

Chair: Jamie Goldstein
Vice Chair: Martin Bernal
Board Member: Chuck Comstock
Board Member: Susan Mauriello



**SANTA CRUZ CITY/COUNTY LIBRARIES
JOINT POWERS AUTHORITY BOARD
REGULAR MEETING
THURSDAY, FEBRUARY 4, 2016
9:30 A.M.
DOWNTOWN BRANCH MEETING ROOM
224 CHURCH STREET, SANTA CRUZ, CA 95060**

1. CALL TO ORDER / ROLL CALL

Board Members Martin Bernal, Chuck Comstock, Susan Mauriello, and Chair Jamie Goldstein (Chair Goldstein teleconferencing from the Miramonte Hotel Lobby at 45000 Indian Wells Lane, Indian Wells, CA 92210)

2. PRESENTATIONS

A. Shelley Bodamer: Collection Management Services Policy (PG.4-14)

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. Staff Recognition (PG.15-16)

7. REPORT BY FRIENDS OF THE SANTA CRUZ PUBLIC LIBRARIES

8. COMMENTS BY BOARD MEMBERS

9. CONSENT CALENDAR

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

- A. Receive Minutes of January 14, 2016 meeting (PG.17-20)
RECOMMENDED ACTION: Approve Minutes
- B. Receive Monthly Narrative Report for January 2016. (PG.21-27)
RECOMMENDED ACTION: Receive Report.
- C. Receive Monthly Performance Measures for December 2016. (PG.28-29)
RECOMMENDED ACTION: Receive Performance Measures.
- D. Receive monthly financial snapshot for November 2015. (PG.30)
RECOMMENDED ACTION: Receive Monthly Financial Snapshot.
- E. Convert vacant LA I position to several LA II positions staffed at Downtown Branch. (PG.31-32)
RECOMMENDED ACTION: Adopt Personnel Changes
- F. Correction to Budgeted Library Position. Increasing Courier/Driver position to 1 FTE and eliminating the vacant .53 FTE. (PG.33)
RECOMMENDED ACTION: Correction to Budgeted Library Position.
- G. Patron Written Comments from January 22, 2016 (PG.34-35)
RECOMMENDED ACTION: Receive Patron Written Comments.
- H. Security Incidents Log from December 21st through January 20th. (PG.36-45)
RECOMMENDED ACTION: Receive Security Incidents Log.

10. 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. Preparation of a program budget which reflects the administrative expenses of the special tax measure (PG.46)
RECOMMENDED ACTION: Direct Library Staff to prepare a program budget for current and anticipated expenditures related to the special tax measure. This budget would be brought to the Joint Powers Authority Board for consideration and approval.

LJPB
February 4, 2016

11. ADJOURNMENT

Adjourned to a Regular Meeting of the Library Joint Powers Authority Board to be held on Thursday, March 3, 2016, at 6:30 p.m. at the Boulder Creek Branch Library located at 13390 W Park Ave, Boulder Creek.

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.

Policy Title: COLLECTION DEVELOPMENT POLICY**Policy Statement:****Section: 1.0 Purpose**

This document is intended as a framework for collection development throughout the Santa Cruz Public Libraries. It is based on the current Strategic Plan. Like that document, it is expected to be a "living" piece, periodically reviewed and revised as the design of library service in Santa Cruz County evolves.

Section 2.0 Selection of Library Materials

The Division Manager - Collection Management Services has responsibility for coordinating the selection of library materials. Direct responsibility for selection and collection maintenance are delegated to individual professional librarians. Specific criteria of selection (and removal) of materials are enumerated below. (Sec. 2.3) SCPL participates in Interlibrary Loan to enable patrons to borrow print material that is not part of SCPL's collection.

Section 2.1 Sources

Staff select materials from general and specialized review media, trade publications, publishers and book sellers, catalogs and flyers, based on community needs and interests and in response to library user requests.

Staff select appropriate electronic resources independently, and also, as a member of various library consortia.

Section 2.2 Principles

Materials are selected on the basis of their content, and not on the basis of author origins, background, or views. The Santa Cruz Public Libraries tries to represent all points of view. The System's selection principles follow the American Library Association's "Library Bill of Rights", Freedom to Read Statement, Freedom to View Statement, and Resolution on the USA Patriot Act & Libraries (see appendices 1 to 4). Public Libraries provide local communities with access to specific information about the history of and services provided by that community. Santa Cruz Public Library takes great pride in collecting material to support these needs.

Section 2.3 Criteria for Selection of Library Materials

- Current and anticipated needs of the community
- Availability of funds
- Library's mission and strategic directions
- Informational and recreational needs of users, including patron requests which fall within the parameters of the Collection Development Plan
- Complementary collections in special, academic and school libraries to which patrons have access

- Community needs surveys and assessments
- The authority, accuracy, and accessibility of presentation
- The currency of the information in rapidly changing fields
- Reputation of author, publisher or issuing body
- Importance of item to provide diversity in the collection
- Physical quality of material
- Suitability of format for subject and user's needs
- Inclusion of the work in bibliographies and indexes
- Appropriateness of format

To increase the depth of the collection and address patron's needs for access via our Virtual Branch, SCPL acquires licensed software and databases. In addition to the guidelines listed above, these resources are evaluated according to the following criteria:

- Quality and breadth of content
- Ease of use
- Output features, such as document delivery options
- Compatibility with current library hardware and network infrastructure
- Costs of access

Section 2.4 Collection Maintenance

The systematic removal of materials is critical for maintenance of the SCPL collection. Removal of material ensures the collection meets the diverse and changing needs of the community. An item will be transferred or removed for one or more of the following reasons:

- Poor physical condition
- Obsolete, dated or incorrect information
- Number of copies exceeds demand
- Wholly superseded editions
- Subject or title adequately provided by other materials in the collection
- Insufficient public use
- Maintaining the material is cost prohibitive

Generally, removed materials are given to the Friends of the Santa Cruz Public Libraries for sale.

Section 2.5 Gifts

- Gifts made directly to the Library are not eligible for a tax deduction.
- Gifts are added to the collection according to the same criteria for selection as purchased materials. (2.3) Materials donations accepted by the Library System are those a library staff materials selector would purchase or replace if funds were available.
- Donations are final and become the property of the Santa Cruz Public Libraries.

Gifts to the Santa Cruz Friends of the Library are governed by the policies set forth on their website <http://fscpl.org/>.

Section: 2.6 Reconsideration

Santa Cruz Public Libraries provide materials and information presenting all points of view. This applies to all materials collected by the library. Should individuals be concerned about specific items included in the collection, they can discuss those concerns with Library staff.

Library Materials Reconsideration Process

1. Public contacts frontline staff. E-comments/complaints should go directly to the Division Manager – Collection Management Services.
2. Frontline staff handles the complaint or refers the patron to a supervisor or Person in Charge.
3. Supervisor or Person in Charge talks with patron.
4. If not satisfied, the patron can fill out the Materials Comment form (see Appendix 5).
5. Library Materials Comment form is referred to Division Manager – Collection Management Services for referral to the assigned selector of the material in question. The selector will respond in writing.
6. A patron who wishes to comment further about a specific item has the following options:
 - They may write a letter to the Director of Libraries, who will review the documentation and respond.
 - If still concerned, they may write an appeal of the Director of Libraries' decision to the Chair of the Library Joint Powers Authority Board.

The Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to*

confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and

librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

A Joint Statement by:

American Library Association
Association of American Publishers

Subsequently endorsed by:

American Booksellers Foundation for Free Expression
The Association of American University Presses, Inc.
The Children's Book Council
Freedom to Read Foundation
National Association of College Stores
National Coalition Against Censorship
National Council of Teachers of English
The Thomas Jefferson Center for the Protection of Free Expression

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Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 19, 1939.

Amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; and January 23, 1980;
inclusion of "age" reaffirmed January 23, 1996, by the ALA Council.

RESOLUTION ON THE USA PATRIOT ACT AND LIBRARIES

- WHEREAS,** for over half a century the American Library Association has actively sought to protect the freedom of Americans to read and receive information without the threat of surveillance as part of their First Amendment rights to free expression; and
- WHEREAS,** *Privacy: An Interpretation of the Library Bill of Rights* states that “The American Library Association affirms that rights of privacy are necessary for intellectual freedom and are fundamental to the ethics and the practice of librarianship” and calls upon librarians “to maintain an environment respectful and protective of the privacy of all users”; and
- WHEREAS,** the American Library Association opposes any use of governmental power to suppress the free and open exchange of knowledge and information to intimidate individuals exercising free inquiry; and
- WHEREAS,** the American Library Association, since 2003, has passed resolutions calling for the USA PATRIOT Act to be amended to protect the privacy rights of library users; and
- WHEREAS,** all the states and the District of Columbia protect the confidentiality of library records; and
- WHEREAS,** Section 215 of the USA PATRIOT Act allows the government to secretly request and obtain library records for large numbers of individuals without any reason to believe they are involved in illegal activity; and
- WHEREAS,** Section 505 of the USA PATRIOT Act permits the FBI to obtain electronic records from libraries with a National Security Letter without prior judicial oversight; and
- WHEREAS,** such open-ended searches expose all library users to the search and seizure of their records and to the invasion of their privacy; and
- WHEREAS,** Attorney General Alberto Gonzales and Federal Bureau of Investigation (FBI) Director Robert Mueller have told Congress that they are not interested in library records and, as recently as April 2005, that Section 215 has never been used to request library records; and
- WHEREAS,** a comprehensive study of the impact on the public of federal law-enforcement activities in America’s libraries, “Impact and Analysis of Law Enforcement Activity in Academic and Public Libraries,” * found that federal law-enforcement officials have made numerous requests for reader records and other confidential library information; and
- WHEREAS,** the SAFE Act in both the Senate (S. 737) and House (H.R. 1526) and the Freedom to Read Protection Act (H.R. 1157) contain provisions that would restore the privacy rights of library users; and
- WHEREAS,** the House of Representatives took a stand against open-ended searches of library records when it passed on June 14, 2005, by a vote of 238 to 187, the amendment proposed by Representative Bernie Sanders to the House FY 2006 Science-State-Justice appropriations bill barring the Department of Justice from using appropriated funds to search library and bookstore records under Section 215 of the USA PATRIOT Act; and
- WHEREAS,** the Senate Select Committee on Intelligence recently passed legislation (S. 1266) that would vastly expand the government’s authority under the USA PATRIOT Act allowing the FBI to

issue subpoenas, with no prior judicial oversight, to get any records from any entity; now, therefore be it

RESOLVED, that the American Library Association urges the Senate, in the FY 2006 Senate Commerce-Justice-State appropriations bill, to bar the use of appropriated funds by the Justice Department to search library and bookstore records under Section 215 of the USA PATRIOT Act; and, be it further

RESOLVED, that the American Library Association urges Congress to pass legislation that restores the privacy rights of library users; and, be it further

RESOLVED, that the American Library Association opposes any further initiatives on the part of the United States government to constrain the free expression of ideas or to inhibit the use of libraries as represented in the USA PATRIOT Act expansion bill marked-up in secret by the Senate Select Intelligence Committee; and, be it further

RESOLVED, that the American Library Association urges librarians and other library workers, trustees and advocates throughout the country to continue their efforts to educate their users on the impact of Sections 215 and 505 of the USA PATRIOT Act on libraries.

Background:

Code of Ethics of the American Library Association (Policy 54.16);

Privacy: An Interpretation of the Library Bill of Rights (Policy 53.16);

Resolution: The USA PATRIOT Act And Related Measures That Infringe On The Rights Of Library Users (American Library Association 2003 Midwinter Meeting);

Resolution on Proposed Amendments to the USA PATRIOT Act (American Library Association 2004 Midwinter Meeting);

* “Impact and Analysis of Law Enforcement Activity in Academic and Public Libraries: Preliminary Findings Summary” and a related Press Release can be found at www.ala.org/oitp .

Adopted by ALA Council at the American Library Association Annual Conference June 29, 2005.

Endorsed in principle by:

ALTA

GODORT

IFC

PLA

SCPL LIBRARY MATERIALS COMMENT FORM

LIBRARY BRANCH: _____ DATE: _____

AUTHOR: _____

TITLE: _____

PUBLISHER: _____

DATE OF PUBLICATION: _____ CALL NUMBER: _____

WHAT BROUGHT THIS ITEM TO YOUR ATTENTION? (REVIEWS, WORD-OF-MOUTH, ETC...)

IF REVIEWS, PLEASE GIVE THE NAME AND DATE OF PUBLICATIONS, IF POSSIBLE:

Name of publication: _____ Date: _____

HAVE YOU READ/REVIEWED THE ENTIRE ITEM? TO WHAT DO YOU OBJECT?
(Please be specific, citing specific pages if possible.)

(CONTINUE ON REVERSE IF MORE SPACE IS NEEDED)

YOUR NAME: _____ PHONE: _____

COMPLETE ADDRESS: _____

REPRESENTING SELF? YES NO ORGANIZATION

ORGANIZATION NAME: _____

SIGNATURE: _____

Appropriate Library Staff will give careful consideration to the points you raise, and will respond in writing as soon as possible.

FOR STAFF USE ONLY

➤ Date Received: _____ Assigned to: _____

➤ Date Completed: _____

Original to Division Manager Collection Management Services

Copies of complaint and completed responses are scanned and filed electronically by Admin. Staff

STAFF REPORT

DATE: February 4, 2016
TO: Library Joint Powers Board
FROM: SCPL Recognition Committee
CC: FSCPL
RE: Staff Recognition Monthly Report

SUMMARY

The Library has instituted a way to recognize staff formally and on an on-going basis. The committee will be recognizing these individuals monthly in a report to the LJPB.

MISSION

Staff are our most valuable resource and as such, are deserving of ongoing recognition to feel connected and to keep morale high. The Staff Recognition Committee is charged with developing ways to accomplish this purpose.

NOMINATIONS

Donna Barber

Donna is an active photo liaison for the Capitola Library. She has an incredible way of gathering beautiful and unique library moments from the Capitola community. She plays a vital role in piecing together all our library has to offer. We are so thankful for all the beautiful stories Donna has shared with the Social Media Team. She's been key in expanding our social media content and in bringing to light more of what we do. Thank you Donna! (Social Media Team)

Catherine Workman

Shout out to Catherine for always being supportive in all things large and small. One example I can think of is from a day when I returned to HDQ from GP after craft time to send T2T emails but I had forgotten our computers were being worked on. T2T emails are very time sensitive and the information can only be accessed by our internal network. After just seeing Catherine, I called her and she helped me gather the necessary info for the emails using her connection at GP. This is just one example of many. I nominate Catherine for her contribution to building an environment of support. Thank you Catherine! (J. Avila)

Cesar Gallardo and Daniel Ruiz

I would like to recognize Cesar and Daniel for their recent evening project of removing the carpet at DTN. They both arranged their schedules to accommodate for this project that needed to be done in the evening so the branch would not have to close. They both are not only flexible but their work ethic and attention to detail on the projects they undertake is very much appreciated. Thank you Cesar and Daniel! (K. Henifin)

Sarah Harbison

This week a patron called me to tell me what a great job Sarah had done helping her and her husband with their devices. "She really went above and beyond," the patron said. Also this week I had a complaining patron transferred to me very unhappy because she called telephone information and did not get a reference librarian. Although I tried to help her with her request, I had been identified as a supervisor and she wanted a reference librarian! I asked Sarah to come and talk to her, which Sarah did very patiently for 40 minutes. She was able to help the patron with various magazine and newspaper databases. Brava, Sarah!! (G. Farthing)

**SANTA CRUZ PUBLIC LIBRARIES
A CITY-COUNTY SYSTEM
LIBRARY JOINT POWERS AUTHORITY BOARD
REGULAR MEETING MINUTES
THURSDAY, JANUARY 14, 2016
9:30 A.M.**

1. ROLL CALL

PRESENT: Board Member Susan Mauriello; Vice Chair Martin Bernal; Chair Jamie Goldstein
ABSENT: Board Member Chuck Comstock
STAFF: Senior Administrative Analyst Nicole Coburn; Interim Library Director Janis O'Driscoll

2. APPROVAL OF MEETING AGENDA OF JANUARY 14, 2016 AND ROTATION SCHEDULE

Interim Library Director O'Driscoll requested that Item 10.(A)(i) be moved prior to Item 3, so that the newly elected Chair could preside over the meeting.

RESULT:	THE BOARD APPROVED THE MEETING AGENDA AND THE SAME ROTATION SCHEDULE AS EXISTS FOR THE LFFA (LIBRARIES FACILITIES FINANCING AUTHORITY) FOR THIS JPA BOARD HENCEFORWARD [UNANIMOUS]
MOVER:	Susan Mauriello, Board Member
SECONDER:	Martin Bernal, Vice Chair
AYES:	Mauriello, Bernal, Goldstein
ABSENT:	Chuck Comstock, Board Member

10. OTHER BUSINESS

- A.** Decide the following as outlined in the Joint Powers Authority Agreement:
- i.** Consider the Election of a Chair and Vice Chair.
RECOMMENDED ACTION: Elect Chair and Vice Chair.

RESULT:	JAMIE GOLDSTEIN WAS ELECTED CHAIR, AND MARTIN BERNAL VICE CHAIR.
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3. ORAL COMMUNICATIONS

Cynthia Mathews; Bruce Holloway

4. FRIENDS OF THE SANTA CRUZ PUBLIC LIBRARIES REPORT

Cordelia Neff reported on the Friends of the Libraries activities.

5. MEMBER REPORTS

Chair Goldstein reported on the fundraising efforts in the City of Capitola.

Vice Chair Bernal reported that the City of Santa Cruz has appointed two Library Commissioners.

6. INTERIM LIBRARY DIRECTOR REPORT

- A.** Staff Recognition

B. CONSENT CALENDAR

- A. Receive Minutes of December 7, 2015 meeting.
RECOMMENDED ACTION: Receive Minutes
- B. Receive Monthly Narrative Report for December 2015.
RECOMMENDED ACTION: Receive Report.
- C. Receive Monthly Performance Measures for November 2015.
RECOMMENDED ACTION: Receive Report.
- D. Receive Monthly Financial Snapshot for October 2015.
RECOMMENDED ACTION: Receive Report.
- E. Letter of Agreement – Gene Bregman, Final Poll.
RECOMMENDED ACTION: Receive Letter of Agreement.

RESULT:	RECEIVED CONSENT ITEMS <u>8.A., 8.B., 8.C., 8.D.and 8.E.</u>
MOVER:	Susan Mauriello, Board Member
SECONDER:	Martin Bernal, Vice Chair
AYES:	Mauriello, Bernal, Goldstein
ABSENT:	Chuck Comstock, Board Member

C. STAFF REPORTS

- A. Create Ad Hoc Committee on final polling questions.
RECOMMENDED ACTION: Create Committee.
Interim Library Director Janis O’Driscoll stated that staff shall work with the Committee that includes former JPA members.

RESULT:	COMMITTEE CREATED
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- B. Approval of the Lynne Sansevero: CENIC Broadband Contract.
RECOMMENDED ACTION: Approve Contract.

RESULT:	THE BOARD AUTHORIZED THE INTERIM LIBRARY DIRECTOR TO SIGN THE CONTRACT WITH THE CENIC BROADBAND NETWORK CONSORTIUM (VIA THE CALREN NETWORK), WHICH WILL DELIVER 10GB OF FIBER INTERNET TO THE LIBRARY SYSTEM, INCREASE BRANCH INTER-CONNECT SPEEDS TO 1GB ACROSS THE BOARD, AND SAVE ROUGHLY \$130,000/YEAR IN COSTS VIA E-RATE DISCOUNTS [UNANIMOUS]
MOVER:	Susan Mauriello, Board Member
SECONDER:	Martin Bernal, Vice Chair
AYES:	Mauriello, Bernal, Goldstein
ABSENT:	Chuck Comstock, Board Member

- C. Approve the Letter of Intent with Library Employee Bargaining Groups.
RECOMMENDED ACTION: Approve Letter of Intent.

RESULT: THE BOARD APPROVED TO EXECUTE THE LETTER OF INTENT WITH THE SERVICE EMPLOYEE INTERNATIONAL UNION LOCAL 521 (SEIU 521) AND OPERATING ENGINEERS LOCAL 3 (OE3). [UNANIMOUS]
MOVER: Martin Bernal, Vice Chair
SECONDER: Susan Mauriello, Board Member
AYES: Mauriello, Bernal, Goldstein
ABSENT: Chuck Comstock, Board Member

- D. Status Update on Employee Contract and Support Services Contract.
RECOMMENDED ACTION: Receive Update.

RESULT: RECEIVED UPDATE

- E. Receive proposed changes to the Library Joint Powers Board By-Laws.
RECOMMENDED ACTION: Receive By-Laws, discuss and provide direction.

RESULT: RECEIVED BY-LAWS CHANGES

- F. Receive Informational Fact Sheet developed by TBWB Strategies.
RECOMMENDED ACTION: Receive Fact Sheet.

RESULT: RECEIVED FACT SHEET

10. OTHER BUSINESS

- A. Decide the following as outlined in the Joint Powers Authority Agreement:
- ii. Discuss the Regular Meeting Time and Place for the 2016 Joint Powers Board Meeting calendar (Section ii).
RECOMMENDED ACTION: Discuss and provide direction.

RESULT: THE BOARD APPROVED THE SCHEDULE AS PRESENTED WITH THE FOLLOWING REVISIONS: THAT THE MARCH, MAY, OCTOBER AND DECEMBER MEETINGS WILL BE HELD IN THE EVENINGS STARTING AT 6:00 P.M. RATHER THAN AT 9:30 A.M.; THAT THE LOCATION OF THE MEETINGS WILL BE DETERMINED BY STAFF BASED ON ROOM AVAILABILITY WITH THE GOAL OF SCHEDULING THE BRANCH LOCATIONS DURING THE EVENING SESSIONS; AND THAT THE LFFA MEETINGS BE SCHEDULED IMMEDIATELY PRECEDING THE JPA MEETINGS ON THOSE DESIGNATED DATES AND TIMES. [UNANIMOUS]
MOVER: Susan Mauriello, Board Member
SECONDER: Martin Bernal, Vice Chair
AYES: Mauriello, Bernal, Goldstein
ABSENT: Chuck Comstock, Board Member

D. WRITTEN COMMUNICATIONS

- A. Patron Written Comments.
RECOMMENDED ACTION: Receive Comments.
- B. Security Incidents Report.
RECOMMENDED ACTION: Receive Report.
- C. Website Statistics for November and December 2015
RECOMMENDED ACTION: Receive Statistics.
- D. Articles about Santa Cruz Public Libraries
RECOMMENDED ACTION: Receive Articles.

RESULT: WRITTEN COMMUNICATIONS WERE RECEIVED
--

E. ADJOURNMENT

The Library Joint Powers Authority Board adjourned at 10:45 a.m. to its Regular Meeting on Thursday, February 4, 2016 at 9:30 a.m. in the Downtown Branch Library Meeting Room, located at 224 Church Street, Santa Cruz.

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.

MONTHLY REPORT FOR JANUARY 2016

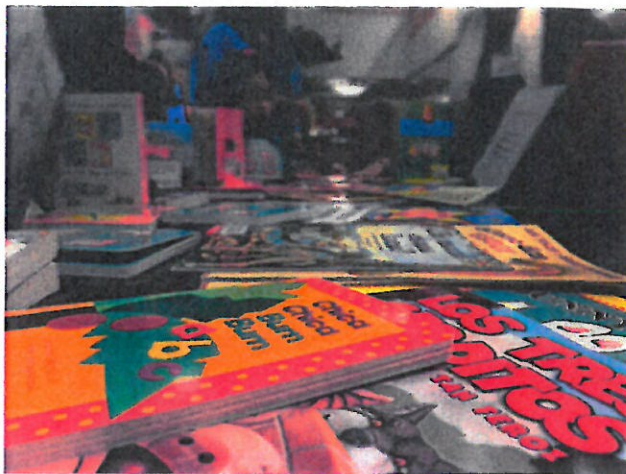
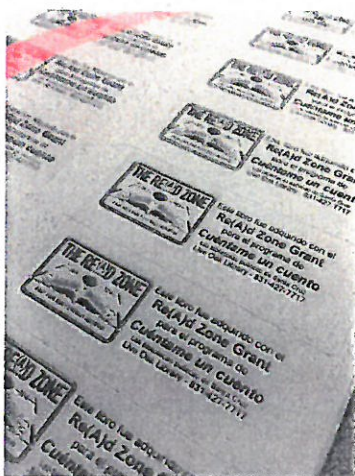
1. READING, LISTENING AND VIEWING FOR PLEASURE

- A. **Children in Santa Cruz County will enter school ready to read, write, listen and learn.**

The Aptos Preschool Storytime has been cancelled due to lack of attendance, but more families are now coming to the La Selva Beach Storytime.

Program Librarian, Kari Gunn reports lots of grandparents at her Toddler Time Programs.

Live Oak Spanish Storytime receives books ordered in Spanish courtesy of the Re(a)d Zone Grant: The grant awarded to our Spanish Storytime has supplied us with enough books to make the program run intact for another full year. As part of every session the program strives to provide a free book in Spanish to every child in attendance. Success in reading proficiency is tied to students' skills with early literacy practices. Children who grow up surrounded by books will get, on average, 3 years more schooling than kids who grow up without books at home. By making reading materials a natural part of the home environment, children learn to incorporate books and reading into their daily life.

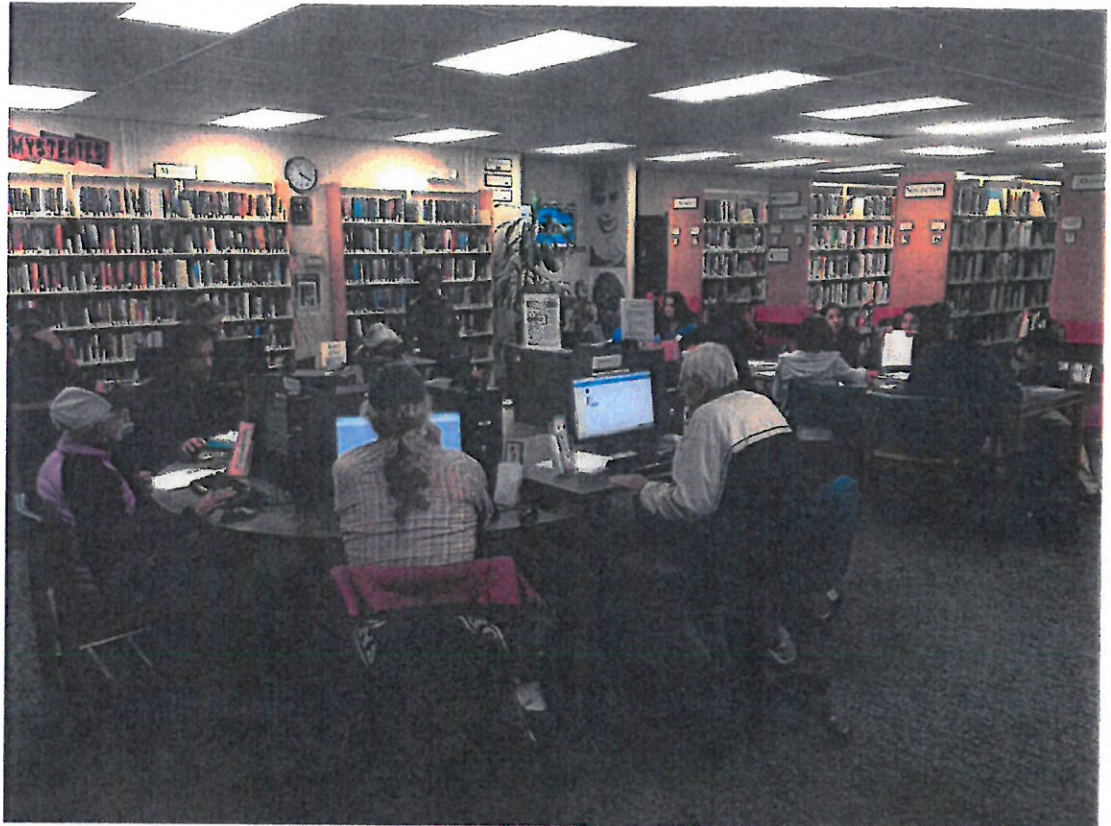


- B. **All ages will have materials, programs and displays that reflect current community interests and provide pleasurable reading, viewing and listening experiences that help them reach their personal literacy goals.**

Simple Machines with Motors has started at La Selva Beach.

The READ Program at **LSB and Downtown** has become so popular that we have decided to limit advance reservations to 2 (down from 4) so that more people can take part in this reading comprehension tutoring program.

The rain has made the **Capitola Branch** a dry and warm destination for the community. Here is a photo reflecting the diverse and bountiful usage of the branch one day in January when all the public internet computers were in use, a table was occupied by a teen study group and the kids' area was filled with families with young children. So perfect!



All of Garfield Park's programs are wildly successful! This includes Family Arts and Crafts, Minecraft, Lego Club, and Tales to Tails.

"Color Your Stress Away", a new adult program for coloring at **B40**, is proving to be popular at B40. Couples seem to be making these evenings enjoyable date nights!

B40's continuing popular displays from last month include: (kids): Winter/Snow/Rain/Storm/Wind books and Cats & Dogs; (adults): Winter Storm Preparedness handouts and books. New this month (kids): Chinese New Year.

Selector, Heather Norquist, weeded the children's and young adult collections of B40. We have lots of room for new things now.

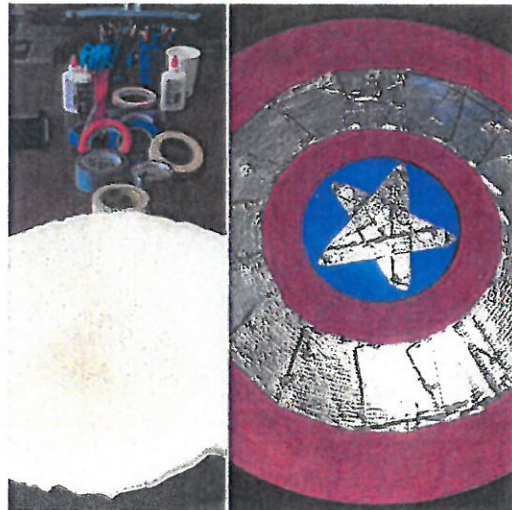
- C. People of all ages will have friendly support and intuitive access to the materials and resources they want.**

2. LIFELONG LEARNING

- A. People will have access to a relevant collection of resources in diverse formats for all ages.**
- B. Library users will have access to innovative and successful programming which reflects the cultural, educational and informational needs of the diverse communities served by SCPL and which will help learners of all ages to achieve their goals.**

Starting this month **Scotts Valley Teens** will have the following options on Wednesdays:

- 1st Wed of the month Film Critics Society (The media wall will be available for videos and there will be a variety of craft materials.)
- 2nd Wednesday is Film-Making 101 (Learn how to produce your own vines and shorts.)
- 3rd Wednesday Cosplay League (Take your costuming to the next level. Bring your ideas! We will have cardboard, paints, felt, sewing machine, etc.)
- 4th Wednesday Gamers Guild (Table top or PC games will be available. New game every month!)
- 5th Wed of the month is a wild card.



- 4 new titles have been added to the Book Discussion Kits and the book discussion groups are continuing to be active
 - Book to Action discussion of Paul Fleishman's Eyes Wide Open will begin in February and end on Earth Day, April 16.
 - People and Stories/ Gente y Cuentos book discussions began at Roundtree on January 14.
- C. **People will have access to innovative technology and the tools necessary to find, evaluate and use information and resources to meet their learning needs.**

3. COMMUNITY CONNECTIONS

- A. **The library will initiate and nurture partnerships with the public, private and nonprofit sectors in Santa Cruz County for the mutual benefit of the partners, the library and the community.**
- The library received a Thank You note from Tandy Beal & Co. showing appreciation for our partnership in providing free tickets to the Art Smart Family Concert Series through the library's Discover & Go museum pass software. Tandy Beal's Board of Directors was delighted with the work we have done to expand access to the arts for low income families and recognized the value of cross promoting the events with the library community.
 - This month we partnered with a Migrant Education program in our community. We had initially been having Early Literacy presentations with them in other spaces that they invited us to. We learned that they were paying for these spaces and only finding places that were far away from the families they serve. We opened up a partnership with this program and utilized the Downtown Meeting Room for the follow up presentation. The majority of the families served by this program live in the downtown area. The difference was incredible. We went from having 6 parents and 7 children to 19 parents and 21 children. This presentation focused on early literacy and tools for learning. We connected them with online resources such as Tumblebooks and Little Prim and in branch resources such as the Read to Me kits. We are looking forward to our next presentation in June.



B. People will strengthen their ties with each other, the community and the library.

Kaycee (mom) and Brit (son) surprised Program Librarian Jeanne O'Grady at the **Live Oak and Branciforte** Toddler Times with the gift of a new train set made of recycled materials (similar to other vehicles we have for all the toddler programs). The trains are being enjoyed by all the toddler participants.

C. The community will recognize the value of SCPL in improving their lives and will recognize SCPL as an asset to their community.

- The **Live Oak** Library received a 5 star review on yelp:

Libraries are amazing. I wish to keep the Public Libraries doors wide open, for as long as possible. This one is set right on the ocean! Who can compete with that for studying! Right next door to the public am radio station as well. Convenient free parking, somewhat accessible. Prior two visits, lot was full. It looked as if people were sitting in their cars instead of being inside the library. Many appeared to be homeless as well. I parked across the street, which you will have to pass over traffic without using the cross walk. Or walk down to the cross walk. Traffic is some what light in this area.

The staff were helpful.

The computer usage was easy. Input your library card number and password or ask for a guest pass. It gives you one hour. If you need to print, you send the print job to the printer. It is located next to the seed bank, which is awesome. Then follow the directions on the screen. Cash only to print.

There is a new electronic credit card machine in house, but it is for fees, fines, and checking out books. I got the library aide to do a one time favor of putting the print job

on my account as a fine, but she made me pay it right there in front of her with my card through the kiosk. No big deal.

Over all 5 stars for easy access, printing capabilities, and free seeds!

Will return over and over and over again. Until my books are overdue!

- SCPL Programs Department received a grant to purchase a **BikeMobile**. This vehicle will be able to go to places where the Bookmobile cannot go because of its size. Program Manager, Laura Whaley, is working with Marketing on PR for the new vehicle. A volunteer is working on a map of local Little Free Libraries to include on the BikeMobile..

D. Volunteers will be used effectively.

SCPL ended the 2015 calendar year with a record 13,240 hours of volunteer service, representing a 12% increase over 2014. In addition to thanking the adults and teens who donate (and continue to donate) their time in service to the Library, appreciation must go to Library staff who create a welcoming space and myriad opportunities for volunteers.

In December, the Library welcomed two new individuals to SCPL's volunteer team including a professional photographer who is donating his time by photographing various SCPL events for the Library's photo archives and social media platforms.

We also presented bookplates to 8 volunteers in December and January in recognition of their hours of service. (The bookplates are awarded every time a volunteer accrues multiples of 100 hours.) The Book Buddy program continues to grow; there are now 14 volunteers who deliver library materials to homebound patrons.

Garfield Park's volunteers Robyn Beagle and Steve Mead are fantastic and keep Lego Club and Tales to Tails going strong!

B40 welcomed a new volunteer, Rachel McKay. She is keeping our picture books clean and in order on the shelves – not an easy task!

4. WELCOMING PLACE

A. Identify the physical changes and funding required to provide 21st-century library facilities.

The Garfield Park branch's fireplace has been creating a cozy, welcoming atmosphere that has made that area of the branch a very popular spot for studying or reading quietly or aloud to children on cold and rainy days. It creates quite a comfortable ambience.

B. The virtual branch meets the definition of a welcoming place.

- C. **People receive service at the level they need and want.**

5. FINANCIAL SUSTAINABILITY

- A. **The library system maintains a healthy and stable financial position.**
- B. **There is adequate, stable and diverse funding to finance ongoing operations, key strategic initiatives and capital projects.**
- C. **Services of a defined level and quality are consistently delivered based on revenue projections and supportive organizational and operating structure.**
- D. **The library operates efficiently and focuses on continual improvement.**

6. ORGANIZATIONAL READINESS

- A. **Staff receives adequate training to do their jobs effectively.**
- B. **SCPL is committed to developing current library staff to become tomorrow's library leaders.**

B40 PIC, Cathy Landis, took a mandatory, online refresher course, titled Sexual Harassment Awareness for Supervisors.

- C. **Employees have the skills to execute change and are committed to change and continual improvement.**
- D. **A customer-driven service philosophy guides staff training and development.**

MONTHLY PERFORMANCE MEASURES DECEMBER 2015

ON-SITE USAGE

SELF CHECK	Dec-14	Dec-15	% Change
Aptos	81%	78%	-3%
Boulder Creek	80%	76%	-5%
Branciforte	85%	84%	0%
Capitola	75%	74%	-1%
Downtown	70%	71%	1%
Felton	72%	68%	-6%
Garfield Park	58%	64%	9%
La Selva Beach	53%	60%	13%
Live Oak	79%	78%	-1%
Scotts Valley	78%	81%	3%
OVERALL- % Circ that is self check (does not include online renewals)	73.09%	73.33%	0%

Does not include online renewals

VISITORS PER OPEN HOUR	Dec-14	Dec-15	% Change
Aptos	59	57	-3.4%
Boulder Creek	20	19	-5.0%
Branciforte	55	58	5.5%
Capitola	40	39	-2.5%
Downtown	133	129	-3.0%
Felton	15	18	20.0%
Garfield Park	31	35	12.9%
La Selva Beach	20	21	5.0%
Live Oak	54	54	0.0%
Scotts Valley	68	64	-5.9%
OVERALL	495	494	-0.2%

Measures number of visitors to the branch per open hour.

STAFF WORKLOAD

BUSYNESS	Dec-14	Dec-15	% Change
Aptos	5,870	6,320	7.67%
Boulder Creek	3,406	3,450	1.28%
Branciforte	3,018	3,119	3.36%
Capitola	4,961	6,031	21.56%
Downtown	3,290	3,554	8.02%
Felton	3,287	3,912	19.03%
Garfield Park	3,259	3,762	15.46%
La Selva Beach	2,113	2,225	5.30%
Live Oak	2,939	3,153	7.25%
Scotts Valley	3,663	4,276	16.73%
OVERALL	3,911	4,230	8.15%

Measures (number of physical checkouts + number of received items+ number holds handled + number of questions answered)/FTE

Note: not included: online transactions or self checks and questions answered are based on one typical week per quarter

NOTE: Statistics for July 2014-October 2015 have been updated with typical weeks numbers.

MONTHLY PERFORMANCE MEASURES DECEMBER 2015

SYSTEM MEASUREMENTS

FINES & FEES	Dec-14	Dec-15	% Change
Paid at Desk	\$ 12,099	\$ 9,448	-22%
Paid at Kiosk	\$ 7,024	\$ 5,231	-26%
Paid online	na	na	na
TOTAL	\$ 19,123	\$ 14,679	-23%
% Paid at Desk	63%	64%	2%
% Paid at Kiosk	37%	36%	-3%
% Paid online	0%	0%	0%
% Paid by credit/debit card	31%	31%	-3%

PROGRAMMING	Dec-14	Dec-15	% Change
Number of programs held	162	186	15%
Number of attendees	2624	3050	16%
Average # attendees/program	16.2	16.0	-1%

USE OF SYSTEM RESOURCES	Dec-14	Dec-15	% Change
VIRTUAL ACCESS			
E-books & magazines	12,464	6,861	-45%
Downloadable audio & music	3,068	4,392	43%
Downloadable & Streaming Video - see note**	1,031	627	-39%
Pageviews	492,105	448,801	-9%
Online renewals	44,217	41,327	-7%
Total virtual access	552,885	494,520	-11%

INTERLIBRARY LOAN	Dec-14	Dec-15	%Change
ILL to Patrons	na	13	na
ILL to other libraries	na	121	na

PHYSICAL CHECKOUTS	Dec-14	Dec-15	% Change
Staff assisted + self check	101,463	97,320	-4%

CHECKOUTS	Dec-14	Dec-15	% Change
% Physical checkouts	63%	68%	9%
% Virtual checkouts	38%	32%	-15%
Circulation per capita	0.78	0.70	-11%

Virtual access: Does not include database usage which will be reported quarterly due to availability of data.

Ematerials do not include Soundswell, or the Gale Virtual Travel collection as download data is not currently available. (online renewals is an estimate based on past experience). Includes Boopsie .

**For Dec. 2015 only: Access Video generally accounts for up to half of our video numbers, so it is a significant deviation

Physical Checkouts : physical items checked out at desk or at self check, includes in-house renewals

Virtual checkout : virtual access not including total pageviews

Capita: based on State Library data

For FY13/14 staff assisted =monthly stat report minus 41,667 (est online renewals)

TO: Finance Committee- Library Joint Powers Authority Board
 FROM: Marcus Pimentel, City of Santa Cruz Finance Director (1/11/16)
 RE: Monthly Dashboard Report: Library's November 2015 financials

Contained herein is the preliminary, UNAUDITED November 2015 Dashboard summary report. For the current month, operating results were \$307,649 with year-to-date net operating results of \$435,745. In general, preliminary revenues are behind the budget target by 1.0% and expenditures are under budget by 4.3%. These amounts are subject to fluctuation as routine, year-end accounting closing entries are booked. Note that as in the past, the final Fiscal Year 2014-2015 results will be available by the end of this calendar year.

Net operations (major accounts)	Last Months Results				Fiscal Year to Date	(1) Annual Budget FY 2015/16	Percent of Budget Comparison			
	September	October	November	November			YTD	Months completed	Positive / (negative)	
							Actuals			
(1) Revenue:										
(2) Sales Tax	\$ 750,707	\$ 525,184	\$ 700,298	\$ 3,133,247	\$	7,516,000	41.7%	41.7%	0.0%	
MOE- Member Contributions	453,662	453,773	453,773	2,266,884		5,504,000	41.2%	41.7%	(0.5%)	
Library Fines	-	-	-	-		104,000	0.0%	41.7%	(41.7%)	
Other Revenue	20,491	19,934	19,251	113,394		424,404	26.7%	41.7%	(14.9%)	
Subtotal Operating Revenue	1,224,860	998,891	1,173,322	5,513,525		13,548,404	40.7%	41.7%	(1.0%)	
Budgetary Financing Sources	-	-	-	-		-				
TOTAL REVENUE	\$ 1,224,860	\$ 998,891	\$ 1,173,322	\$ 5,513,525		\$ 13,548,404				
(1) Expenditures:										
(3) Payroll	\$ 620,685	\$ 583,857	\$ 635,980	\$ 3,178,891		8,677,912	36.6%	31.5%	(5.1%)	
(4) Books (w/Grants)	63,844	149,629	54,104	670,822		1,294,468	51.8%	41.7%	(10.2%)	
Janitorial Services	10,042	12,989	1,580	37,403		117,100	31.9%	41.7%	9.7%	
Building & Facility	16,092	21,984	14,002	63,431		356,122	17.8%	41.7%	23.9%	
Rent (Equip, Building, Land)	25,977	25,977	25,977	129,885		309,385	42.0%	41.7%	(0.3%)	
Utilities	41,669	45,730	28,961	195,306		431,201	45.3%	41.7%	(3.6%)	
Other expenditures	137,624	188,701	105,068	802,044		2,411,515	33.3%	41.7%	8.4%	
TOTAL EXPENDITURES	\$ 915,932	\$ 1,028,867	\$ 865,673	\$ 5,077,780		\$ 13,597,703	37.3%	41.7%	4.3%	
Net Gain / (Loss)	\$ 308,928	\$ (29,976)	\$ 307,649	\$ 435,745		\$ (49,299)				

Key Balance Sheet items	Trust Current Assets (6)		Trust Current Assets (cont.)	
	September	October	Balance	Trust
Total pooled cash	2,764,653	2,951,382	243,560	Leet-Corday
2-month reserve target	2,258,067	2,258,067	225,583	Morely
Excess cash/(reserve deficit)	506,586	693,315	9,344	Hale
Total Current Assets	3,983,260	3,944,785	94,102	Gruber
Accounts Payable	236,197	229,862		

- Notes:**
- July & August revenue &/or expenditures may still fluctuate with routine, year-end adjusting entries that could reallocate revenue between the current and prior fiscal year.
 - For sales tax, September, December, March & 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 & July) tend to be lower as they contain the lower state estimates.
 - For the current fiscal year, the following month's have more than 2 pay periods which will create higher monthly payroll costs: July, January & June. The month's completed % is adjusted to reflect year-end accrual of the last payperiod.
 - Book costs may include orders made and that will be accrued to June 2015 but are currently shown as current fiscal year payments. It is normal that purchases in the beginning of the year may fluctuate significantly due to timing of large, planned purchases.
 - In November, the four largest expenditures within 'Other expenditures' included: [Financial services - outside at \$44k]; [Library functional supplies at \$8k]; [Office furniture/equipment at \$7k]; and [Software maintenance services at \$17k].
 - Cash was above the Library JPA's required reserve by \$721,375. August revenue was received in the subsequent month; thereby artificially lowering cash balances for August. August trust balances may be adjusted upward slightly due to allocation adjustments.

STAFF REPORT

DATE: January 20, 2016
TO: Library Joint Powers Authority Board
FROM: Janis O'Driscoll, Interim Director
RE: Library System Personnel Changes

RECOMMENDATION

The recommendation is that the Board adopt the following personnel changes which were triggered by a recent retirement. The changes proposed would result in a net zero cost to the library's personnel budget.

<u>Position Number</u>	<u>Title</u>	<u>Change</u>
282-001	Library Assistant I, 1.0 FTE	Eliminate
283-022	Library Assistant II, .75 FTE	Add 10 hours; increase to 1.0 FTE
283-023	Library Assistant II, .5 FTE	Add 5 hours; increase to .63 FTE
283-xxx	Library Assistant II, .63 FTE	Add New Position

BACKGROUND

A Library Assistant IV retirement was filled internally and resulted in a vacant Library Assistant I position with the library.

- The Library Assistant I position only exists at the Downtown Branch and historically works 8 to 15% of their scheduled hours on the Service Desk, while Library Assistant IIs Downtown are our primary service providers and work up to 80% of their scheduled hours on the Service Desk.
- The Downtown library is open 54 hours per week. We also assign two Library Assistants on the desk during all open hours, requiring a total of 108 desk hours per week.

DISCUSSION

- Increasing the hours of our current 30 hour Library Assistant II to full time (40 hours per week) would provide a point person in the building at all times, even in the absence of the Library Assistant III & IV, given our seven day a week operation. Providing full time opportunities would also promote a sense of value, buy in, and ownership in daily operations.
- Offering additional hours to the 20 hour part time Library Assistant II would bring all staff in this classification at the Downtown branch up to an equivalent number of scheduled hours (25 per week). Providing opportunities for individual learning and cross training of off desk duties.
- The addition of a new part time (25 hour) Library Assistant II will allow all members of the Downtown Onsite team to receive greater schedule flexibility for desk coverage to provide direct service to the public, more opportunities to learn from each other and from their supervisors. The result will be staff who are more versatile and equipped to provide services directly and

indirectly to the public. This would also bring the percentage of hours assigned to the desk in line with equivalently sized branches throughout the system.

- These changes are in line with the Libraries Strategic Directions of;
 - **FINANCIAL SUSTAINABILITY** -The Library operates efficiently and focuses on continual improvement.

As they would result in a net zero cost to the library's personnel budget. &

- **ORGANIZATIONAL READINESS** - The organization has a well trained workforce available to fulfill the mission of the Library system today and in the future.
 - Staff receives adequate training to do their jobs effectively.
 - A customer driven service philosophy guides staff training and development.

STAFF REPORT

DATE: January 25, 2016
TO: Library Joint Powers Authority Board
FROM: Janis O'Driscoll, Interim Director
RE: Correction to Budgeted Library Position

RECOMMENDATION

The recommendation is that the Board adopt the following personnel changes:

Eliminate

Position 132-002 .53 FTE Vacant position

Amend

Position 132-001 from .53 FTE to 1.00 FTE

BACKGROUND

Previously the Library employed two (2) part time courier drivers that were responsible for making deliveries throughout the library system.

At the end of 2014, one of the courier drivers retired and the remaining courier driver was brought up to full time.

The employee's records have been changed but we needed to make a final change to our personnel position budget.

Therefore we are recommending the Board adopt the recommendation to eliminate position 132-002 at .53 FTE and increase position 132-001 to 1.0 FTE.

The following message has been received from:

NAME: Krys Call

PHONE NUMBER: [REDACTED]

EMAIL ADDRESS: [REDACTED]

=====

Dear Janis O'Driscoll:

I am writing to heartily thank you for the help that I received from Anna Augason and Katherine Workman at Garfield Park Branch Library a few days ago.

Over the weekend, at home, I had attempted for many hours to upload a copy of a book I had written to a publishing site, to no avail. It was a complicated problem involving conversion software and interaction between word processing programs that was far over my head. I came to the library with the idea that the programs in the computers there would work better.

They did, but at a certain point, I knew that my skill level was not high enough to know how complete the upload. Anna was working there. Katherine suggested that I ask Anna how to get the document from the zip drive onto the site without corrupting the data as had happened multiple times.

The library was filled with happy children doing a special library project together. The sound level was distracting to some other adults there, but not to Anna. I am a retired teacher and am used to the sound of lots of happy learning, but most people could not accomplish what Anna did without a modicum of quiet.

She listened with total comprehension to the many ways that I had tried to complete the upload, sat down at the computer with me, figured out all of the steps, gave me clear directions, and told me about your technical tutoring program at Central.

Anna also said to ask her if further problems arose, and quickly got back to her other work at Garfield, finished everything, and they closed on time. Meanwhile, a problem did arise in my upload, and she sat down with me for another few minutes, and she figured out how it had happened and how to fix it.

I am deeply impressed that Ms. Augason was able to help with a complex multi-stepped problem so efficiently that her other duties were also completed, all the while working in a

distracting, highly populated environment, the whole time showing consummate respect for all the patrons there and what we all were trying to accomplish, setting clear boundaries that I could understand about what services she could and could not provide. Ms. Augason also demonstrated a thorough knowledge of genres of literature.

Katherine and Anna made a great team. The technical problems I was having were numerous and required a sophisticated level of knowledge that I don't have as yet. It is really only due to the help I received at Garfield Park that my book is being published.

Thanks so much. I hope you will pass this message onto The people being complimented. This branch has been a very important support for the children on the Westside, their parents and the rest of us for decades now. Thank you for keeping it open and for hiring people with a high level of capability. It has made a huge difference in this neighborhood.

Sincerely,
Krys Call

JAN. 22, 2016

SCPL INCIDENT LOG - 2016

New Roll Up Date - 21st to the 20th. of the month.

Date	Location	Time	Patron's Name	Ref. #	Brief Description	Staff Involved	Steps Taken	Safety Action	Roving Guard Called	911 Called	Bid. Mtc. Called
12/22/15	DTN	4:15pm	Warren West	DTN 100	Patron was observed acting aggressive. When staff approached, he started using offensive, derogatory and homophobic language. A 1 day ejection was imposed.	N David Sidle, Chase Coetzee, Jim Emdy	The patron refused to leave. As a result, security was called and a 3 day ban was imposed.	NA	Yes	No	No
12/22/15	DTN	10:30am	Brittiany Allen	-	Patron (DL #F4560934) with a grey Toyota Corolla reported that her black leather duffel bag containing an apple laptop, charger, and other personal items were stolen from her unlocked car in the Library parking lot.	Chase Coetzee	No other information was available.	Always lock a parked vehicle.	Yes	No	No
12/24/15	B40	1:15am	Geoffrey Rathert	-	Patron came into the library appearing to be under the influence, coughing, choking and clutching his throat. He went to the drinking fountain and appeared like he was going to throw up before being directed to the bathroom.	Cathy Landis	The patron exited the bathroom appearing to be confused and left the building. Staff called 911 for a welfare check.	NA	No	Yes	No
12/28/15	HQ	7am	Male	-	Staff noticed an unlocked bike parked near the bike lockers. It was found that the Library's lock had been cut and a man was sleeping in bike locker #11. He stated that he would get out.	Gabe Reyes	Staff called security who later confirmed that the man had left. Building maintenance was called to clean out the debris that was left behind and to purchase a new lock for the locker.	NA	Yes	No	Yes

12/28/15	HQ	8am	Male		Staff member Judy Russell reported that a car with a man inside was stopped at the stop sign and would not go any further in spite of other drivers urging him to move.					Judy called 911 and Reception staff went to investigate. Finally the car slowly moved forward down Center St. and then came to another stop 2 blocks down the street.	NA	No	Yes	No
12/28/15	DTN	11:30am	Adam Brightwell	DTN 92	Staff reported to security that the patron was observed "nodding off" at 11am and then again at 11:30am.	N	James Lee, Chase Coetzee			A 3 day ban was issued. The patron left with out incident.	NA	Yes	No	No
12/28/15	DTN	5:30pm	Latic Barnes	DTN 112	Patron who was currently on a 30 day ban entered the library to use the bathroom before their ban had expired.	Y	Arturo Villaseor, Chase Coetzee			Another 30 day ban was imposed. The patron replied "OK".	NA	Yes	No	No
12/30/15	DTN	4pm	Jason Sparks	DTN 05	A police officer contacted staff to advise that they had retrieved a stolen book from the patron.	N	James Lee, Chase Coetzee			Staff declined to press charges since the book was in good condition and the value was only \$14.00. A 30 day ban was issued instead.	NA	Yes	No	No
01/07/16	B40	2:30pm	Jeffery Hubner	B40 03	Patron found sleeping.	N	Peggy Meserth, Cathy Landis			After being woken up, the patron became belligerent, yelling profanities and threatened staff. Other patrons called 911. A 30 day ban was imposed.	NA	No	Yes	No
01/10/16	DTN	11am	Male	DTN 126	Patron, Dee Hooker reported that a male patron unprovoked, called her a "fucking Whore" while she was unloading her car.	N	Mitchell Horton			When questioned by security, the man made extremely vulgar remarks toward Dee Hooker and library staff. A 7 day ban was imposed.	NA	Yes	No	No
01/11/16	DTN	12:20pm	Female	DTN 127	Two female adults were found smoking Marijuana by the bike lockers.	N	Chase Coetzee, James Lee			When asked to leave for the day, one of the females became verbally confrontational with racial slurs and then spit at the roving guard. A 30 day ban was imposed.	NA	Yes	No	No

01/12/16	DTN	10:20am	Male	DTN 128	Patron was sitting at a computer station with his personal belongings spread out on the table. However, he was not using the computer. During a walk through, security noticed the patron viewing porn on his mobile phone.	N	Clifford Bodamer, James Lee, Chase Coetzee	When staff asked the patron to vacate the internet area, he became confrontational, yelled loud obscenities and threatened security. A 30 day ban was imposed.	NA	Yes	No	No
01/14/16	DTN	1:22pm	James Warren Young III	DTN 129		Y	James Lee, Chris Murdock	A 7 day ban was issued.	NA	Yes	No	No
01/17/16	DTN	2pm	Male	DTN 130	Male patron, DTN 130 (wearing heavy eye liner around his eyes and mouth), claimed that another patron had physically threatened him while in the library internet area. The aggressor denied the charge.	N	Mitchel Horton, Brandon Hunter	Both patrons were warned of possible ejection if future incidents occurred. DTN 130 noticed his headset was missing and threatened the other patron by saying "your dead". A 7 day ban was issued.	NA	Yes	No	No
01/20/16	DTN	4pm	Male	-	Security was summoned to the internet area by staff to handle a male patron who ignored requests to turn down the volume on the computer. The patron became verbally abusive and threatening with staff.	N	Ivan Sumano- Vargas	Initially, the patron was ejected for the red but then a 30 day ban was issued when he threatened staff.	NA	Yes	No	No

Date	Location	Time	Patron's Name	Patron's Name	Ref.#	Brief Description														
						1 Day	2 Day	3 Day	7 Day	14 Day	30 Day	42 Day	60 Day	90 Day	3 Mo.	6 Mo.	1 Yr.			
						Monthly 21st to the 20th														
12/22/15	DTN	4:15pm	Warren West	DTN 100		1	1													
						Patron was observed acting aggressive. When staff approached, he started using offensive, derogatory and homophobic language. A 1 day ejection was imposed but he refused to leave. As a result, security was called and a 3 day ban was imposed.														
12/28/15	DTN	11:30am	Adam Brightwell	DTN 92		1														
						Staff reported to security that the patron was observed "nodding off" at 11am and then again at 11:30am. A 3 day ban was issued. The patron left without incident. A patron who was currently on a 30 day ban, entered the library to use the bathroom before their ban had expired. "The Another 30 day ban was issued. "The patron replied OK".														
12/28/15	DTN	5:30pm	Latic Barnes	DTN 112						1										
						A police officer contacted staff to advise that they had retrieved a stolen book from the patron. Staff declined to press charges since the book was in good condition and the value was only \$14.00. A 30 day ban was issued.														
12/30/15	DTN	4pm	Jason Sparks	DTN 05						1										
						Patron was found sleeping. After being woken up, the patron became belligerent, yelling profanities and threatening staff. Other patrons called 911. A second 30 day ban was imposed.														
01/07/16	B40	2:30pm	Jeffery Hubner	B40 03																
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Date	Location	Time	Patron's Name	Ref.#	Brief Description	Monthly 21st to the 20th																						
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01/11/16	DTN	12:20pm	Female	DTN 127	Two female adults were found smoking Marijuana by the bike lockers. When asked to leave for the day, one of the females became verbally confrontational with racial slurs and then spit at the roving guard. A 30 day ban was imposed.									1														
01/12/16	DTN	10:20am	Male	DTN 128	Patron was sitting at a computer station with his personal belongings spread out on the table. He was not using the computer. When staff asked the patron to vacate the internet area, he became confrontational, yelled loud obscenities and threatened security. A 30 day ban was imposed.									1														
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01/17/16	DTN	2pm	Male	DTN 130	Male patron (DTN 130, wearing heavy eye liner around his eyes and mouth), claimed that another patron had physically threatened him while in the library internet area. The aggressor denied the charge. Both patrons were warned of possible ejection if future incidents occurred. DTN 130 noticed his headset was missing and threatened the other patron by saying "your dead". A 7 day ban was issued.									1														
01/20/15	DTN	4pm	Male	DTN	Security was summoned to the internet area by staff to handle a male patron who ignored requests to turn down the volume on the computer. The patron became verbally abusive and threatening with staff. Initially, the patron was ejected for the day but then a 30 day ban was issued when he threatened staff.											1												
Totals						2	0	2	4	0	5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

SCPL INCIDENT LOG - 2016

New Roll Up Date - 21st to the 20th. of the month.

Date		Location		Time		Patron's Name		Ref.#		Brief Description		Staff Involved		Steps Taken		Safety Action		Roving Guard Called		911 Called		Bld. Mtc. Called	
12/22/15	DTN	4:15pm	Warren West	DTN	100					Patron was observed acting aggressive. When staff approached, he started using offensive, derogatory and homophobic language. A 1 day ejection was imposed.	N	David Sidle, Chase Coetzee, Jim Emdy	The patron refused to leave. As a result, security was called and a 3 day ban was imposed.	NA	Yes	No	No	No					
12/22/15	DTN	10:30am	Brittany Allen	-	-					Patron (DL #F4560934) with a grey Toyota Corolla reported that her black leather duffel bag containing an apple laptop, charger, and other personal items were stolen from her unlocked car in the Library parking lot.	-	Chase Coetzee	No other information was available.	Always lock a parked vehicle.	Yes	No	No						
12/24/15	B40	1:15am	Geoffrey Rathert	-	-					Patron came into the library appearing to be under the influence, coughing, choking and clutching his throat. He went to the drinking fountain and appeared like he was going to throw up before being directed to the bathroom.	-	Cathy Landis	The patron exited the bathroom appearing to be confused and left the building. Staff called 911 for a welfare check.	NA	No	Yes	No						
12/28/15	HQ	7am	Male	-	-					Staff noticed an unlocked bike parked near the bike lockers. It was found that the Library's lock had been cut and a man was sleeping in bike locker #11. He stated that he would get out.	-	Gabe Reyes	Staff called security who later confirmed that the man had left. Building maintenance was called to clean out the debris that was left behind and to purchase a new lock for the locker.	NA	Yes	No	No						

12/28/15	HQ	8am	Male	-	Staff member Judy Russell reported that a car with a man inside was stopped at the stop sign and would not go any further in spite of other drivers urging him to move.	-	Judy Russell	Judy called 911 and Reception staff went to investigate. Finally the car slowly moved forward down Center St. and then came to another stop 2 blocks down the street.	NA	No	Yes	No
12/28/15	DTN	11:30am	Adam Brightwell	DTN 92	Staff reported to security that the patron was observed "nodding off" at 11am and then again at 11:30am.	N	James Lee, Chase Coetzee	A 3 day ban was issued. The patron left with out incident.	NA	Yes	No	No
12/28/15	DTN	5:30pm	Latic Barnes	DTN 112	Patron who was currently on a 30 day ban entered the library to use the bathroom before their ban had expired.	Y	Arturo Villaseñor, Chase Coetzee	Another 30 day ban was imposed. The patron replied "OK".	NA	Yes	No	No
12/30/15	DTN	4pm	Jason Sparks	DTN 05	A police officer contacted staff to advise that they had retrieved a stolen book from the patron.	N	James Lee, Chase Coetzee	Staff declined to press charges since the book was in good condition and the value was only \$14.00. A 30 day ban was issued instead.	NA	Yes	No	No
01/07/16	B40	2:30pm	Jeffery Hubner	B40 03	Patron found sleeping.	N	Peggy Meserth, Cathy Landis	After being woken up, the patron became belligerent, yelling profanities and threatened staff. Other patrons called 911. A 30 day ban was imposed.	NA	No	Yes	No
01/10/16	DTN	11am	Male	DTN 126	Patron, Dee Hooker reported that a male patron unprovoked, called her a "fucking Whore" while she was unloading her car.	N	Mitchell Horton	When questioned by security, the man made extremely vulgar remarks toward Dee Hooker and library staff. A 7 day ban was imposed.	NA	Yes	No	No
01/11/16	DTN	12:20pm	Female	DTN 127	Two female adults were found smoking Marijuana by the bike lockers.	N	Chase Coetzee, James Lee	When asked to leave for the day, one of the females became verbally confrontational with racial slurs and then spit at the roving guard. A 30 day ban was imposed.	NA	Yes	No	No

01/12/16	DTN	10:20am	Male	DTN 128	Patron was sitting at a computer station with his personal belongings spread out on the table. However, he was not using the computer. During a walk through, security noticed the patron viewing porn on his mobile phone.	N	Clifford Bodamer, James Lee, Chase Coetzee	When staff asked the patron to vacate the internet area, he became confrontational, yelled loud obscenities and threatened security. A 30 day ban was imposed.	NA	Yes	No	No
01/14/16	DTN	1:22pm	James Warren Young III	DTN 129		Y	James Lee, Chris Murdock	A 7 day ban was issued.	NA	Yes	No	No
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01/20/16	DTN	4pm	Male	-		N	Ivan Sumano- Vargas	Initially, the patron was ejected for the day but then a 30 day ban was issued when he threatened staff.	NA	Yes	No	No

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Totals						2	0	2	4	0	5	0	0	0	0	0	0	0	0	0	0	0

STAFF REPORT

DATE: January 29, 2016
TO: Library Joint Powers Board
FROM: Janis O'Driscoll, Interim Library Director
RE: Preparation of a Program Budget for Special Tax Measure Expenses

RECOMMENDATION: Direct Library Staff to prepare a program budget for current and anticipated expenditures related to the special tax measure for presentation to the Board for consideration and approval.

SUMMARY In order to more efficiently track invoices and contracts related to the special tax measure, the Library Staff recommends the development of a program budget for current and anticipated expenditures.

BACKGROUND The 2015/2016 Santa Cruz Public Libraries budget does not include allocations for current and anticipated expenditures related to the special tax measure. Further, the staff has begun preliminary budget work for the 2016/2017 fiscal year and needs to include anticipated expenditures in the next Library budget.

DISCUSSION The Library Staff will be able to be more efficient in anticipating and tracking costs with a separate program budget for special tax expenses. In addition, if the measure is successful, it is possible that some of these administrative expenses might be reimbursed through bond proceeds.