

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, APRIL 7, 2016

9:00 A.M.

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

**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

2. PRESENTATIONS

A. Sue Graziano, Systems Services Interim Manager: "Library Services to the County Correctional Facilities".

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.4-5)
- B. Library Advisory Commission

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 March 3, 2016 meeting (PG.6-8)
RECOMMENDED ACTION: Approve Minutes
- B. Receive Monthly Narrative Report for March 2016. (PG.9-16)
RECOMMENDED ACTION: Receive Report.
- C. Receive Monthly Performance Measures for February 2016. (PG.17-18)
RECOMMENDED ACTION: Receive Performance Measures.
- D. Receive Website Statistics for February and March 2016. (PG.19-20)
RECOMMENDED ACTION: Receive Website Statistics.
- E. Patron Written Comments (PG.21)
RECOMMENDED ACTION: Receive Patron Written Comments.
- F. Articles about Santa Cruz Public Libraries. (PG.22-25)
RECOMMENDED ACTION: Receive Articles.
- G. Security Incidents Log from February 21st through March 20th. (PG.26-29)
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. Conflict of Interest Code (PG.30-33)
RECOMMENDED ACTION: Approve Conflict of Interest Code
- B. Contract for Legal Services (PG.34-50)
RECOMMENDED ACTION: Approve Contract

11. ADJOURNMENT

Adjourned to a **Special Meeting Closed Session** of the Library Joint Powers Authority Board to be held on Friday, April 15 at 9 a.m. in the Courtyard Conference Room at City Hall, 809 Center Street, Santa Cruz, CA. The next **Regular Meeting** of the LJPA will be held on Thursday, May 5, 2016 at 6:00 p.m. [immediately following the LFFA meeting] at the Aptos Branch Library 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.

STAFF REPORT

DATE: April 7, 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

Ann Young

Aside from her general awesomeness and consistent hard work that is rarely appreciated, I would like to nominate her for going above and beyond the call of duty to get our new Books 24/7 platform up and running the way it should. We had some serious authentication problems, and she took it all the way to the person who developed the authentication software we use. She spent weeks following up on the issue and was able to resolve it. She is fantastic! (D. Cowen)

David Sadell

David helped facilitate the training of all staff on the upgraded payroll system by proactively getting our training computers loaded with training materials and the new Kronos training database. This enabled staff to get trained within a short time-frame. David saw the need and put into action, the "See it, own it, fix it" philosophy.....Thank you. (G. Reyes)

Ann Young

Ann quickly and efficiently worked on the update of SCPL's meeting room procedure by working with Administration on the best way to load the information on the SCPL Homepage and Staff Intranet. With an already full schedule, Ann made this project a priority which will enable staff to handle meeting room transactions with ease in a more efficient manner. (G. Reyes)

**SANTA CRUZ PUBLIC LIBRARIES
A CITY-COUNTY SYSTEM
LIBRARY JOINT POWERS AUTHORITY BOARD
(LJPA)**

**REGULAR MEETING MINUTES
THURSDAY, MARCH 3, 2016
6:30 P.M.**

1. ROLL CALL

PRESENT: Chair Jamie Goldstein; Board Member Chuck Comstock; Board Member Susan Mauriello; Tina Shull (Alternate)

ABSENT: Vice Chair Martin Bernal

STAFF: Interim Executive Director Rich Hill; Interim Library Director Janis O'Driscoll

2. PRESENTATIONS:

A. Diane Cowen and Maile McGrew-Frede, Marketing Team, "Find Yourself in the Library" Awareness Campaign – a short video presentation.

3. ADDITIONAL MATERIALS

None

4. ADDITIONS AND DELETIONS TO AGENDA

None.

The Agenda of March 3, 2016 was approved by consensus.

5. ORAL COMMUNICATIONS

Bruce Holloway

6. REPORT BY LIBRARY DIRECTOR

Janis O'Driscoll, Interim Library Director, reported on the most recent activities at the Library.

7. FRIENDS OF THE SANTA CRUZ PUBLIC LIBRARIES REPORT

Aaron Brand reported on the Friends of the Libraries activities.

8. COMMENTS BY BOARD MEMBERS

None

9. CONSENT CALENDAR

A. Approve Minutes of February 4, 2016 meeting.
RECOMMENDED ACTION: Approve Minutes

B. Receive Monthly Narrative Report for February 2016.
RECOMMENDED ACTION: Receive Report.

C. Receive Monthly Performance Measures for January 2016.
RECOMMENDED ACTION: Receive Report.

- D. Receive Monthly Financial Snapshot for December 2015 and January 2016.
RECOMMENDED ACTION: Receive Report.
- E. Receive Website Statistics for January 2016.
RECOMMENDED ACTION: Receive Report.
- F. Security Incidents Log from January 21st through February 20th.
RECOMMENDED ACTION: Receive Security Incidents Log.
- G. Articles about Santa Cruz Public Libraries.
RECOMMENDED ACTION: Receive Articles.
- H. Patron Written Comments.
RECOMMENDED ACTION: Receive Patron Written Comments.
- I. Amend Budget to Accept Grand Monies.
RECOMMENDED ACTION: Amend Budget
- J. Personnel Changes.
RECOMMENDED ACTION: Adopt Personnel Changes.
- K. Contribution and Reimbursement Agreement.
RECOMMENDED ACTION: Approve the Agreement.

RESULT:	APPROVED CONSENT ITEMS <u>9.A., 9.B., 9.C., 9.D., 9.E, 9.F., 9.G., 9.H., 9I., 9J. and 9K</u>
MOVER:	Tina Shull, Alternate Board Member
SECONDER:	Susan Mauriello, Board Member
AYES:	Goldstein, Comstock, Mauriello, Shull (Alternate)
ABSENT:	Bernal

10. GENERAL BUSINESS

- A. Presentation of Capitola Branch Library Conceptual Renderings (Jamie Goldstein).
RECOMMENDED ACTION: Receive Presentation.

RESULT:	RECEIVED PRESENTATION
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- B. Library Advisory Commission.

Janis O'Driscoll, Interim Library Director, reported that the last member of the Library Advisory Commission has not yet been appointed. The first meeting of the Commission will be scheduled as soon as the Scotts Valley member has been identified.

RECOMMENDED ACTION: Receive Report.

RESULT:	RECEIVED REPORT
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C. Board Appointments.

- 1) Designate two JPA Board members to a Library Director ad-hoc advisory committee.

RECOMMENDED ACTION: Designate two JPA Board members.

RESULT:	DESIGNATED CITY OF SANTA CRUZ AND COUNTY OF SANTA CRUZ REPRESENTATIVES TO LIBRARY DIRECTOR ADVISORY AD-HOC COMMITTEE. [UNANIMOUS]
MOVER:	Tina Shull, Alternate Board Member
SECONDER:	Susan Mauriello, Board Member
AYES:	Goldstein, Comstock, Mauriello, Shull (Alternate)
ABSENT:	Bernal

- 2) Designate one JPA Board member as a representative to attend quarterly meetings with SEIU and OE3 Bargaining Groups pursuant to the Letter of Intent adopted by the Board on January 14, 2016.

RECOMMENDED ACTION: Designate one JPA Board member.

PUBLIC COMMENT

Monica Rodriguez, SEIU 521

RESULT:	DESIGNATED CITY OF CAPITOLA AND COUNTY OF SANTA CRUZ REPRESENTATIVES TO ATTEND QUARTERLY MEETINGS WITH SERVICE EMPLOYEE INTERNATIONAL UNION LOCAL 521 (SEIU 521) AND OPERATING ENGINEERS LOCAL 3 (OE3) BARGAINING GROUPS. [UNANIMOUS]
MOVER:	Tina Shull, Alternate Board Member
SECONDER:	Chuck Comstock, Board Member
AYES:	Goldstein, Comstock, Mauriello, Shull (Alternate)
ABSENT:	Bernal

11. ADJOURNMENT

The Library Joint Powers Authority Board adjourned at 7:20 p.m. to its Regular Meeting on Thursday, April 7, 2016 at 9:00 a.m. immediately following the LFFA meeting, at the Downtown Branch Meeting Room, located at 224 Church St., Santa Cruz, CA 95060.

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 MARCH 2016

1. READING, LISTENING AND VIEWING FOR PLEASURE

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

The month of March was celebrated with book displays at Scotts Valley – Women’s history month with a collection theme of “Well behaved women seldom make history” and acknowledging that March is national noodle month; Water themes with books and videos about mermaids and the fact that “Loch Lomond is open and the fish are biting;” and a selection from Jenn the Librarian’s favorite graphic novels.

Patty Webster created a display titled “Eyes Wide Open” at the Downtown branch in the Young Adult room upstairs. The book, “Eyes Wide Open” is currently being read for the Book to Action Program.

Capitola also had an adult and kid display to celebrate Women’s History Month. Just selecting the books for the displays could be an education! Chantel also gave patrons the opportunity to write a name of a woman that they admired. We’ve got everything from Mom to Margaret Mead.

Lots of displays at B40 this month:

For kids by Lois Meyer:

- Dr. Seuss’ 112th birthday (3/2) Dr. Seuss Books & Theodore Geisel Biographies;
- Paul Fleischman books in concert with the Eyes Wide Open Book-to-Action events;
- Irish Fairytales & St. Patrick’s Day
- Cats and Dogs (a perennial favorite)
- Women’s History Month
- Bunnies & Spring

For adults, also by Lois:

- Women’s History Month

For Young Adults, by Cathy Landis:

- Novels in Verse



Story time at the La Selva Beach library. Children and Adults like the new chairs purchased in March with money provided by LSB's chapter of the Friends of the SCPL.

Live Oak is hosting a display of beautiful handcrafted dolls made by the Good Golly Miss Dolly Doll Club. Our young patrons always enjoy this annual display in our children's display case.

The Live Oak adult display case is host to an educational display from Big Brothers Big Sisters of Santa Cruz County. Adults are paired with a child to "Be a Friend. Be a Mentor. Just Be There for a Child" by spending time doing things they enjoy or just being available to listen. This organization is also promoting a new TransYouth Mentoring Program. Their annual fundraiser Bowl for Kids Sake will be held at the Boardwalk Bowl on April 23-24, 2016.

The month of March is National Nutrition Month and Live Oak presented two book displays on this topic for children and adults. We displayed books about healthy eating, healthy cooking, and general nutrition information. The slogan for this year's National Nutrition Month is "Savor the Flavor of Eating Right" sponsored by the Academy of Nutrition and Dietetics www.eatright.org.

Garfield Park had a lovely, eye catching display, "Hello Flowers!" to celebrate springtime and all its marvels. There were books about gardening, plant identification, xerophytic

landscaping, and many other plant related books. Several patrons commented that they wanted to take the display poster home!

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

Reference staff answered 1696 reference questions in four branches: Downtown, Scotts Valley, Aptos and Live Oak.

Patty Webster created two bibliographies: these were reworked from an older bibliography that combined various ages to have a list geared towards - MYSTERY, SUSPENSE AND DETECTIVE books for teens 13+ and a bibliography for International Women's Month.

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.

Valerie Murphy and Patty Webster conducted training for freshmen at Santa Cruz High in the use of library databases. Five classes came to the school library and received instruction in the use of our databases, and 33 students signed up for new cards!

Valerie Murphy, Jasmin Avila and Patty Webster hosted a class visit at the Downtown branch for Corre La Voz, a group of fourth and fifth graders from Bay View Elementary School. It was the first time visiting a library for many of the students, and they received an orientation and new library cards.

Arturo Villasenor, Victor Willis and Valerie Murphy hosted a group of 15 ESL students from a local adult school on March 17. Staff members gave a tour of the downtown branch and showed relevant resources for second language learners.

Patty Webster hosted two storytime programs at the La Selva Beach Library on March 17th and 24th.

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.**

Collection Management staff rush-ordered a selection of books for teens on overcoming substance abuse for the Teen Self Help Collection. This was in response to Maile's email describing a campaign being launched by United Way and SC County Community Prevention Partners called "Let's Talk About It", which aims to break down stigma around drug and alcohol use and re-define it as a disease that is treatable and curable. Heather and Jenn met with Maile and Teela Williams of United Way to learn more about the ongoing campaign and how we can support it.

Raising a Reader library visits are being scheduled (2 so far for March). Jeanne O'Grady and Paula Turpenen met with Jennifer Robinson (Raising a Reader Coordinator) to discuss scheduling this year's visits. Jennifer shared the documents she gives to providers about Scheduling with the library as well as some important early literacy information shared with providers. RAR values the library connection which brings very young patrons and their families to the library to begin a lifelong connection with the library.

On March 5, the Scotts Valley library was the venue for a Prop. 47 Record Clearance Day hosted by the Watsonville Law Center and the Public Defender of Santa Cruz County. It was a very well attended hands-on working clinic designed to help those with certain types of non-violent felonies reduce their record to misdemeanors therefore making it possible to access better jobs, housing, services etc.

On Saturday, March 26th, the Capitola Branch had a huge party! The event was a combination Birthday celebration, see the architect's renderings of a new library building (and meet the architect), join the Capitola Friends Chapter and find out about Measure S. Entertainment included a performance by the Redwood Wind Quarter, a demo of Pinky the 3D Printer, face painting, Tales to Tails, draw your new library, a visit from the Book Bunny, and (yum) chocolate cake from Gayle's Bakery, We had a great turn out and folks had a lot of fun!



David Addison, Julie Richardson and Jeanne Czarnecki attended an event at Monterey Art Museum on Thursday, Feb. 25th

The Veterans History Project with Members of the Library of Congress

Rachel Mears, Section Head, for Collections Access, Preservation and Analysis and Megan Harris, Reference Specialist from the Library of Congress spoke about the VHP collections, the elemental and universal importance of place-based memories expressed in the collections and they answered questions about participation. They were joined by Enid Baxter Ryce, who with her students collected stories from local veterans for the Veterans History Project along with her CSU Monterey Bay students and veterans who participated in the story collection. David, Jeanne and Julie were able to make valuable connections with Rachel, Megan and Enid regarding the Veterans History Project and agreed to be a resource for each other going into the future.

Julie Richardson was invited to present our library's business resources to the board of SCORE (service corp of retired executives). The board members were delighted to hear about the many useful business resources available. The SCORE members also offered to come to a future reference meeting to talk about the information needs of the local business community.

David Addison, Jeanne Czarnecki and Julie Richardson traveled to the Brookdale Assisted Living Community in Scotts Valley to give a presentation for residents about the Veterans History Project. The presentation was warmly received and several interested veterans took paperwork for possible future interviews.

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

B40's Branch Manager, Cathy Landis, represented B40 Library with Interim Director, Janis O'Driscoll and Virtual Services Librarian, Diane Cowen, at the City Hall to You, Eastside, event.

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

D. Volunteers will be used effectively.

In February, 130 individual volunteers donated a total of 1011 hours of service to SCPL. Six new community members began volunteering at the Library in March in four of our branches. Five of the new volunteers signed on as Adopt-a-Shelf assistants, a win-win assignment; the role keeps our stacks clean and orderly for patrons while allowing volunteers a great deal of scheduling flexibility. We also awarded bookplates to four long-time volunteers for reaching hours of service milestones.

The Book Buddy program welcomed a new homebound patron who is teamed up with a long-time volunteer Buddy. We now have 14 volunteers serving in that capacity.

April 10-16 is National Volunteer Week; all active Library volunteers will receive personalized thank-you letters and small gifts to show our appreciation for their service. Several Library volunteers will be honored at City Hall on April 12 as part of CityServe's annual recognition event. In addition, the Library Volunteer Office and the Friends Volunteer Department are co-hosting our second annual ice cream social on April 17 at the Aptos branch.

B40's Tales to Tails volunteer, Miranda Barzee, has moved on. Thank-you Miranda! We hope to get someone soon to fill her shoes.

4. WELCOMING PLACE

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

Jeanne O'Grady attended the 7th Annual Community Forum "Together for Kindergarten" sponsored by the County Office of Education. The program was a fascinating look at sugar and carbohydrates in our diets and how it affects children. This might be a good topic for Citizen Science and the topic and speakers have been referred to Brenda McIlroy who coordinates that program.

Julie Richardson, Amy Chirman, Hui-Lan Titangos, Arturo Villaseñor and David Addison attended a webinar in the training room on March 3. The webinar, entitled Building Community-Business Partnerships through Embedded Librarianship provided a very

useful starting point for ideas and action for the reference team to build stronger ties with and provide information to our local business community.

Patty Webster completed two trainings this month: SCPL PCI Compliance Training and SCPL Credit Card Security online course.

B40 staff members, Lois Meyer, Peggy Meserth, Cathy Landis, and Miranda Barzee attended Kronos training. B40 aides, Apryl Grady-Roush and Miranda Barzee, attended Safety in the Stacks training. B40 staff helped train new floating aides at the branch.

On March 23rd Live Oak Branch held an emergency evacuation drill during open hours. We had 7 staff members in attendance to practice what to do in the event of an emergency. Patrons were warned before the alarm was pulled and seemed happy to help us practice evacuating the branch.

B. SCPL is committed to developing current library staff to become tomorrow's library leaders.

B40's Cathy Landis, attended training for creating Individual Development Plans.

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 FEBRUARY 2016

ON-SITE USAGE

SELF CHECK	Feb-15	Feb-16	% Change
Aptos	81%	78%	-4%
Boulder Creek	76%	83%	10%
Branciforte	86%	84%	-2%
Capitola	75%	73%	-3%
Downtown	73%	71%	-3%
Felton	75%	64%	-15%
Garfield Park	62%	61%	-2%
La Selva Beach	62%	65%	5%
Live Oak	77%	79%	2%
Scotts Valley	82%	81%	-2%
OVERALL- % Circ that is self check (does not include online renewals)	74.8%	73.8%	-1%

Does not include online renewals

VISITORS PER OPEN HOUR	Feb-15	Feb-16	% Change
Aptos	63	69	9.5%
Boulder Creek	20	21	5.0%
Branciforte	62	59	-4.8%
Capitola	39	37	-5.1%
Downtown	145	142	-2.1%
Felton	17	18	5.9%
Garfield Park	38	42	10.5%
La Selva Beach	28	23	-17.9%
Live Oak	62	64	3.2%
Scotts Valley	101	81	-19.8%
OVERALL	575	556	-3.3%

Measures number of visitors to the branch per open hour.

STAFF WORKLOAD

BUSYNESS	Feb-15	Feb-16	% Change
Aptos	5,084	6,332	24.6%
Boulder Creek	3,049	3,228	5.9%
Branciforte	2,794	2,889	3.4%
Capitola	5,051	5,642	11.7%
Downtown	2,896	3,520	21.6%
Felton	2,755	3,802	38.0%
Garfield Park	2,922	4,247	45.4%
La Selva Beach	1,998	2,661	30.7%
Live Oak	2,566	3,397	32.4%
Scotts Valley	3,403	4,292	26.1%
OVERALL	3,252	4,001	23.0%

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 FEBRUARY 2016

SYSTEM MEASUREMENTS

FINES & FEES	Feb-15	Feb-16	% Change
Paid at Desk	\$ 12,180	\$ 9,659	-29%
Paid at Kiosk	\$ 6,996	\$ 6,252	-22%
Paid online	\$ -	\$ -	na
TOTAL	\$ 19,176	\$ 15,911	-17%
% Paid at Desk	64%	61%	-4%
% Paid at Kiosk	36%	39%	8%
% Paid online	0%	0%	0%
% Paid by credit/debit card	33%	35%	6%

PROGRAMMING	Feb-15	Feb-16	% Change
Number of programs held	207	269	30%
Number of attendees	3,712	4,566	23%
Average # attendees/program	18.0	17.0	-6%

USE OF SYSTEM RESOURCES	Feb-15	Feb-16	% Change
VIRTUAL ACCESS			
E-books & magazines	14,985	6,525	-56%
Downloadable audio & music	3,200	4,275	34%
Downloadable & Streaming Video*	1,124	901	-20%
Pageviews	493,172	482,742	-2%
Online renewals	38,611	40,511	5%
Total virtual access	551,092	535,098	-3%

INTERLIBRARY LOAN	Feb-15	Feb-16	%Change
ILL to Patrons	6	12	1%
ILL to other libraries	91	138	1%

PHYSICAL CHECKOUTS	Feb-15	Feb-16	% Change
Staff assisted + self check	98,113	98,609	1%

CHECKOUTS	Feb-15	Feb-16	% Change
% Physical checkouts	63%	65%	4%
% Virtual checkouts	37%	35%	-6%
Circulation per capita	0.80	0.70	-13%

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

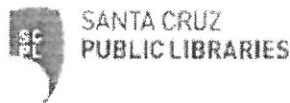
E-materials do not include Soundswell, or the Gale Virtual Travel collection as download data is not currently available. (online renewals is an estimate based on past experience). Includes Boopsie.

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

Virtual checkout: virtual access not including total pageviews.

* **Access Video** recently overhauled their reporting website, and in doing so a rather major bug in their number reporting came to light. Our numbers beginning in December, 2015 are thought to be accurate, at a much lower level than previous reporting.

Capita: based on State Library data.



Helga Smith <smithh@santacruzpl.org>

Website Statistics for February 2016

1 message

Ann Young <younga@santacruzpl.org>

Tue, Mar 1, 2016 at 12:32 PM

To: Helga Smith <smithh@santacruzpl.org>, Kira Henifin <henifink@santacruzpl.org>, Diane Cowen <cowend@santacruzpl.org>, Janis O'Driscoll <odriscollj@santacruzpl.org>, Lynne Sansevero <sanseverol@santacruzpl.org>

Here is a breakdown for February:

Total visits: 114,081 (SCPL website: 74,060; SCPL Catalog: 40,021)

Total pageviews: 482,742 (SCPL website: 149,855; SCPL Catalog: 332,887)

The top content sources for the above pageview statistics are:

SCPL Catalog - 332,887 pageviews

SCPL homepage - 61,145 pageviews

New Items - 14,873 pageviews

Local history articles - 12,249 pageviews

Branch pages - 9,904 pageviews

Internet Resources (links to subscription databases) - 8,975 pageviews

Local history photo gallery - 6,406 pageviews

Community Information Database - 6,353 pageviews

Kids page - 5,413 pageviews

Ematerials (links to ebook, eaudio vendors) - 3,753 pageviews

Library services - 3,572 pageviews

Events calendar - 2,305 pageviews

Newspaper Clipping Index - 2,219 pageviews

Library Admin pages (LJPB agendas, audio files, etc.) - 1,700 pageviews

What's New - 1,699 pageviews

Reader's Link (Staff pick book reviews, etc.) - 1,110 pageviews

Sheet Music Database - 964 pageviews

Local News Index - 963 pageviews

Contact Us - 734 pageviews

Site search - 731 pageviews

Teen page - 396 pageviews

SC County Endangered Species - 390 pageviews

Small Business Brown Bag Seminars - 356 pageviews

Local Ballot Measures - 340 pageviews

Soundswell - 326 pageviews



Helga Smith <smithh@santacruzpl.org>

Website Statistics for March 2016

1 message

Ann Young <younga@santacruzpl.org>

Fri, Apr 1, 2016 at 12:02 PM

To: Helga Smith <smithh@santacruzpl.org>, Kira Henifin <henifink@santacruzpl.org>, Diane Cowen <cowend@santacruzpl.org>, Janis O'Driscoll <odriscollj@santacruzpl.org>, Lynne Sansevero <sanseverol@santacruzpl.org>

Here is a breakdown for March:

Total visits: 122,314 (SCPL website: 78,818; SCPL Catalog: 43,496)

Total pageviews: 517,324 (SCPL website: 161,475; SCPL Catalog: 355,849)

The top content sources for the above pageview statistics are:

SCPL Catalog - 355,849 pageviews

SCPL homepage - 68,039 pageviews

New Items - 16,096 pageviews

Branch pages - 11,076 pageviews

Internet Resources (links to subscription databases) - 10,675 pageviews

Local history articles - 10,492 pageviews

Local history photo gallery - 7,617 pageviews

Community Information Database - 6,886 pageviews

Kids page - 6,108 pageviews

Library services - 4,037 pageviews

Ematerials (links to ebook, eaudio vendors) - 3,793 pageviews

Events calendar - 2,492 pageviews

What's New - 1,771 pageviews

Newspaper Clipping Index - 1,701 pageviews

Library Admin pages (LJPB agendas, audio and video files, etc.) - 1,264 pageviews

Reader's Link (Staff pick book reviews, etc.) - 1,126 pageviews

Sheet Music Database - 976 pageviews

Contact Us - 804 pageviews

Local News Index - 775 pageviews

Site search - 716 pageviews

SC County Endangered Species - 685 pageviews

Periodical index - 374 pageviews

Soundswell - 369 pageviews

Library policies - 356 pageviews

[REDACTED]

----- Forwarded message -----

From: <webmaster@santacruzpl.org>

Date: Sat, Mar 26, 2016 at 2:22 PM

Subject: SCPL Patron Comment or Suggestion: movie program

To: webmaster@santacruzpl.org

The following message has been received from:

NAME: AUSTIN EASTRIDGE JUNIOR

PHONE NUMBER: [REDACTED]

EMAIL ADDRESS: austineastridge@hotmail.com

=====

MAY I SUGGEST THAT THE SCOTTS VALLEY PUBLIC LIBRARY STAFF/EMPLOYEES OFFER FREE MOVIES AND SNACKS ON SATURDAYS BETWEEN 1:00 AND 4:00 P.M. APRIL 14 AT SCOTTS VALLEY CINE-MAX THEATER RUDYARD KIPLINGS "JUNGLE BOOK" THE MOVIE IS HERE.

=====

Editorial, March 27, 2016: Vote yes on Measure S for libraries

SANTA CRUZ SENTINEL Posted: 03/26/16, 7:31 PM PDT |

Santa Cruz County voters have long been supportive of our public library system.

On the June 7 primary ballot, most county voters will get an opportunity to show that support by voting for Measure S, a library bond measure that will raise \$67 million to improve and expand library branches to provide additional space for popular community programs and to undertake long-overdue repairs to existing facilities. The tax would require property owners to pay \$49.50 per parcel every year for 30 years.

The Sentinel urges a yes vote on this measure, which requires a two-thirds majority to pass.

The tax would provide upgrades and repairs at all 10 county branches, and would allow the system to finally build two long-sought permanent branches, as well as remodel and renovate the aging downtown branch on Church Street. The city of Capitola would finally get a modern permanent library on city-owned land, replacing the outdated, cramped modular building currently in use. Felton residents, meanwhile, who have long fought for a fully functional library, will get one, to be built on donated land, replacing a leased building that dates to 1893.

With the exception of the city of Watsonville, which has its own library system, the bond measure will bring updates to the Aptos, Boulder Creek, La Selva Beach, Live Oak, Branciforte, Garfield Park and Scotts Valley branches as well.

For instance, in Aptos, the much-used library branch would get 3,000 square feet of additional space — allowing the library to host programs for younger children and for community events not easily hosted in the current cramped and poorly laid out space. Scotts Valley would get a new roof and an upgraded homework and tutoring area for teens. Live Oak would see a library annex at Shoreline Middle School and Branciforte would see a meeting/study room restored.

Library directors also are committed to bringing modern technology to the system, which, with expanded meeting and study space, will provide services far beyond the printed, bound-book collections that were once the primary function and purpose of public libraries. But in a digital world, so much more is possible.

Both the Santa Cruz City County system and the Watsonville library are supported by city and county property and sales taxes, limited state funding, and private donations. The city-county system also benefits from a quarter-cent sales tax approved by voters. The city-county library system is governed by a Joint Powers Agreement among the county and cities of Santa Cruz, Capitola, and Scotts Valley. oversight is provided by a reorganized, four-person Joint Powers Board, which has financial and other responsibilities for the system and is comprised of the county chief administrative officer and the city managers representing Capitola, Santa Cruz and

Scotts Valley. The new board succeeds the previous nine-member board that included elected officials.

When the board was reorganized, a new library advisory commission also was created that includes registered voters from the county and the three cities. The commission gives another level of accountability to library spending and projects.

We think the changes made in governance, and the compelling case made by library staff to build new libraries and remodel, renovate and repair others should give voters confidence that the money raised by the bond measure will be spent well and spent wisely.

It's an across-the-board, most-of-the-county project that will enable even more residents to use their public library system in even more ways. We urge a yes vote on Measure S, the library facilities initiative.

Santa Cruz Sentinel

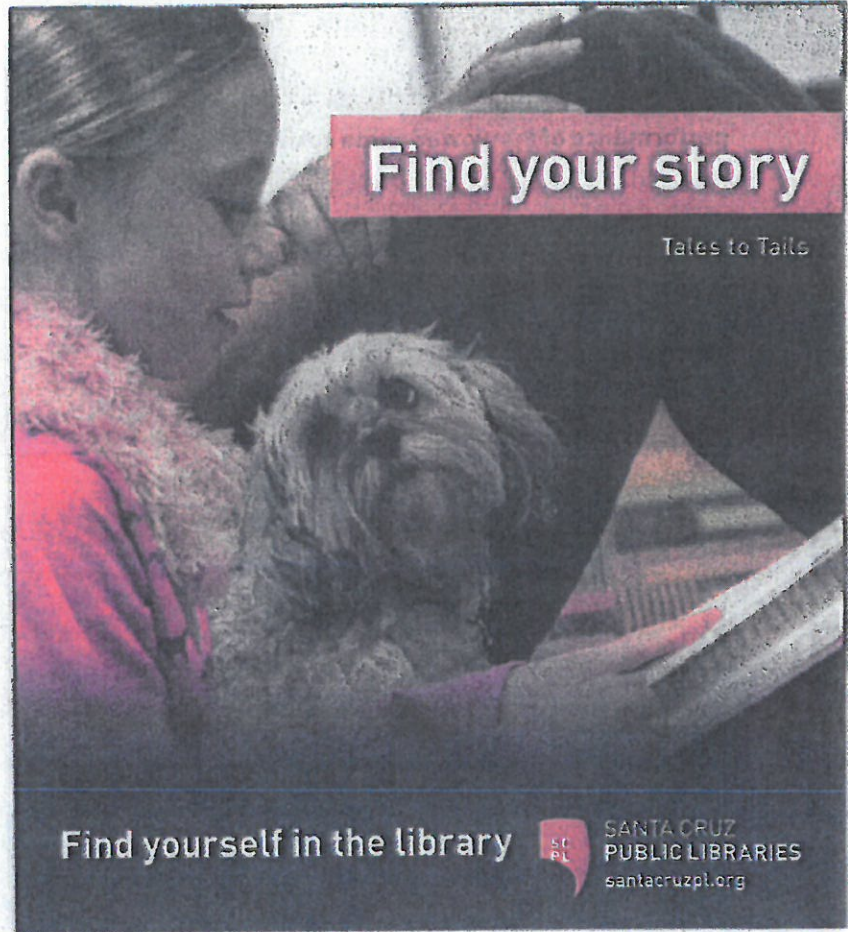
Posted: 03/25/16, 3:27 PM PDT |

LinkAges Community, a program to connect generations, will offer a Tech Day to older adults 10 a.m. to 1 p.m. April 9 at the Santa Cruz Public Library downtown branch, 224 Church St. Walk-ins are welcome although those with reservations will be given priority.

Volunteers will be on hand to explain new technology such as Skype and FaceTime to connect with family and friends, how to create a social network account on Facebook or Google+ and basics for using your laptop, tablet or smartphone.

Please bring your charged mobile device whether computer, smartphone or tablet; WiFi and laptops will be available.

To reserve: timebank@linkages.org or 650-691-6267. Sign up for linkAges to continue to get tech help. This is a neighborhood service exchange network where you can give and receive help, learn new skills, and share hobbies and interests.



FROM : GOOD TIMES

3/2016

SCPL INCIDENT LOG - 2016

(Dates from the 21st to the 20th. for LJPB Packet & Copy to DA Office sohara@cityofsantacruz.com)

Date	Location	Time	Patron's Name	Ref.#	Brief Description	Served		Steps Taken	Safety Action	Roving Guard Called	911 Called	Bid. Mtc. Called
						Staff Involved						
02/22/16	HQ	8am	NA	-	Staff found that the lock on bike locker #4 had been cut.	-	Helga Smith	The locker was empty. Nothing was stolen. Building Maintenance put a new lock on the locker.	NA	No	No	Yes
02/27/16	APT	1:30pm	Wandis Wilcox	-	Patron reported that her purse was stolen while she was using a computer.	-	Catherine Workman	911 was called. The patron left to see if her purse was taken outside. The patron decided to go to the Sheriff's Station to file a report.	NA	No	Yes	No
03/03/16	DTN	3:50pm	Trevor Baxx	-	Staff called security to report a man bent over a bench with his face in the dirt.	-	James Lee, Chris Murdock	Security attempted to wake the man unsuccessfully, and called 911. The man had trouble staying awake while talking to paramedics. He declined medical help. The man left the scene.	NA	Yes	Yes	No
03/04/16	B40	3:15pm	Sunny Shine Jardine	-	Patron reported that his backpack containing the "Holly Grail" and sleeping bag was stolen.	-	Cathy Landis, Peggy Meserth, Lois Meyer	Staff assisted the patron with calling 911.	NA	No	Yes	No
03/05/16	CAP	11:30am	Male	-	A male patron about 50 years old appeared to have a seizure, falling and hitting his head on the table behind him.	-	Cameron Kochan, Chantel Van Pelt	Paramedics were called and took the man to the hospital.	NA	No	Yes	No
03/05/16	DTN	1pm	Male	DTN 145	Staff reported that a man was urinating in the bathroom sink.	-	David Sidle, Mitchell Horton	Staff also noticed that the man was standing in front of the sink with his pants undone and appearing to be bathing. A 7 Day Ban was issued.	NA	Yes	No	No

03/08/16	DTN	3:40pm	Warren West	DTN 100	A female patron in her 70's witnessed that Mr. West was seated at a reserved station in the Genealogy area.		Chase Coetzee	Security checked to see why Mr. West had not vacated the area when asked and was advised that he was given permission to stay there. Security's investigation found that Mr. West had worn down the elderly patron and allowed him to stay there. Mr. West called security a "fascist moron, son of a bitch and fascist bastard". He continued yelling as he was escorted out. A 90 day ban was issued. Ban package served 3/14 2:30pm by Patty Webster and Arturo Villa Senor. Patron declined to take it.									
3/9/16	DTN	3pm	Eddie Burquez	DTN 81	Patron used racial slurs and vulgar language towards another patron.	N	James Lee, Ian Crosby, Chase Coetzee	When ejected for the day , the patron continued his behavior and towards the Branch Mgr. and called Security a, "white trash, piece of shit". He continued his disruptive behavior outside the library wondering aimlessly down the street. A 60 day ban was issued.	NA	Yes	No	No	No	No	No	No	No
03/09/16	DTN	3:30pm	Ricardo Lopez	DTN 146	Security observed a man sleeping on library property and advised him of the library's sleeping policy.	Y	Chase Coetzee	The man became offensive calling security a "dumb ass who was too retarded to enforce the law". The patron then caused a disturbance in the internet area resulting in a period of inactivity bringing everyone's attention to the disturbance. A 7 day ban was issued and ban package served.	NA	Yes	No	No	No	No	No	No	No

3/9/16	DTN 4:30pm	Theodore William Henshaw	DTN 147	Staff observed this patron being under the influence inside the library.	N	James Lee, Chase Coetzee	A 7 day ban was issued for intoxication.	NA	Yes	No	No
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STAFF REPORT

DATE: 1 April 2016
TO: Library Joint Powers Board
FROM: Janis O'Driscoll, Interim Library Director
RE: Conflict of Interest Code

RECOMMENDATION: Receive updated Conflict of Interest Code for the Santa Cruz City/County Library System (Library JPA) and forward to the Santa Cruz County Board of Supervisors for approval.

SUMMARY The Conflict of Interest Code for the Santa Cruz City/County Library System must be updated to reflect the new composition of the Library Joint Powers Authority Board. The amended Conflict of Interest Code should then be forwarded to the Santa Cruz County Board of Supervisors for approval.

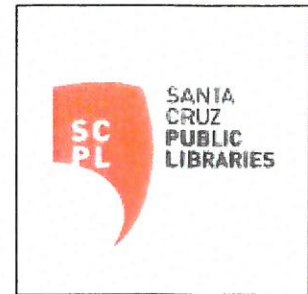
BACKGROUND With the adoption of the Fourth Amendment to the Library Joint Powers Agreement, the composition of the Governing Board changed and now consists of the following Directors:

1. The County Administrative Officer, or his/her designee, from the County of Santa Cruz
2. The City Manager, or his/her designee, from the City of Santa Cruz
3. The City Manager, or his/her designee, from the City of Capitola
4. The City Manager, or his/her designee, from the City of Scotts Valley

The Conflict of Interest Code for the Santa Cruz City/County Library System (Library JPA) must be amended to reflect this change.

The Conflict of Interest Code will be dated following approval by the Code Reviewing Body.

CONFLICT OF INTEREST CODE
SANTA CRUZ LIBRARY-COUNTY
LIBRARY SYSTEM
_____, 2016



**CONFLICT OF INTEREST CODE
FOR THE
SANTA CRUZ LIBRARY-COUNTY LIBRARY SYSTEM**

The Political Reform Act (Government Code Section 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. Sec. 18730) which contains the terms of a standard conflict of interest code, which can be incorporated by reference in an agency's code. Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation and the attached Appendices designating officials and employees and establishing disclosure categories, shall constitute the conflict of interest code for the Santa Cruz City/County Library System ("Library JPA").

Designated employees shall file their statements with the [Alt. 1: Library Board Clerk] [Alt. 2: Board of Supervisors], who shall be the filing officer, who will make the statements available for public inspection and reproduction. (Gov. Code Section 81008.) Statements for all designated employees will be retained by the Filing Officer.

APPENDIX A

Schedule of Designated Positions and Their Disclosure Categories

DESIGNATED POSITIONS	DISCLOSURE CATEGORY
DIRECTORS	Govt.Code §87200 et seq.
COMMISSIONERS	Govt.Code §87200 et seq.
DIRECTOR OF LIBRARIES	Govt.Code §87200 et seq.
DIVISION MANAGER SYSTEM SERVICES	1
DIVISION MANAGER PROGRAMS & PARTNERSHIPS	4
DIVISION MANAGER ONSITE SERVICES	4
DIVISION MANAGER COLLECTION MANAGEMENT SERVICES	3
MANAGEMENT ANALYST	3
LIBRARY INFORMATION TECHNOLOGY MANAGER	3
ASSISTANT ONSITE SERVICES MANAGER	3
LIBRARIAN II – SELECTION	3
LIBRARIAN II – SELECTION	3
LIBRARIAN II – SELECTION	3
LIBRARIAN II – CATALOGING/SELECTION	3
VIRTUAL SERVICES LIBRARIAN	3
LEARNING SYSTEMS COORDINATOR	3
VOLUNTEER COORDINATOR	3
FIELD SERVICE CREW LEADER	3
LEGAL COUNSEL	1
SPECIFIED CONSULTANTS Those consultants likely to participate in the making of a governmental decision as determined by the Director of Libraries or Board of Directors in writing.	1

APPENDIX B
General Provisions and List of Disclosure Categories

1. FULL DISCLOSURE

What to report? All investments and business positions in business entities, sources of income including gifts, loans and travel payments, and interests in real property located in the Library System.

What Form 700 schedules? All Schedules (A through E)

2. ALL INCOME, EXCLUDING INTERESTS IN REAL PROPERTY

What to report? All investments and business positions in business entities, and sources of income including gifts, loans and travel payments.

What Form 700 schedules? A, C, D, E

3. LIBRARY SYSTEM/DEPARTMENT-RELATED INCOME

What to report? All investments and business positions in business entities and sources of income including gifts, loans and travel payments if the source is of a type which provides, manufactures, or supplies goods, materials, equipment, machinery or services, including training or consulting services, of the type utilized by or subject to the review or approval by the Library System or the department in which that person is employed.

What Form 700 schedules? A, C, D, E

4. LIBRARY SYSTEM/DEPARTMENT-RELATED INCOME, REAL PROPERTY

What to report? All investments and business positions in business entities and sources of income including gifts, loans and travel payments, and all interests in real property, if the source is of a type which provides, manufactures, or supplies goods, materials, equipment, machinery or services, including training or consulting services, of the type utilized by or subject to the review or approval of the Library System or the department in which that person is employed.

What Form 700 schedules? All Schedules (A through E)

5. REGULATORY, LAND DEVELOPMENT RELATED INCOME, REAL PROPERTY

What to report? All investments and business positions in business entities and sources of income including gifts, loans and travel payments, and interests in real property, if the source is of the type that is subject to the regulatory permit or licensing authority by the Library System or department in which that person is employed or the source of income is from land development, construction or the acquisition or sale of real property by the Library.

What Form 700 schedules? All Schedules (A through E)



STAFF REPORT

AGENDA: April 7, 2016
DATE: March 24, 2016
TO: Board of Directors
FROM:
SUBJECT: Legal Services Contract

RECOMMENDATION

Approve the contract with the law firm of Atchison, Barisone, Condotti & Kovacevich (ABC-Law) for legal services in an amount not to exceed \$80,000 for the fiscal year 2016-2017; and approve a budget amendment in the amount of \$30,000 for legal services from April 2016 through June 30, 2016.

BACKGROUND

ABC-Law has been providing legal services to the Libraries JPA (JPA) through City of Santa Cruz services agreement with the JPA. To reduce conflicts and to create certain administrative efficiencies staff is recommending that the JPA contract directly for legal services.

DISCUSSION

Attached is a proposal from ABC-Law for legal services, including firm experience, staff biographies, and costs. Also attached is a contract securing services with ABC-Law, and setting forth a not to exceed amount of \$80,000 for the 2016-2017 fiscal year. The contract expires on June 30, 2017 with a provision that the JPA can provide notice to ABC-Law for an extension.

To provide for legal service from April 2016, the contract execution date, through June 2016 a budget amendment in the amount of \$30,000 is recommended.

Prepared and approved by:

Attachments:

1. Proposal for Legal Services by Atchison, Barisone, Condotti & Kovacevich, PC
2. Agreement for Legal Services

ATTACHMENT 1
Proposal for Legal Services by Atchison, Barisone, Condotti & Kovacevich, PC

**SANTA CRUZ CITY/COUNTY LIBRARY SYSTEM
JOINT POWERS AUTHORITY**

PROPOSAL FOR LEGAL SERVICES

BY ATCHISON, BARISONE, CONDOTTI & KOVACEVICH, PC

March, 2016

For additional information please contact:

Anthony P. Condotti
Atchison, Barisone, Condotti & Kovacevich
P.O. Box 481
Santa Cruz, CA 95061
Telephone: (831) 423-8383; Fax: (831) 576-2269
Email: tcondotti@abc-law.com

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A. FIRM QUALIFICATIONS

1. Firm Background and History

The law firm of Atchison, Barisone, Condotti & Kovacevich ("ABC&K"), is a full-service law firm based in Santa Cruz, California. ABC&K was established in 1962 and has specialized in representing municipalities and other public agencies in both transactional matters and litigation since its inception.

The firm currently serves as City Attorney or General Counsel to the following agencies in Santa Cruz, San Mateo, Santa Clara, San Benito and Monterey Counties: the Cities of Santa Cruz, Capitola, and Half Moon Bay; the West Bay Sanitary District (San Mateo County); the Pajaro Valley Water Management Agency (multi-county); the Boulder Creek Recreation and Park District; the Pajaro River Watershed Flood Prevention Authority (multi-county); the Salsipuedes Sanitary District; and the Pajaro Valley Public Cemetery District. The firm also serves as General Counsel for the Ben Lomond Fire Protection District and Pajaro Valley Fire Protection District.

We have served as special counsel to a number of agencies statewide, including the Cities of San Mateo, Campbell, Monterey and Sacramento, County of Monterey and Mid-Peninsula Water District.

We handle all facets of public agency representation, including: civil rights, tort liability, environmental, employment, contracts, personal injury, construction defects, disaster issues, claims analysis and risk management, recreational accidents, real estate disputes, inverse condemnation, eminent domain, constitutional law, nuisance abatement and toxic pollution.

Several members of the firm have contributed to, and served as editors of, the League of California Cities' Municipal Law Handbook. The firm's members regularly attend conferences of the League of California Cities, the International Municipal Law Association (IMLA), Association of California Water Agencies (ACWA), and California Association of Sanitation Agencies (CASA). In addition, several of the firm's members are actively involved in community services organizations.

2. Firm Expertise

In its work, the firm routinely advises our public agency clients on, among others, the following issues:

- General Municipal and Government Law (Ralph M. Brown Act, Public Records Act, Political Reform Act, Fair Political Practices Commission Policy, Government Code)
- Public Works, Public Contracts, and Construction Law
- Civil and Criminal Litigation
- Land Use, Development, Water Resources and Environmental Law

- Real Estate Law and Transactions
- Corporate Law and Business Transactions
- Employment, Labor, and Personnel matters

3. Detailed Attorney Biographies

Anthony P. Condotti

Bar Admissions

- State Bar of California, December 1990 (Member, Public Law and Litigation Sections)
- United States District Court, Northern and Central Districts of California

Education

- J.D., with honors, University of California, Los Angeles, School of Law, 1990
- B.A., *magna cum laude*, University of Colorado, Boulder, 1987

Professional Associations

- Santa Cruz and Santa Clara County Bar Associations
- League of California Cities
- Santa Cruz County Bar Association Board of Directors (2012-2016)
- California Association of Sanitation Agency Attorneys Committee
- Rotary Club of Santa Cruz (Board of Directors, 2002-2004)

Since his admission to the California Bar in 1990, Anthony Condotti's legal career has been dedicated to providing comprehensive legal services to public entities. He routinely handles a broad range of issues affecting public entities, including day to day advice concerning compliance with the Brown Act, Public Records Act and Political Reform Act.

Mr. Condotti is an experienced litigator at both the trial and appellate level. He has handled a large variety of litigation matters for public entities, including, but not limited to: civil rights, dangerous conditions of public property, personal injury, employment, sexual harassment and discrimination, construction, environmental contamination, real estate, election issues, and taxation.

He is a member of the League of California Cities City Attorneys Department, and has served on the League's Municipal Law Handbook Committee. He is also a member of the Attorneys Committee of the California Association of Sanitation Agencies (CASA). He was admitted to the California Bar in 1990 after graduating with honors from the UCLA School of Law. Before joining the firm in 1993 he was an associate in the Los Angeles office of the law firm of Burke, Williams & Sorensen, where he served as Assistant City Attorney for the Cities of Mission Viejo and Dana Point.

Barbara H. Choi

Bar Admissions

- State Bar of California, December 1991
- United States District Court, Northern and Central Districts of California
- United States Courts of Appeal, Ninth Circuit

Education

- J.D., University of California, Los Angeles, School of Law, 1991
- B.A., University of California, Berkeley, 1986

Professional Associations

- Santa Cruz County Bar Association
- Women Lawyers of Santa Cruz County (Board of Directors, January, 2013 – present)

Barbara joined the firm in May, 2000. She advises many of the firm's public entity clients, with a particular emphasis on labor and employment law. She also handles complex litigation, including land use, premises liability, writs of mandate, employment, eminent domain, environmental, and real estate matters. Prior to joining the firm, she practiced in the litigation department at the Office of the Santa Clara County Counsel where she specialized in employment, constitutional law, and premises liability matters.

Heather J. Lenhardt

Bar Admissions

- State Bar of California
- U.S. District Court for the Northern District of California
- U.S. Court of Appeals for the Ninth Circuit

Education

- J.D., UCLA School of Law, 2001
- B.A., UC San Diego, 1996 (Cum Laude, Principal's Scholar, Provost Honors)

Areas of Practice

- Government, Municipal & Administrative Law
- Labor & Employment Law
- Construction
- Real Property, including Purchase and Sale Transactions, Commercial and Industrial Leases, and Easements
- Land Use, Development, and Environmental
- Corporate Law and Business, including Contracts, Business Transactions, Corporate Governance and Formation, and M&A
- Civil Litigation

Heather J. Lenhardt was a member of the Atchison, Barisone, Condotti & Kovacevich team from 2005-2007. Heather rejoined the firm in October 2015 and advises public agency and private clients on a variety of matters, including contract, construction, taxation, employment and labor, civil rights, environmental, land use and real property law.

Heather graduated cum laude from University of California, San Diego in 1996 with a bachelor's in psychology and a minor in law and society. She received her law degree in 2001 from the University of California at Los Angeles Law School. After graduating from UCLA Law School, Heather was a litigation associate at the Los Angeles and San Francisco offices of Reed Smith, LLP, and the Burlingame office of Carr McClellan, Ingersoll, Thompson & Horn, practicing in the areas of business, contract, employment, trust and estate, environmental, real estate, SEC, unfair competition, fair debt collection practices, and appellate law. Heather later joined Granite Construction Incorporated's (NYSE GVA) Legal Department, where she served as a lead attorney, reporting to the General Counsel. Heather represented Granite Construction Incorporated and its subsidiary companies (Granite) for approximately 8 years. At Granite, Heather provide advice and guidance on various legal and fiscal issues, including employment & labor, compensation & benefits, contract, construction, real estate, environmental, land use, M&A, corporate governance, privacy, competition, advertising, anti-trust, SEC, and compliance. Heather also served as Granite's in-house employment and labor law specialist; managed, responded to, and resolved agency complaints; drafted and negotiated business transactions and agreements; prepared and implemented corporate practices and policies; managed claims and litigation matters; and conducted in-house legal training.

Cassie M. Bronson

Bar Admissions

- State Bar of California
- U.S. District Court for the Northern District of California
- U.S. Court of Appeals for the Ninth Circuit

Education

- J.D., University of California, Hastings College of the Law, 2009 (cum laude)
- B.A., University of California, Santa Barbara, 2004 (with distinction, Environmental Studies)

Areas of Practice

- Government, Municipal, and Administrative Law
- Civil Litigation, including Trials, Appeals, Arbitration, and Mediation
- Employment Law and Confidential Employment Investigations
- Land Use and Environmental Law

Catherine ("Cassie") Bronson is an attorney licensed to practice in the State of California. Ms. Bronson was admitted to the California State Bar in 2009 and began her practice in civil and employment litigation at the same time. In 2011, Ms. Bronson joined the Monterey law firm, Kennedy, Archer & Giffen, as an associate attorney focusing in civil litigation. Recognizing that her litigation experience naturally lent itself to investigative work, Ms. Bronson started performing employment investigations around 2012. In 2014, Ms. Bronson joined the Santa Cruz law firm, Atchison, Barisone, Condotti & Kovacevich, which serves as general counsel and litigation counsel for a number of public entities, including the City of Santa Cruz, the City of Capitola, and the City of Half Moon Bay.

Ms. Bronson has performed investigative work for both private and public clients, including the County of Monterey and the Fort Ord Reuse Authority.

Reed W. Gallogly

Bar Admissions

- State Bar of California
- U.S. District Court for the Northern District of California

Education

- J.D., Santa Clara University School of Law, 2010 (Magna Cum Laude, Order of the Coif, Emery Merit Scholar, Justice Edward A. Panelli Scholar)
- B.A., Stanford University, 2004 (Political Science)

Professional Associations

- Santa Cruz County Bar Association – Advocates Board Member

Reed joined the law firm in 2014, focusing his practice on advising and representing public entity clients. Reed obtained his B.A. from Stanford University in 2004 and his J.D. *magna cum laude* from Santa Clara University School of Law in 2010. Upon acquiring his J.D., Reed interned with the Santa Cruz District Attorney’s Office before accepting a position with the Santa Barbara City Attorney’s Office. He later served Deputy City Attorney for the City of Goleta, counseling and advising the City’s planning department regarding environmental, land use, and development matters, and designing and implementing the City’s administrative citation program. Reed then returned to Northern California and joined the Grunsky Law Firm (formerly Grunsky, Ebey, Farrar & Howell) where he represented private and public entity clients in a variety of matters ranging from corporate and real estate transactions to general civil litigation including complex commercial disputes and government tort suits. Reed also provided City Attorney services for Watsonville and General Counsel advice to the Aptos/La Selva Fire Protection District along with other public entity clients on municipal/government law issues, evaluated claims, and litigated matters in both State and Federal Courts.

In Santa Cruz, Reed also works as an on-call Marine Rescue Swimmer with the Santa Cruz Fire Department, regularly training and interfacing with local area fire/rescue agencies including State Parks, CalFire, Central Fire, Aptos/La Selva, Harbor Patrol, and Coast Guard.

Lauren C. Valk

Bar Admissions

- State Bar of California, December 2008
- United States District Court, Northern District of California
- United States District Court, Central District of California

Education

- J.D., University of San Francisco School of Law, 2008
- B.A., University of California, Berkeley, 2002

Lauren joined the firm in February 2013 and assists clients on a variety of land use and environmental matters, including CEQA and NEPA compliance. She also litigates issues arising under the California Environmental Quality Act. Prior to joining the firm, Lauren was an associate at Armbruster, Goldsmith & Delvac LLP in Los Angeles, where she specialized in securing complex land use entitlements for developers, institutions and other property owners. Lauren was previously an associate in the Environment and Land Use department of Nossaman LLP, where she was part of the litigation team that successfully defended the environmental impact report for the Exposition Metro Line Construction Authority's light rail project linking Culver City with Santa Monica.

Prior to her legal career, Lauren was a project manager at Craig Lawson & Co., LLC, providing real estate, land use and entitlement services, pre-development feasibility analyses, and government and community relations advice to commercial, residential, and institutional clients.

John G. Barisone

In addition to the attorneys listed above, John Barisone continues to practice with ABC&K on a part-time, as-needed basis since his retirement as City Attorney for Santa Cruz and Capitola.

B. FIRM CHARACTERISTICS AND RESOURCES

1. Location of Firm's Office

ABC&K's offices are located at 333 Church Street, Santa Cruz, California 95060. Our telephone number and website address are as follows: Telephone: (831) 423-8383; Website: www.abc-law.com.

2. Area or Region of Practice

The firm currently serves as City Attorney/General Counsel/Special Counsel to agencies in Santa Cruz, San Mateo, Santa Clara, San Benito and Monterey Counties.

3. Office Library

ABC&K constantly strives to remain abreast of new legal developments, and maintains a large law library with an extensive collection of materials pertaining to all aspects of public agency law accumulated over the 50-plus years the firm has been providing legal services to public agencies.

4. Size of Firm and Legal Associates

In addition to the attorneys listed above, the firm continues to employ John G. Barisone and George J. Kovacevich on a part-time basis.

5. Malpractice, Auto and Liability Insurance Coverage

ABC&K currently carries professional liability insurance in the amount of \$2 million per occurrence and \$2 million in the aggregate and comprehensive general liability insurance in the amount of \$2 million per occurrence and \$4 million in the aggregate. We also carry automobile liability insurance with a combined single limit of not less than \$1 million per occurrence and workers' compensation insurance as required by state law.

C. COST PROPOSAL

ABC&K proposes to provide its services at the following discounted hourly rates, billed in one-tenth of one hour increments.

Attorneys:

Anthony P. Condotti	\$250
Barbara H. Choi	\$240
Heather J. Lenhardt	\$240
Cassie M. Bronson	\$240
Reed W. Gallogly	\$240
Lauren C. Valk	\$240

Paralegals:

Jennifer L. Pasquini	\$135
Jenny Lynn Mackey	\$125

2. Expense Reimbursement

The firm charges for expenses reasonably and necessarily incurred in connection with the legal services provided. These expenses typically include court filing fees (when applicable), deposition costs, messenger and express delivery fees, and process server fees. Expenses are billed at cost, except as set forth below:

Mileage:	IRS reimbursement rate
Photocopying:	25 cents per page
Faxing:	\$1 per page outbound/no charge inbound
Scanning:	10 cents per page
Word Processing:	No additional charge
LexisNexis:	Pro rata basis
Lodging:	At cost

Most costs will normally be advanced and then billed to the client; however, for substantial cost items (such as expert witness fees), the firm may request that the District pay such costs directly.

D. BILLING

The firm will provide monthly statements indicating fees and costs incurred and their basis. The firm will also provide separate invoices for each separate item of litigation. Statements will identify the name of the person providing service, the date, the time expended, the nature of the work performed and the corresponding charge, and the current balance owed. If necessary to comply with audit requirements, the firm will happily furnish all supporting documentation to substantiate monthly invoices, including copies of daily timekeeping records and expenses incurred.

Note: If requested by the Services Authority, billing may be processed through the City of Santa Cruz's Finance Department.

E. STATEMENT REGARDING OTHER LEGAL COUNSEL AGREEMENTS/CONFLICTS OF INTEREST

As stated above, the firm represents both the Cities of Santa Cruz and Capitola as City Attorney. We would propose including in our legal services agreement with the Services Authority a provision for any matter for which either our office or the Services Authority (or its members) determines presents a potential conflict of interest to be referred to special counsel selected by the Services Authority as Conflict Counsel.

F. ADDITIONAL INFORMATION

The law firm of Atchison, Barisone, Condotti & Kovacevich takes great pride in its reputation for professionalism and ability to deliver consistently high levels of legal expertise to public agencies in California. It hopes to continue this tradition by providing the Board, staff and residents and users of the City/County Library System with exceptional and cost-effective General Counsel services. The firm would be honored by the opportunity and challenge to serve you. We will be happy to provide you with any additional information that may be of assistance to you in evaluating our experience and qualifications.

ATTACHMENT 2
Agreement for Legal Services

AGREEMENT FOR LEGAL SERVICES

THIS AGREEMENT is made and entered into this ____ day of April, 2016 by and between the SANTA CRUZ CITY/COUNTY JOINT LIBRARY SERVICES AUTHORITY, a joint powers authority among the County of Santa Cruz ("County"), City of Santa Cruz ("Santa Cruz"), the City of Capitola ("Capitola") and the City of Scotts Valley ("Scotts Valley"), each duly organized and existing under the laws of the State of California, hereinafter referred to as the "Authority," and ATCHISON, BARISONE, CONDOTTI & KOVACEVICH, a Professional Corporation, hereinafter referred to as "Law Firm";

WHEREAS, Law Firm's members and associates (hereinafter referred to as "Law Firm Attorneys") specialize in the field of Governmental and Municipal law; and

WHEREAS, the Authority wishes to retain Law Firm for services outlined in Paragraphs 6 and 7 of this Agreement.

NOW, THEREFORE, the parties hereby agree as follows:

1. Law Firm shall provide through the services of Law Firm Attorneys, all of those usual legal services required by Authority and customarily provided by an attorney employed by the Authority as its General Counsel, in particular, but not exclusively, those legal services specified paragraphs 6 and 7 of this Agreement. Anthony P. Condotti ("Attorney") shall be the designated attorney for such purposes as may be required by law; provided, however, that Law Firm shall devote such time and provide such services as may be reasonably necessary to carry out the purposes of this Agreement, and each member and associate of Law Firm shall be deputized therefor.

2. The term of this Agreement shall commence on the effective date and shall expire on June 30, 2017 or until terminated by either party in accordance with paragraph 5 of this Agreement. This Agreement may be renewed by Authority with written notice. Such notice shall include a not to exceed amount as identified in Paragraph 3.b. and shall include Law Firm's current compensation schedule, as identified in paragraph 3.a.

3. Law Firm Compensation:

a. Authority shall pay on an hourly basis at a rate of \$240 for the Law Firm's associate attorneys, \$250 for the Law Firm's principal attorneys and \$125-\$135 for services provided by Law Firm Paralegals and Law Clerks. Invoices for legal services shall, including expenses as identified in Paragraph 4, be submitted monthly and be due and payable within thirty (30) days of submittal.

b. Law Firm compensation as identified in Paragraph 3.a. shall not exceed \$30,000 from date of execution to June 30, 2016, and not exceed \$80,000 between July 1, 2016 through June 30, 2017, without written approval from Authority.

4. Authority shall reimburse Law Firm for out-of-pocket costs incurred by Law Firm in providing general and special legal services to the Authority. These include: notary fees; court filing fees; charges for service of process; record reproduction costs; investigation fees; expert fees; deposition costs; arbitration costs; jury/witness and subpoena fees; publication notices; automobile parking costs; messenger/courier costs; long distance telephone charges incurred on behalf of the Authority; mileage costs (IRS rates) for automobile transportation undertaken on the Authority's behalf, reproduction costs (25 cents per page) and outgoing facsimile transmissions (\$1.00 per page). Authority shall also reimburse Law Firm for food or lodging costs incurred by Law Firm in connection with the transaction of Authority business.

5. This Agreement may be terminated on the following terms and conditions:

- a. By Authority, upon providing Law Firm with thirty (30) days written notice thereof.
- b. By Law Firm, upon providing Authority with ninety (90) days written notice thereof.

In the event of termination, Law Firm agrees to cooperate fully with Authority to achieve an orderly transition and assumption of duties by any successor.

6. For purposes of this Agreement, subject to the qualifications set forth in this paragraph and paragraph 7, general legal services shall include those services which the Authority would customarily expect to receive from an attorney who is employed by the Authority as General Counsel. Specifically general legal services shall include, but shall not be limited to:

- a. Attendance at staff meetings and other meetings on an as-needed basis. Law Firm Attorneys will be available for consultation by telephone at all times, and will generally be available to meet personally with Authority officials or staff on short notice when the need arises;
- b. Attendance at meetings of the Authority Board on an "as needed" basis as determined by the Board and its Executive Director.
- c. Except as provided in Paragraph 7.e, below, day to day legal work required by the Authority Board of Directors, Executive Director and Staff which, among other areas of practice, encompasses contract drafting and review, public meeting law, personnel and labor law, construction law, constitutional law, real estate transactional work, the review and drafting of legislation, ordinances and resolutions, and land use and environmental law;
- d. Assistance to the Authority Board of Directors. In addition to the meeting attendance outlined above, Law Firm Attorneys will answer legal questions posed by Authority Board Members and Board-appointed committees on a regular basis, provide advice on compliance with the Brown Act, Public Records Act and other applicable statutes and laws, and offer conflict of

interest opinions under the Political Reform Act.

- e. Any litigation, arbitration, mediation or formal hearing commenced or defended by the Authority, including personnel disciplinary/grievance hearings or arbitrations;
- f. Legal services provided at Authority's request to any independent or separate agency or entity of government where the Authority Board of Directors does not act as a legislative body. Examples of separate agencies or entities are joint powers authorities and non-profit corporations governed by administrative or legislative bodies other than the Board of Directors of the Authority;
- g. Attendance at meetings of other agencies at the direction of the Authority;

Legal services provided pursuant to subparagraphs (e) through (g), above, shall be provided to the Authority by Law Firm on a "case by case" basis and shall only be undertaken as directed by the Board of Directors or Executive Director. All Law Firm Attorneys will be available to provide special legal services and Attorney, in his discretion, will assign Law Firm Attorneys in connection with the provision of special legal services.

8. In connection with clerical support necessitated by Law Firm's general and special legal services, Law Firm will provide all reasonable and necessary office facilities, equipment, books, supplies, secretarial services, insurance policies and other property or services necessary to carry out and provide said legal services to the Authority.

9. Law Firm shall not accept private clients or cases which in the reasonable judgment of Law Firm attorneys will, or may in the future, create conflicts of interest between Authority and such clients or cases. Law Firm may continue to represent the Cities of Santa Cruz and Capitola as City Attorney provided, however, that should an issue arise in which either Law Firm or the Authority, its Board of Directors or any member agency determine that a conflict of interest may arise that could impair Law Firm's ability to provide its undivided loyalty to the Authority given the issue presented despite efforts to avoid conflicts, then Law Firm and its attorneys will immediately notify the Authority Board of Directors and Executive Director and appropriate measures will be agreed upon, including the appointment of independent special counsel selected by the Authority, to remove the conflict or to resolve it consistent with Attorney's and Law Firm's professional ethical obligations.

IN WITNESS WHEREOF, the parties have executed this Agreement the day and year first above written.

"AUTHORITY"

By: _____

Its: _____

“LAW FIRM”

ATCHISON, BARISONE, CONDOTTI &
KOVACEVICH

By: _____
ANTHONY P. CONDOTTI
Principal