



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, Eureka CA, 95519

Contact Person: Nick Wilczek

Title: Director of Library Services

Telephone: (707) 269 - 1929

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

1. AMOUNT OF MEASURE Z FUNDING REQUESTED FOR FY 2019-20: \$ 66,358

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 ☐

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FEB 25 2019

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

The Eureka location of the Humboldt County Library currently has one security guard on duty during all open hours. The library is seeking funding to hire an additional security guard.

If approved, this project will fund two security guards on duty during all Eureka Library open hours.

4. 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 security of staff and patrons is paramount at Humboldt County Library. We are investing both time and finances in staff training regarding safety. The library will be purchasing a 30 hour online course, Homeless Library, for all staff. Homeless Library offers strategies, mindsets, and tips for serving home-challenged patrons while maintaining a safe environment. Staff will be allotted ample time for viewing, follow up, and training exercises. Additionally, the library is working with the Humboldt Area Center for Harm Reduction to develop trainings and build a mutually beneficial relationship around safety and appropriate behavior.

The library would investigate reallocating funds a security guard position from our operating budget if Measure Z funding were discontinued. This is not the optimal situation for the library; Measure Z funding is vital to a safe library.

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?

Our current security guard is funded through Measure Z. Our 2019 proposal is an expansion of the library's existing security service.

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

Simply put, a safer library is a more successful library. The library is undergoing a period of rapid change; there is new leadership, new staff, and new ideas throughout the system. Professional security guards will free up time for library staff to concentrate on professional tasks. The library will leverage its increased safety and improved services to create new and longterm community support.

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.

This proposal will require Securitas to supply the library with an additional security guard.

8. Are there recurring expenses associated to this application, such as personnel costs? Please check yes or no and if so, please detail those expenses. ☒ Yes ☐ No

Funding this project is solely dedicated to personnel costs associated with library security.

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: 2/25/19

SIGNATURE: 

SUBMIT THIS APPLICATION TO:

Humboldt County Citizens' Advisory Committee on *Measure Z* Expenditures
c/o County Administrative Office
825 Fifth Street, Room 112
Eureka, CA 95501-1153

Measure Z Funding Project Narrative
Humboldt County Library Security Guard Proposal
Nick Wilczek

The Humboldt County Library's Eureka location welcomed approximately 150,000 visitors last year. Library patrons from all socioeconomic sectors of our community make use of our facility, collections, services, and programs. In addition to providing traditional library services, Humboldt County Library also serves as one of Eureka's de facto day shelter.

The library prides itself on being open to all members of our community; we are one of the last truly free and open public institutions. We don't value the patronage of any one demographic over any other. That being said, the library serves a large population of people experiencing mental health issues and suffering through drug and alcohol addictions. And this population brings a unique set of behavioral and safety concerns.

There are daily safety challenges at the library. Concerning behaviors include drug use, inappropriate and harassing comments, and threats and instances of physical violence. Female staff are often confronted with sexually harassing comments, and used sharps are an almost constant presence around the building. Threats of violence against staff, security, and other patrons are not uncommon, and EPD intervention is required multiple times a week.

Funding two security guard positions for the Eureka location of the Humboldt County Library is vital to the public safety of our community. In addition to serving as a cultural and educational hub of our city, the library is also one of Eureka's largest homeless day shelters. Approval of this funding proposal will ensure that the library is providing a safe space for people from all of Humboldt County's demographics.

Measure Z Funding Prior Year Results
Humboldt County Library Security Guard Proposal
Nick Wilczek

During the past year, Measure Z funding has allowed the Humboldt County Library to fund a security guard position for all open hours of the Eureka Library. This position has been vital to creating a safe experience for the library's 150,000 annual visitors. While there is still work to be done, we have seen a marked decline in negative patron behaviors.

An unanticipated consequence of our past year's experience is the realization that, while one security guard helps, we are in need of additional security personnel. As the homeless population of our county grows, so too do the amount of homeless people needing library services. In other words, the library has become the largest de facto homeless day shelter in the city of Eureka. As such, we have noticed the need for additional security staff.

While the overall safety of the facility has increased, the past year has taught us that there is still room for improvement. The library is still contacting EPD at a more than ideal rate and would benefit from handling more concerns in house. An additional security guard during all open hours will allow for proactive security and enforcement of behavioral standards at the Eureka location of the Humboldt County Library.

ATTACHMENT II - EXHIBIT F

Measure Z - Invoice

Humboldt County Library
Nick Wilczek
 1313 3rd Street, Eureka CA, 95501
 (707) 269-1929

Invoice Date: 2/25/2019

Invoice # MZ- _____

Invoice Period: _____

Description	Cost	Total Amount Due
Personnel Costs (Wages and Benefits)		
	\$66,358.00	
Operational Costs (Rent, Utilities, Phones, etc.)	\$0.00	
Consumables/Supplies (Supplies and Consumables should be separate)	\$0.00	
Transportation/Travel (Local and out of county should be separate)	\$0.00	
Other (Indirect Costs, Contracts, etc.)	\$0.00	
		\$66,358.00

I certify that the information provided above is, to the best of my knowledge, complete and accurate; the expenditures are in accordance with the approved Agreement cited for services provided under the provision of that agreement. Full justification and backup records for the expenditures are maintained in our office at the address indicated.

Signature and date:

 2/25/19

Print Name and Title:

Nick Wilczek, DIRECTOR OF LIBRARY SERVICES

Send invoice to:

COUNTY OF HUMBOLDT
 County Administrative Office
 825 Fifth Street, Room 112
 Eureka Ca 95501



(707) 445-7266

Date_____
Date

ATTACHMENT II - EXHIBIT E
Budget
Humboldt County Library

Invoice Date: _____

Invoice # MZ- _____

Invoice Period: _____

Descriptions	Amounts	Approved Budget	Remaining Balance
A. Personnel Costs			
Title: Security Guard			
Salary and Benefits			
Calculation: 1820 Hours X \$18.23	33,179.00		(33,179.00)
Duties Description:			
Title: Security Guard			
Salary and Benefits			
Calculation: 1820 Hours X \$18.23	33,179.00		-33179
Duties Description:			
Title:			
Salary and Benefits			
Calculation:			0
Duties Description:			
Title:			
Salary and Benefits			
Calculation:			0
Duties Description:			
Total Personnel:		66,358.00	0.00 (66,358.00)
B. Operational Costs (Rent, Utilities, Phones, etc.)			
Title:			
Description:			
Title:			
Description:			
Title:			
Description:			
Title:			
Description:			
Total Operating Costs:		0	0 0
C. Consumables/Supplies (Supplies and Consumables should be separate)			
Title:			
Description:			
Title:			
Description:			
Title:			
Description:			
Title:			
Description:			
Total Consumable/Supplies:		0	0 0

ATTACHMENT II - EXHIBIT E
Budget
Humboldt County Library

Invoice Date: _____

Invoice # MZ- _____

Invoice Period: _____

Descriptions	Amounts	Approved Budget	Remaining Balance
D. Transportation/Travel (Local and Out-of-County should be separate)			
Title: _____			
Description: _____			
Title: _____			
Description: _____			
Title: _____			
Description: _____			
Total Transportation/Travel Costs:		0	0
E. Fixed Assets			
Title: _____			
Description: _____			
Title: _____			
Description: _____			
Total Other Costs:		0	0
Invoice Total:		66,358.00	