



CITIZENS' ADVISORY COMMITTEE ON *MEASURE Z* EXPENDITURES

(Advisory Committee will make recommendations to the Humboldt County Board of Supervisors as to expenditure of funds derived from *Measure Z*.)

APPLICATION FOR FUNDING

Agency Name: Humboldt County Library

Mailing Address: 1313 3rd Street

Contact Person: Vanessa Christman

Title: Director of Library Services

Telephone: 707-269-1929

E-mail address: vchristman@co.humboldt.ca.us

1. AMOUNT OF MEASURE Z FUNDING REQUESTED FOR FY 2017-18: \$ 125,000

2. ENTITY TYPE -- Please check appropriate box.

- a. Humboldt County Department
- b. Contract Service Provider to Humboldt County
- c. Local Government Entity
- d. Private Service Provider
- e. Non-Profit Service Provider
- f. Other

3. Please provide brief description of proposal for which you are seeking funding.

The County Library is requesting funding for two additional positions and supplemental funding to increase the hours of the current Main Library security guard. These positions directly address an increase in concerning security incidents that occur outside and inside of library branches.

The first position the library is requesting is a Community Health Outreach Coordinator (Administrative Analyst II).

The second position the library is requesting is a Systemwide Facilities and Safety Coordinator (Sr. Library Assistant).

In addition, the library is requesting additional funding to hire an outside security guard for the Main/Eureka library.

4. *Measure Z* funding is scheduled to "sunset" in 2020. How are you developing a plan for sustainability, including diversification of funding sources, in order for your proposal to carry on without reliance on future *Measure Z* funds?

The County Library is currently in the beginning phases of a community and staff-led strategic planning process. While the strategic plan has not been completed, library staff have been engaged to produce a list of short and long term priorities for the system. During this priority planning exercise, library staff identified safety, security, and community outreach as three key areas for strategic expansion.

Incorporated in the later phases of the strategic planning process is a focus on identifying alternative sources of revenue for the library system, including but not limited to facility rentals and renting library space to additional County departments. This supplemental revenue will potentially allow the library to support *Measure Z* positions after the funding sunsets.

5. If this request is for the continuation, or expansion, of an existing program/service, what is the current source of funding for that program/service?

Part of this Measure Z request is to expand the existing security contract for a Wednesday and Saturday part time guard at the Main (Eureka) library. The funding for this position currently comes out of the Library's general fund.

6. If you are awarded *Measure Z* funds, how will you use them to leverage additional grants, contributions, or community support?

Public Library staff are excellent grant writers and well-known providers of community outreach. Residents of Humboldt County visited County Library branches over 300,000 times last year, and over 74% of Humboldt County Residents are library cardholders. The library's community reach and the potential impact of these positions is substantial. Specifically, a main aspect of the Community Health Outreach's position will be to interface with community groups and service providers in order to create and disseminate accurate resource guides and data.

7. Will this proposal require new or expanded activity on the part of another entity to be fully functional and effective? If so, please describe.

Part of this request requires additional service hours from a company that provides security guard services. Our existing service provider has indicated to the library that they have the potential to revise our current security contract to provide additional hours (dependent on funding).

ATTACHMENTS—Please include the following with your application

Proposal Narrative: Brief description of your request for *Measure Z* funds – Please explain how it is an essential service or for public safety. (one page maximum)

Prior Year Results: If your request is a continuation of a program funded with *Measure Z* in prior fiscal years, please provide the results of implementation. (one page maximum)

Program Budget

I declare under penalty of perjury under the laws of the State of California that the above statements and all attachments are true and correct

DATE: 2/17/17

SIGNATURE: Vanessa Christman

SUBMIT THIS APPLICATION TO:

Humboldt County Citizens' Advisory Committee on *Measure Z* Expenditures
c/o County Administrative Office
825 Fifth Street, Suite 111
Eureka, CA 95501-1153.

2017-2018

County of Humboldt, Measure Z Application

Humboldt County Library System

Proposal Narrative

Public Libraries and library staff take great pride in their mission to be “free to all, and open to all.” However, since a public library is indeed open to all members of the public regardless of race, gender, and socioeconomic status, public libraries from throughout the country are frequently impacted by some of the more challenging economic and social trends: crime, poverty, and homelessness.

In December 2016, Humboldt County Library implemented a web-based security incident report form to document and record what staff believed to be an increasing amount of security incidents involving members of the public. In even the short amount of time that this report has been in existence, the results are surprising and sobering.

Since December, over 80 security incidents have been reported by staff throughout the Humboldt County Library system. Fortunately, only around 16% of these incidents have resulted in calls to law enforcement. “Security incidents” range in description and severity from verbal harassment, to physical altercations, to library staff coming across and disposing of hazardous drug paraphernalia.

In order to ensure that the library remains a safe and welcoming community resource, the Humboldt County Library is requesting *two new staff positions* that specifically address concerns with security and safety as well as *supplemental funding* to increase security guard hours at the Main Eureka library. Also, since the library is a clearinghouse of community information, one of the staff positions we are requesting has the added characteristic of interfacing with County departments, community service providers, and law enforcement agencies in order to provide relevant and useful community health and safety information to the public.

Positions:

Community Health Outreach Coordinator (Administrative Analyst II):

This position will serve as a liaison between the library and the County DHHS, local law enforcement agencies, local community service providers, library staff, and the community at large. A person serving in this position will be responsible for tasks including but not limited to: coordinating and updating library community health resource lists, attending and participating in community meetings and events on homelessness and substance abuse, working with DHHS and community service providers to plan and conduct staff trainings such as Mental Health First Aid and Trauma Informed Care, and working with library staff to conduct programs for the public on important and timely community health topics.

Systemwide Facilities and Safety Coordinator (Sr. Library Assistant):

This position will coordinate the communication and activities between the library, County Facilities and Building Maintenance, Library Security, and the Community Health Outreach Coordinator to ensure that library facilities are free of potential risks to staff and public safety. A person serving in this position will be responsible for tasks including but not limited to: reporting health and safety risks to County risk management, working with County Facilities and Building maintenance to mitigate facility impact/damage due to homeless encampments, working with the library security guard and library staff to help identify potential risks to library safety and security, and provide staff training on safety and security concerns.

Supplemental Funding:

The library is requesting funding for the expansion of its security guard service at the Eureka Library to 5 days a week, 4 hours per day (with additional funding for special evening events).

2017-2018

County of Humboldt, Measure Z Application

Humboldt County Library System

Budget

Requested Item	Amount Requested
Community Health Outreach Coordinator (Admin Analyst II)	\$65,000
Sys Facilities and Safety Coordinator (Sr. Library Assistant)	\$45,000
Expanded Security Guard Hours @ Main Library (Contracted)	\$15,000
Total Requested:	\$125,000

Budget Details

Community Health Outreach Coordinator

- County of Humboldt: Administrative Analyst II equivalent position
 - Per County Salary Range Table (412): \$23.56 hourly
 - Yearly: \$49,000 with benefits
 - Total request: \$65,000

Systemwide Facilities and Safety Coordinator (Sr. Library Assistant):

- County of Humboldt: Sr. Library Assistant equivalent position
 - Per County Salary Range Table (332): \$15.82 hourly
 - Yearly: \$33,000 with benefits
 - Total Request: \$45,000

Expand Security Contract

- Current: 32 hours per month @ \$487
 - \$5,800 annual cost
- Request: add 48 hours per month and 410 additional hours for events
 - \$15.24 per hour
 - Total Request: \$15,000