims management services - outside
	45,943.00	46,673.42	46,641.89	52135	Financial services - outside
	778.67	-	-	52145	Security patrols - City Hall
	101.31	98.97	102.71	52150	Merchant bank fees
	185.56	186.34	185.56	52155	Courier services
	8,507.65	-	-	52199	Other professional & technical services
	11,971.41	7,503.12	4,808.39	52201	Water, sewer and refuse
	22,359.72	48,769.09	4,144.43	52211	Janitorial services
	-	-	310.00	52226	Vehicle work order charges - internal
	1,677.20	1,326.46	1,035.75	52227	Vehicle fuel island charges - internal
	1,933.68	35.00	-	52240	Office equipment operation/maint
	-	-	13.11	52241	Vehicle maintenance costs - outside
	1,519.06	-	-	52244	Other equipment operation/maintenance
	27,838.23	26,086.10	20,239.05	52246	Building and facility o & m - outside
	1,516.00	-	1,516.00	52247	Landscaping maintenance services
	3,906.74	12,981.94	32,256.58	52248	Software maintenance services
	19,896.14	-	-	52249	Hardware maintenance services
	20,328.00	20,663.00	20,680.00	52261	Equipment, building and land rentals
	328.26	754.91	1,191.71	52302	Travel and meetings
	8,163.82	1,172.73	1,922.99	52304	Training
	6,086.23	3,927.86	22,760.76	52403	Telecommunications service - outside
	3,120.00	3,120.00	3,120.00	52932	Liability insurance/surety bonds-interna
	2,293.92	257.51	188.84	52960	Advertising
	790.00	321.00	370.00	52961	Dues and memberships
	594.15	92.86	-	52972	Printing and binding-outside
Total SERVICES	190,417.32	174,529.23	162,093.31		
Object 53000 – SUPPLIES					
	442.46	629.01	698.43	53101	Postage charges
	1,931.02	1,257.57	1,282.34	53102	Office supplies
	151,719.92	57,313.37	39,351.94	53106	Books and periodicals
	446.47	1,386.19	32.59	53107	Books and periodicals-grants & donations
	777.52	347.50	765.93	53108	Safety clothing and equipment
	-	11.73	-	53109	Copier supplies
	10,379.44	9,921.55	951.37	53112	Library functional supplies
	3,305.12	1,819.98	1,675.02	53113	Janitorial supplies
	19,216.28	24,334.25	12,670.01	53311	Electricity
	612.72	1,484.04	287.66	53312	Natural gas
Total SUPPLIES	188,830.95	98,505.19	57,715.29		
Object 54000 – OTHER MATERIALS AND SERVICES					
	12,746.60	7,466.38	10,585.53	54990	Miscellaneous supplies and services
Total OTHER MATERIALS AND SERVICES	12,746.60	7,466.38	10,585.53		
Object 56000 – OTHER CHARGES					
	162.89	35.00	30.00	56995	Refunded fees and fines
Total OTHER CHARGES	162.89	35.00	30.00		
Object 57000 – CAPITAL OUTLAY					
	12,330.87	753.23	717.66	57401	Office furniture/equipment
	5,483.39	-	12,406.85	57409	Computer equipment
Total CAPITAL OUTLAY	17,814.26	753.23	13,124.51		
Total Library Joint Powers Authority	1,167,192.36	1,385,786.59	1,009,454.97		
Total Expenditures	1,167,192.36	1,385,786.59	1,009,454.97		
Revenues					
Fund 951 – Library Joint Powers Authority					
Object 41000 – TAXES					
	1,026,955.21	578,702.67	767,735.01	41211	Sales and use tax
Total TAXES	1,026,955.21	578,702.67	767,735.01		
Object 43000 – GRANTS					
	471,272.75	471,272.75	471,272.75	43311	Maintenance of effort contributions

Total GRANTS	471,272.75	471,272.75	471,272.75	
Object 45000 – FINES AND FORFEITS				
	-	-	(17.00)	45131 Library fines
Total FINES AND FORFEITS	-	-	(17.00)	
Object 46000 – MISCELLANEOUS REVENUES				
	829.59	3,871.39	1,788.58	46190 Interest earnings - other
	-	103.00	-	46303 Donations - library
	1,552.00	1,243.58	-	46309 Donations - library - Friends of the Lib
	14,206.26	9,799.94	7,627.93	46910 Miscellaneous operating revenue
Total MISCELLANEOUS REVENUES	16,587.85	15,017.91	9,416.51	
Total Library Joint Powers Authority	1,514,815.81	1,064,993.33	1,248,407.27	
Total Revenues	1,514,815.81	1,064,993.33	1,248,407.27	
Total	347,623.45	(320,793.26)	238,952.30	

Run: 2/1/2019 8:42 AM

General Ledger Balances

Criteria: Summarize By = Report,Fund,Object,Account; As Of = 12/31/2018; Period = 0,1,..12, Fund = 93*, 95*, 96*

Acct	Title	Beginning Balance	Year-To-Date Debits	Year-To-Date Credits	Ending Balance
Fund 931 -- McCaskill - Local History					
Object 11000 -- Cash and investments					
11101	Pooled cash	225,443.87	862.02	0.00	226,305.89
11901	Allow for FV of invest w/City-cur unrstr	(1,459.12)	0.00	0.00	(1,459.12)
Total Cash and investments		223,984.75	862.02	0.00	224,846.77
Object 12000 -- Receivables - current					
12101	Pooled cash interest receivable	898.60	0.00	898.60	0.00
Total Receivables - current		898.60	0.00	898.60	0.00
Object 32000 -- Net assets					
32311	Net assets held in trust-library prog.	(233,216.50)	0.00	0.00	(233,216.50)
Total Net assets		(233,216.50)	0.00	0.00	(233,216.50)
Object 33000 -- Control accounts					
33110	Revenue control	0.00	898.60	862.02	36.58
Total Control accounts		0.00	898.60	862.02	36.58
Total McCaskill - Local History		(8,333.15)	1,760.62	1,760.62	(8,333.15)
Fund 932 -- McCaskill - Visually Impaired					
Object 11000 -- Cash and investments					
11101	Pooled cash	210,779.82	805.94	0.00	211,585.76
11901	Allow for FV of invest w/City-cur unrstr	(1,363.09)	0.00	0.00	(1,363.09)
Total Cash and investments		209,416.73	805.94	0.00	210,222.67
Object 12000 -- Receivables - current					
12101	Pooled cash interest receivable	852.60	0.00	852.60	0.00
Total Receivables - current		852.60	0.00	852.60	0.00
Object 32000 -- Net assets					
32311	Net assets held in trust-library prog.	(216,610.78)	0.00	0.00	(216,610.78)
Total Net assets		(216,610.78)	0.00	0.00	(216,610.78)
Object 33000 -- Control accounts					
33110	Revenue control	0.00	852.60	805.94	46.66
Total Control accounts		0.00	852.60	805.94	46.66
Total McCaskill - Visually Impaired		(6,341.45)	1,658.54	1,658.54	(6,341.45)

General Ledger Balances

Criteria: Summarize By = Report, Fund, Object, Account; As Of = 12/31/2018; Period = 0, 1, 12; Fund = 93*, 95*, 96*

Acct	Title	Beginning Balance	Year-To-Date Debits	Year-To-Date Credits	Ending Balance
Fund 933 -- Estate Proceeds - Finkeldey					
Object 11000 -- Cash and investments					
11101	Pooled cash	9,145.97	34.97	0.00	9,180.94
11901	Allow for FV of invest w/City-cur unrstr	(58.53)	0.00	0.00	(58.53)
Total Cash and investments		9,087.44	34.97	0.00	9,122.41
Object 12000 -- Receivables - current					
12101	Pooled cash interest receivable	37.52	0.00	37.52	0.00
Total Receivables - current		37.52	0.00	37.52	0.00
Object 32000 -- Net assets					
32311	Net assets held in trust-library prog.	(9,205.29)	0.00	0.00	(9,205.29)
Total Net assets		(9,205.29)	0.00	0.00	(9,205.29)
Object 33000 -- Control accounts					
33110	Revenue control	0.00	37.52	34.97	2.55
Total Control accounts		0.00	37.52	34.97	2.55
Total Estate Proceeds - Finkeldey		(80.33)	72.49	72.49	(80.33)
Fund 934 -- Whalen Estate - Felton Branch					
Object 11000 -- Cash and investments					
11101	Pooled cash	96,418.30	368.67	0.00	96,786.97
11901	Allow for FV of invest w/City-cur unrstr	(610.50)	0.00	0.00	(610.50)
Total Cash and investments		95,807.80	368.67	0.00	96,176.47
Object 12000 -- Receivables - current					
12101	Pooled cash interest receivable	397.29	0.00	397.29	0.00
Total Receivables - current		397.29	0.00	397.29	0.00
Object 32000 -- Net assets					
32311	Net assets held in trust-library prog.	(95,331.66)	0.00	0.00	(95,331.66)
Total Net assets		(95,331.66)	0.00	0.00	(95,331.66)
Object 33000 -- Control accounts					
33110	Revenue control	0.00	397.29	368.67	28.62
Total Control accounts		0.00	397.29	368.67	28.62
Total Whalen Estate - Felton Branch		873.43	765.96	765.96	873.43

General Ledger Balances

Criteria: Summarize By = Report,Fund, Object, Account; As Of = 12/31/2018; Period = 0,1,12; Fund = 93*, 95*, 96*

Acct	Title	Beginning Balance	Year-To-Date Debits	Year-To-Date Credits	Ending Balance
Fund 935 -- Robert Leet-Corday Estate					
Object 11000 -- Cash and investments					
11101	Pooled cash	96,930.23	370.62	0.00	97,300.85
11901	Allow for FV of invest w/City-cur unstr	(613.74)	0.00	0.00	(613.74)
Total Cash and investments		96,316.49	370.62	0.00	96,687.11
Object 12000 -- Receivables - current					
12101	Pooled cash interest receivable	399.39	0.00	399.39	0.00
Total Receivables - current		399.39	0.00	399.39	0.00
Object 32000 -- Net assets					
32311	Net assets held in trust-library prog.	(95,837.81)	0.00	0.00	(95,837.81)
Total Net assets		(95,837.81)	0.00	0.00	(95,837.81)
Object 33000 -- Control accounts					
33110	Revenue control	0.00	399.39	370.62	28.77
Total Control accounts		0.00	399.39	370.62	28.77
Total Robert Leet-Corday Estate		878.07	770.01	770.01	878.07
Fund 936 -- Morley Estate-La Selva Branch					
Object 11000 -- Cash and investments					
11101	Pooled cash	13,410.98	51.28	0.00	13,462.26
11901	Allow for FV of invest w/City-cur unstr	(84.92)	0.00	0.00	(84.92)
Total Cash and investments		13,326.06	51.28	0.00	13,377.34
Object 12000 -- Receivables - current					
12101	Pooled cash interest receivable	55.26	0.00	55.26	0.00
Total Receivables - current		55.26	0.00	55.26	0.00
Object 31000 -- Fund balance					
31999	Budgetary fund balance	0.00	13,260.00	0.00	13,260.00
Total Fund balance		0.00	13,260.00	0.00	13,260.00
Object 32000 -- Net assets					
32311	Net assets held in trust-library prog.	(13,259.87)	0.00	0.00	(13,259.87)
Total Net assets		(13,259.87)	0.00	0.00	(13,259.87)
Object 33000 -- Control accounts					
33110	Revenue control	0.00	55.26	51.28	3.98

General Ledger Balances

Criteria: Summarize By = Report, Fund, Object, Account; As Of = 12/31/2018; Period = 0, 1, .12; Fund = 93*, 95*, 96*

Acct	Title	Beginning Balance	Year-To-Date Debits	Year-To-Date Credits	Ending Balance
Fund 936 -- Morley Estate-La Selva Branch					
Object 33000 -- Control accounts					
33410	Appropriations control	0.00	0.00	13,260.00	(13,260.00)
Total Control accounts		0.00	55.26	13,311.28	(13,256.02)
Total Morley Estate-La Selva Branch		121.45	13,366.54	13,366.54	121.45
Fund 937 -- Hale Trust-Scotts Valley Branch					
Object 11000 -- Cash and investments					
11101	Pooled cash	46,500.69	177.80	0.00	46,678.49
11901	Allow for FV of invest w/City-cur unrstr	(294.43)	0.00	0.00	(294.43)
Total Cash and investments		46,206.26	177.80	0.00	46,384.06
Object 12000 -- Receivables - current					
12101	Pooled cash interest receivable	191.60	0.00	191.60	0.00
Total Receivables - current		191.60	0.00	191.60	0.00
Object 32000 -- Net assets					
32311	Net assets held in trust-library prog.	(45,976.61)	0.00	0.00	(45,976.61)
Total Net assets		(45,976.61)	0.00	0.00	(45,976.61)
Object 33000 -- Control accounts					
33110	Revenue control	0.00	191.60	177.80	13.80
Total Control accounts		0.00	191.60	177.80	13.80
Total Hale Trust-Scotts Valley Branch		421.25	369.40	369.40	421.25
Fund 938 -- Anna Gruber Living Trust					
Object 11000 -- Cash and investments					
11101	Pooled cash	(51.42)	0.00	0.20	(51.62)
Total Cash and investments		(51.42)	0.00	0.20	(51.62)
Object 12000 -- Receivables - current					
12101	Pooled cash interest receivable	(116.34)	68.58	0.00	(47.76)
Total Receivables - current		(116.34)	68.58	0.00	(47.76)
Object 32000 -- Net assets					
32311	Net assets held in trust-library prog.	(1,033.71)	0.00	0.00	(1,033.71)
Total Net assets		(1,033.71)	0.00	0.00	(1,033.71)

General Ledger Balances

Criteria: Summarize By = Report,Fund,Object,Account; As Of = 12/31/2018; Period = 0,1,12; Fund = 93*, 95*, 96*

Acct	Title	Beginning Balance	Year-To-Date Debits	Year-To-Date Credits	Ending Balance
Fund 938 -- Anna Gruber Living Trust					
Object 33000 -- Control accounts					
33110	Revenue control	0.00	0.20	68.58	(68.38)
Total Control accounts		0.00	0.20	68.58	(68.38)
Total Anna Gruber Living Trust		(1,201.47)	68.78	68.78	(1,201.47)
Fund 951 -- Library Joint Powers Authority					
Object 11000 -- Cash and investments					
11101	Pooled cash				
11901	Allow for FV of invest w/City-cur unstr	3,579,902.54	7,766,368.45	7,673,578.22	3,672,692.77
Total Cash and investments		(26,572.25)	0.00	0.00	(26,572.25)
Total		3,553,330.29	7,766,368.45	7,673,578.22	3,646,120.52
Object 12000 -- Receivables - current					
12101	Pooled cash interest receivable	16,464.02	0.00	16,464.02	0.00
12190	Other interest receivable	1,579.97	10,230.01	10,021.40	1,788.58
12201	Taxes receivable - current	654,698.74	4,406,323.89	4,293,287.62	767,735.01
12301	Accounts receivable - billed	9,705.86	0.00	9,705.86	0.00
12303	Accounts receivable - booked	465,439.42	2,827,636.50	2,821,803.17	471,272.75
Total Receivables - current		1,147,888.01	7,244,190.40	7,151,282.07	1,240,796.34
Object 14000 -- Other current assets					
14290	Prepaid expenses - other	689,911.42	0.00	689,911.40	0.02
Total Other current assets		689,911.42	0.00	689,911.40	0.02
Object 21000 -- Payables					
21101	Accounts payable				
21105	Manual accounts payable	(272,420.42)	1,948,432.26	1,779,428.91	(103,417.07)
21504	Use tax payable	(8,397.15)	8,397.15	0.00	0.00
Total Payables		(653.28)	2,491.96	2,441.51	(602.83)
Total		(281,470.85)	1,959,321.37	1,781,870.42	(104,019.90)
Object 31000 -- Fund balance					
31591	Committed - cash flow/unexpected expend				
31701	Fund Balance - Unassigned	(1,982,478.15)	0.00	0.00	(1,982,478.15)
31998	Budgetary reserve for encumbrances	(2,849,128.85)	0.00	0.00	(2,849,128.85)
31999	Budgetary fund balance	0.00	818,587.00	1,256,874.09	(438,287.09)
Total Fund balance		0.00	759,909.36	691,664.87	68,244.49
Total		(4,831,607.00)	1,578,496.36	1,948,538.96	(5,201,649.60)

General Ledger Balances

Criteria: Summarize By = Report, Fund, Object, Account; As Of = 12/31/2018; Period = 0, 1, 12; Fund = 93*, 95*, 96*

Acct	Title	Beginning Balance	Year-To-Date Debits	Year-To-Date Credits	Ending Balance
Fund 951 -- Library Joint Powers Authority					
Object 33000 -- Control accounts					
33110	Revenue control	0.00	7,150,955.88	14,477,244.47	(7,326,288.59)
33210	Expenditure/expense control	0.00	8,200,720.92	547,670.44	7,653,050.48
33310	Estimated revenue control	0.00	673,869.85	308,536.34	365,333.51
33410	Appropriations control	0.00	17,795.02	451,373.02	(433,578.00)
33510	Encumbrances control	0.00	1,256,874.09	818,587.00	438,287.09
	Total Control accounts	0.00	17,300,215.76	16,603,411.27	696,804.49
Object 39000 -- Other equity/net asset accounts					
39110	General journal clearing	0.00	15,087,153.92	15,087,153.92	0.00
	Total Other equity/net asset accounts	0.00	15,087,153.92	15,087,153.92	0.00
	Total Library Joint Powers Authority	278,051.87	50,935,746.26	50,935,746.26	278,051.87
Fund 956 -- Library JPA - Technology					
Object 11000 -- Cash and investments					
11101	Pooled cash	5,104.63	19.52	0.00	5,124.15
11901	Allow for FV of invest w/City-cur unrstr	(32.32)	0.00	0.00	(32.32)
	Total Cash and investments	5,072.31	19.52	0.00	5,091.83
Object 12000 -- Receivables - current					
12101	Pooled cash interest receivable	21.03	0.00	21.03	0.00
	Total Receivables - current	21.03	0.00	21.03	0.00
Object 31000 -- Fund balance					
31701	Fund Balance - Unassigned	(5,050.22)	0.00	0.00	(5,050.22)
	Total Fund balance	(5,050.22)	0.00	0.00	(5,050.22)
Object 33000 -- Control accounts					
33110	Revenue control	0.00	21.03	19.52	1.51
	Total Control accounts	0.00	21.03	19.52	1.51
	Total Library JPA - Technology	43.12	40.55	40.55	43.12
Fund 958 -- Library JPA - General Capital Assets					
Object 17000 -- Capital assets					
17210	Infrastructure	579,683.02	0.00	0.00	579,683.02
17211	Accumulated depreciation - infrastruc	(334,655.91)	0.00	0.00	(334,655.91)
17320	Lease improvements - buildings	2,018,031.67	0.00	0.00	2,018,031.67

General Ledger Balances

Criteria: Summarize By = Report, Fund, Object, Account; As Of = 12/31/2018; Period = 0, 1, 12; Fund = 93*, 95*, 96*

Acct	Title	Beginning Balance	Year-To-Date Debits	Year-To-Date Credits	Ending Balance
Fund 958 -- Library JPA - General Capital Assets					
Object 17000 -- Capital assets					
17321	Accumulated deprec - lease imp-buildings	(1,770,096.15)	0.00	0.00	(1,770,096.15)
17510	Machinery and equipment	2,335,746.77	0.00	0.00	2,335,746.77
17511	Accumulated depreciation - M&E	(1,744,704.04)	0.00	0.00	(1,744,704.04)
17710	Software	3,983.14	0.00	0.00	3,983.14
17711	Accumulated amortization-software	(3,983.14)	0.00	0.00	(3,983.14)
17910	Construction in progress	71,353.85	0.00	0.00	71,353.85
	Total Capital assets	1,155,359.21	0.00	0.00	1,155,359.21
Object 31000 -- Fund balance					
31701	Fund Balance - Unassigned	9,081.75	0.00	0.00	9,081.75
	Total Fund balance	9,081.75	0.00	0.00	9,081.75
Object 32000 -- Net assets					
32103	Invest in cap assets pr to 4/1/02-Librar	(1,291,588.96)	0.00	0.00	(1,291,588.96)
32106	Investment in capital assets - Library	124,120.75	0.00	0.00	124,120.75
	Total Net assets	(1,167,468.21)	0.00	0.00	(1,167,468.21)
	Total Library JPA - General Capital Assets	(3,027.25)	0.00	0.00	(3,027.25)
Fund 960 -- Felton Branch Reserve					
Object 11000 -- Cash and investments					
11101	Pooled cash	1,213.76	4.64	0.00	1,218.40
11901	Allow for FV of invest w/City-cur unrstr	(7.69)	0.00	0.00	(7.69)
	Total Cash and investments	1,206.07	4.64	0.00	1,210.71
Object 12000 -- Receivables - current					
12101	Pooled cash interest receivable	5.00	0.00	5.00	0.00
	Total Receivables - current	5.00	0.00	5.00	0.00
Object 31000 -- Fund balance					
31701	Fund Balance - Unassigned	(864.94)	0.00	0.00	(864.94)
	Total Fund balance	(864.94)	0.00	0.00	(864.94)
Object 33000 -- Control accounts					
33110	Revenue control	0.00	5.00	4.64	0.36
	Total Control accounts	0.00	5.00	4.64	0.36
	Total Felton Branch Reserve	346.13	9.64	9.64	346.13

General Ledger Balances

Criteria: Summarize By = Report,Fund,Object,Account; As Of = 12/31/2018; Period = 0,1..12; Fund = 93*, 95*, 96*

Acct	Title	Beginning Balance	Year-To-Date Debits	Year-To-Date Credits	Ending Balance
Fund 961 -- Library JPA - Vehicle Replacement					
Object 11000 -- Cash and investments					
11101	Pooled cash	445,048.24	1,701.70	0.00	446,749.94
11901	Allow for FV of invest w/City-cur unrstr	(2,817.96)	0.00	0.00	(2,817.96)
Total Cash and investments		442,230.28	1,701.70	0.00	443,931.98
Object 12000 -- Receivables - current					
12101	Pooled cash interest receivable	1,833.78	0.00	1,833.78	0.00
Total Receivables - current		1,833.78	0.00	1,833.78	0.00
Object 31000 -- Fund balance					
31701	Fund Balance - Unassigned	(440,336.92)	0.00	0.00	(440,336.92)
Total Fund balance		(440,336.92)	0.00	0.00	(440,336.92)
Object 33000 -- Control accounts					
33110	Revenue control	0.00	1,833.78	1,701.70	132.08
Total Control accounts		0.00	1,833.78	1,701.70	132.08
Total Library JPA - Vehicle Replacement		3,727.14	3,535.48	3,535.48	3,727.14
Fund 962 -- Library JPA Trusts					
Object 11000 -- Cash and investments					
11101	Pooled cash	17,507.01	66.95	0.00	17,573.96
11901	Allow for FV of invest w/City-cur unrstr	(86.70)	0.00	0.00	(86.70)
Total Cash and investments		17,420.31	66.95	0.00	17,487.26
Object 12000 -- Receivables - current					
12101	Pooled cash interest receivable	72.15	0.00	72.15	0.00
Total Receivables - current		72.15	0.00	72.15	0.00
Object 33000 -- Control accounts					
33110	Revenue control	0.00	72.15	66.95	5.20
Total Control accounts		0.00	72.15	66.95	5.20
Total Library JPA Trusts		17,492.46	139.10	139.10	17,492.46
Total		282,971.27	50,958,303.37	50,958,303.37	282,971.27

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



STAFF REPORT

DATE: February 7, 2019
TO: Library Joint Powers Authority Board
FROM: Gabe Reyes, Administrative Assistant II
RE: FY 18/19 Second Quarter Incident Log

RECOMMENDATION

Receive Report

DISCUSSION

In 2nd Quarter 2019, the libraries experienced an overall 28% increase over 1st Quarter with 281 incidents compared to 202. However, incidents resulting in patron suspensions decreased by 15% with 40 compared to 47. Contributing factors to the overall increase may have been the winter season weather and staff's continued enforcement of the Library's Patron Code of Conduct Policy, proactively addressing problem situations before escalating to the point of suspension.

The most significant increase was in the category of Trespass-Loitering-Off Hrs. with 222 compared to 125 in previous quarter. These numbers include patrons who attempt to enter the library while on suspension and trespassers during closed hours. The library also saw increases in the following categories; Sleeping-Camping-Personal Property Removal-Urination with 12 compared to 4, Abuse of Library Property & Bathroom with 8 compared to 4 which includes 3 instances of vandalism to library vehicles and 2 instances of building broken windows, Alcohol, Drugs, Needles, and Paraphernalia etc. with 7 compared to 3 in previous quarter which includes an incident involving a patron who experienced a substance overdose.

The most significant decreases occurred in the categories of Sleeping-Camping-Personal Property Removal-Urinating with 4 compared to 15 and Threatening-Verbal or Physical with Staff with 10 compared to 22 in the previous quarter.

The four highest incident categories for 2nd quarter were:

- 1. Trespass-Loitering-Off Hrs.**
- 2. Sleeping-Camping-Personal Property Removal-Urinating-Feces**
- 3. Threatening-Verbal or Physical with Staff or Patron**
- 4. Abuse of Library Property or Bathroom**

Attachment: 2nd Qtr. FY 18/19 Incident Report

**SCPL 2018-2019
Incident Log
Oct. - Dec. 2nd Qtr.**

**Top 4 Incident Reasons
Highlighted
In yellow**

Date (Includes after hours incidents)

Location	Date	Incident Description	Disturbance inside or Out	Trespass-Loitering-Off Hrs.	Threatening, Verbal, Physical w/Staff or Patron	Sleeping-Camping-Personal Property	Removal - Urinating - Faces	Abuse of Damage to Property	Inappropriate Internet Use	Illness / Paramedic	Injury-Staff or Public	Duration
10/1/18	LO	Yelling/franting in parking lot	1									1
10/2/18	DTN	Camping/confrontational										30
10/3/18	DTN	Exposing self/making threats	1									6mo.
10/10/18	DTN	Death threat	1									1yr.
10/12/18	DTN	Urinating										1
10/13/18	DTN	Trespass										1
10/10/18	APT	Sheriff searching for missing teen	1									1
10/11/18	DTN	Trespass	1									1
10/16/18	APT	Patron fall while entering branch										1
10/21/18	DTN	Drug overdose outside										1
10/25/18	SV	Aggressive/profanity towards staff	1									1
10/26/18	BC	Small razor blade found in teen room										1
10/26/18	DTN	Intoxication/littering inside										60
10/26/18	LO	Staff's car scratched in parking lot										1
10/30/18	DTN	Courier van wiper blade stolen										1
11/1/18	APT	Powdery substance in the parking lot.										1
11/1/18	B40	Disturbance causing patron concern	1									14
11/3/18	DTN	Trespass	1									6mo.
11/6/18	B40	Bike theft attempt										1
11/7/18	DTN	Sleeping										1
11/7/18	BC	Camper										1
11/7/18	DTN	Passed out/sleeping in bathroom										3
11/9/18	DTN	Watching Porn										1
11/11/18	DTN	Threatening and abusive phone call	1									7
11/13/18	GP	Vandalism outside										1
11/14/18	DTN	Patron viewing porn										90
11/14/18	BC	Pot smoking reported in parking										1
11/14/18	BC	Confrontational with staff	1									1
11/14/18	B40	Abusive phone caller	1									1
11/15/18	DTN	Personal property unattended	1									1
11/15/18	GP	Vomit/trash left behind branch										1

SCPL 2018-2019

Incident Log

Oct. - Dec. 2nd Qtr.

Top 4 Incident Reasons

Highlighted

In yellow

Date (Includes after hours incidents)

Date	Location	Description	Disturbance Inside or Out	Trespass-Loitering-Off Hrs.	Patrons, Threatening, Verbal	Sleeping-Camping-Off Hrs.	Removal - Urinating - Faces	Theft or Damage to Property	Clean-Up Inside or Out - Personal Hygiene	Injury-Staff or Public	Suspension (s) Imposed	Duration
32 11/15/18	DTN	Trespass/threatening to fight	1									6mo.
33 11/16/18	LO	Minor found hypodermic in parking lot					1					
34 11/16/18	DTN	Trespass										1
35 11/16/18	B40	Trespass										1
36 11/17/18	B40	Abusive phone caller										1
37 11/18/18	DTN	Erratic behaviors	1									3
38 11/18/18	DTN	Cleaning wound in bathroom					1					1
39 11/20/19	DTN	Trespass	1									1
40 11/21/18	DTN	Sleeping/hostile towards staff		1								1
41 11/25/18	DTN	Broken window at back of branch					1					30
42 11/27/18	B40	Trespass	1									1
43 11/27/18	GP	Sleeping			1							1
44 11/28/18	BC	Child caught fingers in door.										1
45 11/29/18	DTN	Intoxicated/assault on staff	1									1yr.
46 11/30/18	DTN	Smoking										3
47 12/5/18	GP	Camper			1							3
48 12/5/18	APT	Trespass-additional 30 days imposed	1									30
49 12/6/18	DTN	Animal abuse										7
50 12/7/18	DTN	Patron with Guinea Pig.	1									1
51 12/8/18	DTN	Sleeping			1							1
52 12/12/18	GP	Sleeping			1							1
53 12/13/18	B40	Sprinkler cover stolen										1
54 12/14/18	DTN	Camping/confrontational		1								30
55 12/14/18	DTN	Camping/confrontational		1								30
56 12/15/18	DTN	Patron vomiting							1			1
57 12/16/18	DTN	Bathing in bathroom										7
58 12/18/18	DTN	Trespass					1					1
59 12/19/18	DTN	Building-broken window										1
60 12/19/18	DTN	Trespass	1									1
61 12/19/18	DTN	Trespass	1									1

**SCPL 2018-2019
Incident Log**

Oct. - Dec. 2nd Qtr.

**Top 4 Incident Reasons
Highlighted
In yellow**

Date (Includes after hours incidents)

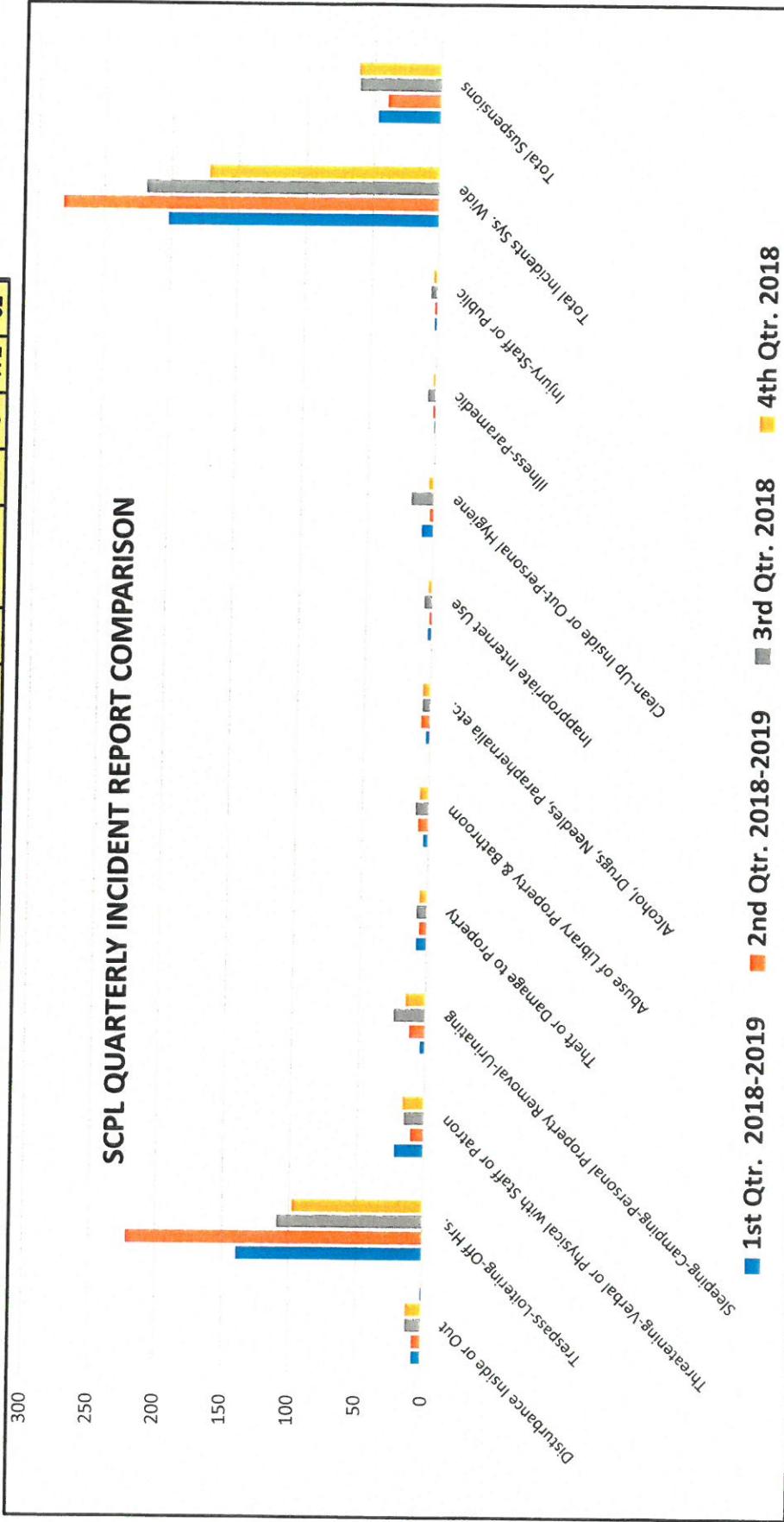
Date	Location	(Includes after hours incidents)	Disturbance Inside or Out	Trespass-Loitering-Off Hrs.	Threatening, Verbal, Physical w/Staff or Patrons	Removal - Urinating - Faces	Sleeping-Camping-Personal Property	Theft or Damage to Property	Abuse of Library Property & Bathroom	Inappropriate Internet Use	Illness / Paramedic	Injury-Staff or Public	Duration
62 12/19/18	DTN	Trespass	1									1	1
63 12/19/18	BC	Abandon truck full of debris	1										
64 12/20/18	DTN	Library vehicle vandalized			1								
65 12/24/18	GP	Syringe/Debris left on porch				1							
66 12/24/18	DTN	Patron/trouble breathing											
67 12/26/18	GP	Trash and debris						1					
68 12/27/18	DTN	Library van vandalized											
69 12/28/18	BC	Abandon truck and debris	1										
70 12/30/18	LO	First Alarm Patrol- Camper/Van		1									1
71 12/30/18	DTN	Disturbance	1										3
72 12/31/18	DTN	Door vandalized						1					
Total ejected trespassers during closed hours													
Patrols by First Alarm:													
APT=23 B40=12 DTN=162 LO=12 Total 209													
2nd. Quarter			7	222	10	12	6	8	7	2	2	2	281
Total Incidents													
Total Suspensions													40

2nd. Qtr. 2018-2019 Total Incidents By Branch
 Data includes ejected trespassers during closed hours-Patrolled by First Alarm
 Aptos - 27 Boulder Creek - 7 Branciforte - 19 Capitola - 0 DOWNTOWN - 204 Felton - 0
 Garfield Park - 7 Headquarters - 0 La Selva Beach - 0 Live Oak - 16 Scotts Valley - 1

SCPL Incident Report Comparison Rolling 12 Months

1st Qtr. 2018-2019	2nd Qtr. 2018-2019	3rd Qtr. 2018-2019	4th Qtr. 2018-2019	1st Qtr. 2018-2019	2nd Qtr. 2018-2019	3rd Qtr. 2018-2019	4th Qtr. 2018-2019	1st Qtr. 2018-2019	2nd Qtr. 2018-2019	3rd Qtr. 2018-2019	4th Qtr. 2018-2019	Total Incidents Sys. Wide
7	7	12	12	7	12	109	98	7	7	12	12	47
139	222	109	98	22	10	15	16	4	8	8	6	202
4	12	24	15	8	6	8	15	8	6	6	6	47
8	6	8	6	8	6	8	6	8	6	6	6	47
4	8	10	7	4	8	10	7	4	8	10	7	47
3	7	6	6	3	7	6	6	3	7	6	6	47
3	2	6	3	3	2	6	3	3	2	6	3	47
9	3	17	4	9	3	17	4	9	3	17	4	47
1	2	6	2	1	2	6	2	1	2	6	2	47
2	2	5	3	2	2	5	3	2	2	5	3	47
2	2	218	172	2	2	218	172	2	2	218	172	47
2	2	281	61	2	2	281	61	2	2	281	61	47
2	2	40	62	2	2	40	62	2	2	40	62	47

SCPL QUARTERLY INCIDENT REPORT COMPARISON



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



STAFF REPORT

DATE: February 7, 2019
TO: Library Joint Powers Authority Board
FROM: Susan Nemitz, Library Director
RE: FY 18/19 1st and 2nd Qtr. Work Plan

RECOMMENDATION

Review and comment

DISCUSSION

Work Plan Achievements: Quarter 2

1. Held huge Sesquicentennial birthday celebration for the SCPL system at the Downtown branch on December First Friday with almost 500 attendees.
2. Developed a new approach to Summer Reading.
3. Held a staff day focused on transforming libraries inside and out.
4. Created new learning programs including:
 - o an 8-week community poetry circle for veterans,
 - o a workshop to UCSC first-generation undergraduates on the history of SC County and local history resources to support their research on immigration policy and undocumented immigrant families,
 - o An *I Am Jazz* storytime with 62 attendees at the Downtown branch supporting transgender youth in partnership with the Diversity Center of Santa Cruz County & TransFamily Support Group of Santa Cruz.

5. Replaced meeting room TV's at the Scotts Valley and Downtown branches, added 4 desktop computers in the Kids' room at Aptos branch to accommodate increased after-school use by tweens and added a wi-fi repeater at Aptos branch to extend service throughout parking lot.
6. Held Community facility meetings for the Aptos remodel, Live Oak Annex, and La Selva Beach projects.
7. Installed an exterior book drop near the parking lot at La Selva Beach branch.
8. Launched LibAnswers patron question management ticketing system and LibCal, a new calendaring system for library events & program registration.
9. Celebrated the launch of Zine Fronteras publication with readings and artwork reflecting immigrant experiences made possible by California Humanities grant developed and implemented by staff members Lorena Lopez and Ivan Llamas.

Attachments:
1st and 2nd Qtr. Work Plan

Santa Cruz Public Libraries
Work Plan for FY 2018-2019
Quarters One & Two

1. Learning

Objectives	Special Projects	Updates
<p>Adult Programming (JO)</p> <ul style="list-style-type: none"> ● Creative Aging ● Life Skills 	<ul style="list-style-type: none"> ● Community-Led Programs ● SmartPath 	<p>Quarter 1 Achievements:</p> <ul style="list-style-type: none"> ● Shared information and provided instruction on genealogical databases at Family History Cultural Fair ● Offered stargazing at evening Reach for the Stars program at Live Oak ● Launched Spanish Conversation Group at Aptos ● Participated in National Voter Registration Day ● Offered new Introduction to Mindfulness program led by a volunteer from the community ● Explored possibility of offering homeless outreach services to the increasing numbers of people experiencing homelessness and using the Aptos branch ● Coordinated system-wide participation in National Voter Registration Day in partnership with County Elections Department ● Developed 2 new Financial Literacy program series at Downtown

		<ul style="list-style-type: none"> ● Developed <i>Tidewater</i> film screening & discussion at Garfield Park about sea level rise with City of Santa Cruz Sustainability & Climate Action manager ● Presented Live Oak History and Eastside Santa Cruz History programs with local researchers ● Began offering volunteer-led weekend Smart Path housing assessments at Downtown <p>Quarter 2 Achievements:</p> <ul style="list-style-type: none"> ● Piloted evening Arts and Crafts program for Adults at Aptos ● Supported increasingly popular volunteer-led book group at Live Oak ● Trained Aptos library user who is experiencing homelessness to clean computers as a Library Volunteer ● Partnered with community member to host Candidate Forums for local election ● Held huge Sesquicentennial birthday celebration for our SCPL system at Downtown on December First Friday with almost 500 attendees, artwork by several local artists, music by local musicians, the assistance of 3
--	--	---

		<p>dedicated volunteers, and the collaboration of multiple staff</p> <ul style="list-style-type: none"> ● Held Advance Directive events at Downtown in partnership with Hospice of Santa Cruz County ● Collaborated with the MAH & local authors on <i>Santa Cruz Noir</i> scavenger hunt event attended by 100+ participants ● Held <i>Santa Cruz Noir</i> local authors panel at Downtown ● Held local mystery authors panel at Downtown with Mystery Writers of America NorCal Chapter ● Held 8-week community poetry circle for veterans culminating in a poetry reading & writing workshop at Downtown ● Presented workshop to UCSC first-generation undergraduates on the history of SC County and local history resources to support their research on immigration policy and undocumented immigrant families ● Held local mystery authors panel at Downtown with Mystery Writers of America NorCal Chapter ● Held League of Women Voters Ballot Measures educational program at Downtown
--	--	--

		<ul style="list-style-type: none"> ● Hosted Buffalo Bill & California history program at Downtown, supported by the Buffalo Bill Center of the West ● Held Adult Arts & Crafts series (SV) ● Held Yin Yoga for Adults (SV) ● Held NaNoWriMo writer workshops (SV) ● Provided Youth Employment Workshops series (FEL) young adults
<p>Youth Programming (JO)</p> <ul style="list-style-type: none"> ● Ready for Kindergarten ● Student Success ● Safe After School ● School Partnerships 	<ul style="list-style-type: none"> ● ConnectEd Challenge ● Teen Council ● Steam Programs ● K-12 Team 	<p>Quarter 1 Achievements:</p> <ul style="list-style-type: none"> ● K-12 group established connections with School Librarians in the City of Santa Cruz ● Met with County Superintendent of Schools Michael Watkins and County Supervisor John Leopold to introduce Student Success Initiative proposal ● Offered bilingual Spanish Homework Help at Live Oak on Tuesdays ● Organized library card drive at Aptos High ● Continued Partnership with La Selva Beach After School Enrichment program to offer STEAM programming and monthly movies ● Offered Make and Explore program at Museum of Discovery

		<p>during Capitola branch closure</p> <ul style="list-style-type: none"> ● Removed overdue fees on children's' and YA materials ● Coordinated STEAM Mondays youth program series at Downtown ● Initiated possible partnership for series of sign language storytimes ● Worked with Parks & Rec Dept. to facilitate and deliver visits with Super Campers & Junior Rangers ● Held Robo X Games(SV) - 6 classes (advanced robotics) ● Held Robo Basics(BC)- - 6 classes ● Held Code Combat (SV) self directed classes <p>Quarter 2 Achievements:</p> <ul style="list-style-type: none"> ● Launched Preschool Storytime at Aptos and attendance is steadily growing ● Met with Santa Cruz City School Librarians. Presented slide show focusing on SCPL services to K-12, strategized on proceeding with MOU agreement. ● Launched Code Combat at Live Oak ● Presented very successful Dia de Los Muertos program for 85 people at Live Oak ● Began Homework Help at Branciforte
--	--	--

		<ul style="list-style-type: none"> ● Held annual Human Rights Campaign I Am Jazz storytime with 62 attendees at Downtown supporting transgender youth in partnership with the Diversity Center of Santa Cruz County & TransFamily Support Group of Santa Cruz ● Piloted local musician performance at Garfield Park Preschool Storytimes ● Hosted Headstart visit for 41 Spanish-speaking parents and dual-language children at Branciforte ● Held local children's authors forum and children's book party for 32 families and teachers at Downtown
<p>Outreach (JO)</p> <ul style="list-style-type: none"> ● Bookmobile ● Jails (MMF) ● Kermit 	<ul style="list-style-type: none"> ● People & Stories 	<p>Quarter 1 Achievements:</p> <ul style="list-style-type: none"> ● Offered craft programs in conjunction with Bookmobile visits to Emerald Bay Apartments <p>Quarter 2 Achievements:</p> <ul style="list-style-type: none"> ● Created Outreach Plan for events, tabling, and parades ● Highlighted telescope check-out at Downtown Family Movie ● Participated in Holiday Parade ● Created Outreach Kits for each region ● Participated in Open streets on 10/14, talked to over 100 people

2. Digital Inclusion

Objectives	Special Projects	Updates
Tools and Resources (LS)	<ul style="list-style-type: none"> ● Public PC's/Laptops ● Programming Support 	<p>Quarter 1 Achievements:</p> <ul style="list-style-type: none"> ● Deployed PDQ mgmt software to all PC's <p>Quarter 2 Achievements:</p> <ul style="list-style-type: none"> ● Replaced meeting room TV's at SCV, DTN, Training Room ● Added 4 desktop computers in the Kids' room at Aptos to accommodate increased after-school use by tweens. ● Added wi-fi repeater at Aptos to extend service throughout parking lot
Digital Literacy (LS)	<ul style="list-style-type: none"> ● Staff Training ● Patron Training 	<p>Quarter 1 Achievements:</p> <ul style="list-style-type: none"> ● Created Digital Learning site for Patrons ● Created Digital Skills Refresh site for Staff ● Created Spanish cybersecurity videos ● Held 8 cybersecurity classes for public ● Provided 35 digital learning programs for the public (126 total attended) ● Developed & launched: 8-part Digital Skills workshop series; 4-part mobile app discussion series; 4-part ESL Basic Computer Skills workshop series; Creating VR Video program <p>Quarter 2 Achievements:</p> <ul style="list-style-type: none"> ● Re-located Staff training room to new locale

		<ul style="list-style-type: none"> ● Piloted offering Spanish Language Computing classes at Live Oak ● Held 10 Digital Skills workshops, 20 one-on-one Tech Tutoring sessions, 4 Creating 360 Video demos, 2 Tech Talks, and 1 Virtual Reality pop-up program
Innovation (LS)	<ul style="list-style-type: none"> ● Innovation Grant Support 	<p>Quarter 1 Achievements:</p> <ul style="list-style-type: none"> ● Completed LibAnswers software deployment ● Completed LibCal software deployment ● Integrated Local Author Submission form <p>Quarter 2 Achievements:</p>

3. Transformative Spaces

Objectives	Special Projects	Updates
<p>Measure S Implementation (SN)</p> <ul style="list-style-type: none"> ● Aptos ● Boulder Creek ● Branciforte ● Capitola ● Downtown ● Felton ● Garfield Park ● La Selva Beach ● Live Oak ● Scotts Valley 	<ul style="list-style-type: none"> ● Felton and Capitola construction ● Community input process on Aptos, Boulder Creek, Branciforte, Garfield, La Selva, Live Oak Annex ● Multiuse facility partners determination for Downtown ● Construction documents for Boulder Creek and La Selva ● Agreement on concept for Scotts Valley ● Lease with jurisdictions 	<p>Quarter 1 Achievements:</p> <ul style="list-style-type: none"> ● Added comfortable furniture to Kids' room at Aptos to better accommodate increased after school use by tweens ● Used flexible space in Teen Room at Live Oak for a variety of programs during the day before school is out ● Selected Byrens Kim Design Works as consultant to develop criteria for Design Build at Aptos ● Held first Community Input Meeting for Live Oak Annex project; provided Spanish

		<p>translation service for community inclusion at the meeting</p> <ul style="list-style-type: none"> ● Toured furniture warehouses in San Jose to select furniture for Capitola and Felton projects ● Conducted 3 media tours of Downtown branch ● Held Mixed Use Library Open House at Downtown in partnership with City of Santa Cruz (180 attended) ● Received City Council approval of mixed-use concept for the Downtown Branch ● Completed staff programs for Branciforte & Garfield Park building projects <p>Quarter 2 Achievements:</p> <ul style="list-style-type: none"> ● Held 2nd and 3rd Community meetings for Live Oak Annex input ● Provided Spanish language translation at Live Oak Annex meetings ● Held Community Input Meeting for La Selva Beach Measure S project ● Attended ground-breaking ceremony for Capitola branch ● Held 2 Community Input Meetings for Aptos Measure S project ● Partnered with Walnut Avenue Women's
--	--	--

		<p>Center to display Clothesline project at Live Oak and Downtown for Domestic Violence Awareness Month</p> <ul style="list-style-type: none"> ● Felton Branch groundbreaking
LFFA (SN)	<ul style="list-style-type: none"> ● Issue bonds in the summer of 2019 	<p>Quarter 1 Achievements:</p> <ul style="list-style-type: none"> ● Developed approach to capture excess Measure S funds for projects <p>Quarter 2 Achievements:</p> <ul style="list-style-type: none"> ● Developed master calendar of projects

4. User Experience

Objectives	Special Projects	Updates
Hours/Staffing (SN)	<ul style="list-style-type: none"> ● Determine Staffing needs for FY 2020 and obtain funding 	<p>Quarter 1 Achievements:</p> <ul style="list-style-type: none"> ● Continued work on LAll and Aid position description rewrites ● Piloted Aide floaters <p>Quarter 2 Achievements:</p> <ul style="list-style-type: none"> ● Hired new Youth Services librarian for West Region ● Piloted Aide floaters
Collections (S)	<ul style="list-style-type: none"> ● Collections Development Plan ● Discovery Layer exploration ● Book kit updates ● Opening day collections ● History/genealogy project 	<p>Quarter 1 Achievements:</p> <ul style="list-style-type: none"> ● Scanned & uploaded 2930 historical articles to the Local News Index database ● Added 200 Scotts Valley historical photos and all 26 Veterans History Project videos to Local History database ● Facilitated Calisphere harvest of Local History database to make our

		<p>collection available statewide through Calisphere & nationally through the Digital Public Library of America</p> <ul style="list-style-type: none"> ● Added Marion Dale Pokriots research on Scotts Valley history to local history files ● Updated catalog of folio (pre-1920) sheet music collection ● Curated & shared 11 Santa Cruz County historical photos for display at Monterey Bay Community Power and 13 historical photos for new book <i>Santa Cruz Through Time</i> <p>Quarter 2 Achievements:</p> <ul style="list-style-type: none"> ● Scanned & uploaded 2845 historical articles to the Local News Index database ● Updated catalog of folio (pre-1920) sheet music collection ● Presented “Local History Treasures: SCPL’s Digital Collections” at MOBAC Fall Workshop
<p>Convenience (LS)</p>	<ul style="list-style-type: none"> ● Customer Service Model ● Springshare reference support ● End late fees ● Develop auto renewal ● External book drops 	<p>Quarter 1 Achievements:</p> <ul style="list-style-type: none"> ● Extended APT WiFi reach ● Added 4 PC’s to APT YP ● Installed new PA systems at DTN, BCK, LO & B40 ● Received much appreciation from patrons who had accrued large fines and were able to use their cards again after fines on J and YA materials were removed ● Developed charge & timeline for Customer Service Committee

		<ul style="list-style-type: none"> Created & distributed Customer Service Questionnaire to all staff <p>Quarter 2 Achievements:</p> <ul style="list-style-type: none"> Installed exterior book drop near parking lot at La Selva Beach Launched LibAnswers patron question management ticketing system Launched LibCal, new calendaring system for library events & program registration Began Customer Service statement development
Security (SN)	<ul style="list-style-type: none"> First Alarm Contract Systemwide security and keycard system Security cameras and policies 	<p>Quarter 1 Achievements:</p> <ul style="list-style-type: none"> Piloted new outdoor IP camera system at B40 Piloted new people counters DTN <p>Quarter 2 Achievements:</p> <ul style="list-style-type: none"> Continued to work on building specs Drafted Confidentiality of Library records and patron privacy policy for the JPAB
Localization (JO)	<ul style="list-style-type: none"> Branch Specialties Community Information Database Regional Manager Plans 	<p>Quarter 1 Achievements:</p> <ul style="list-style-type: none"> Offered weekly Family Lagoon Watch program at Live Oak, presenting a variety of STEAM programs relating to Corcoran Lagoon in partnership with UCSC scientist, local birders, and other community members. <p>Quarter 2 Achievements:</p> <ul style="list-style-type: none"> Celebrated launch of Zine Fronteras publication with readings and artwork reflecting

		immigrant experiences. Project made possible by California Humanities grant developed and implemented by staff members Lorena Lopez and Ivan Llamas. (Live Oak)
--	--	---

5. Organizational Capacity

Objectives	Special Projects	Updates
Administration (SN)	<ul style="list-style-type: none"> • New job descriptions • Intranet • Capital Maintenance Plan • Administrative committees • Policies: Patron privacy, alcohol use, meeting rooms, security cameras 	<p>Quarter 1 Achievements:</p> <ul style="list-style-type: none"> • Created intranet working group • Continued work on LAll and Aide position description rewrites <p>Quarter 2 Achievements:</p> <ul style="list-style-type: none"> • Drafted intranet framework • Submitted LAll and Aide position rewrites to HR and union • Drafted patron privacy policy
<p>Friends of the Library (SN)</p> <ul style="list-style-type: none"> • Central • Local 	<ul style="list-style-type: none"> • 	<p>Quarter 1 Achievements:</p> <ul style="list-style-type: none"> • Opened Capitola Friends Book Store at Capitola Mall <p>Quarter 2 Achievements:</p> <ul style="list-style-type: none"> • Hosted holiday open house for LSB community • Drafted roles and responsibilities document • Led community-led programming discussion with the LAC • Selected Felton and Aptos for pilots of

		<p>community-led programming</p> <ul style="list-style-type: none"> • Worked on naming contracts/approvals • Worked on foundation grants
Volunteers (DF and JR)	<ul style="list-style-type: none"> • Increase Use • High Skill Volunteers • 	<p>Quarter 1 Achievements:</p> <ul style="list-style-type: none"> • Participated in Festival of the Book (July) • Play It Forward IG begins work • Developed collaborative agreement for housing navigation services • Purchased materials for Story Teller Library • Averaged volunteer hours/mo:2254, new volunteers: 16, bookplate awards: 9and individual vols.: 154 <p>Quarter 2 Achievements:</p> <ul style="list-style-type: none"> • Engaged Volunteers in essential roles assisting with programs run by Brenda at Live Oak Library and the Capitola Mall • Provided volunteers for Sesquicentennial (Dec) • Assisted Voter Registration Day activities • Presented to LJPB (Dec) • submitted application for 2019 continuation IG grant for Story Teller Projects • ave vol., hrs/mon:1384 • new volunteers: 10 • Bookplate awards:10 • Individual vols. 139 (excl Friends)
Staff Training and Succession Planning (AC and JO)	<ul style="list-style-type: none"> • Organizational Training Plan 	Quarter 1 Achievements:

	<ul style="list-style-type: none"> ● Innovation Grants 2019 	<ul style="list-style-type: none"> ● Attended CLA workshop on Transforming Summer Reading Programs ● Managed youth reference & programs student internship for SJSU library school student <p>Quarter 2 Achievements:</p> <ul style="list-style-type: none"> ● Presented work about the CCF and incarcerated people programs run by Outreach. ● Participated in the MAH Community Outreach OF/BY/FOR All Bootcamp ● Presented work with K-12 Student Success Initiative Program at CLA conference ● Co-chaired MOBAC (Monterey Bay Area Libraries) Reference Committee's Fall workshop on Local History ● Selected the 2019 Peer Evaluation Team for the 2019 Innovation Grants
--	--	---

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



STAFF REPORT

DATE: February 7, 2019
TO: Library Joint Powers Authority Board
FROM: Susan Nemitz, Library Director
RE: 2019 - 2020 Closure Schedule

RECOMMENDATION

To adopt the following system wide 2019 - 2020 closure schedule.

DISCUSSION

Please review the following proposed closure schedule for all 10-library branches and the HDQ Administration offices.

SYSTEM WIDE HOLIDAY CLOSURE SCHEDULE

Monday, February 18, 2019 (President's Day)
Monday, April 22, 2019 (Spring Staff Training Day)
Monday, May 27, 2019 (Memorial Day)
Thursday, July 4, 2019 (Independence Day)
Monday, September 2, 2019 (Labor Day)
Monday, October 14, 2019 (Autumn Staff Training Day)
Monday, November 11, 2019 (Veteran's Day)

Thursday, November 28, 2019 (Thanksgiving Day)

Friday, November 29, 2019 (Day after Thanksgiving)

Tuesday, December 24, 2019 (Christmas Eve) – Close at 2 pm

Wednesday, December 25, 2019 (Christmas Holiday)

Tuesday, December 31, 2019 (New Year's Eve Holiday) – Close at 2 pm

Wednesday, January 1, 2020 (New Year's Holiday)

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



STAFF REPORT

DATE: February 7, 2019
 TO: Library Joint Powers Authority Board
 FROM: Susan Nemitz, Library Director
 RE: Felton Naming Policy

RECOMMENDATION

Review only. No decision needed.

DISCUSSION

Pursuant to SCPL Naming policy, the County must submit a list of naming rights approved for the Felton Branch Library for the JPA Board's information.

Room/Object	Name
Library Building	Verutti Family Building
The Bridge to Nature	Rotary Club of San Lorenzo Valley
	Joe Griffin and Linda Fawcett
	Ralph Miljanich
Children's Gardening Beds	The Kimbrough Family Children's Gardening Beds
Reading Lounge	The Edward Ratcliffe Reading Lounge
Reading Nook	The Scher Family Reading Nook
Study Room	The Coolidge-Wood Study Room
Community Art Wall	The Les and Nancy Gardner Community Art Wall
Fireplace Area	The Ron and Cindy Sekkel Fireplace

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



STAFF REPORT

DATE: February 7, 2019
TO: Library Joint Powers Authority Board
FROM: Susan Nemitz, Library Director
RE: Annual Election of Board Chair and Board Vice-Chair

RECOMMENDATION

That by motion the Board elects the Calendar year 2019 Board Chair and Vice-Chair as the County of Santa Cruz and the City of Capitola respectively.

DISCUSSION

Staff Report presented in 2016 by the former LFFA Interim Executive Director Marcus Pimentel is attached for reference.

Attachment:

Staff Report from January 14, 2016



STAFF REPORT

AGENDA: January 14, 2016
DATE: January 5, 2016
TO: Library Facilities Financing Authority (LFFA) Board of Directors
FROM: Marcus Pimentel, Interim Executive Director
SUBJECT: Item 6.a. –Annual election of Board Chair and Board Vice-Chair

RECOMMENDATION

That by motion the Board elects the Calendar year 2016 Board Chair and Vice-Chair as the City of Capitola and City of Santa Cruz respectively.

BACKGROUND

The LFFA agreement requires that at the first meeting of January the Board shall elect a Chair and a Vice-Chair. The Chair is the presiding officer and shall sign all contracts of the LFFA unless otherwise provided by a Board resolution.

DISCUSSION

At the LFFA’s first meeting in January 2015, the Board established a rotation schedule that would set for 2016 the City of Capitola as the Chair and the City of Santa Cruz as the Vice-Chair. The rotation for 2016 and the next 4 years are as follows:

<i>Year</i>	<i>Chair</i>	<i>Vice-Chair</i>
2016	City of Capitola	City of Santa Cruz
2017	City of Santa Cruz	City of Scotts Valley
2018	City of Scotts Valley	County of Santa Cruz
2019	County of Santa Cruz	City of Capitola
2020	City of Capitola	City of Santa Cruz

Prepared and approved by:
Marcus Pimentel
Interim Executive Director

ATTACHMENTS:
None

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



STAFF REPORT

DATE: February 7, 2019
TO: Library Joint Powers Authority Board
FROM: Susan Nemitz, Library Director
RE: Patron Data Privacy Policy

RECOMMENDATION

Review Policy

DISCUSSION

The Confidentiality of Library Records & Patron Data Privacy Policy has generated a lot of discussion. A group of concerned citizens has approached SCPL with a list of privacy concerns. Rather than approving this draft, the Director has scheduled a meeting with the citizens in February and will review their concerns and modify the policy as needed. The final recommendations should be complete by the March 7 JPA Board meeting.

Attached:

- 1) LJPB Policy #303 - draft
- 2) Excerpt from State of California Public Records Act
- 3) Excerpt from Computer Fraud and Abuse Act of 1986

CONFIDENTIALITY of LIBRARY RECORDS & PATRON DATA PRIVACY POLICY

Policy Statement: The Santa Cruz City County Library System (“SCPL”) complies with all sections of the State of California Public Records Act (Protection of Library Circulation and Registration Records, Government Code Title 1, Division 7, Chapter 3.5).

SCPL will not sell, license or disclose personal information to any third party without consent, unless SCPL is compelled to do so by law.

SCPL shall not disclose any registration, circulation, requests for reference information and Internet use records of library users to any person (except for a person acting within the scope of his or her duties within the administration of the library), or to any local, state, or federal agency except by order of the appropriate superior or federal court. SCPL may also disclose such information for authorized law enforcement investigations in emergency circumstances.

Santa Cruz Public Libraries adheres to the following best practices for securing patron data:

- Gather only the data SCPL considers necessary to perform the specific service.
- Keep the data only as long as SCPL deems it is needed to provide the service.
- Limit access to the data to those who use it in the performance of their duties.

Data Privacy: The Santa Cruz Public Library System is committed to protecting the privacy of staff, donors, customers, and other contacts.

In order to protect library patron’s data, SCPL requires customers to enter a unique Username and Password each time they want to access their account information.

Credit card information provided for fines and fees or services is used only for that intended purpose, and is transmitted via encryption, to a credit card processor. SCPL complies with all PCI-DSS standards.

NOTICE

SCPL strives to keep SCPL users informed of the policies governing the amount and retention of personally identifiable information, and about why that information is needed for the provision of library services.

Whenever SCPL policies change, notice of those changes shall be disseminated to SCPL users via the Library’s website.

SCPL endeavors to avoid creating any unnecessary records, and to avoid retaining records not needed for providing or improving library services.

CHOICE & CONSENT

SCPL will only collect personal information for the administration of library services, unless individual consent is given. If consent is given, all personal information will be kept confidential. Administration of library services includes institutional research, fine and fee collections and marketing of library services.

SIGN-UP LISTS FOR COMPUTER WORKSTATIONS & ELECTRONIC COMPUTER RESERVATIONS

At some library branches, sign-up lists are maintained on paper to manage access to computer workstations. Those lists are shredded at the end of each day. In branches where a computerized reservation system is used, there is no electronic tracking of workstation use.

INFORMATION COLLECTED AND STORED AUTOMATICALLY

When a patron visits the SCPL website and browses through the web site, reads pages, or downloads information, certain information will be automatically gathered and stored electronically about the visit but not about the patron. This information does not identify individuals personally. SCPL automatically collects and stores only the following information about the website visit:

- The Internet domain and IP address from which access to our web site is gained;
- The type of browser and operating system used to access the Library's site;
- The date and time of access to the Library's site;
- The pages visited and for how long; and
- The address of the website from which the initial visit to www.santacruzpl.org was launched, if any.

SCPL uses this information to help it make its website more useful to visitors and to learn about the number of visitors to its site and the types of technology its visitors use.

LINKS TO OTHER SITES

SCPL's website contains links to purchase digital resources and other sites. The Santa Cruz Public Library System is not responsible for the privacy practices of these other sites, which may be different from the privacy practices described in this policy. A list of library vendors will be made available annually on the Library website.

PATRON CIRCULATION RECORDS

SCPL maintains information provided by its customers from the registration form they complete when they register for a library card. SCPL does not use a paper process to collect and track customer circulation records. It is done electronically. When an item is checked out, that item is then tied to that customer's record in the library's electronic system. However, the moment that library material is returned to the library, the link between the customer and the material is broken – SCPL's system does not continue to retain information on such returned materials except as needed for payment of fines.

NETWORK SECURITY

For network security purposes and to ensure that the SCPL networks and Internet service remains available to all users, SCPL uses software programs to monitor network traffic to identify unauthorized attempts to upload or change information, or otherwise cause damage to the SCPL network. If such monitoring reveals evidence of possible abuse or criminal activity, system personnel may provide the results of such monitoring to appropriate officials. SCPL does not attempt to identify individual users or their usage habits, however, SCPL recognizes that it may be compelled to identify such information, or disclose it, pursuant to an authorized law enforcement investigation or prosecution.

Unauthorized attempts to upload information or change information on this service are strictly prohibited and may be punishable under the Computer Fraud and Abuse Act of 1986 and 18 U.S.C. Sec. 1001 and 1030. Except for the above purposes, no other attempts are made to identify individual users.

SECURITY MEASURES

Security measures involve both managerial and technical policies and procedures to protect against loss and the unauthorized access, destruction, use, or disclosure of the data. Managerial measures include internal organizational procedures that limit access to data and ensure that those individuals with access do not utilize the data for unauthorized purposes. Technical security measures to prevent unauthorized access include encryption in the transmission and storage of data; limits on access through use of passwords; and storage of data on secure servers or computers that are inaccessible to un-authenticated users.

SCPL permits only authorized SCPL staff with assigned confidential passwords to access personal data stored in SCPL's computer system for the purpose of performing work within the administration of the library.

ENFORCEMENT & REDRESS

Library users who have questions, concerns, or complaints about the library's handling of their private information should file written comments with the Director of the Library System. SCPL will attempt to respond in a timely manner.

The Santa Cruz Public Libraries will appoint a library data privacy officer. This officer will review data security practices annually. SCPL conducts regular privacy audits in order to ensure that all library programs and services are enforcing SCPL's privacy policy.

In the event of a data breach, staff will implement the data breach incident procedure and notify affected library users.

PRIVACY & CONFIDENTIALITY OF LIBRARY RECORDS

The Santa Cruz Public Library System respects the right of privacy of all its customers regarding the use of this Library System. Library records are protected under California Government Code, Title 1, Division 7, Sections 6250-6270, Chapter 3.5.

REVISIONS

SCPL reserves the right to change or modify this privacy statement at any time. If SCPL revises this privacy statement, changes will be posted on the Library's homepage.

REVIEW SCHEDULE

This policy will be reviewed every five years.

Adopted: February 7, 2006

Revised: November 1, 2010

Revised: March 7, 2019.

Excerpt from State of California PUBLIC RECORDS ACT

(Protection of Library Circulation and Registration Records)
(Government Code title 1, Division 7, Chapter 3.5)

Cal. Gov. Code Sec. 6254. Records exempt from disclosure requirements.

Except as provided in Sections 6254.7 and 6254.13, this chapter does not require the disclosure of any of the following records:

(j) Library circulation records kept for the purpose of identifying the borrower of items available in libraries, and library and museum materials made or acquired and presented solely for reference or exhibition purposes. The exemption in this subdivision shall not apply to records of fines imposed on such borrowers.

Cal. Gov. Code Sec. 6254.5 Disclosure of otherwise exempt records; Exceptions.

Notwithstanding any other law, if a state or local agency discloses a public record that is otherwise exempt from this chapter, to a member of the public, this disclosure shall constitute a waiver of the exemptions specified in Sections 6254, 6254.7, or other similar provisions of law. For purposes of this section, "agency" includes a member, agent, officer, or employee of the agency acting within the scope of his or her membership, agency, office, or employment.

This section, however, shall not apply to disclosures:

(a) Made pursuant to the Information Practices Act (Chapter 1 (commencing with Section 1798) of Title 1.8 Part 4 of Division 3 of the Civil Code) or discovery proceedings.

(b) Made through other legal proceedings or as otherwise required by law.

(c) Within the scope of disclosure of a statute that limits disclosure of specified writings to certain purposes.

(d) Not required by law, and prohibited by formal action of an elected legislative body of the local agency that retains the writings.

(e) Made to any governmental agency that agrees to treat the disclosed material as confidential. Only persons authorized in writing by the person in charge of the agency shall be permitted to obtain the information. Any information obtained by the agency shall only be used for purposes that are consistent with existing law.

Cal. Gov. Code Sec. 6255. Withholding records from inspection; Justification; Public interest.

(a) The agency shall justify withholding any record by demonstrating that the record in question is exempt under express provisions of this chapter or that on the facts of the particular case the public interest served by not disclosing the record public clearly outweighs the public interest served by disclosure of the record.

Cal. Gov. Code Sec. 6267. Confidentiality of patron use records of any library supported by public funds; Exceptions; "Patron use records".

All patron use records of any library which is in whole or in part supported by public funds shall remain confidential and shall not be disclosed by a public agency, or private actor that maintains or stores patron use records on behalf of a public agency, to any person, local agency, or state agency except as follows:

(a) By a person acting within the scope of his or her duties within the administration of the library.

(b) By a person authorized, in writing, by the individual to whom the records pertain, to inspect the records.

(c) By order of the appropriate superior court.

As used in this section, the term "patron use records" includes the following:

- (1) Any written or electronic record, that is used to identify the patron, including, but not limited to, a patron's name, address, telephone number, or e-mail address, that a library patron provides in order to become eligible to borrow or use books and other materials.
- (2) Any written record or electronic transaction that identifies a patron's borrowing information or use of library information resources, including, but not limited to, database search records, borrowing records, class records, and any other personally identifiable uses of library resources information requests, or inquiries.

This section shall not apply to statistical reports of patron use nor to records of fines collected by the library.

Excerpt from COMPUTER FRAUD and ABUSE ACT of 1986

18 USCS §1030. Fraud and related activity in connection with computers

(a) Whoever—

(1) having knowingly accessed a computer without authorization or exceeding authorized access, and by means of such conduct having obtained information that has been determined by the United States Government pursuant to an Executive order or statute to require protection against unauthorized disclosure for reasons of national defense or foreign relations, or any restricted data, as defined in paragraph y. of section 11 of the Atomic Energy Act of 1954, with reason to believe that such information so obtained could be used to the injury of the United States, or to the advantage of any foreign nation willfully communicates, delivers, transmits, or causes to be communicated, delivered, or transmitted, or attempts to communicate, deliver, transmit or cause to be communicated, delivered, or transmitted the same to any person not entitled to receive it, or willfully retains the same and fails to deliver it to the officer or employee of the United States entitled to receive it;

(2) intentionally accesses a computer without authorization or exceeds authorized access, and thereby obtains—

(A) information contained in a financial record of a financial institution, or of a card issuer as defined in section 1602(n) of title 15, or contained in a file of a consumer

reporting agency on a consumer, as such terms are defined in the Fair Credit Reporting Act (15 U.S.C. 1681 et seq.);

(B) information from any department or agency of the United States; or

(C) information from any protected computer;

(3) intentionally, without authorization to access any nonpublic computer of a department or agency of the United States, accesses such a computer of that department or agency that is exclusively for the use of the Government of the United States or, in the case of a computer not exclusively for such use, is used by or for the Government of the United States and such conduct affects that use by or for the Government of the United States;

(4) knowingly and with intent to defraud, accesses a protected computer without authorization, or exceeds authorized access, and by means of such conduct furthers the intended fraud and obtains anything of value, unless the object of the fraud and the thing obtained consists only of the use of the computer and the value of such use is not more than \$5,000 in any 1-year period;

(5)(A) knowingly causes the transmission of a program, information, code, or command, and as a result of such conduct, intentionally causes damage without authorization, to a protected computer;

(B) intentionally accesses a protected computer without authorization, and as a result of such conduct, recklessly causes damage; or

(C) intentionally accesses a protected computer without authorization, and as a result of such conduct, causes damage and loss.

(6) knowingly and with intent to defraud traffics (as defined in section 1029) in any password or similar information through which a computer may be accessed without authorization, if—

(A) such trafficking affects interstate or foreign commerce; or

(B) such computer is used by or for the Government of the United States;

(7) with intent to extort from any person any money or other thing of value, transmits in interstate or foreign commerce any communication containing any—

(A) threat to cause damage to a protected computer;

(B) threat to obtain information from a protected computer without authorization or in excess of authorization or to impair the confidentiality of information obtained from a protected computer without authorization or by exceeding authorized access; or

(C) demand or request for money or other thing of value in relation to damage to a protected computer, where such damage was caused to facilitate the extortion;

shall be punished as provided in subsection (c) of this section.

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



STAFF REPORT

DATE: February 7, 2019
TO: Library Joint Powers Authority Board
FROM: Susan Nemitz, Library Director
RE: Library Security Cameras Policy

RECOMMENDATION

Review Policy with approval at the next Board meeting

DISCUSSION

The Library strives to maintain a safe and secure environment for its staff and patrons. SCPL is proposing a Library Security Camera Policy for implementation at the remodeled and newly constructed library buildings.

Attached:
Draft – Security Cameras Policy

Library Security Cameras Policy

JPAB Policy #

Approved:

Five-year Review Schedule:

Purpose of cameras

The Library strives to maintain a safe and secure environment for its staff and patrons. Selected areas of the library premises are equipped with video security systems that can record images twenty-four hours a day. No audio will be recorded. The Library's video security system is used for the protection and safety of patrons, employees, and library property. This does not imply or guarantee that any or all cameras will be recording images, or monitored in real time, twenty-four hours a day, seven days a week. Cameras will not be installed for the purpose of monitoring staff performance.

Location of cameras

Reasonable efforts will be made to safeguard the privacy of patrons and employees. Video cameras will not be positioned in areas where there is a reasonable expectation of privacy such as in restrooms. The video cameras will be positioned to record only those areas specified by the Library Director and will complement other measures to maintain a safe and secure environment in compliance with library policies. Camera locations will not be changed or added without the permission of the Library Director.

Signage

Signs will be posted at the library entrances informing the public that security cameras are in use.

Access to live video

Although not continuously observed, live video feeds may be monitored by employees during the course of their regular duties to manage activity in the library buildings and on the grounds. Because cameras will not be continuously monitored, the public and staff should take appropriate precautions for their safety and for the security of their personal property. Santa Cruz Public Libraries System is not responsible for loss of property or personal injury.

Access to stored video

Stored images will not be reviewed by library staff, except when specifically authorized by the Library Director or designee because of a report of an illegal activity, or the compromise of the protection and safety of patrons, employees and library property. Images from the library video security systems are stored digitally. The Library will retain all recorded images for no more than year. When recorded images are pulled as a result of an incident, these records will be held for one

year following the conclusion of an investigation or legal proceeding. Any records produced by the video security system will be kept in a secure manner.

Use/disclosure

Archived video from security cameras is secure data. Video records may be shared with authorized library employees when appropriate or, upon approval by the Director.

In the event of a search warrant, which is executable immediately, library Administration will comply with the search warrant and consult with legal counsel. Upon receipt of a subpoena or other court order, library Administration shall consult with legal counsel to determine if the document is in proper form and that good cause for its issuance in a court of proper jurisdiction is demonstrated. If not, library Administration shall insist any defect be remedied before releasing records which contain patron information.

Video records may contain personally identifiable information about an individual who has used any library service or borrowed any library materials, and will be accorded the same level of confidentiality and protection provided to library users by Santa Cruz Public Libraries System policy on confidentiality and privacy.

Confidentiality/privacy issues prohibit the general public from viewing security camera footage that contains patron information. If the library receives a request from the general public to inspect security camera footage which contains patron information, the general public will be advised to file a police complaint.

Violations of this policy will be reported to the JPA.

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



STAFF REPORT

DATE: February 7, 2019
TO: Library Joint Powers Authority Board
FROM: Kira Henifin, Principal Management Analyst
RE: FY 19/20 Budget Assumptions for Draft Proposal

RECOMMENDATION

Review and discuss budget assumptions for FY 19/20.

DISCUSSION

The City budget process will be moving to a three (3) year budget schedule beginning in FY 20/21. The Library will also be moving to this schedule since SCPL contracts for financial services.

Revenue

There are no changes to the revenue assumptions. The library continues to budget with two main revenue streams, sales tax and maintenance of effort (MOE). The LFA forecast for the coming year has sales tax increasing by 2.38% (\$197,853) and MOE increasing by 1.22% (\$70,000).

Expenditures

SCPL faces major increases in two major expenditures categories; FTE personnel and facilities maintenance.

1. Personnel

SCPL is still recovering from the great recession. Before the financial downturn, the Library 120.63 FTE staff people system-wide. Currently, SCPL staffs all 10 branches and its administrative functions with 92.84 FTE (down 30%)

SCPL needs an addition of 2.0 FTE Librarian I/II and 3.0 FTE Library Assistant IIs in FY2020.

The Capitola and Felton libraries will both finish their new buildings adding additional square footage. Capitola will become 52% larger, adding 7,380 square feet, and Felton will become 89% larger, adding 7,650 square feet. These facilities have also planned for new amenities including teen, study, community gathering and programming rooms as well as outdoor spaces. The additional square footage and amenities will require more staff supervision and coordination to help ensure safety and security.

SCPL currently has 24.0 FTE professional librarians. This is below average professional staffing compared to peer libraries. Expanding and improving our facilities, both in size and programming, will increase the need for a greater number of librarians. These improved facilities will see an increase in demand for learning programs. The Librarian staff will be charged with providing teen programming, STEAM programming, story times, adult programs and reference service at these two locations. Previously, these services were greatly limited due to the size restraints of the old facilities.

Alternative Staffing Strategies

If the FTE additions are not approved as part of the FY 19/20 Budget, the Board will need to discuss other strategies.

1. *Reducing hours system-wide or creating tiered services regionally.* Current staffing assignments would be reviewed and reallocated at the two new locations. Some branches would need to reduce hours and/or services. SCPL is currently having difficulty keeping branches open with limited staffing. Branches have had to close four times this year because of an inability to staff a branch appropriately.
2. *Reconsider working conditions.* SCPL continues to work with the unions to examine current assumptions regarding the minimum number of staff needed to operate buildings, developing more strict vacation request procedures, reviewing lunch and break procedures and piloting new approaches to Library Aide scheduling.
3. *Utilize temporary building closures to staff permanent building expansions and annualize real cost in future years.* Because both Felton and Capitola will open in the latter part of FY2020, staff from Boulder Creek and La Selva may be used to temporarily offset some of the staffing needs at the new branch. In addition, because both projects will open in the latter half of FY2020, staffing budget additions would not have to be annualized until FY2021. New staffing levels need to be achieved at least 6 weeks prior to opening the new facilities in order to prepare the facility for the public.

2. Facility Operations and Maintenance

The Library needs to begin planning and budgeting for on-going capital improvements and facility maintenance repairs for all 10 library branches including the Headquarters facility. Additionally, the overall system-wide square footage will be increasing with Felton and Capitola opening in early 2020. The Library will expand from 101,487 sq. ft. to 116,607 square feet system wide, an

increase of 13%. In order to protect our 10 branches, a robust capital maintenance plan needs to be established. The Library currently budgets approximately \$813K per year for maintenance costs system wide. This is equivalent to \$8 a square foot.

Research of industry standards shows that SCPL should be budgeting approximately \$10 per square foot each year for capital operations and maintenance. Given this standard, the library would need to set a goal and budget \$1.17M per year for these costs. This is an increase of approximately \$400K annually.

Strategies for Funding

1. The MOE agreement ends June 30, 2021. Currently it produces an excess of \$467K. Equitable allocation of funds needs to be recalculated across the system. These excess funds could be allocated to fund future capital and facility maintenance.
2. Balances from the jurisdictions Measure S projects or leftover pay go.

The City of Santa Cruz Finance Director will present the Library Revenue Forecast at the Board's March 7th meeting.

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



STAFF REPORT

DATE: February 7, 2019
 TO: Library Joint Powers Authority Board
 FROM: Susan Nemitz, Library Director
 RE: Roles and Responsibilities

RECOMMENDATION

Review and comment

DISCUSSION

The Joint Powers Authority Board (JPAB) charged library staff and a committee of jurisdictional representatives to develop a uniform lease of facilities between the JPAB and the local jurisdictions. This committee began to outline roles and responsibilities and many issues have arisen.

SCPL Draft Lease Terms

Facility Development	JPA	Jurisdictions	Notes
Facility design		X	
Facility size		X	
Building systems and technology		X	
Interior design		X	
Landscaping design		X	
Art		X	
Naming Conventions	X	X	
Advance Approval of Design	X		In writing, via Library Director

Ongoing maintenance				
Capital Maintenance (+100k)		X		
Regular Maintenance		X		
Interior Refresh		X		
Landscaping Maintenance*		X		*Except LSB, LOA, playground at CAP, Discovery Park at FEL
Operations				
Hours		X		
Staffing		X		
Programs and Services		X		
Budget		X		
Liabilities		X		
After hour use		X		
Ownership/Stewardship				
Building/building systems			X	
Grounds			X	
Collections		X		
Furniture and fixtures		X		
Technology		X		
Art		X		
Signage*		X		Consistent with local municipal code
Interior design		X		
Structural gifts (e.g. patio, lighting)			X	
Nonstructural gifts (art, collections)		X		

Facility Development

Measure S resources are allocated directly to the local jurisdiction and not to the JPAB or SCPL. The jurisdiction has control over the selection of an architect and builder and over facility, interior and landscape design and construction.

The JPA Board has some authority. The 4th Amendment Section 13 states, “Whenever a Party remodels, renovates for constructs a facility to be operated by the Services Authority, the Director of Libraries shall advise the Party in all matters regarding the site, design and construction of the facility. The Party and the architects retained by the Party shall consult with the Director of Libraries or his/her designee as often as the latter deem necessary to the proper exercise of his/her responsibilities. **The Party shall obtain advance written approval from the Director of Libraries of all plans and specifications, including furnishings, for the inside of the facility.**”

Facility Development is going well on all fronts. Each of the jurisdiction has consulted extensively with the Library Director, Library staff and local community members.

Scope of Library Services

What is less clear, is the JPAB's authority in determining scope of service. The 4th Amendment, Section 5 requires **unanimous approval of all four Directors to make: "changes in Board adopted service levels** as set forth in Section 9. Section 9 states, "All policies relating to the provision of library services, including hours, organization, staffing levels and type, and other services, shall be determined by the Governing Board with a goal of maintaining a ten (10) branch system, in addition to the bookmobile, virtual services and other service delivery methods as deemed appropriate, that strives to provide equitable service based upon agreed upon metrics."

Several questions have arisen:

- What is the agreed upon service level? Do we need to codify it?
- How specific should it be? Should it include square feet of building and or size of property?
- What type of changes should trigger a change in adopted service level?

Gifts

At the last JPA meeting, staff was instructed to meet with all of the Friends' Chapters to discuss the ownerships and control of gifts to the Santa Cruz Public Libraries as outlined in the draft lease terms above. At the same time, the Friends of the Library has been outlining the roles and responsibilities of the Friends group (the 501c3) and the chapters in relationship to the Library. Kate Canlis, President of the Friends, has agreed to attend upcoming chapter meetings with the Library Director to clarify several issues. The dates of these meetings are scheduled for:

Felton: Tuesday, February 5 at 4 pm at the Library Headquarters in Downtown Santa Cruz.

La Selva Beach: Monday, February 11 at 3 pm at the La Selva Beach Branch Library.

Scotts Valley: Wednesday, February 13 at 6:30pm at the Scotts Valley Branch Library.

Aptos: Thursday, April 4th 5 pm at the Aptos Branch Library.

Capitola: Saturday, May 18 at 10 am at the Capitola City Hall Community Room, 420 Capitola Avenue.

The meetings will cover:

- Roles and responsibilities of the Friends of the Libraries and Chapters
- Gift ownership and stewardship
- Expansion of community-led programming

The Library is hoping to participate in the development of the following as a result of these conversations:

- An approved service level policy
- Memos of Understanding between the Friends (501c3) and the Friends Chapters
- Uniform Jurisdictional Leases
- A new annual budget allocation process for gifts to the system and branches
- The successful completion of community-led program pilots
- Rewritten SCPL policies and procedures that encompass and encourage community led programming



SANTA CRUZ
PUBLIC LIBRARIES

January 31, 2019

Betsy Lynberg
701 Ocean Street
Santa Cruz, CA 95060

Dear Ms. Lynberg,

I have reviewed and approved the design and construction documents for the Felton branch library.

Sincerely,

A handwritten signature in blue ink that reads "Susan M. Nemitz".

Susan M. Nemitz

Director of Libraries

CC: Carlos Palacios

Nicole Coburn

Damon Adlao



SANTA CRUZ
PUBLIC LIBRARIES

January 31, 2019

Jamie Goldstein
420 Capitola Ave
Capitola, CA 95010

Dear Mr. Goldstein,

I have reviewed and approved the design and construction documents for the Capitola branch library.

Sincerely,

Susan M. Nemitz
Director of Libraries

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



STAFF REPORT

DATE: February 7, 2019
TO: Library Joint Powers Authority Board
FROM: Kira Henifin, Principal Management Analyst
RE: Amend FY 2018/19 Budget to Accept and Transfer Monies

RECOMMENDATION

That the LJPB accept \$25,000 from the Friends of the Santa Cruz Libraries and transfer the funds to the City of Capitola for costs associated with the expansion to the construction of the Capitola Library.

DISCUSSION

The Santa Cruz Public Library was given a \$25,000 donation by the Friends of the Santa Cruz Public Libraries for the establishment of the Barbara Gorson Room at the Capitola Branch Library.

Gift Agreement

This Gift Agreement (“Agreement”), effective as of January 4, 2019 (“Effective Date”), is made and entered into by and between Friends of the Santa Cruz Public Libraries (FSCPL), a nonprofit organization, (“Donor”) and the City of Capitola (the “City”), and Santa Cruz Public Libraries (“SCPL”) for the use and benefit of the Capitola Branch Library.

Based upon the Recitals below, and in consideration of the mutual promises and benefits hereunder, the parties hereto hereby agree as follows:

RECITALS

Donor wishes to make a charitable gift to the City for the use and benefit of the Capitola Branch Library as set forth in this Agreement.

The City and the SCPL desire to accept such gift, subject to the terms and conditions set forth in this Agreement.

AGREEMENT

1. **Gift.** Donor hereby pledges to the City for the use and benefit of the Capitola Branch Library the following gift: \$25,000 (“Gift”).
2. **Payment of the Gift.** The Gift is an irrevocable pledge that will be paid to the City.

Payments in support of this pledge will begin immediately upon the execution of this Agreement with a single payment of \$25,000 according to the following schedule:

<u>Amount of payment by Donor</u>	<u>Due Date</u>
\$ 25,000	Feb. 1, 2020

Payments shall be paid by Donor to the City via check, electronic funds transfer, or other methods acceptable to Donor and the City.

3. **Use of the Gift.** The Gift shall be used to help fund the construction of the Capitola Branch Library.
4. **Acknowledgment.**

In consideration for the Gift, the City and SCPL will acknowledge the Gift by:

Naming the Electronic Homework Room, “Facility”, the Barbara Gorson Room, “Naming”. Subject to the terms of this Agreement, the Naming will last for the life of the building.

The City and SCPL shall consult Donor regarding the placement and design of the signage, provided however, the City and SCPL shall make the final determinations of placement and design of the signage and any plaques.

5. **Termination of Naming.** In addition to any rights and remedies available at law, the City or SCPL may terminate this Agreement and all rights and benefits of the Donor hereunder, including terminating the Naming:
 - a. Where unforeseen circumstances make it impossible for Donor to complete a monetary donation commitment provided in this Agreement, or

- b. In the unlikely event the City or SCPL determines in its reasonable and good faith opinion, as determined by a majority vote of the Capitola City Council and the Joint Powers Board of the SCPL after at least one public hearing after notice to Donor and an opportunity for Donor to make a statement that the Naming should not be terminated, that circumstances have changed such that the Naming chosen by the Donor would adversely impact the reputation, image, mission or integrity of SCPL, or the City, in the event of a continued association with Donor and the continuation of the Naming provided for herein, or
- c. If the library is closed, deconstructed, destroyed, or severely damaged such that the library is closed to the public for a period of time in excess of two years.
- d. In the event the library goes through an end-of-life renovation, and the library is closed to the public for a period of time in excess of 18 months for that renovation, and a donor campaign is needed to fund the renovation, the City and/or SCPL shall offer the naming rights to the same or a similar room to Donor, if available.

Upon any such termination of this Agreement and/or the Naming hereunder, the City and SCPL shall have no further obligation or liability to Donor and shall not be required to return any portion of the Gift already paid. The City and SCPL, however, may in its sole and absolute discretion determine an alternative recognition for the portion of the Gift already received.

- 6. **Modification of Naming.** If within the term of this Agreement, the Library is upgraded or modified then the donor recognition will be carried forward by the library operator in a similar capacity, as determined by the library operator in consultation with the donor, as feasible.
- 7. **Publicity.** Donor agrees that the City and SCPL shall have the right to: for purposes of publicizing the Gift and the Naming, the City and the SCPL will have the right, without charge, to photograph the Donor and use the names, likenesses, and images of the Donor in photographic, audiovisual, digital or any other form of medium (the "Media Materials") and to use, reproduce, distribute, exhibit, and publish the Media Materials in any manner and in whole or in part, including in brochures, website postings, informational and marketing materials, and reports and publications describing SCPL's development and business activities. Donor hereby releases, discharges, and agrees to indemnify and hold harmless the City and SCPL from all claims, demands, liability, losses, costs, and causes of actions that Donor has or may have by reason of this authorization or use of Donor's photographs, names, likenesses, and images, including any liability by virtue of any blurring, distortion, alteration, optical illusion, or use in composite form, whether intentional or otherwise, that may occur or be produced in the taking of said images, or in processing tending towards the completion of the finished product, including publication in Media Materials.
- 8. **Assignment.** This Agreement and the rights and benefits hereunder may not be assigned by either party without the prior written consent of the other party, which consent shall be in the sole and absolute discretion of the non-assigning party.
- 9. **Entire Agreement.** This Agreement constitutes the entire agreement of the parties with regard to the matters referred to herein, and supersedes all prior oral and written agreement, if any, of the parties in respect hereto. This Agreement may not be modified or amended except by written agreement executed by both parties hereto.
- 10. **Headings.** The headings inserted in this Agreement are for convenience only and in no way define, limit, or otherwise describe the scope or intent of this Agreement, or any provision hereof, or in any way affect the interpretation of this Agreement.
- 11. **Governing Law and Venue.** This Agreement will be governed by and construed in accordance with the laws of the State of California without regard to any conflict of laws rule or principle that might refer the governance or construction of this Agreement to the laws of another jurisdiction. Subject to the sovereign immunity of the State of California, any legal proceeding brought in connection with disputes relating to or arising out of this Agreement will be filed and heard in Santa Cruz County, California, and each party waives any objection that it might raise to such venue and any right it may have to claim that such venue is inconvenient.
- 12. **Indemnification.** Donor agrees to indemnify, defend, and hold harmless the City and SCPL, and each of the entity's respective officers, officials, agents, volunteers and employees, to the fullest extent permitted by law,

from and against any and all claims, demands, actions, damages, losses, liabilities, and/or judgments, including reasonable attorneys' fees, associated costs of investigation and defense, related to or arising out of in any manner from Donor's acts or omissions under this Agreement, Donor's breach of this Agreement, or the City and SCPL's use of the Donor's name or image, except where caused by the sole negligence or willful misconduct of City or SCPL. City and SCPL, individually and jointly, agree to indemnify, defend, and hold harmless Donor, and each of Donor's trustees, beneficiaries, officers, officials, agents, volunteers and employees, to the fullest extent permitted by law, from and against any and all claims, demands, actions, damages, losses, liabilities, and/or judgments, including reasonable attorneys' fees, associated costs of investigation and defense, related to or arising out of in any manner from City's and SCPL's performance under this Agreement and/or the City's and SCPL's breach of this Agreement, except where caused by the sole negligence or willful misconduct of Donor.

ACCEPTED AND AGREED TO:

SANTA CRUZ PUBLIC LIBRARIES

Carlos J. Palacios
Chair of LJPB

CITY OF CAPITOLA

Jamie Goldstein
City Manager

MEMORANDUM OF UNDERSTANDING BETWEEN CITY OF CAPITOLA

AND

THE CAPITAL CAMPAIGN FOR THE CAPITOLA BRANCH LIBRARY

THIS MEMORANDUM OF UNDERSTANDING ("MOU") is entered into effective Sept. 28, 2017 ("Effective Date"), by and between the CITY OF CAPITOLA, a municipal corporation, ("City") and The Organizers of the Capitola Branch Library Capital Fundraising Campaign ("Campaign"), an unincorporated association. The City and Campaign are sometimes hereinafter referred to collectively as the "Parties" or each individually as a "Party."

The purpose of this MOU is to promote and provide harmonious relations, cooperation, and understanding between City and Campaign, and to memorialize the understanding between the Parties reached as a result of meeting and conferring in good faith regarding matters within the scope of the MOU.

RECITALS

WHEREAS, the City has committed to building an approximately 12,000 SF Capitola Branch Library at 2005 Wharf Road (Library), with construction planned to commence in 2018; and

WHEREAS, the City has adopted a naming rights policy intended to recognize donors at the planned Library; and

WHEREAS, the Parties have agreed that the Campaign shall administer the fundraising process for the Library; and

WHEREAS, the Campaign has established a fundraising target of \$409,900, of which \$350,000 would be donated to the City to help offset construction costs, and

WHEREAS, Total campaign costs are not to exceed \$59,900, or 15% of the total amount raised if the fundraising target is exceeded, and

WHEREAS, to date approximately \$20,000 in contract fees have been expended by the Campaign to support the initial fundraising efforts; the City has not been involved in these contracts to date, and

NOW, THEREFORE, in consideration of the mutual promises set forth below, City and Campaign acknowledge the following:

The City agrees to enter into contracts necessary to support the Campaign fundraising effort, in an amount not to exceed the remaining \$39,900 in budgeted campaign costs, or 15% of the total amount of funds raised if the fund-raising effort generates more than \$409,900. The City agrees to confer with the Campaign prior to entering any such contracts, and seek the Campaign's consent on the identity of consultants and scope of work.

The Campaign agrees to reimburse the City for the actual direct costs of the fundraising contracts.

Base Enhancements: If the Campaign is able to contribute \$350,000 toward the construction of the Library, City agrees the Library will include:

- A fireplace and fireplace furniture,
- Community Room: large screen, comfortable stackable chairs, tables, kitchenette with standard features
- Children's Area upgrades like interactive literacy materials, and comfortable seating for parents
- Teen Area audio/visual upgrades, screens and comfortable seating like beanbag chairs
- Café type tables and seating in The Gallery
- Media Room screen
- Outdoor Porch adjacent to Children's room and high quality deck furniture.
- Large Meeting Room screen

Added Enhancements: If the Campaign contributes more than \$350,000, but less than \$500,000, the Parties agree that 50% of the funds above the \$350,000¹ level will go toward library construction and 50% will go to library enhancements including:

- Computer upgrades in Children's Area and Teen Room
- A trellis over the Outdoor Porch
- 3D printer
- Enhanced furnishings, both interior and exterior spaces
- Enhanced opening day collection

Additional Fundraising: If the Campaign contributes more than \$500,000, the Parties agree that 50% of the funds above the \$500,000² level will go toward library construction and 50% will go to future Capitola Branch Library programming and library needs

Library Naming Rights: The Parties agree that the numbers above do not include the possible \$2 million for the building name, which the City has already indicated would be allocated 50% toward construction costs and 50% toward an endowment for the Library.

Relationship of Parties; No Agency: City and Campaign are each independent entities, and this MOU does not create a separate, distinct legal entity. Each Party shall, at all times, remain an independent entity solely responsible for all the acts and omissions of its employees or agents, including any negligent acts or omissions. Campaign shall have no power to incur any debt, obligation, or liability on behalf of City or otherwise to act on behalf of City as an agent. Neither City nor any of its agents shall have control over the conduct of the Campaign. The Campaign shall not represent that it is, or that any of its agents or employees are, in any manner employees of City.

No Third-Party Beneficiaries; Nothing in the MOU is intended to create a right in the public, or to any member thereof, as a third-party beneficiary hereunder, nor is any term and condition or other provision of the MOU intended to establish a standard of care owed to the public or any member thereof.

¹ For example, if the Campaign raises \$400,000 in net funding, the first \$350,000 will go to the Base Enhancements, and \$25,000 will go toward the Added Enhancements and \$25,000 will go toward library construction.

² For example, if the Campaign raises \$600,000 in net funding, the first \$350,000 will go to the Base Enhancements, \$125,000 will go toward the Added Enhancements, \$50,000 will go to future Capitola Branch Library programming and library needs, and \$175,000 will go toward library construction.

Mutual Indemnification: Notwithstanding the foregoing to the fullest extent permitted by law, the parties to this MOU agree to exonerate, indemnify, defend, and hold harmless one another (including, without limitation, their officers, agents, employees, and volunteers) from and against any and all claims, demands, losses, damages, defense costs, or liability of any kind or nature which the parties may sustain or incur or which may be imposed upon them as a result of honoring their respective intentions set forth in this MOU, excepting any liability arising out of the sole negligence of one of the parties. The Parties agree that the Campaign shall be liable for no more than the amount of funding raised. The Campaign agrees to purchase insurance for any event that is sponsored by the Campaign where alcohol is served. Such insurance shall have a \$1 million limit per occurrence and \$2 million aggregate.

Dated: 10/3, 2017 CITY OF CAPITOLA

By: _____

Its: City Manager

Dated: 10/3, 2017 CAPITAL CAMPAIGN FOR THE CAPITOLA BRANCH LIBRARY

By: George J. Clark _____

Its: Chairperson