

Chair: Jamie Goldstein
Vice Chair: Martin Bernal
Board Member: Jenny Haruyama
Board Member: Susan Mauriello



**SANTA CRUZ CITY/COUNTY LIBRARIES
JOINT POWERS AUTHORITY BOARD
REGULAR MEETING
DECEMBER 1, 2016**

9:00 A.M.

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

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

An announcement regarding the items to be discussed in Closed Session will be made prior to the Closed Session. Members of the public may, at this time, address the Board on closed session items only. There will be a report of any final decisions during the next Open Session Meeting on January 12, 2017.

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

**DOWNTOWN BRANCH MEETING ROOM
224 CHURCH STREET, SANTA CRUZ, CA 95060**

1. CALL TO ORDER / ROLL CALL

Board Members Martin Bernal, Jenny Haruyama, Susan Mauriello, and Chair Jamie Goldstein

2. PRESENTATIONS

3. ADDITIONAL MATERIALS

Additional information submitted after distribution of the agenda packet.

4. ADDITIONS AND DELETIONS TO AGENDA

5. ORAL COMMUNICATION

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

6. REPORT BY LIBRARY DIRECTOR

A. Library Director's Report – December 2016 (PG.4-5)

B. Staff Recognition (PG.6)

7. REPORT BY FRIENDS OF THE SANTA CRUZ PUBLIC LIBRARIES

8. REPORT BY LIBRARY ADVISORY COMMISSION (LAC)

9. COMMENTS BY BOARD MEMBERS

10. CONSENT CALENDAR

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

- A. Receive Minutes of September 1 and November 3, 2016
RECOMMENDED ACTION: Approve Minutes. (PG.7-13)
- B. Receive Monthly Narrative Report for October 2016.
RECOMMENDED ACTION: Receive Report. (PG.14-20)
- C. Receive Monthly Performance Measures for October 2016
RECOMMENDED ACTION: Receive Performance Measures. (PG.21-22)
- D. Receive Financial Snapshot for July - September 2016. (PG.23-32)
RECOMMENDED ACTION: Receive Financial Snapshot.
- E. Articles about Santa Cruz Public Libraries.
RECOMMENDED ACTION: Receive Articles. (PG.33-34)
- F. Security Incidents Log from September 21st through October 20th, 2016
RECOMMENDED ACTION: Receive Security Incidents Log. (PG.35-39)

11. GENERAL BUSINESS

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

- A. Update on Naming Rights Policy
RECOMMENDED ACTION: Receive update (PG.40) (Handout)

- B. Staff Changes
RECOMMENDED ACTION: Approve Staff Changes (PG.41-53)

12. ADJOURNMENT

Adjourned to a Closed Session of the Library Joint Powers Authority Board immediately following the public meeting and then to the next regular meeting of the LJPA to be held on Thursday, January 12, 2016 at 9:00 a.m. [immediately following the Libraries Facilities Financing Authority (LFFA) meeting] at the Downtown Branch Meeting Room located at 224 Church St. Santa Cruz, CA 95060.

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

Library Director's Report – December

Strategic Planning

The Strategic Planning processes continue. Over 400 individuals participated in the community input and community conversation processes. Results are being tabulated. The public has consistently requested more hours. The Library Advisory Committee has endorsed the following Mission and Vision statements:

Mission - Connect, Inspire, Inform

Vision - Transform lives & strengthen communities

Activity	Assessment	Input	Analysis	Recommendations
Timeline	September – November 15	October 15 –November 15	November 15 - December 15	January
Outputs	<ul style="list-style-type: none"> • Trends • Demographics • Resources • Use 	<ul style="list-style-type: none"> • Community Conversations • Community Meetings <ul style="list-style-type: none"> ○ 10/19 B40 ○ 10/20 GP ○ 10/25 LSB ○ 10/26 BC ○ 10/27 Aptos ○ 11/ 1 Capitola ○ 11/5 DT ○ 11/6 LO ○ 11/9 Felton ○ 11/10 SV 	<ul style="list-style-type: none"> • SP Long • Staff Review • Mission/Vision 	<ul style="list-style-type: none"> • SP Short
Milestones	<ul style="list-style-type: none"> • JPA 9/1 • LAC 9/19 	<ul style="list-style-type: none"> • JPA 11/3 • Staff Day 10/10 • LAC 10/17 	<ul style="list-style-type: none"> • JPA 12/1 • LAC 11/14 • LAC 12/12 	<ul style="list-style-type: none"> • JPA 1/5 • LAC 1/23

Labor Management Committee

The library unions currently meet monthly with the City of Santa Cruz and quarterly with JPA representatives. Union representatives have agreed to begin meeting monthly with Library Director to get out in front of organizational change issues. Preliminary discussion have centered the history related to organizational changes that occurred during the last recessionary period.

Friends of the Library

The Friends of the Library approved the movement of their office in the front of the Downtown Branch the administrative office suite in December.

Digital Access

Santa Cruz Public Libraries have just won a grant from the Pacific Library Partnership to provide add super Wifi. Grants are highly competitive and focused on innovative ideas for improving communities through accessible technology. Special recognition goes to Lynne Sansevero and the Library Information Technology Staff for their hard work.

Downtown Branch

The downtown staff met as group with the Library Director on November 17th to discuss homelessness and the increasing number of security issues at the branch. A two prong strategy is being developed. Library staff are meeting with homeless patrons and regional advocates to better understand the Library's role in addressing community needs. A small group of staff are rewriting the Library's code of conduct to add a level of specificity to address particular concerns. The Library is working more closely with the City of Santa Cruz on enforcement issues. The branch manager has been selected to serve on a City committee dealing with downtown safety issues.

STAFF REPORT

DATE: December 1, 2016
TO: Library Joint Powers Authority Board
FROM: SCPL Recognition Committee
CC: FSCPL
RE: Staff Recognition Monthly Report for November

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 LJPA.

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 and David Sadell

The recent upgrade of Polaris went extremely smoothly. This was a direct result of the extensive preparation and hard work done by Ann and Dave. (A. Phipps "Fish")

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

**REGULAR MEETING MINUTES
THURSDAY, NOVEMBER 3, 2016
9:00 A.M.**

1. ROLL CALL

PRESENT: Chair Jamie Goldstein; Vice Chair Martin Bernal; Susan Mauriello (Board Member); Jenny Haruyama (Board Member)
STAFF: Library Director Susan Nemitz

2. PRESENTATIONS

None

3. ADDITIONAL MATERIALS

None

4. ADDITIONS AND DELETIONS TO AGENDA

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

5. ORAL COMMUNICATIONS

None

6. REPORT BY LIBRARY DIRECTOR

- A. Library Director's Report – November
- B. Staff Recognition

7. FRIENDS OF THE SANTA CRUZ PUBLIC LIBRARIES REPORT

Cindy Jackson, Friends of the Libraries, reported on the Friends of the Libraries activities.

8. REPORT BY LIBRARY ADVISORY COMMISSION (LAC)

None

9. COMMENTS BY BOARD MEMBERS

Jamie Goldstein, Chair, reported that Capitola has entered a contract for Design Services.

10. CONSENT CALENDAR

A. Approve Minutes of September 1, 2016 meeting.
ACTION: Pulled minutes.

B. Receive Monthly Narrative Report for August and September 2016.
ACTION: Received Report.

**LJPA Meeting
November 3, 2016**

- C. Receive Monthly Performance Measures for August and September 2016.
ACTION: Received Report.
- D. Patron Written Comments
ACTION: Received Comments.
- E. Security Incidents Log from July 21st through August 20th and August 21st through September 20th 2016.
ACTION: Received Security Incidents Log.
- F. Holiday Closure Schedule for 2016 for the Library.
ACTION: Approved Holiday Closure Schedule.
- G. Board Meeting Schedule 2017.
ACTION: Approved Board Meeting Schedule.
- H. FY17 Budget Adjustment Adding Comcast and AT&T Operating Costs.
ACTION: Approved Budget Adjustment.

RESULT: APPROVED CONSENT ITEMS 10.B., 10.C., 10.D., 10.E, 10F., 10G. and 10 H. AND REQUESTED UPDATE ON ITEM E. SECURITY INCIDENTS SITUATION AT A FUTURE MEETING AND CONTINUE ITEM 10 A. AT THE NEXT MEETING. [UNANIMOUS]

MOVER: Susan Mauriello (Board Member)

SECONDER: Jenny Haruyama (Board Member)

AYES: Goldstein, Bernal, Mauriello, Haruyama

11. GENERAL BUSINESS

- A. Approve a contract for library and administrative services with the City of Santa Cruz

RESULT: APPROVED "SUPPORT SERVICES AGREEMENT" BETWEEN THE LJPA AND CITY OF S.C. [UNANIMOUS]

MOVER: Susan Mauriello (Board Member)

SECONDER: Jenny Haruyama (Board Member)

AYES: Bernal, Goldstein, Mauriello, Haruyama

- B. Board Packet Discussion
The Library Director recommended to move the board packet to a quarterly reporting structure and include short summaries except for the financial reports, which should be continued on a monthly basis, to be implemented in January 2017.
ACTION: Approved by consensus

**LJPA Meeting
November 3, 2016**

C. Board Policies

The Library Director recommended a review process to clarify and update present policies, specifically those that pertain to the building process: the Gift Policies, the Meeting Room Policy and any Naming Rights discussion.

ACTION: Approved by consensus

D. December 1, 2016 Board Meeting – change of scheduled time and location from 6:00 pm in Boulder Creek to 9:00 am at the Downtown Branch Library.

RESULT: APPROVED CHANGE OF SCHEDULED TIME AND LOCATION FROM 6:00 PM IN BOULDER CREEK TO 9:00 AM AT THE DOWNTOWN BRANCH LIBRARY.

[UNANIMOUS]

MOVER: Martin Bernal (Vice Chair)

SECONDER: Jenny Haruyama (Board Member)

AYES: Bernal, Goldstein, Mauriello, Haruyama

12. ADJOURNMENT

The Library Joint Powers Authority Board adjourned at 9:50 a.m. to the next Regular Meeting Thursday, December 1, 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.

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

**REGULAR MEETING MINUTES
THURSDAY, SEPTEMBER 1, 2016
9:00 A.M.**

1. ROLL CALL

PRESENT: Chair Jamie Goldstein; Vice Chair Martin Bernal; Susan Mauriello (Board Member); Jenny Haruyama (Board Member)
STAFF: Library Director Susan Nemitz

2. PRESENTATIONS

None

3. ADDITIONAL MATERIALS

1. Updated Financial Spreadsheet
2. Strategic Plan 2017-2020: Premise and Process

4. ADDITIONS AND DELETIONS TO AGENDA

The Agenda of September 1, 2016 was approved by consensus.

5. ORAL COMMUNICATIONS

None

6. REPORT BY LIBRARY DIRECTOR

Staff Recognition

7. FRIENDS OF THE SANTA CRUZ PUBLIC LIBRARIES REPORT

Phil Rodriguez, Friends of the Libraries, reported on the Friends of the Libraries activities.

8. REPORT BY LIBRARY ADVISORY COMMISSION (LAC)

Martha Dexter reported on the Commission's last meeting on August 22, 2016.

9. COMMENTS BY BOARD MEMBERS

Jamie Goldstein, Chair, reported that the Board received a request to endorse an item associated with the School Bond and he stated that the Board does not take any political position outside Library issues. A policy may need to be established to address this issue in general. Secondly, the Capitola Library Committee is planning a tour of several libraries including the Scotts Valley Branch Library, the Los Gatos Library as well as two libraries in the San Jose area.

10. CONSENT CALENDAR

- A. Approve Minutes of June 2, and July 28, 2016 meeting.
ACTION: Approved Minutes
- B. Receive Monthly Narrative Report for June and July 2016.
ACTION: Received Report.
- C. Receive Monthly Performance Measures for May, June, July and Year End 2016.
ACTION: Received Report.
- D. Articles about Santa Cruz Public Libraries.
ACTION: Received Articles.
- E. Security Incidents Log from May 21st through June 20th and June 21st through July 20th.
ACTION: Received Security Incidents Log.

RESULT: **APPROVED CONSENT ITEMS 10.A., 10.B., 10.C., 10.D., and 10.E.**
[UNANIMOUS]

MOVER: Martin Bernal (Vice Chair)

SECONDER: Jenny Haruyama (Board Member)

AYES: Goldstein, Bernal, Mauriello, Haruyama

11. GENERAL BUSINESS

- A. 2016-2017 FY Budget
 - i. Approve Administrative Reimbursement Proposal
 - ii. Approve a contract for library and administrative services with the City of Santa Cruz

Items 10 A. i and ii were discussed as one item.

RESULT: **CONTINUE ITEM 10.A.II, THE ADMINISTRATIVE AGREEMENT, TO THE NEXT MEETING**

MOVER: Susan Mauriello (Board Member)

SECONDER: Martin Bernal (Vice Chair)

AYES: Bernal, Goldstein, Mauriello, Haruyama

iii. Approve 2016-2017 Reserve Fund Plan

RESULT: APPROVED THE CREATION OF A NEW CAPITAL STABILIZATION ARRANGEMENT (I.E. CAPITAL RESERVE) FOR FY 2016-2017 AND REDUCE FROM TWO-MONTHS TO 15% THE SYSTEM WIDE STABILIZATION ARRANGEMENT (I.E. RESERVE) WITH THE ADDED LANGUAGE THAT IN ORDER TO SPEND THE RESERVES THE TRANSFER FROM THE RESERVE FUND TO THE OPERATING BUDGET IS REQUIRED.

[UNANIMOUS]

MOVER: Susan Mauriello (Board Member)
SECONDER: Jenny Haruyama (Board Member)
AYES: Bernal, Goldstein, Mauriello, Haruyama

iv. Approve 2016-2017 Fund Balance Plan

The Board decided to postpone allocating FY 2015-2016 (Surplus) Fund Balance funds until January 2017 after the library system has completed its strategic plan. No motion was made.

v. Approve 2016-2017 FY SCPL Budget

RESULT: ADOPTED PROPOSED 2016-2017 FY BUDGET ADJUSTING THE ONE TIME REVENUE LINE ITEM FOR THE LFFA REIMBURSEMENT TO REFLECT THE EXACT NUMBERS FOR THE REIMBURSEMENT OF THE ELECTION MOVING THAT REVENUE TO THE FY 15/16 BUDGET IN THE AMOUNT OF \$229,020 WITH THE RESIDUAL AMOUNT \$94,000 WOULD REMAIN IN THE ADOPTED BUDGET AND THE TOTALS WOULD BE ADJUSTED ACCORDINGLY. [UNANIMOUS]

MOVER: Susan Mauriello (Board Member)
SECONDER: Martin Bernal (Vice Chair)
AYES: Bernal, Goldstein, Mauriello, Haruyama

B. Strategic Planning Discussion

Janis O'Driscoll presented the SCPL Strategic Plan 2017-2020: Premise and Process.

**LJPA Meeting
September 1, 2016**

RESULT: ACCEPTED THE STRATEGIC PLAN REPORT 2017-2020. [UNANIMOUS]

MOVER: Susan Mauriello (Board Member)

SECONDER: Jenny Haruyama (Board Member)

AYES: Bernal, Goldstein, Mauriello, Haruyama

12. ADJOURNMENT

The Library Joint Powers Authority Board adjourned at 11:28 a.m. to the next Regular Meeting Thursday, October 6, 2016 at 6:00 p.m. immediately following the LFFA meeting, at the Scotts Valley Library Branch, located at 251 Kings Village Road, Scotts Valley, CA 95066.

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 OCTOBER 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.**

Live Oak had two book displays for children in the month of October. One display was for Halloween/Autumn books and the other for Dia de los Muertos to bring attention to our celebration that will take place on Monday 11/7.

On the adult side, we've had materials (voter registration cards, pamphlets, voter guides, etc.) displayed since National Voter Registration Day to encourage our library patrons to register and vote.

The Live Oak display cases have a display for children featuring the author R.L. Stine and in the adult display case are beautifully painted tiles by artist Bryn Del Mano. We are fortunate to have these spaces to present art and information by patrons and local community groups.

Tales to Tails began at Live Oak on Oct. 5th! We were excited to welcome Brini, her handler, and a volunteer to the branch. Two children read to Brini that first day and everyone seemed to have an enjoyable time.

Two new displays were put up at the LSB library at the end of October. The adult room display, "Judge a Book By Its Cover," showcases books with exceptional cover artwork. In the children's room, the "Cool History" display highlights cool, fascinating, and obscure events from history.

Book displays at B40 by Lois Meyer, included Halloween & Dia de los Muertos and Autumn. B40 aide, Apryl Grady-Roush, created a multi-media display of Jane Austen and Works Inspired by Her for our teen area.

Garfield Park had a Here Comes Halloween and Dia De Los Muertos display put together by Aide Anna Auguson. There was also a Meet the Monsters display featuring different monster themed books and Graphic Novels.

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

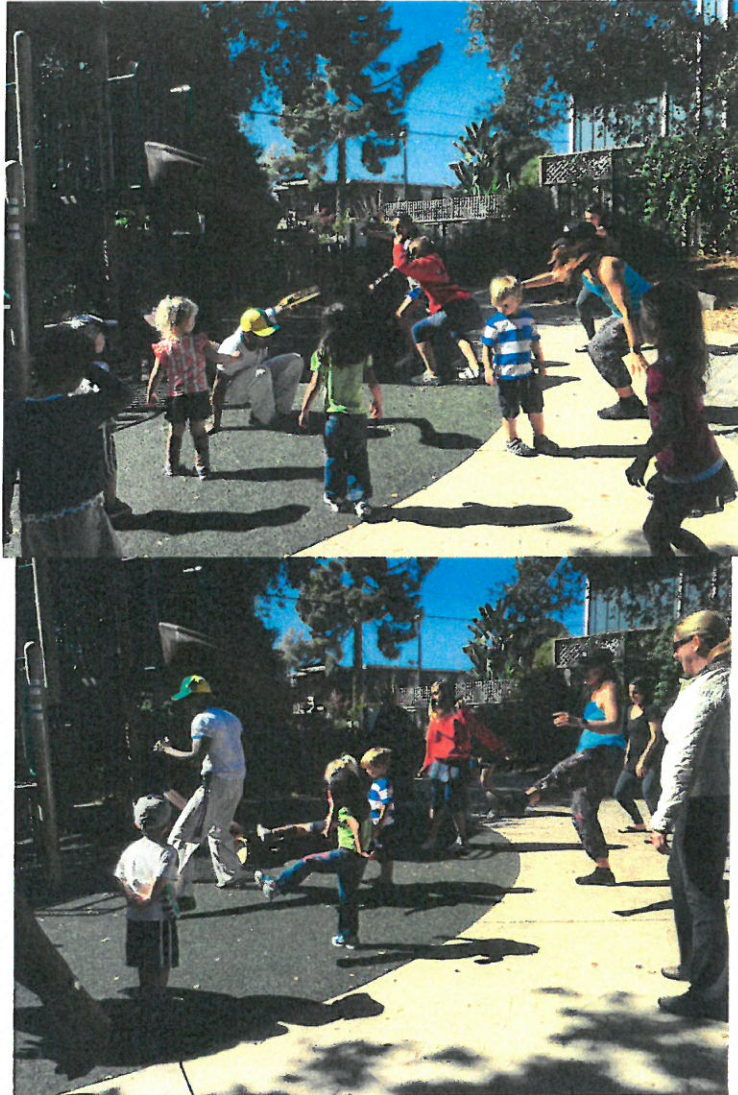
2. LIFELONG LEARNING

A. People will have access to a relevant collection of resources in diverse formats for all ages.

Heather Norquist and Arturo Villaseñor received travel grants from the Trade Commission of Spain to attend the LIBER Book fair in Barcelona. We purchased multiple copies of 258 new Spanish language titles for children, teens and adults that will be added to our collections in the next few months.

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.

On October 1st, Capitola presented an instructional demonstration of Capoeira as part of the Santa Cruz World Arts Festival. Approximately 30 people attended, adults and children. Folks had a great time learning this wonderful Brazilian martial art and dance form. Here are some photos showing off the fun everyone was having.



On November 3rd, Armchair Travel Club at the LSB branch “visited” Peru. The club meets on the first Thursday of each month. The participants get together for travelers’ stories, photos, music and food. December’s “destination” is Iran.



- 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.**

31 people, including children from the Santa Cruz Children's School, attended B40's Community Meeting for Strategic Planning with Susan Nemitz and Gale Farthing.

A collaborative program sponsored by the Scotts Valley Friends of the Library and New Families Foster Agency of Felton presented new information regarding changes to the laws governing foster children. The highlight of the program was the presentation of a quilt created by North Coast Needlers. Tickets are available from the SV Friends for a chance to win the quilt.

The program, "Stop, Think, Connect" was presented by the Library's Information Technology staff at Scotts Valley to members of the public. One program was directed to adults and another program later in the afternoon was for young students.

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

Capitola's Book Discussion Group meets on the first Wed. of the month. New members continue to join and the group is becoming more self-sufficient, learning to use our catalog to find Book Discussion Kits and request them for themselves. Discussions are lively, interesting and enjoyable.

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.

SCPL welcomed 8 new volunteers in September, assigned to a variety of branches and tasks. Ten volunteers stepped up to help register new voters on September 27, National Voter Registration Day. Total volunteer hours for the month of September: 1043; total for October 1076.

Following a training in Fresno, the volunteer office began recruiting volunteers to staff the Veterans Resource Center located at the Downtown library, tentatively scheduled to open in mid-December. Volunteers must complete an online training module, pass a LiveScan background screen, and complete the Library volunteer orientation. Several UCSC students expressed interest in volunteering with this program and are undergoing training. (David Addison and Denise Fritsch attended a UCSC Volunteer Fair in October to promote the Veterans Resource Center.)

In September and October, 5 volunteers received book plate awards in recognition of their hours of service to SCPL.

4. WELCOMING PLACE

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

One Sunday a large amount of trash was left in front of the B40 branch. Our kind and wonderful neighbors cleaned it up and hauled it all away before staff returned the following Tuesday.

Building Maintenance Men have been busy at B40: replacing light bulbs and fixtures; unplugging the drain in the driveway; moving furniture; turning all of our clocks back; removing abandoned property and picking up trash. Much appreciated!

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.**

Staff were invited to attend the Sheriff Department's *Employee Safety for Workplace Violence* (active shooter) training at four branch locations (B40, CAP, DTN, LIV), and 31 staff attended. Handouts and video content from the training will be included in the system-wide Problem Situations Manual.

Eight new Aide staff were onboarded, receiving thirty hours of classroom training and ten hours of at-branch training to prepare them to be successful in their work assignments.

Six staff attended the annual Pacific Library Partnership Future of Libraries conference on the topic of Online Communities in the Public Library.

The CMS Manager participated in a training series on the topic of migrating from MARC to BIBFRAME for item record management.

Three members of staff attended the annual Internet Librarian conference in Monterey.

Pertinent staff attended the City's Quarterly Managers & Supervisors Meeting, which focused on fiscal tools and practices.

All regular staff from B40 attended Staff Day.

B40 staff helped train 2 new floating aides.

Deputy Hansen, of the Sheriff's Department, and Officer Hoppe, of SCPD, presented Employee Safety for Workplace Violence. We learned what to do if an active shooter invades the branch.

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

One member of the Reference Team completed a *Reference Policy* training. That learning was shared with members of the team.

Two staff attended the City training *Survival Skills for Managers*. One staff attended the City training *The Difficult Conversation*.

C. Employees have the skills to execute change and are committed to change and continual improvement.

113 staff participated in the annual Staff Day training. During the morning session, the Library Director gave a State of the Library presentation which was followed by training on the “Community Connections” aspect of strategic planning. The afternoon session included a number of training opportunities including a Jail Services Overview, Reference Database Overview and practice, folio-making, and Qi-Gong for health and wellness.

D. A customer-driven service philosophy guides staff training and development.

MONTHLY PERFORMANCE MEASURES OCTOBER 2016

ON-SITE USAGE			
SELF CHECK	Oct-15	Oct-16	% Change
Aptos	78%	79%	2%
Boulder Creek	82%	77%	-6%
Branciforte	87%	80%	-8%
Capitola	72%	74%	3%
Downtown	72%	69%	-4%
Felton	71%	68%	-4%
Garfield Park	63%	60%	-4%
La Selva Beach	63%	53%	-17%
Live Oak	76%	77%	1%
Scotts Valley	81%	78%	-4%
OVERALL- % Circ that is self check (does not include online renewals)	74%	71%	-4%
VISITORS PER OPEN HOUR	Oct-15	Oct-16	% Change
Aptos	57	55	5%
Boulder Creek	20	22	-29%
Branciforte	61	60	-7%
Capitola	33	33	9%
Downtown	127	126	2%
Felton	19	18	7%
Garfield Park	34	32	9%
La Selva Beach	23	24	-2%
Live Oak	59	54	2%
Scotts Valley	70	75	5%
OVERALL	503	499	-1%
<i>Measures number of visitors to the branch per open hour.</i>			

STAFF WORKLOAD

BUSYNESS	Oct-15	Oct-16	% Change
Aptos	6,405	6,863	7%
Boulder Creek	3,411	3,236	-5%
Branciforte	3,052	2,919	-4%
Capitola	6,125	5,775	-6%
Downtown	3,473	3,827	10%
Felton	3,926	3,540	-10%
Garfield Park	3,887	3,688	-5%
La Selva Beach	2,341	2,203	-6%
Live Oak	3,044	3,316	9%
Scotts Valley	4,486	4,539	1%
OVERALL	4,015	3,991	-1%

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 OCTOBER 2016

SYSTEM MEASUREMENTS			
FINES & FEES	Oct-15	Oct-16	% Change
Paid at Desk	\$ 9,970	\$ 9,452	-7%
Paid at Kiosk	\$ 5,527	\$ 6,575	-4%
Paid online	\$ -	\$ -	0%
TOTAL	\$ 15,497	\$ 16,027	3%
% Paid at Desk	64%	59%	-8%
% Paid at Kiosk	36%	41%	15%
% Paid online	0%	0%	0%
% Paid by credit/debit card	31%	36%	17%
PROGRAMMING	Oct-15	Oct-16	% Change
Number of programs held	254	176	-31%
Number of attendees	5,059	4,786	-5%
Average # attendees/program	20	27	35%
USE OF SYSTEM RESOURCES			
VIRTUAL ACCESS	Oct-15	Oct-16	%Change
E-books & magazines	6,290	7,072	12%
Downloadable audio & music	4,269	5,077	19%
Downloadable & Streaming Video*	942	2,069	120%
Pageviews	501,128	464,097	-7%
Online renewals	41,245	42,075	2%
Total virtual access	553,874	520,390	-6%
INTERLIBRARY LOAN	Oct-15	Oct-16	%Change
ILL to Patrons	11	22	100%
ILL to other libraries	148	116	-22%
PHYSICAL CHECKOUTS	Oct-15	Oct-16	
Staff assisted + self check	102,010	99,097	-3%
CHECKOUTS	Oct-15	Oct-16	
% Physical checkouts	66%	64%	-3%
% Virtual checkouts	34%	36%	6%
Circulation per capita	0.70	0.60	-14%
<p><i>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 .</i></p> <p><i>Physical Checkouts : physical items checked out at desk or at self check, includes in-house renewals.</i></p> <p><i>Virtual checkout : virtual access not including total pageviews.</i></p> <p><i>* 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.</i></p>			

TO: Library Joint Powers Authority Board
 FROM: Marcus Pimentel, City of Santa Cruz Finance Director 11/23/16
 RE: Library Financial Dashboard Report for the Quarter ended September 2016



July-Sep Report
Preliminary,
Unaudited

Contained herein is the preliminary, UNAUDITED Library Financial Dashboard summary report for the quarter ended September 2016. At the end of the quarter, the past 3-months NET operating results were <\$12,820> with year-to-date net operating results of <\$12,820>. In general, preliminary revenues are behind the budget target by 1.0% and expenditures are over budget by 0.4%. Prior Fiscal Year 2015/2016 results and ending Fund Balance will be finalized during December and subsequently presented within the FY 2015-2016 financial report.

Net operations (major accounts)	Last Quarter Results			Fiscal Year to Date	Percent of Budget Comparison	
	July	August	September		YTD Actuals	Months completed
Revenue:						
(1) Sales Tax	\$ 504,363	\$ 672,485	\$ 768,234	\$ 1,945,082	24.9%	(0.1%)
MOE- Member Contributions	459,606	458,305	458,305	1,376,215	25.0%	(0.0%)
Other Revenue	13,985	19,678	21,579	55,242	8.6%	(16.4%)
TOTAL REVENUE	\$ 977,955	\$ 1,150,467	\$ 1,248,118	\$ 3,376,539		
Expenditures:						
(2) Payroll	\$ 712,584	\$ 680,871	\$ 631,101	\$ 2,024,556	23.3%	(0.0%)
(3) Books (w/Grants)	189	450,670	150,398	601,258	43.0%	(18.0%)
(4) Janitorial Services	-	-	-	-	0.0%	25.0%
Building & Facility	2,818	14,771	15,264	32,853	11.7%	13.3%
Rent (Equip, Building, Land)	25,888	25,888	25,888	77,664	25.1%	(0.1%)
Utilities	24,403	31,342	39,141	94,885	22.0%	(2.2%)
(5) Other expenditures	128,385	120,278	309,480	558,143	25.4%	(0.4%)
TOTAL EXPENDITURES	\$ 894,267	\$ 1,323,820	\$ 1,171,272	\$ 3,389,359		
Net Gain / (Loss)	\$ 83,688	\$ (173,353)	\$ 76,846	\$ (12,820)		

Key Balance Sheet Items	Trust Current Assets			Trust Current Assets (cont.)	
	July	August	September	Balance	Trust
(6) Equipment Reserve	388,823	388,823	388,823	240,279	Leet-Corday 95,799
(6) 15% Reserve	2,109,502	2,109,502	2,109,502	224,304	Morely 13,251
Excess cash over reserve	1,553,063	1,234,784	1,332,556	9,400	Hale 45,958
metric to be determined	tbd	tbd	tbd	95,293	Gruber 18,845
metric to be determined	tbd	tbd	tbd		

Notes:

- (1) For sales tax, September, December, March & June include the State's estimated revenue plus any balances 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.
- (2) For the current fiscal year, the following month's have more than 2 pay periods which will create higher monthly payroll costs: July, December & June. The month's completed % is adjusted to reflect year-end accrual of the last payperiod.
- (3) Material purchases are typically higher at the beginning of the fiscal year and can consume the bulk of the annual budget allocation.
- (4) There was a delay in billings from the Janitorial services contract. In general, this line item should be approximately \$14k per month.
- (5) For the quarter ended in September, the four largest expenditures within 'Other expenditures' included: [Other professional & technical services at \$247k- with \$229k in election costs]; [Financial services - outside at \$126k]; [Liability insurance/surety bonds-outside at \$43k]; and [Library functional supplies at \$33k]. Note that although no payments have yet been made for the administrative/financial services contract with the City of Santa Cruz (it was approved on 11/03/16 at \$36,675/month), the monthly expenditure has been accrued.
- (6) The Library's reserves were changed on September 1, 2016 to: (1) reduce from 2 months to 15% the primary reserve; and (2) formally establish a capital reserve with a target balance of \$400,000 (formally the informal reserve for fleet/equipment replacement). The Capital Reserve will require a future budgetary adjustment to be fully funded.

Financial Status Balances

PRELIMINARY RESULTS

Criteria: Summarize By = Report,Fund,Object,Account; As Of = 9/30/2016; Period = 0,1..12; Fund = 951

Acct	Title	7/31/2016 Month-To-Date Actual	8/31/2016 Month-To-Date Actual	9/30/2016 Month-To-Date Actual
Fund 951 -- Library Joint Powers Authority				
Expenditures				
Object 51000 -- PERSONNEL SERVICES				
51110	Regular full time	357,811.09	319,495.09	331,770.01
51111	Regular part time	76,773.35	77,811.79	74,782.02
51114	Overtime	23.07	8.14	412.58
51115	Termination pay	960.47	-	21.30
51122	Temporary	68,806.79	64,753.02	64,263.52
51130	Other pay	(7,637.68)	7,637.68	-
51150	Vehicle-phone-data allowance	204.40	175.00	175.00
51201	Retirement contribution	67,154.01	65,350.50	67,232.16
51202	F.I.C.A.	3,661.30	3,426.77	3,389.68
51210	Group health insurance	99,944.25	100,301.07	50,827.88
51212	Group dental insurance	7,469.29	7,257.65	3,662.49
51213	Vision insurance	1,208.54	1,174.99	597.12
51214	Medicare insurance	6,889.83	6,314.74	6,427.39
51215	Employee assistance program	283.72	280.26	283.72
51220	Group life insurance	131.94	129.42	66.35
51221	Disability insurance	2,523.10	2,436.51	2,458.90
51230	Unemployment insurance	3,545.04	3,273.63	3,338.43
51240	Workers' compensation	22,831.79	21,044.92	21,392.23
Total PERSONNEL SERVICES		712,584.30	680,871.18	631,100.78
Object 52000 -- SERVICES				
52131	Claims management services - outside	-	884.32	938.03
52135	Financial services - outside	36,675.00	50,549.03	39,250.00
52139	Medical services	-	283.50	-
52150	Merchant bank fees	155.23	155.51	154.96
52199	Other professional & technical services	-	14,635.89	232,504.21
52201	Water, sewer and refuse	3,548.45	4,652.24	7,487.91
52226	Vehicle work order charges - internal	29.69	2,402.99	-
52227	Vehicle fuel island charges - internal	1,043.73	1,089.95	-
52240	Office equipment operation/maint	353.75	-	-
52246	Building and facility o & m - outside	2,818.11	14,771.14	15,263.73
52247	Landscaping maintenance services	519.52	180.00	1,910.00
52248	Software maintenance services	5,605.90	13,695.14	2,137.87
52261	Equipment, building and land rentals	25,888.00	25,888.00	25,888.00
52302	Travel and meetings	2.17	406.19	339.15
52304	Training	2,847.00	3,405.88	5,325.22
52403	Telecommunications service - outside	(63.33)	7,885.32	14,732.01
52932	Liability insurance/surety bonds-interna	2,261.58	-	-
52933	Liability insurance/surety bonds-outside	42,653.00	-	-
52960	Advertising	-	58.91	1,250.94
52961	Dues and memberships	26,141.00	400.00	860.00
52972	Printing and binding-outside	76.13	2,115.95	757.48
Total SERVICES		150,554.93	143,459.96	348,799.51
Object 53000 -- SUPPLIES				
53101	Postage charges	-	-	1,019.70

Financial Status Balances

PRELIMINARY RESULTS

Criteria: Summarize By = Report,Fund,Object,Account; As Of = 9/30/2016; Period = 0,1..12; Fund = 951

Acct	Title	7/31/2016 Month-To-Date Actual	8/31/2016 Month-To-Date Actual	9/30/2016 Month-To-Date Actual
53102	Office supplies	-	2,207.63	1,330.08
53106	Books and periodicals	222.32	445,343.08	148,624.12
53107	Books and periodicals-grants & donations	(32.99)	5,326.86	1,774.29
53108	Safety clothing and equipment	-	211.97	1,530.95
53109	Copier supplies	1,229.42	-	-
53112	Library functional supplies	-	19,422.59	13,679.08
53113	Janitorial supplies	808.42	2,827.97	1,819.97
53311	Electricity	20,880.79	18,753.59	16,709.95
53312	Natural gas	36.78	50.73	210.96
Total SUPPLIES		23,144.74	494,144.42	186,699.10
Object 54000 -- OTHER MATERIALS AND SERVICES				
54990	Miscellaneous supplies and services	5,446.25	3,499.85	3,226.79
Total OTHER MATERIALS AND SERVICES		5,446.25	3,499.85	3,226.79
Object 56000 -- OTHER CHARGES				
56995	Refunded fees and fines	119.74	206.46	288.99
Total OTHER CHARGES		119.74	206.46	288.99
Object 57000 -- CAPITAL OUTLAY				
57401	Office furniture/equipment	2,417.09	-	350.70
57402	Vehicle equipment	-	1,638.27	-
57409	Computer equipment	-	-	805.83
Total CAPITAL OUTLAY		2,417.09	1,638.27	1,156.53
Total Expenditures		894,267.05	1,323,820.14	1,171,271.70
Revenues				
Object 41000 -- TAXES				
41211	Sales and use tax	504,363.48	672,484.64	768,234.15
Total TAXES		504,363.48	672,484.64	768,234.15
Object 43000 -- GRANTS				
43311	Maintenance of effort contributions	459,606.08	458,304.70	458,304.70
Total GRANTS		459,606.08	458,304.70	458,304.70
Object 45000 -- FINES AND FORFEITS				
45131	Library fines	-	-	35.99
Total FINES AND FORFEITS		-	-	35.99
Object 46000 -- MISCELLANEOUS REVENUES				
46190	Interest earnings - other	696.20	2,153.25	2,014.40
46309	Donations - library - Friends of the Lib	-	-	2,240.94
46910	Miscellaneous operating revenue	13,288.99	17,547.27	17,287.57
46990	Miscellaneous non-operating revenue	-	(22.99)	-
Total MISCELLANEOUS REVENUES		13,985.19	19,677.53	21,542.91
Total Revenues		977,954.75	1,150,466.87	1,248,117.75
Total Library Joint Powers Authority		120,362.70	(112,890.27)	137,309.05
Total		120,362.70	(112,890.27)	137,309.05

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General Ledger Balances

PRELIMINARY RESULTS

Criteria: Summarize By = Report,Fund,Account; As Of = 9/30/2016; Period = 0,1..12; Fund = 95*,96*; Account = 11*

Acct	Title	Beginning Balance	Year-To-Date Debits	Year-To-Date Credits	Ending Balance
Fund 951 -- Library Joint Powers Authority					
11101	Pooled cash	3,508,110.37	3,612,419.39	3,703,926.54	3,416,603.22
11901	Allow for FV of invest w/City-cur unrstr	25,454.58	-	-	25,454.58
Total Library Joint Powers Authority		3,533,564.95	3,612,419.39	3,703,926.54	3,442,057.80
Fund 956 -- Library JPA - Technology					
11101	Pooled cash	4,994.61	-	-	4,994.61
11901	Allow for FV of invest w/City-cur unrstr	39.77	-	-	39.77
Total Library JPA - Technology		5,034.38	-	-	5,034.38
Fund 960 -- Felton Branch Reserve					
11101	Pooled cash	1,187.60	-	-	1,187.60
11901	Allow for FV of invest w/City-cur unrstr	9.46	-	-	9.46
Total Felton Branch Reserve		1,197.06	-	-	1,197.06
Fund 961 -- Library JPA - Vehicle Replacement					
11101	Pooled cash	379,569.00	-	-	379,569.00
11901	Allow for FV of invest w/City-cur unrstr	3,022.86	-	-	3,022.86
Total Library JPA - Vehicle Replacement		382,591.86	-	-	382,591.86
Total		3,922,388.25	3,612,419.39	3,703,926.54	3,830,881.10

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Library Dashboard (Current Assets): Last Month

PRELIMINARY RESULTS

Criteria: Summarize By = Report,Fund,SubObject; As Of = 9/30/2016; Period = 0,1..12; Fund = 93*, 95*,96*; Account = 11*, 12*, 13*, 14*

Sub-Object	Title	Beginning Balance	Year-To-Date Debits	Year-To-Date Credits	Ending Balance
Fund 931 -- McCaskill - Local History					
11100	Cash and cash equivalents	237,855.50	-	-	237,855.50
11900	Cash and current investments - other	1,915.04	-	-	1,915.04
12100	Interest receivable	508.28	-	-	508.28
Total McCaskill - Local History		240,278.82	-	-	240,278.82
Fund 932 -- McCaskill - Visually Impaired					
11100	Cash and cash equivalents	222,047.88	-	-	222,047.88
11900	Cash and current investments - other	1,781.83	-	-	1,781.83
12100	Interest receivable	474.50	-	-	474.50
Total McCaskill - Visually Impaired		224,304.21	-	-	224,304.21
Fund 933 -- Estate Proceeds - Finkeldey					
11100	Cash and cash equivalents	9,305.48	-	-	9,305.48
11900	Cash and current investments - other	74.31	-	-	74.31
12100	Interest receivable	19.89	-	-	19.89
Total Estate Proceeds - Finkeldey		9,399.68	-	-	9,399.68
Fund 934 -- Whalen Estate - Felton Branch					
11100	Cash and cash equivalents	94,340.27	-	-	94,340.27
11900	Cash and current investments - other	751.27	-	-	751.27
12100	Interest receivable	201.60	-	-	201.60
Total Whalen Estate - Felton Branch		95,293.14	-	-	95,293.14
Fund 935 -- Robert Leet-Corday Estate					
11100	Cash and cash equivalents	94,841.17	-	-	94,841.17
11900	Cash and current investments - other	755.26	-	-	755.26
12100	Interest receivable	202.67	-	-	202.67
Total Robert Leet-Corday Estate		95,799.10	-	-	95,799.10
Fund 936 -- Morley Estate-La Selva Branch					
11100	Cash and cash equivalents	12,722.32	400.00	-	13,122.32
11900	Cash and current investments - other	101.31	-	-	101.31
12100	Interest receivable	27.19	-	-	27.19
Total Morley Estate-La Selva Branch		12,850.82	400.00	-	13,250.82
Fund 937 -- Hale Trust-Scotts Valley Branch					
11100	Cash and cash equivalents	45,498.47	-	-	45,498.47
11900	Cash and current investments - other	362.32	-	-	362.32
12100	Interest receivable	97.22	-	-	97.22
Total Hale Trust-Scotts Valley Branch		45,958.01	-	-	45,958.01
Fund 938 -- Anna Gruber Living Trust					
11100	Cash and cash equivalents	18,624.63	-	-	18,624.63
11900	Cash and current investments - other	180.85	-	-	180.85
12100	Interest receivable	39.80	-	-	39.80
Total Anna Gruber Living Trust		18,845.28	-	-	18,845.28
Fund 951 -- Library Joint Powers Authority					
11100	Cash and cash equivalents	3,508,110.37	3,612,419.39	3,703,926.54	3,416,603.22
11900	Cash and current investments - other	25,454.58	-	-	25,454.58
12100	Interest receivable	9,520.38	2,261.09	2,529.76	9,251.71
12200	Taxes receivable	694,029.57	1,945,082.27	1,870,877.69	768,234.15
12300	Accounts receivable	748,154.28	1,378,906.22	1,667,454.42	459,606.08
Total Library Joint Powers Authority		4,985,269.18	6,938,668.97	7,244,788.41	4,679,149.74
Fund 956 -- Library JPA - Technology					
11100	Cash and cash equivalents	4,994.61	-	-	4,994.61
11900	Cash and current investments - other	39.77	-	-	39.77
12100	Interest receivable	10.68	-	-	10.68

Library Dashboard (Current Assets): Last Month

PRELIMINARY RESULTS

Criteria: Summarize By = Report,Fund,SubObject; As Of = 9/30/2016; Period = 0,1..12; Fund = 93*, 95*,96*; Account = 11*, 12*, 13*, 14*

Sub-Object Title	Beginning Balance	Year-To-Date Debits	Year-To-Date Credits	Ending Balance
Total Library JPA - Technology	5,045.06	-	-	5,045.06
Fund 960 -- Felton Branch Reserve				
11100 Cash and cash equivalents	1,187.60	-	-	1,187.60
11900 Cash and current investments - other	9.46	-	-	9.46
12100 Interest receivable	2.54	-	-	2.54
Total Felton Branch Reserve	1,199.60	-	-	1,199.60
Fund 961 -- Library JPA - Vehicle Replacement				
11100 Cash and cash equivalents	379,569.00	-	-	379,569.00
11900 Cash and current investments - other	3,022.86	-	-	3,022.86
12100 Interest receivable	811.11	-	-	811.11
Total Library JPA - Vehicle Replacement	383,402.97	-	-	383,402.97
Total	6,117,645.87	6,939,068.97	7,244,788.41	5,811,926.43

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Library Dashboard (Balance Sheet- all Funds): Last Month

Criteria: Summarize By = Report,Fund,Object,Account; As Of = 9/30/2016; Period = 0,1..12; Fund = 93*, 95*,96*

Acct	Title	Beginning Balance	Year-To-Date Debits	Year-To-Date Credits	Ending Balance
Fund 931 -- McCaskill - Local History					
Object 11000 -- Cash and investments					
11101	Pooled cash	237,855.50	-	-	237,855.50
11901	Allow for FV of invest w/City-cur unrstr	1,915.04	-	-	1,915.04
Total Cash and investments		239,770.54	-	-	239,770.54
Object 12000 -- Receivables - current					
12101	Pooled cash interest receivable	508.28	-	-	508.28
Total Receivables - current		508.28	-	-	508.28
Object 32000 -- Net assets					
32311	Net assets held in trust-library prog.	(243,401.60)	-	-	(243,401.60)
Total Net assets		(243,401.60)	-	-	(243,401.60)
Total McCaskill - Local History		(3,122.78)	-	-	(3,122.78)
Fund 932 -- McCaskill - Visually Impaired					
Object 11000 -- Cash and investments					
11101	Pooled cash	222,047.88	-	-	222,047.88
11901	Allow for FV of invest w/City-cur unrstr	1,781.83	-	-	1,781.83
Total Cash and investments		223,829.71	-	-	223,829.71
Object 12000 -- Receivables - current					
12101	Pooled cash interest receivable	474.50	-	-	474.50
Total Receivables - current		474.50	-	-	474.50
Object 32000 -- Net assets					
32311	Net assets held in trust-library prog.	(225,435.84)	-	-	(225,435.84)
Total Net assets		(225,435.84)	-	-	(225,435.84)
Total McCaskill - Visually Impaired		(1,131.63)	-	-	(1,131.63)
Fund 933 -- Estate Proceeds - Finkeldey					
Object 11000 -- Cash and investments					
11101	Pooled cash	9,305.48	-	-	9,305.48
11901	Allow for FV of invest w/City-cur unrstr	74.31	-	-	74.31
Total Cash and investments		9,379.79	-	-	9,379.79
Object 12000 -- Receivables - current					
12101	Pooled cash interest receivable	19.89	-	-	19.89
Total Receivables - current		19.89	-	-	19.89
Object 32000 -- Net assets					
32311	Net assets held in trust-library prog.	(9,338.05)	-	-	(9,338.05)
Total Net assets		(9,338.05)	-	-	(9,338.05)
Total Estate Proceeds - Finkeldey		61.63	-	-	61.63
Fund 934 -- Whalen Estate - Felton Branch					
Object 11000 -- Cash and investments					
11101	Pooled cash	94,340.27	-	-	94,340.27
11901	Allow for FV of invest w/City-cur unrstr	751.27	-	-	751.27
Total Cash and investments		95,091.54	-	-	95,091.54
Object 12000 -- Receivables - current					
12101	Pooled cash interest receivable	201.60	-	-	201.60
Total Receivables - current		201.60	-	-	201.60
Object 32000 -- Net assets					
32311	Net assets held in trust-library prog.	(94,040.98)	-	-	(94,040.98)
Total Net assets		(94,040.98)	-	-	(94,040.98)
Total Whalen Estate - Felton Branch		1,252.16	-	-	1,252.16
Fund 935 -- Robert Leet-Corday Estate					
Object 11000 -- Cash and investments					
11101	Pooled cash	94,841.17	-	-	94,841.17

Library Dashboard (Balance Sheet- all Funds): Last Month

Criteria: Summarize By = Report,Fund,Object,Account; As Of = 9/30/2016; Period = 0,1..12; Fund = 93*, 95*,96*

Acct	Title	Beginning Balance	Year-To-Date Debits	Year-To-Date Credits	Ending Balance
11901	Allow for FV of invest w/City-cur unrstr	755.26	-	-	755.26
Total Cash and investments		95,596.43	-	-	95,596.43
Object 12000 -- Receivables - current					
12101	Pooled cash interest receivable	202.67	-	-	202.67
Total Receivables - current		202.67	-	-	202.67
Object 32000 -- Net assets					
32311	Net assets held in trust-library prog.	(94,540.27)	-	-	(94,540.27)
Total Net assets		(94,540.27)	-	-	(94,540.27)
Total Robert Leet-Corday Estate		1,258.83	-	-	1,258.83
Fund 936 -- Morley Estate-La Selva Branch					
Object 11000 -- Cash and investments					
11101	Pooled cash	12,722.32	400.00	-	13,122.32
11901	Allow for FV of invest w/City-cur unrstr	101.31	-	-	101.31
Total Cash and investments		12,823.63	400.00	-	13,223.63
Object 12000 -- Receivables - current					
12101	Pooled cash interest receivable	27.19	-	-	27.19
Total Receivables - current		27.19	-	-	27.19
Object 32000 -- Net assets					
32311	Net assets held in trust-library prog.	(12,681.98)	-	-	(12,681.98)
Total Net assets		(12,681.98)	-	-	(12,681.98)
Object 33000 -- Control accounts					
33110	Revenue control	-	-	400.00	(400.00)
Total Control accounts		-	-	400.00	(400.00)
Total Morley Estate-La Selva Branch		168.84	400.00	400.00	168.84
Fund 937 -- Hale Trust-Scotts Valley Branch					
Object 11000 -- Cash and investments					
11101	Pooled cash	45,498.47	-	-	45,498.47
11901	Allow for FV of invest w/City-cur unrstr	362.32	-	-	362.32
Total Cash and investments		45,860.79	-	-	45,860.79
Object 12000 -- Receivables - current					
12101	Pooled cash interest receivable	97.22	-	-	97.22
Total Receivables - current		97.22	-	-	97.22
Object 32000 -- Net assets					
32311	Net assets held in trust-library prog.	(45,354.11)	-	-	(45,354.11)
Total Net assets		(45,354.11)	-	-	(45,354.11)
Total Hale Trust-Scotts Valley Branch		603.90	-	-	603.90
Fund 938 -- Anna Gruber Living Trust					
Object 11000 -- Cash and investments					
11101	Pooled cash	18,624.63	-	-	18,624.63
11901	Allow for FV of invest w/City-cur unrstr	180.85	-	-	180.85
Total Cash and investments		18,805.48	-	-	18,805.48
Object 12000 -- Receivables - current					
12101	Pooled cash interest receivable	39.80	-	-	39.80
Total Receivables - current		39.80	-	-	39.80
Object 32000 -- Net assets					
32311	Net assets held in trust-library prog.	(28,368.90)	-	-	(28,368.90)
Total Net assets		(28,368.90)	-	-	(28,368.90)
Total Anna Gruber Living Trust		(9,523.62)	-	-	(9,523.62)
Fund 951 -- Library Joint Powers Authority					
Object 11000 -- Cash and investments					
11101	Pooled cash	3,508,110.37	3,612,419.39	3,704,198.39	3,416,331.37

Library Dashboard (Balance Sheet- all Funds): Last Month

Criteria: Summarize By = Report,Fund,Object,Account; As Of = 9/30/2016; Period = 0,1..12; Fund = 93*, 95*,96*

Acct	Title	Beginning Balance	Year-To-Date Debits	Year-To-Date Credits	Ending Balance
11901	Allow for FV of invest w/City-cur unrstr	25,454.58	-	-	25,454.58
Total Cash and investments		3,533,564.95	3,612,419.39	3,704,198.39	3,441,785.95
Object 12000 -- Receivables - current					
12101	Pooled cash interest receivable	8,538.69	-	-	8,538.69
12190	Other interest receivable	981.69	2,261.09	2,529.76	713.02
12201	Taxes receivable - current	694,029.57	1,945,082.27	1,870,877.69	768,234.15
12301	Accounts receivable - billed	748,154.28	87.98	748,242.26	-
12303	Accounts receivable - booked	-	1,378,818.24	919,212.16	459,606.08
Total Receivables - current		1,451,704.23	3,326,249.58	3,540,861.87	1,237,091.94
Object 21000 -- Payables					
21101	Accounts payable	(298,381.47)	1,334,993.66	1,183,080.03	(146,467.84)
21201	Salaries and benefits payable	(298,526.96)	298,526.96	-	-
21502	Sales tax payable	-	3.50	3.89	(0.39)
21504	Use tax payable	(764.42)	1,048.75	588.03	(303.70)
Total Payables		(597,672.85)	1,634,572.87	1,183,671.95	(146,771.93)
Object 31000 -- Fund balance					
31591	Committed - cash flow/unexpected expend	(1,982,478.15)	-	-	(1,982,478.15)
31701	Fund Balance - Unassigned	(1,606,512.73)	-	-	(1,606,512.73)
31998	Budgetary reserve for encumbrances	-	431,089.22	792,422.15	(361,332.93)
31999	Budgetary fund balance	-	4,957,385.19	9,189,828.00	(4,232,442.81)
Total Fund balance		(3,588,990.88)	5,388,474.41	9,982,250.15	(8,182,766.62)
Object 33000 -- Control accounts					
33110	Revenue control	-	2,100,870.04	5,477,409.41	(3,376,539.37)
33210	Expenditure/expense control	-	3,260,395.39	28,365.65	3,232,029.74
33310	Estimated revenue control	-	9,169,828.00	-	9,169,828.00
33410	Appropriations control	-	20,000.00	4,957,385.19	(4,937,385.19)
33510	Encumbrances control	-	792,422.15	431,089.22	361,332.93
Total Control accounts		-	15,343,515.58	10,894,249.47	4,449,266.11
Object 39000 -- Other equity/net asset accounts					
39110	General journal clearing	-	5,735,671.15	5,735,671.15	-
Total Other equity/net asset accounts		-	5,735,671.15	5,735,671.15	-
Total Library Joint Powers Authority		798,605.45	35,040,902.98	35,040,902.98	798,605.45
Fund 956 -- Library JPA - Technology					
Object 11000 -- Cash and investments					
11101	Pooled cash	4,994.61	-	-	4,994.61
11901	Allow for FV of invest w/City-cur unrstr	39.77	-	-	39.77
Total Cash and investments		5,034.38	-	-	5,034.38
Object 12000 -- Receivables - current					
12101	Pooled cash interest receivable	10.68	-	-	10.68
Total Receivables - current		10.68	-	-	10.68
Object 31000 -- Fund balance					
31701	Fund Balance - Unassigned	(4,978.73)	-	-	(4,978.73)
Total Fund balance		(4,978.73)	-	-	(4,978.73)
Total Library JPA - Technology		66.33	-	-	66.33
Fund 958 -- Library JPA - General Capital Assets					
Object 17000 -- Capital assets					
17210	Infrastructure	579,683.02	-	-	579,683.02
17211	Accumulated depreciation - infrastrucur	(308,279.04)	-	-	(308,279.04)
17320	Lease improvements - buildings	2,018,031.67	-	-	2,018,031.67
17321	Accumulated deprec - lease imp-buildings	(1,598,338.54)	-	-	(1,598,338.54)
17510	Machinery and equipment	2,374,303.03	-	-	2,374,303.03

Library Dashboard (Balance Sheet- all Funds): Last Month

Criteria: Summarize By = Report,Fund,Object,Account; As Of = 9/30/2016; Period = 0,1..12; Fund = 93*, 95*,96*

Acct	Title	Beginning Balance	Year-To-Date Debits	Year-To-Date Credits	Ending Balance
17511	Accumulated depreciation - M&E	(1,713,118.21)	-	-	(1,713,118.21)
17710	Software	3,983.14	-	-	3,983.14
17711	Accumulated amortization-software	(4,541.95)	-	-	(4,541.95)
17910	Construction in progress	71,353.85	-	-	71,353.85
Total Capital assets		1,423,076.97	-	-	1,423,076.97
Object 31000 -- Fund balance					
31701	Fund Balance - Unassigned	6,054.50	-	-	6,054.50
Total Fund balance		6,054.50	-	-	6,054.50
Object 32000 -- Net assets					
32103	Invest in cap assets pr to 4/1/02-Librar	(1,291,588.96)	-	-	(1,291,588.96)
32106	Investment in capital assets - Library	(140,569.76)	-	-	(140,569.76)
Total Net assets		(1,432,158.72)	-	-	(1,432,158.72)
Total Library JPA - General Capital Assets		(3,027.25)	-	-	(3,027.25)
Fund 960 -- Felton Branch Reserve					
Object 11000 -- Cash and investments					
11101	Pooled cash	1,187.60	-	-	1,187.60
11901	Allow for FV of invest w/City-cur unrstr	9.46	-	-	9.46
Total Cash and investments		1,197.06	-	-	1,197.06
Object 12000 -- Receivables - current					
12101	Pooled cash interest receivable	2.54	-	-	2.54
Total Receivables - current		2.54	-	-	2.54
Object 31000 -- Fund balance					
31701	Fund Balance - Unassigned	(1,183.85)	-	-	(1,183.85)
Total Fund balance		(1,183.85)	-	-	(1,183.85)
Total Felton Branch Reserve		15.75	-	-	15.75
Fund 961 -- Library JPA - Vehicle Replacement					
Object 11000 -- Cash and investments					
11101	Pooled cash	379,569.00	-	-	379,569.00
11901	Allow for FV of invest w/City-cur unrstr	3,022.86	-	-	3,022.86
Total Cash and investments		382,591.86	-	-	382,591.86
Object 12000 -- Receivables - current					
12101	Pooled cash interest receivable	811.11	-	-	811.11
Total Receivables - current		811.11	-	-	811.11
Object 31000 -- Fund balance					
31701	Fund Balance - Unassigned	(322,346.40)	-	-	(322,346.40)
Total Fund balance		(322,346.40)	-	-	(322,346.40)
Total Library JPA - Vehicle Replacement		61,056.57	-	-	61,056.57
Total		846,284.18	35,041,302.98	35,041,302.98	846,284.18

Run: 11/23/2016 9:56 AM

Capitola library project moves forward despite concern over location



Caress Day Spa at 911 Capitola Ave. has been proposed as an alternative site for the Capitola Library. (Dan Coyro -- Santa Cruz Sentinel)

By [Ryan Masters](#), Santa Cruz Sentinel

Posted: 11/14/16, 4:25 PM PST |

[0 Comments](#)

CAPITOLA >> In 2004, Capitola made a [commitment](#) to Santa Cruz County to start construction on a new library by June 2018. With less than two years to go before the deadline, a location has been chosen and an architectural firm has been awarded a design contract, yet the project continues to court controversy and inspire debate.

On Jan. 12, 2015, the Capitola City Council [voted 4-1](#) to build the new library at 2005 Wharf Road, the existing location of the library. At its Nov. 10 meeting, the City Council voted to award the Berkeley-based architectural firm [Noll and Tam](#) an \$800,000 contract to design it.

Bob Edgren, who [failed to win](#) a seat on the council Nov. 6, said the people of Capitola need to understand the repercussions of building on the Wharf Road site. Edgren says the location may

be put to better use in the future as a city hall, a police or fire department, a boutique hotel or simply as parking.

“This is a highly valuable location that’s within walking distance to the beach. By giving up this parcel, the city is limiting its options down the road,” Edgren said.

For example, Edgren says that plans to develop the historic 5.7-acre Rispin Mansion property would be affected.

“If the Rispin Mansion is going to be like Saratoga’s Montalvo Arts Center, it’s going to need parking. Building this library on Wharf Road kills any future the Rispin Mansion may have,” Edgren said.

As an alternative, Edgren proposes the city purchase a property further from Capitola Village such as the Caress Day Spa at 911 Capitola Ave., which he said is available for \$1.7 million. He also suggests Monterey Park, the location of a new skate park project, which has been tied up in litigation.

“Who even knows what size building a library will need in 10 years? Libraries are in the midst of re-imagining themselves. Brick-and-mortar libraries may not be viable at all,” Edgren said.

City Manager Jamie Goldstein said the city has extensively researched potential sites for the library.

“Over the past five or six years at least, we’ve convened various subcommittees and conducted surveys of residents. Through those processes, a few sites were examined,” Goldstein said.

The primary issue is that the high cost of land prohibits purchasing a new property, Goldstein said. As a result, the city limited its evaluation to sites it already owned.

“We’ve gone through a lot. At this point, the city council has decided the library will be built at the Wharf Road site,” Goldstein said. “The current library location has a lot of the attributes the community identified as important — parking, accessibility and adjacencies to routes that people traveled.

Edgren said the high cost of land may be prohibitive, but that doesn’t mean the Wharf Road site is the best option.

“Jaime’s absolutely right, but people were never informed of the downside of using that parcel,” Edgren said. “This is about the highest and best use. Is that the highest and best use of the property or can you buy a cheaper building or piece of land?”

Commercial real estate agent, property manager and Capitola resident Doug Kaplan said the answer is simple.

“I cannot think of a higher or better use of land than a library,” Kaplan said.

2016 Fiscal - 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 2016 Fiscal Year	Staff Involved	Steps Taken	Safety Action	Roving Guard Called	911 Called	Bld. Mtc. Called
09/21/16	HQ	4pm	John Colby	-	A patron Colby, stopped by Library Headquarters requesting to speak with our Library Director. The Director was unavailable so he was directed by Reception to speak with Division Manager Gale Farthing. The patron's explanation of what he was trying to accomplish was vague and incoherent.	Gale Farthing, Gabe Reyes, Denise Fritsch, Judy Russell	After about 20 minutes Gale asked the patron to submit a written proposal that could be taken to the management team. The patron expressed disappointment that it would not be going directly to the Director. He was informed that the Director is part of the management team. He agreed to leave and bring a written proposal at a later time.	NA	No	No	No
09/24/16	CAP	11am	Unidentified Male Patron #1, Unidentified Male Patron #2	-	Patron #2 picked up some daily newspapers to read. Patron #1 started arguing because he wanted to read them. Patron #1 demanded the newspapers, but patron #2 refused. At this point Patron #1 tried to rip the newspapers away from Patron #2.	Chantel Van Pelt, Paul Williams, Cameron Kochan	Staff intervened and ejected patron #1 for the day . He left without further incident. Later in the day, he returned to confirm when he could return to the library.	NA	No	No	No
09/27/16	DTN	1:03pm	Marilyn Millikan	-	A patron was walking on the first floor when she stepped on a metal object resembling a nail. She asked for help from staff but was able to remove nail on her own. She told staff that she was okay and didn't require medical attention.	Mitchell Horton, Sarah Harbison	Staff recommended removing her shoe to make sure the skin wasn't broken. She removed her shoe and reported it did not break the skin. Staff checked twice to confirm if she needed medical attention. She declined.	NA	No	No	No
09/30/16	B40	1:30pm	Child	-	A child threw up on the table, carpet, and recycling can in the children's area.	Lauren Kern, Cathy Landis, Cesar Gallardo	Staff cleaned up the area using the Bio-Hazard Kit.	NA	No	No	Yes
10/01/16	SV	3:20pm	Unknown male patron	-	Around 2pm staff was notified of a patron being loud and belligerent on their personal phone outside the library. Earlier the patron on the phone was observed having alcohol in his possession.	Kyra Rodriguez, Tia del Rio, Jennifer Hooker	Staff called 911. By the time they arrived, the patron had left the area. At about 3:30pm, a staff person noticed the patron passed out on the walkway. 911 was called again and the patron was ejected for the day .	NA	No	No	No

Date	Location	Time	Patron's Name	Ref #	Brief Description 2016 Fiscal Year	Sorted	Staff Involved	Steps Taken	Safety Action	Roving Guard Called	911 Called	Bld. Mtc. Called
10/06/16	B40	NA	NA	-	A patron reported seeing a hypodermic needle on the dirt under the bushes along the driveway.	-	Cathy Landis	Staff used the "grabber" tool to pick up the needle and place it in the red sharps box	NA	No	No	No
10/07/16	DTN	10:40am	Unknown Male	DTN# 163	The FA-Guard was informed of an intoxicated male in the men's restroom stall. Security arrived and knocked loudly on the stall door informing the patron he that he had to leave. The patron continue to speak loudly and ignore security.	Y	James Lee, FA - Ricardo Gallegos	911 was called. The patron exited the stall and was served a 3 day ban as he was escorted out of the building. The request for 911 was canceled.	NA	Yes	No	No
10/08/16	APT	11:14AM	Female	-	A patron dropped her glass water bottle causing it to shatter on the carpeted floor in the computer area.	-	Rowan Rammer, Sharyn Schwab, Cesar Gallardo	Staff isolated the area, cleaned up the water and vacuumed. Building Maintenance was called to complete the clean up.	NA	No	No	Yes
10/09/16	B40	11am	Tom Ray	-	This Incident Report was prepared based on information obtained from a neighborhood watch blog: Piles of trash and debris was left in front of the Branciforte Library on Sunday when the branch is closed. Two Police Officers were at the scene when a patron, Tom Ray took a video and photos. He posted them on the "Next Door Upper Sebright" neighborhood watch blog. Some residents identified their stolen personal property in the rubble.	-	Cathy Landis, Lois Meyer	Local residents Damon and Paige cleaned up the mess and disposed of the debris. First Alarm's reports indicated that debris has been left at the branch on several recent occasions.	NA	No	No	No
10/17/16	DTN	10:50am	Gabriel (Male)	DTN 113	A patron in the computer area was being loud, disruptive and abusive towards other patrons. When asked to stop by staff, he became argumentative and disrespectful (2 Incident Reports were prepared 10:45 and 11:00).	Y	James Lee, FA- Chris Murdock, Clifford Bodamer, Diane Cowen	When asked to leave, the patron challenged staff's authority and declined a copy of the Code of Conduct. Security was called. Similar incidents have occurred with this patron. A 30 day ban was imposed. 10/24/16 - Patron Served by James Lee and Clifford Bodamer.	NA	Yes	No	No

Date	Location	Time	Patron's Name	Ref.#	Brief Description 2016 Fiscal Year	Served	Staff Involved	Steps Taken	Safety Action	Roving Guard Called	911 Called	Bld. Mtc. Called
10/17/16	DTN	7:45am	Audrey Richardson	DTN 017	Both individuals were found sleeping while camping out on Library. They were asked to leave. Security made a second sweep of the area and found the individuals had not left and were now arguing.	N	FA-Chris Murdock	When approached they both began to yell foul language at security. Due to the female's previous history, she was given a 90 day ban and Enrique was given a 30 day ban.	NA	Yes	No	No
10/19/16	DTN	5pm	Enrique	DTN 164	A patron who was currently on a 30 day ban till 11/16/16 was found in the computer area. Staff served him his 30 day ban package. After being served, the patron became loud, used vulgar language towards staff, caused a disturbance and refused to leave.	N	FA-Chris Murdock, David Sidle	The patron was warned of having his ban extended but refused to leave. His ban was extended an additional 90 days till 1/23/17.	NA	Yes	No	No



STAFF REPORT

DATE: December 1, 2016
TO: Library Joint Powers Authority Board
FROM: Susan Nemitz, Library Director
RE: Naming Rights Policy Update

RECOMMENDATION

Begin a review process to clarify and update present policies, specifically the Gift Policies, Meeting Room Policy and any Naming Rights discussion as they pertain to the building process.

SUMMARY

Update on Naming Rights Policy review

DISCUSSION

Begin a review process to clarify and update current policies. Several policies may be missing and staff are exploring common practices throughout the United States.



STAFF REPORT

DATE: December 1, 2016
 TO: Library Joint Powers Authority Board
 FROM: Susan Nemitz, Library Director
 RE: Library System Personnel Changes

RECOMMENDATION

The Library is requesting the following personnel and budget changes in order to implement the new organizational structure of the Library System.

Action	Position	Bargaining Unit	FTE	FY 2017 Annual Compensation	FY 2017 Prorated Compensation	Effective
Add	ASST LIBRARY DIRECTOR	MANAGEMENT	1	\$ 196,840	\$ 110,723	12/7/16
Add	LIBRARIAN III	MANAGEMENT	1	\$ 135,852	\$ 67,926	12/31/16
Add	LIBRARIAN III	MANAGEMENT	1	\$ 135,852	\$ 67,926	12/31/16
Add	LIBRARIAN III	MANAGEMENT	1	\$ 135,852	\$ 67,926	12/31/16
		Total Additions	4	\$ 604,396	\$ 314,501	
Delete	MANAGER SYSTEM SER/SUPPORT	MANAGEMENT	-1	\$ (155,431)	\$ (87,430)	12/7/16
Delete	LIBRARY DIVISION MANAGER	MANAGEMENT	-1	\$ (145,261)	\$ (72,631)	12/31/16
Delete	LIBRARY DIVISION MANAGER	MANAGEMENT	-1	\$ (145,261)	\$ (33,289)	4/8/17
Delete	LIBRARIAN II	MANAGEMENT	-1	\$ (97,015)	\$ (22,233)	4/8/17
		Total Deletions	-4	\$ (542,968)	\$ (215,583)	
		Grand Total	0	\$ 61,428	\$ 98,918	

DISCUSSION

The administration of the Library is proposing two major changes to the organization; decentralizing the assignments of Librarian and Information Specialists and reorganizing the management team.

The goals for decentralizing staff assignments to the branches include:

- Responding to patron requests for consistent staffing at the branches.
- Strengthening youth services and outreach.
- Broadening employees' scope of work to include reference, programming, outreach and in some cases - selection.
- Improving staff productivity by getting staff out of cars and in branches.

In addition, the Library is seeking approval for personnel changes needed to manage this new structure and replace two senior managers (Sue Graziano and Gale Farthing) that are retiring within the next quarter. An organizational chart has been included for your information.

The proposal reinstates an Assistant Director and replaces three positions within the current organization with three, Librarian III's to supervise the geographic areas within the Santa Cruz County Libraries. Timely approval of these changes will allow for the implementation of a decentralized staffing model in preparation of the implementation of the new strategic plan scheduled for January 2017.

SUMMARY

The Library is requesting the following:

Creation of the three (3) Regional Manager/Librarian III's and the Assistant Director position.
Deletion of Manager of System Services/Support, Programs Division Manager, On Site Services Manager and one Librarian II position.

City of Santa Cruz
BUDGET ADJUSTMENT REQUEST

<input type="radio"/> Council Approval	Resolution No. _____
<input type="radio"/> Successor Agency	Resolution No. _____
<input checked="" type="radio"/> Administrative Approval	

<input checked="" type="radio"/> Current Fiscal Year
<input type="radio"/> Prior Fiscal Year

TO: FINANCE DIRECTOR
FROM: KIRA HENIFIN

DATE: 11/21/2016

<u>ACCOUNT</u>	REVENUE EDEN ACCOUNT TITLE	
TOTAL REVENUE		0

<u>ACCOUNT</u>	EXPENDITURE EDEN ACCOUNT TITLE	
951-36-52-3530-51110	Regular Full Time	98,918
TOTAL EXPENDITURE		98,918

NET: \$ (98,918)

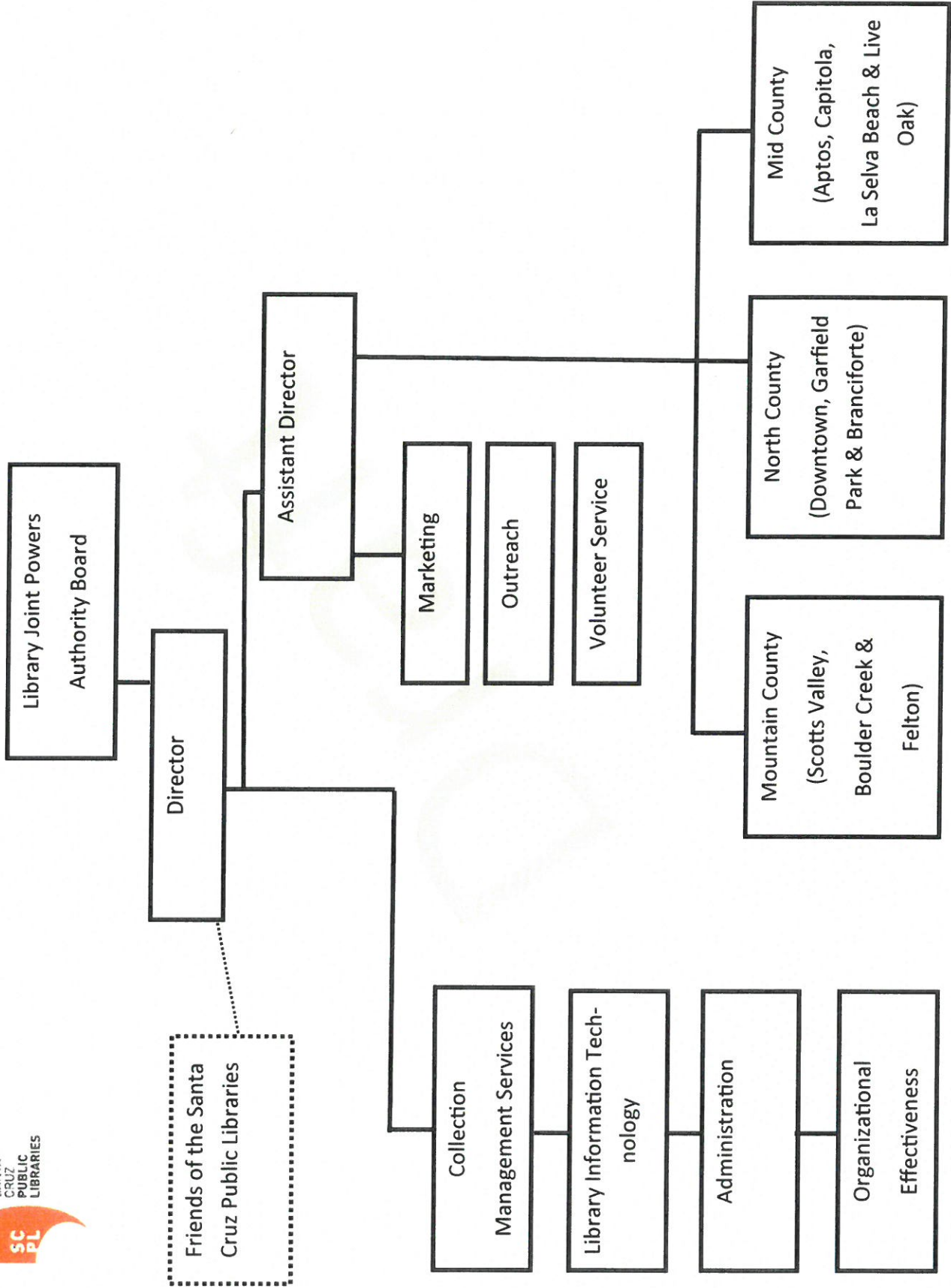
Purpose:

Budget adjustment includes the following personnel changes pro-rated for FY17:

*Creation of the three (3) Regional Manager/Librarian III's and the Assistant Director position

*Deletion of Manager of System Services/Support, Programs Division Manager, On Site Services Manager & a Librarian II position

REQUESTED BY	DEPARTMENT HEAD APPROVAL	ACCOUNTING APPROVAL	FINANCE DIRECTOR APPROVAL	CITY MANAGER APPROVAL
Kira Henifin <small>Digitally signed by Kira Henifin Date: 2016.11.22 13:34:30 -0800</small> 11/22/16				





CITY COUNCIL AGENDA REPORT

DATE: November 23,
2016

AGENDA OF: December 6, 2016

DEPARTMENT: Human Resources

SUBJECT: City's Classification and Compensation Plans and the FY17 Budget
Personnel Complement –Library (HR)

RECOMMENDATION:

Resolution amending the Classification and Compensation Plans and the FY17 Budget Personnel Complement by the following: Deleting the classification and one position of Library Manager – System Services and Support. Deleting two positions of Library Division Manager. Adding the classification and one position of Assistant Library Director. Adding the classification and three positions of Librarian III and deleting one Librarian II position.

BACKGROUND:

The Library Director has been evaluating and assessing the current organizational structure and staffing model of the Santa Cruz Public Library system. Additionally, given the current and pending retirement of several of the senior Library managers, this is an appropriate time to evaluate potential staffing and organizational changes. As a result of the Library Director's analysis of the personnel status, it is recommended that the organizational structure be modified to allow for providing better services to the community, enhanced employee development and supervision as well as provide more appropriate oversight and management of the numerous branch locations.

DISCUSSION:

The new structure would include the Library Director oversight of Programs, Collection, IT, Administration and the Library's organizational effectiveness. The Assistant Director of Libraries would oversee Public Services to include Marketing, Outreach, the Volunteer Services and the Library branches. The Librarian III position would each oversee one of three Regional library areas: The Valleys (Scotts Valley, Boulder Creek and Felton library branches), North County (Downtown, Garfield Park and Branciforte library branches) and Mid County (Aptos,

Capitola, La Selva Beach and Live Oak library branches). These changes support a library staffing structure which will meet the long term goals of the organization.

The organizational re-structure would consist of the following:

1. Eliminate one vacant Division Manager position effective immediately.
2. Re-instate the Assistant Director of Libraries classification and adding one position effective immediately.
3. Re-instate the Librarian III classification (formerly Librarian IV) and add three positions effective immediately.
4. Eliminate the vacant Manager of System Services and Support position and classification effective immediately.
5. Eliminate one Division Manager position upon the 2017 retirement of the incumbent in the position.
6. Eliminate one Librarian II position.

The salary range for the Assistant Director of Libraries is set at internal parity with the Assistant Director of Finance at \$8,595/mo. - \$11,632/mo. The salary range for the Librarian III is recommended at \$5,932/mo. - \$8,028/mo. These salaries are set with respect to compaction and spread from the classifications above and below in the professional library classification series.

The Operating Engineers Local Union #3 representatives have reviewed these recommendations.

FISCAL IMPACT:

The cost to the Library FY17 budget for the proposed classification and position changes is approximately \$98,918. A Budget Adjustment is attached. The annual cost for the proposed classification and position changes is \$62,772 and will be included in the Library's FY18 budget.

Prepared by:
Cathy Bonino
Principal HR Analyst

Submitted by:
Lisa Murphy
HR Director

Approved by:
Martin Bernal
City Manager

Attachments: Resolution
Job Description for Assistant Director of Libraries
Job Description for Librarian III
Budget Adjustment



**CITY OF SANTA CRUZ
LIBRARIAN III**

Reports to: Director of Libraries and/or Assistant Director of Libraries
Supervises: Various library support staff and/or Librarians I/II
Bargaining Unit: Management

BASIC FUNCTION

Under administrative direction, directs, manages, supervises, and coordinates the activities and operations of a major division or a function that has system-wide impact within the Santa Cruz City-County Library System; coordinates assigned activities with other divisions, departments, and outside agencies; and provides highly responsible and complex administrative support to the Director of Libraries and Assistant Director of Libraries; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Librarian III is distinguished from the Librarian I/II by the former's responsibility for the management and supervision of a major library division or a function that has system-wide impact. Typical areas of management responsibility include. Onsite Services, Reference Services, Youth and Adult Programming, Collection Management Services and Outreach. Incumbents in this classification function as members of the Library System's management team and exercise independent judgement in developing and implementing the programs of their service division, unit, or function within the scope of library policy.

TYPICAL DUTIES *(May include, but are not limited to, those duties listed below).*

- Responsible for managing a major library division or function that has system-wide impact within the Santa Cruz City-County Library System, such as Onsite Services, Reference Services, Youth and Adult Programming, Collection Management Services and Outreach.
- Participates in the development and implementation of goals, objectives, and priorities for assigned programs and functional area of responsibility; recommends and administers policies and procedures.
- Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends appropriate service and staffing levels; recommends modifications to assigned programs as appropriate.
- Plans, directs, coordinates, and reviews the work plan for assigned technical and professional library staff; assigns work activities, projects, and programs; reviews and evaluates work products, methods, and procedures; meets with staff to identify and resolve problems.
- Participates in the selection of assigned staff; supervises, trains, motivates, and evaluates technical and professional library personnel; provides or coordinates staff training in areas of specialization.
- Participates in the development and administration of assigned budget; participates in the forecast of funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; implements adjustments.
- Serves as liaison for assigned area of responsibility with other divisions, departments, and outside agencies; serves as staff on a variety of committees; participates in community meetings and conferences as a representative of the Library System; negotiates and resolves sensitive and controversial issues.

**City of Santa Cruz
Librarian III**

- Provides responsible staff assistance to the Director of Libraries and Assistant Director of Libraries; conducts a variety of organizational and operational studies and investigations; oversees and participates in record maintenance; prepares and presents reports and other necessary correspondence.
- Serves as resource to staff regarding areas of specialization.
- Attends professional group meetings; stays informed of trends and innovations in the field of library science.
- Performs the full range of professional librarian duties as required, including providing direct public services.

WORKING CONDITIONS

The position requires frequent sitting, walking, grasping, and finger dexterity in the performance of daily activities. Occasional climbing, stooping, kneeling, crouching, reaching, working overhead, pushing and pulling, and standing is required. The position requires near and far vision and normal hearing in the performance of daily activities. The need to lift up to 25 pounds on an occasional basis is required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

MINIMUM QUALIFICATIONS

Knowledge:

- Library service area to which assigned.
- Library services, programs and organization, including staffing, facilities and equipment.
- Collection development principles and strategies as well as tools for selection in specific categories.
- Public library philosophy and practice, and professional ethics and obligations.
- Principles and practices of program development and administration.
- Principles and practices of supervision, training, and performance evaluation.
- Principles and practices of library science.
- Reference sources and methods and other information-acquisition methods.
- Library automation principles and practices, computer equipment systems and software.
- American literature.
- Principles and practices of municipal budget preparation and administration as applied to a library system; and, public library funding sources.

Abilities:

- Develop, organize, plan and coordinate operating procedures and information programs.
- Supervise, train, and evaluate staff and oversee, direct, and coordinate the work of others.
- Conduct accurate and thorough research and analysis, identify alternative solutions, project consequences of proposed actions, implement recommendations, and prepare clear and concise reports.
- Monitor large program budgets.
- research, analyze, and evaluate new service delivery methods and techniques.
- Analyze, assess, and address community needs related to area of assignment and recommend plans for modifying or extending library services.
- Interpret library policies and procedures to both public and support staff.
- Interpret and apply Federal, State, and local policies, laws, and regulations related to library services.
- Prepare effective public relations and publicity materials for media and community publications.
- Communicate effectively, clearly and accurately, both orally and in writing.
- Operate office equipment, including computer equipment related to library automation.
- Establish and maintain effective working relationships with other employees and the general public.

**City of Santa Cruz
Librarian III**

- Communicate a warm and welcoming public attitude and spirit of service.
- Willingness to work Library System's schedule of hours.
- Willingness to transport self throughout Library System.

EDUCATION AND EXPERIENCE

Any combination of education and experience that provides the above knowledge, skills and abilities combined with any required licenses and certificates is qualifying. A typical way to obtain the required qualifications is to possess the equivalent of the following:

- Master of Library Science degree from a program accredited by the American Library Association.
- Four years of increasingly responsible experience in a professional level library position related to area of assignment, including one year at the supervisory level.
- Competency and experience in two of the following library service areas, including area of assignment: Reference Services, Adult Services, Children's Services, Collection Management Services, Programming or Technology.

LICENSES

Possession and continued maintenance of a valid California driver's license and a safe driving record.

DESIRABLE QUALIFICATIONS

- Knowledge at the baccalaureate level of a literature other than American.
- Fluency in Spanish, an Asian language or sign language.

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Career Ladder

Library Director
Assistant Director of Libraries
Library Division Manager
Librarian III
Librarian I/II
Library Specialist
Library Assistant IV
Library Assistant III/Library Information Specialist
Library Assistant II/Bookmobile Library Assistant
Library Assistant I



**CITY OF SANTA CRUZ
ASSISTANT DIRECTOR OF LIBRARIES**

Reports to: Director of Libraries

Supervises: Various library support staff and/or Librarians I/II, and III

Bargaining Unit: Management

BASIC FUNCTION

Under administrative direction, assists the Director of Libraries in planning, directing, managing, and overseeing the activities and operations of the Santa Cruz Public Libraries including personnel administration; coordinates assigned activities with other departments and outside agencies; provides highly responsible and complex administrative support to the Director of Libraries; and, performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Assistant Director of Libraries is distinguished by the scope of responsibility for assisting in overall Library System management. The incumbent in this position exercises maximum independent judgment in developing, implementing, and managing the programs, services, and activities of the Santa Cruz Public Libraries within the scope of Library System policy and is the system-wide administrator and advisor for personnel and employee relations issues, including recruitment, training, worker's compensation, disciplinary issues and grievance resolution.

TYPICAL DUTIES

Duties may include, but are not limited to the following:

- Assists the Director of Libraries in planning, directing, managing, and overseeing the activities and operations of the Santa Cruz Public Libraries; participates in the development and implementation of Library System goals, objectives, and priorities for each assigned service area; recommends and administers policies and procedures.
- Oversees the Library System's personnel administration programs, including recruitment and selection of staff, performance appraisals, and worker's compensation services and activities; coordinates recruitment, selection, and other employment-related activities with the City's Personnel Department.
- Establishes appropriate service and staffing levels and monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures.
- Plans, directs, and coordinates, through subordinate level staff, the work plan for assigned service areas; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures; meets with staff to identify and resolve problems.

City of Santa Cruz
Assistant Director Of Libraries

- Assesses and monitors work load, administrative and support systems, and organizational structure; directs and implements changes, including staffing patterns and hours of operation.
- Trains, motivates, and evaluates assigned personnel and implements discipline and termination procedures.
- Assists in the development and administration of the Library Systems budget and in the forecasting of funds needed for staffing, equipment, materials, and supplies; approves expenditures and implements budgetary adjustments.
- Represents the Library System to and coordinates assigned activities with other departments, elected officials, and outside agencies; participates in community meetings and conferences as the representative of the Library System; serves as staff liaison to the Friends of the Santa Cruz Public Libraries; explains Library System programs, policies, and activities; negotiates and resolves sensitive and controversial issues.
- Provides highly responsible staff assistance to the Director of Libraries; conducts a variety of organizational and operational studies and investigations.
- Develops, implements and manages special projects and programs as assigned.
- Oversees and participates in record maintenance and the preparation and presentation of reports and other correspondence; directs the development of forms and brochures for staff and the public.
- Attends professional group meetings; stays informed of trends and innovations in the field of library science and public administration.
- Serves as Director of Libraries in her/his absence.

MINIMUM QUALIFICATIONS

Knowledge:

- Library operations and organization, including services, activities, staffing, facilities, and equipment.
 - Principles and practices of library science.
 - Reference sources and methods and other information-acquisition methods.
 - Advanced collection development principles and strategies as well as tools for selection.
 - Principles and practices of supervision, training, and performance evaluation.
 - Public library philosophy and practice, and professional ethics and obligations.
 - Principles and practices of program development and administration.
 - Principles and practices of municipal budget preparation and administration as applied to a library system; and, public library funding sources.
 - The publishing industry including standards and practices.
 - Library automation principles and practices, computer equipment systems and software.
 - American literature.
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- Federal, State, and local laws, codes, and regulations related to library services and personnel administration.

Abilities:

- Develop, organize, plan and coordinate operating procedures and information programs.
- Select, supervise, train, and evaluate staff; and oversee, direct, and coordinate the work of others.

**City of Santa Cruz
Assistant Director Of Libraries**

- Conduct accurate and thorough research and analysis, identify alternative solutions, project consequences of proposed actions, implement recommendations, and prepare clear and concise administrative and financial reports.
 - Prepare and administer large program budgets.
 - Analyze, assess, and address community needs related to the Library System and recommend plans for modifying or extending library services.
 - Research, analyze, and evaluate new service delivery methods and techniques.
 - Interpret library policies and procedures to the public and support staff.
 - Design and develop effective public relations and publicity materials for media and community publications.
 - Interpret and apply Federal, State, and local policies, laws, and regulations related to library services and personnel administration.
 - Communicate effectively, clearly and accurately, both orally and in writing.
 - Operate office equipment including computer equipment related to library automation.
 - Establish and maintain effective working relationships with other employees and the general public.
 - Communicate a warm and welcoming public attitude and spirit of service.
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- Willingness to work Library System's schedule of hours.
 - Willingness to transport self throughout Library System.

EDUCATION AND EXPERIENCE

Any combination of education and experience that provides the above knowledge, skills and abilities combined with any required licenses and certificates is qualifying. A typical way to obtain the required qualifications is to possess the equivalent of the following:

- Master of Library Science degree from a program accredited by the American Library Association.
- Five years of increasingly responsible experience in a professional level library position, including three years of experience at the supervisory or management level.
- Competency and experience in two of the following library service areas: Reference Services, Adult Services, Children's Services, Technical Services or Technology.

LICENSES

Possession of a valid California driver's license and a safe driving record; or the ability to provide suitable alternate transportation that is approved by the appointing authority.

DESIRABLE QUALIFICATIONS

- Knowledge at the baccalaureate level of a literature other than American.
- Fluency in Spanish, an Asian language or sign language.

City of Santa Cruz
Assistant Director Of Libraries

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Career Ladder

Library Director
Assistant Director of Libraries
Library Division Manager
Librarian III
Librarian I/II
Library Specialist
Library Assistant IV
Library Assistant III/Library Information Specialist
Library Assistant II/Bookmobile Library Assistant
Library Assistant I