



**LIBRARY ADVISORY COMMISSION  
REGULAR MEETING**

**MONDAY, FEBRUARY 24, 2020**

**6:30 PM**

**FELTON BRANCH MEETING ROOM  
6121 GUSHEE STREET, FELTON, CA 95018**

**1. CALL TO ORDER/ROLL CALL**

Commissioners Lindsay Bass, Martha Dexter, Nancy Gerdt, Cindy Jackson, Jim Landreth, Deb Tracy-Proulx and Bob White

**2. ADOPTION OF THE AGENDA**

**3. ORAL COMMUNICATIONS**

*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.*

**4. REPORT BY LIBRARY DIRECTOR**

A. Library Director's Report (P3-5)

**5. MEMBER REPORTS**

**6. 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. Minutes of January 27, 2020 (P6-8)  
RECOMMENDED ACTION: Approve Minutes

## 7. GENERAL BUSINESS

*General 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. Agenda Priorities Exercise
- B. Dashboard Debrief: 2<sup>nd</sup> Quarter Reports (P9-36)
- Financial Report
  - Incident Report
  - Community Impact Measures
  - Workplan Report
- C. Library Budget Assumptions FY 20/21 (P37-38)
- D. Tour of Felton Library

## 8. ADJOURNMENT

Adjourned to the next regular meeting of the Library Advisory Commission to be held on Monday, April 20, 2020 At 6:30 PM at the Aptos Branch Library located at 7695 Soquel Drive, Aptos, CA 95003.

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

**February 2020**

## **Library Director's Report**

### **Staffing**

Retired: Deborah Lipoma – DT Librarian II

Hired: Jacqueline Danziger - Felton Librarian II

### **Library News**

#### *Selection Changes*

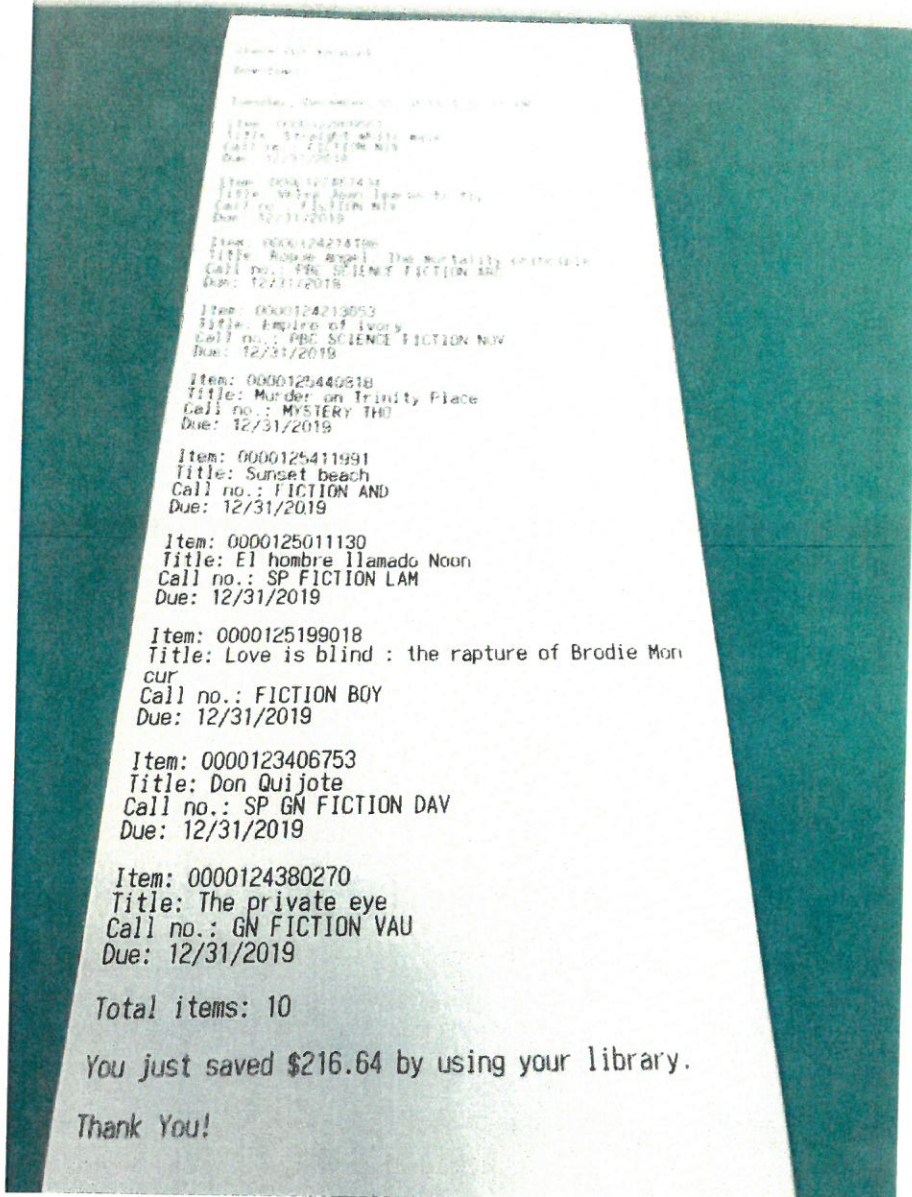
Beginning November 1, 2019, Macmillan, one of the country's Big Five publishers, imposed an eight-week embargo on new eBooks. This embargo means that for the first eight weeks after a book is released, libraries will only be able to purchase a single copy of new Macmillan eBooks. This restriction applies whether a library serves a community of a thousand people or a million people. After eight weeks, libraries can purchase metered access copies of the eBooks. The regular cost of an eBook to libraries is often up to four times higher than the regular retail price, and includes limitations, such as a maximum of 26 circulations only. SCPL has carefully considered the options here, watching what other public libraries are doing, and has decided to join the boycott of Macmillan eBooks.

We want to provide the greatest access to resources that we can. If we continue to purchase licenses of eBooks under Macmillan's new restrictive terms, we are agreeing to Macmillan's new model. Other publishers may also decide that this model will work best for them and libraries will continue to lose the ability to provide access to titles that our patrons want, as close as possible to the time when they want them. For the eBook titles published by Macmillan, our patrons may need to wait longer, or not have access at all. We provide Macmillan eBooks through the Northern California Digital Library consortium, via OverDrive. NCDL is not joining the boycott, though it will only be able to purchase one eBook license for all of the 17 member libraries. They have put the following wording on a banner on their website and in the OverDrive app: Macmillan Publishers is limiting their eBook offerings to libraries. Santa Cruz Public Libraries will participate in the boycott through December 31, 2020 or until Macmillan drops its embargo, whichever comes first.

As of this post, there are 74 library systems and consortia suspending the purchase of Macmillan eBooks. These represent 1,144 library locations in 26 states, and serve over 46 million U.S. residents, approximately 14% of the total population. SCPL joins Nevada County, Sacramento Public, San Diego Public, San Jose Public, Sutter County, and Yolo County in California.

#### *Improving Efficiencies for Customers*

On December 10, 2019, Polaris receipts for patron transactions have an added note that shows the patron a sum of the money they have saved by using the Library to check out their materials instead of purchasing them.



Customers are able to pay for lost items and other services to the Library online with their credit card. The service went live on December 9<sup>th</sup>.

### Community Engagement

SCPL will be the recipient of a \$2000 ALA grant to support Census activities. More than 500 libraries of all types submitted applications for 25 Library Census Equity Fund mini-grants. The grantees will undertake their activities in January through April 2020. The self-response period for the 2020 Census will begin after March 12, 2020.

## *Projects*

### **Aptos**

Earlier this month, the County Board of Supervisors approved the Program Assessment and a Request for Qualifications (RFQ) for a Design-Build Entity to design and construct the Aptos Branch Library Design-Build project. They authorized Public Works to begin distribution of the RFQ and return on or before June 2, 2020 with a recommendation for award of contract. Construction is expected to begin in early 2021.

### **Boulder Creek**

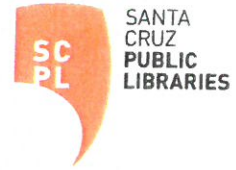
The branch closed to the public on February 21. Construction is planned to begin in late March 2020 with a Grand Opening in autumn of 2020.

### **Downtown**

Group 4 has been selected to complete a cost assessment and preliminary design of the Downtown Library as part of a mixed-use project within the existing \$27million budget. Findings should be available in the spring of 2020.

### **Felton**

The Felton branch will open to the public February 22, 2020



**LIBRARY ADVISORY COMMISSION  
REGULAR MEETING MINUTES**

**MONDAY, JANUARY 27, 2020**

**6:30 PM**

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

**1. CALL TO ORDER/ROLL CALL**

**PRESENT:** Lindsay Bass, Martha Dexter, Nancy Gerdt, Cindy Jackson, Jim Landreth, and Bob White  
**ABSENT:** Deb Tracy-Proulx until 6:42pm  
**STAFF:** Director of Libraries Susan Nemitz, Assistant Director of Libraries Eric Howard, and Administrative Assistant Helga Smith

**2. ADOPTION OF THE AGENDA**

<b>RESULT:</b>	<b>APPROVED THE AGENDA</b>
<b>MOVER:</b>	<b>Martha Dexter</b>
<b>SECONDER:</b>	<b>Bob White</b>
<b>AYES:</b>	<b>Bass, Dexter, Gerdt, Jackson, Landreth, White</b>
<b>ABSENT:</b>	<b>Tracy-Proulx</b>

**3. ORAL COMMUNICATIONS**

A member of the public, J Grunstra, commented about the bicycle racks in front of Garfield Park.

**4. REPORT BY LIBRARY DIRECTOR**

Library Director Susan Nemitz reported on the current developments in the Library.

**5. MEMBER REPORTS**

Commissioners provided updates on their respective regions.

**6. CONSENT CALENDAR**

<b>RESULT:</b>	<b>APPROVED CONSENT CALENDAR</b>
<b>A. Approved Minutes of November 18, 2019</b>	
<b>MOVER:</b>	<b>Martha Dexter</b>
<b>SECONDER:</b>	<b>Lindsay Bass</b>
<b>AYES:</b>	<b>Bass, Dexter, Gerdt, Jackson, Landreth, Tracy-Proulx, White</b>

**7. GENERAL BUSINESS**

**A. Elect Chair and Vice Chair for 2020**

<b>RESULT:</b>	<b>ELECTED BOB WHITE AS CHAIR AND LINDSAY BASS AS VICE CHAIR</b>
<b>MOVER:</b>	<b>Martha Dexter</b>
<b>SECONDER:</b>	<b>Deb Tracy-Proulx</b>
<b>AYES:</b>	<b>Bass, Dexter, Gerdt, Jackson, Landreth, Tracy-Proulx, White</b>

**B. LJPA Delegation of Authority**

The Commission reviewed and discussed this item.  
A member of the public, J Grunstra, made a comment.

**C. Draft Meeting Policy**

<b>RESULT:</b>	<b>APPROVED MEETING ROOM POLICY RECOMMENDATION</b>
<b>MOVER:</b>	<b>Deb Tracy-Proulx</b>
<b>SECONDER:</b>	<b>Marth Dexter</b>
<b>AYES:</b>	<b>Bass, Dexter, Gerdt, Jackson, Landreth, Tracy-Proulx, White</b>

A member of the public, J Grunstra, made a comment.

**D. Status of Community Led Programming**

The Commission reviewed and discussed this item.

**E. Meeting Schedule for 2020**

<b>RESULT:</b>	<b>APPROVED MEETING SCHEDULE FOR 2020</b>
<b>MOVER:</b>	<b>Nancy Gerdt</b>
<b>SECONDER:</b>	<b>Lindsay Bass</b>
<b>AYES:</b>	<b>Bass, Dexter, Gerdt, Jackson, Landreth, Tracy-Proulx, White</b>

F. Board Changes

**8. ADJOURNMENT**

Final adjournment of the Library Advisory Commission at 7:50 PM to the next regular meeting to be held on Monday, February 24, 2020 at 6:30 PM at the Felton Branch Library located at 6121 Gushee Street, Felton, CA 95018.

Respectfully submitted,  
Ivan Sumano-Vargas, Clerk of the Commission



Chair                 Jamie Goldstein  
Vice Chair         Martin Bernal  
Board Member     Tina Friend  
Board Member     Carlos Palacios



## STAFF REPORT

DATE:            March 5, 2020  
TO:               Library Joint Powers Authority Board  
FROM:            Susan Nemitz, Library Director  
RE:               2<sup>nd</sup> Quarter Financial Report

### STAFF RECOMMENDATION

Accept and File Financial Report for 2<sup>nd</sup> Qtr. 2019-2020

### DISCUSSION

The second quarter financial report covers the beginning of the fiscal year, July 1, 2019, through December 31, 2019 and compares the data to the same time period from the prior year.

All financial figures included in this report are unaudited.

### Revenues

Total Revenue for this quarter: 51.1%

Sales Tax 52.3%

Maintenance of Effort 49.9%

### Expenditures

Total actual expenditures for this quarter: 46.0%

Books and Periodicals-Grants and Donations line are awaiting an adjustment from Finance. These adjustments include additional funds allocated which were approved at the December 2019 meeting.

### Personnel Costs

Total Personnel costs for this quarter: 45.8%

Regular Full Time 46.6%

Part Time 43.0%

Temporary 47.1%

Also attached is the Library's Financial Dashboard Report for the quarter which ended December 2019. This report is prepared by the City of Santa Cruz's Finance Department.

Attachments: #1 2<sup>nd</sup> Quarter Financial Reports  
#2 Library Financial Dashboard Report

Report Prepared by: Kira Henifin  
Principal Management Analyst

Reviewed and Forwarded by: Susan Nemitz, Library Director

**Revenue Balances**

Criteria: Summarize By = Report, Fund, Account; As Of = 12/31/2019; Period = 0,1,12; Fund = 951

Acct	Title	Year-To-Date Ado Budget	Year-To-Date Adjustments	Year-To-Date Adj Budget	Year-To-Date Actual	Bdgt. to Act. Variance	Pct Spent
<b>Fund 951 -- Library Joint Powers Authority</b>							
41211	Sales and use tax	8,311,763.00	(49,013.00)	8,262,750.00	4,322,145.02	3,940,604.98	52.3%
43190	Federal grants - other	0.00	1,000.00	1,000.00	0.00	1,000.00	0.0%
43311	Maintenance of effort contributions	5,725,273.00	0.00	5,725,273.00	2,859,689.20	2,865,583.80	49.9%
44630	Room rentals-library JPA	4,640.00	0.00	4,640.00	2,320.00	2,320.00	50.0%
45131	Library fines	140,500.00	0.00	140,500.00	0.00	140,500.00	0.0%
46110	Pooled cash and investment interest	91,910.00	0.00	91,910.00	0.00	91,910.00	0.0%
46190	Interest earnings - other	17,433.00	0.00	17,433.00	13,982.96	3,450.04	80.2%
46303	Donations - library	13,100.00	0.00	13,100.00	0.00	13,100.00	0.0%
46309	Donations - library - Friends of the Lib	19,423.00	0.00	19,423.00	48,295.00	(28,872.00)	248.6%
46910	Miscellaneous operating revenue	8,500.00	0.00	8,500.00	58,711.79	(50,211.79)	690.7%
46990	Miscellaneous non-operating revenue	0.00	0.00	0.00	(146.00)	146.00	0.0%
49122	From Library Private Trust Fund	22,190.00	0.00	22,190.00	0.00	22,190.00	0.0%
<b>Total Library Joint Powers Authority</b>		<b>14,354,732.00</b>	<b>(48,013.00)</b>	<b>14,306,719.00</b>	<b>7,304,997.97</b>	<b>7,001,721.03</b>	
<b>Total</b>		<b>14,354,732.00</b>	<b>(48,013.00)</b>	<b>14,306,719.00</b>	<b>7,304,997.97</b>	<b>7,001,721.03</b>	

### Expenditure Balances

Criteria: Summarize By = Report, Account, Account; As Of = 12/31/2019; Period = 0, 1, ..., 12; Activity = 36\*; Account = 52\* 53\* 54\* 55\* 56\* 57\* 58\* 59\*

Acct	Title	Year-To-Date Ado Budget	Year-To-Date Adjustments	Year-To-Date Adj Budget	Year-To-Date Actual	Year-To-Date Encumbrances	Bdgt. to Act. Variance	Pct. Spent
52131	Claims management services - outside	17,000.00	0.00	17,000.00	2,477.58	6,722.42	7,800.00	54.1%
52135	Financial services - outside	462,438.00	24,000.00	486,438.00	233,827.00	6,461.24	246,149.76	49.4%
52155	Merchant bank fees	2,500.00	0.00	2,500.00	570.93	0.00	1,929.07	22.8%
52199	Courier services	2,000.00	118.72	2,118.72	960.70	1,658.02	(500.00)	123.6%
52201	Other professional & technical services	113,000.00	229.32	113,229.32	19,186.86	84,775.09	9,267.37	91.8%
52201	Water, sewer and refuse	74,910.00	0.00	74,910.00	32,837.48	10,345.52	31,727.00	57.6%
52202	Hazardous materials disposal	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00	0.0%
52211	Janitorial services	325,026.00	0.00	325,026.00	104,638.93	187,192.37	33,194.70	89.8%
52223	Equip annual inventory charge - internal	4,690.00	0.00	4,690.00	0.00	0.00	4,690.00	0.0%
52226	Vehicle work order charges - internal	22,000.00	0.00	22,000.00	4,387.07	0.00	17,612.93	19.9%
52227	Vehicle fuel island charges - internal	16,485.00	0.00	16,485.00	7,329.26	0.00	9,155.74	44.5%
52240	Office equipment operation/maint	3,600.00	0.00	3,600.00	1,122.72	0.00	2,477.28	31.2%
52241	Vehicle maintenance costs - outside	6,500.00	0.00	6,500.00	16.20	0.00	6,483.80	0.2%
52244	Other equipment operation/maintenance	8,050.00	0.00	8,050.00	3,884.56	0.00	4,065.44	49.5%
52246	Building and facility o & m - outside	343,303.00	(50,000.00)	293,303.00	120,830.96	97,781.53	74,690.51	74.5%
52247	Landscaping maintenance services	45,450.00	0.00	45,450.00	9,196.74	9,396.00	26,857.26	40.9%
52248	Software maintenance services	422,181.00	(33,000.00)	389,181.00	69,002.16	3,934.63	316,244.21	18.7%
52249	Hardware maintenance services	32,000.00	0.00	32,000.00	6,000.00	0.00	26,000.00	18.8%
52261	Equipment, building and land rentals	237,163.00	14,088.00	251,251.00	129,414.48	12,444.00	109,392.52	56.5%
52269	Equipment lease-outside	0.00	12,000.00	12,000.00	0.00	11,935.68	64.32	99.5%
52302	Travel and meetings	15,925.00	(4,000.00)	11,925.00	873.63	0.00	11,051.37	7.3%
52304	Training	79,300.00	0.00	79,300.00	25,326.76	0.00	53,973.24	31.9%
52403	Telecommunications service - outside	176,385.00	0.00	176,385.00	(31,431.20)	35,375.51	172,440.69	2.2%
52932	Liability insurance/surety bonds-interna	37,442.00	0.00	37,442.00	18,720.00	0.00	18,722.00	50.0%
52933	Liability insurance/surety bonds-outside	48,000.00	20,000.00	68,000.00	49,406.00	0.00	18,594.00	72.7%
52960	Advertising	19,130.00	0.00	19,130.00	4,250.98	0.00	14,879.02	22.2%
52961	Dues and memberships	35,162.00	0.00	35,162.00	28,565.00	0.00	6,597.00	81.2%
52972	Printing and binding-outside	24,600.00	0.00	24,600.00	3,502.99	0.00	21,097.01	14.2%
53101	Postage charges	7,000.00	0.00	7,000.00	3,008.23	0.00	3,991.77	43.0%
53102	Office supplies	23,550.00	0.00	23,550.00	7,408.48	0.00	16,141.52	31.5%
53106	Books and periodicals	1,324,459.00	292,143.82	1,616,602.82	820,614.79	4,398.00	791,590.03	51.0%
53107	Books and periodicals-grants & donations	2,650.00	46.61	2,696.61	293,713.31	1,498.29	(292,514.99)	10,947.5%
53108	Safety clothing and equipment	12,560.00	0.00	12,560.00	2,500.70	0.00	10,059.30	19.9%
53109	Copier supplies	6,075.00	0.00	6,075.00	0.00	0.00	6,075.00	0.0%
53112	Library functional supplies	141,500.00	0.00	141,500.00	64,927.22	0.00	76,572.78	45.9%
53113	Janitorial supplies	25,250.00	0.00	25,250.00	10,473.62	0.00	14,776.38	41.5%
53311	Electricity	190,275.00	0.00	190,275.00	128,386.36	0.00	61,888.64	67.5%

### Expenditure Balances

Criteria: Summarize By = Report, Account, Account; As Of = 12/31/2019; Period = 0, 1, .., 12; Activity = 36\*; Account = 52\*, 53\*, 54\*, 55\*, 56\*, 57\*, 58\*, 59\*

Acct	Title	Year-To-Date Ado Budget	Year-To-Date Adjustments	Year-To-Date Adj Budget	Year-To-Date Actual	Year-To-Date Encumbrances	Bdgt. to Act Variance	Pct. Spent
53312	Natural gas	29,450.00	0.00	29,450.00	9,026.54	0.00	20,423.46	30.7%
54990	Miscellaneous supplies and services	186,523.00	0.00	186,523.00	46,969.51	5,066.25	134,487.24	27.9%
56995	Refunded fees and fines	2,000.00	0.00	2,000.00	439.27	0.00	1,560.73	22.0%
57401	Office furniture/equipment	18,000.00	0.00	18,000.00	14,094.12	0.00	3,905.88	78.3%
57409	Computer equipment	150,000.00	0.00	150,000.00	63,940.50	0.00	86,059.50	42.6%
57990	Other capital outlay	50,000.00	50,000.00	100,000.00	19,667.75	0.00	80,332.25	19.7%
<b>Total</b>		<b>4,744,532.00</b>	<b>325,626.47</b>	<b>5,070,158.47</b>	<b>2,330,168.19</b>	<b>478,984.55</b>	<b>2,261,005.73</b>	

**Expenditure Balances**

Criteria: Summarize By = Report, Account, Account; As Of = 12/31/2019; Period = 0, 1, ..., 12; Activity = 36\*; Account = 51\*

Acct	Title	Year-To-Date Ado Budget	Year-To-Date Adjustments	Year-To-Date Adj Budget	Year-To-Date Actual	Year-To-Date Encumbrances	Bdgt. to Act. Variance	Pct. Spent
51110	Regular full time	5,771,198.00	0.00	5,771,198.00	2,689,063.41	0.00	3,082,134.59	46.6%
51111	Regular part time	935,597.00	0.00	935,597.00	402,287.06	0.00	533,309.94	43.0%
51114	Overtime	0.00	0.00	0.00	193.12	0.00	(193.12)	0.0%
51115	Termination pay	0.00	0.00	0.00	38,715.01	0.00	(38,715.01)	0.0%
51122	Temporary	826,000.00	0.00	826,000.00	389,015.77	0.00	436,984.23	47.1%
51130	Other pay	947.00	0.00	947.00	1,519.34	0.00	(572.34)	160.4%
51132	Special vacation pay	15,399.00	0.00	15,399.00	18,249.62	0.00	(2,850.62)	118.5%
51133	Special sick leave pay	3,592.00	0.00	3,592.00	0.00	0.00	3,592.00	0.0%
51150	Vehicle-phone-data allowance	3,384.00	0.00	3,384.00	1,597.50	0.00	1,786.50	47.2%
51201	Retirement contribution	441,806.00	0.00	441,806.00	189,833.62	0.00	251,972.38	43.0%
51202	F.I.C.A.	0.00	0.00	0.00	18,482.97	0.00	(18,482.97)	0.0%
51203	PERS unfunded liability	1,036,465.00	0.00	1,036,465.00	466,244.63	0.00	570,220.37	45.0%
51206	PERS Unfunded payment	336,636.00	(336,636.00)	0.00	0.00	0.00	0.00	0.0%
51210	Group health insurance	1,401,982.00	0.00	1,401,982.00	608,323.20	0.00	793,658.80	43.4%
51212	Group dental insurance	96,279.00	0.00	96,279.00	44,399.12	0.00	51,879.88	46.1%
51213	Vision insurance	16,403.00	0.00	16,403.00	7,373.38	0.00	9,029.62	45.0%
51214	Medicare insurance	90,888.00	0.00	90,888.00	49,158.02	0.00	41,729.98	54.1%
51215	Employee assistance program	4,237.00	0.00	4,237.00	1,800.05	0.00	2,436.95	42.5%
51220	Group life insurance	1,889.00	0.00	1,889.00	831.66	0.00	1,057.34	44.0%
51221	Disability insurance	75,924.00	0.00	75,924.00	18,702.45	0.00	57,221.55	24.6%
51222	SDI	0.00	0.00	0.00	1,050.31	0.00	(1,050.31)	0.0%
51230	Unemployment insurance	50,186.00	0.00	50,186.00	27,134.12	0.00	23,051.88	54.1%
51240	Workers' compensation	256,390.00	0.00	256,390.00	133,746.56	0.00	122,643.44	52.2%
51250	Temp employee benefits - budget only	115,640.00	0.00	115,640.00	0.00	0.00	115,640.00	0.0%
<b>Total</b>		<b>11,480,842.00</b>	<b>(336,636.00)</b>	<b>11,144,206.00</b>	<b>5,107,720.92</b>	<b>0.00</b>	<b>6,036,485.08</b>	

TO: Library Joint Powers Authority Board  
 FROM: Cheryl Fyfe, City of Santa Cruz Acting Finance Director 02/11/20  
 RE: Library Financial Dashboard Report for the Quarter ended December 2019

Contained herein is the preliminary, UNAUDITED Library Financial Dashboard summary report for the Quarter ending December 2019. At Quarter's end, the NET operating results were <\$91,875> with year-to-date net operating results of <\$132,845>. In general, preliminary revenues are ahead of the budget target by 1.1% and expenditures are under budget by 4.1%.

Net Operations (major accounts)	Last Quarter Results		Percent of Budget Comparison
	2nd Quarter (Oct-Dec)	Fiscal Year to Date	
<b>Revenue:</b>			
(1) Sales Tax	\$ 2,178,482	\$ 4,322,145	52.3%
MOE - Member Contributions	\$ 1,571,627	\$ 2,859,689	49.9%
Library Fines (hide)	\$ -	\$ -	
Other Revenue	\$ 64,819	\$ 123,164	38.6%
Subtotal Operating Revenue (hide)	\$ 3,814,927	\$ 7,304,998	51.1%
Budgetary Financing Sources	\$ -	\$ -	50.0%
<b>TOTAL REVENUES</b>	<b>\$ 3,814,927</b>	<b>\$ 7,304,998</b>	<b>51.1%</b>
<b>Expenditures:</b>			
(3) Payroll	\$ 2,805,834	\$ 5,107,721	45.8%
Books (w/Grants)	\$ 429,625	\$ 1,114,328	68.8%
(7) Janitorial Services	\$ 56,491	\$ 104,639	32.2%
Building and Facility	\$ 74,124	\$ 120,831	41.2%
Rent (Equip, Building, Land)	\$ 64,238	\$ 129,414	51.5%
Utilities	\$ 142,519	\$ 138,819	29.5%
(4) Other expenditures	\$ 333,971	\$ 722,091	34.2%
<b>TOTAL EXPENDITURES</b>	<b>\$ 3,906,803</b>	<b>\$ 7,437,843</b>	<b>45.9%</b>
<b>Net Gain / (Loss)</b>	<b>\$ (91,875)</b>	<b>\$ (132,845)</b>	<b>4.1%</b>

Key Balance Sheet Items	2nd Quarter		Trust Current Assets
	2nd Quarter	Trust	
(5) Equipment Reserve	1,386,272	Trust	Balance
(5) 20% Reserve	2,861,344	McCaskill- Hist	223,676
Fund Balance-Beginning Available	1,847,478	McCaskill- Vis	Leet-Corday
Net Change in Fund Balance	(91,875)	Finkeldey	203,778
(6) Fund Balance-Ending Available	1,755,603	Whalen	Morely
			Hale
			98,709
			Balance
			99,233
			13,730
			47,606

- Notes:**
- (1) For sales tax, September, December, March, and June include the State's estimated revenue plus any balances for actuals vs. estimates for the prior 3-months (true-up). The subsequent months (October, January, April, and July) tend to be lower as they contain the lower state estimates.
  - (2) Utilities will be under budget due to an E-Rate Refund received in the amount of \$125,939.88. The average utility total is approximately \$45,000 monthly.
  - (3) For the current fiscal year, the following months have more than two pay periods, which will create higher monthly payroll costs: August and January. The month's completed % is adjusted to reflect year-end equipment at \$29k, and [Library functional supplies at \$27k].
  - (4) For the Quarter ending in December, the four largest expenditures within 'Other expenditures' included: [Financial services - outside at \$116k], [Software maintenance services at \$30k], [Computer equipment at \$29k], and [Library functional supplies at \$27k].
  - (5) 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). On November 2, 2017, the Library's reserves were increased from 15% to 20%.
  - (6) Ending Available Fund Balance is unaudited and before consideration of remaining contractual encumbrances (administrative support, legal, janitorial, equip & material purchases, etc.).
  - (7) Janitorial Services are under budget for the second quarter due to December invoices not being paid on time. December expenses will be entered in January 2020.

Chair                    Jamie Goldstein  
Vice Chair            Martin Bernal  
Board Member        Tina Friend  
Board Member        Carlos Palacios



## STAFF REPORT

DATE:            March 5, 2020  
TO:              Library Joint Powers Authority Board  
FROM:           Susan Nemitz, Library Director  
RE:              2<sup>nd</sup> Qtr. SCPL Incident Report

### STAFF RECOMMENDATION

Accept and File Incident Report for 2<sup>nd</sup> Qtr. 2019-2020

### DISCUSSION

The 2<sup>nd</sup> quarter incident report articulates the number of incidents that have occurred system-wide, the categories or infractions in which the incidents occurred, and the number of suspensions issued.

Since moving to the new tracking software and reformatting the report we do not have comparable numbers from last year during this same time period. We look forward to having these comparable statistics once we have a year of data entered into the new software system.

Attachment:  
Incident Report for 2<sup>nd</sup> Qtr. FY 2019-2020

Prepared by:            Kira Henifin,  
                                  Principal Management Analyst

Reviewed and Forwarded by: Susan Nemitz Library Director



### SCPL Incident Report by Branch - FY 19/20

	QTR 1			QTR 2			QTR 3			QTR 4			YTD Totals		
	FY 18/19	FY 19/20	% Change	FY 18/19	FY 19/20	% Change	FY 18/19	FY 19/20	% Change	FY 18/19	FY 19/20	% Change	FY 18/19	FY 19/20	% Change
Aptos	7	21	200%	27	18	-33%							34	39	
Boulder Creek	8	3	-63%	7	13	86%							15	16	
Branciforte	14	15	7%	19	18	-5%							33	33	
Capitola	Closed	Closed											0	0	
Downtown	142	68	-52%	204	74	-64%							346	142	
Felton	0	0											0	0	
Garfield Park	3	7	133%	7	2	-71%							10	9	
La Selva Beach	0	Closed											0	0	
Live Oak	26	21	-19%	16	13	-19%							42	34	
Scotts Valley	2	2	0%	1	2	100%							3	4	
<b>TOTAL</b>	<b>202</b>	<b>137</b>	<b>-32%</b>	<b>281</b>	<b>140</b>	<b>-50%</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>483</b>	<b>277</b>	

\* Though consistent with previous quarter, the decrease is attributed to the change in how we track these after hours trespasses. They are currently being tracked by incident and not as individuals. For example, if 4 people are ejected at the same time this is counted as 1 incident not 4 incidents.

### Code of Conduct: 1. Interferes with a Comfortable & Welcoming Environment

	QTR 1			QTR 2			QTR 3			QTR 4			YTD Totals		
	FY 18/19	FY 19/20	% Change	FY 18/19	FY 19/20	% Change	FY 18/19	FY 19/20	% Change	FY 18/19	FY 19/20	% Change	FY 18/19	FY 19/20	% Change
Aptos	N/A	2		N/A	3		N/A			N/A			N/A	5	
Boulder Creek	N/A	1		N/A	3		N/A			N/A			N/A	4	
Branciforte	N/A	6		N/A	1		N/A			N/A			N/A	7	
Capitola	Closed	Closed												0	
Downtown	N/A	15		N/A	15		N/A			N/A			N/A	30	
Felton	N/A	0		N/A			N/A			N/A			N/A	0	
Garfield Park	N/A	1		N/A	0		N/A			N/A			N/A	1	
La Selva Beach	N/A	Closed					N/A			N/A			N/A	0	
Live Oak	N/A	4		N/A	1		N/A			N/A			N/A	5	
Scotts Valley	N/A	0		N/A	0		N/A			N/A			N/A	0	
<b>TOTAL</b>	<b>NA</b>	<b>29</b>		<b>0</b>	<b>23</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>NA</b>	<b>52</b>	

Code of Conduct: 2. Interferes with Making Information Resources & Materials Accessible for All														
QTR 1			QTR 2			QTR 3			QTR 4			YTD Totals		
FY 18/19	FY 19/20	% Change	FY 18/19	FY 19/20	% Change	FY 18/19	FY 19/20	% Change	FY 18/19	FY 19/20	% Change	FY 18/19	FY 19/20	% Change
Aptos	N/A	0	N/A	2		N/A			N/A			N/A	2	
Boulder Creek	N/A	2	N/A	4		N/A			N/A			N/A	6	
Branciforte	N/A	4	N/A	3		N/A			N/A			N/A	7	
Capitola	Closed		N/A			N/A			N/A			N/A	0	
Downtown	N/A	11	N/A	25		N/A			N/A			N/A	0	
Felton	N/A	0	N/A			N/A			N/A			N/A	36	
Garfield Park	N/A	2	N/A	1		N/A			N/A			N/A	0	
La Selva Beach	N/A	Closed	N/A			N/A			N/A			N/A	3	
Live Oak	N/A	2	N/A	7		N/A			N/A			N/A	0	
Scotts Valley	N/A	2	N/A	0		N/A			N/A			N/A	9	
TOTAL	NA	23	0	42		0	0		0	0		N/A	2	
													65	
Code of Conduct: 3. Conduct that Does Not Ensure a Safe & Secure Environment														
QTR 1			QTR 2			QTR 3			QTR 4			YTD Totals		
FY 18/19	FY 19/20	% Change	FY 18/19	FY 19/20	% Change	FY 18/19	FY 19/20	% Change	FY 18/19	FY 19/20	% Change	FY 18/19	FY 19/20	% Change
Aptos	N/A	20	N/A	16		N/A			N/A			N/A	36	
Boulder Creek	N/A	2	N/A	7		N/A			N/A			N/A	9	
Branciforte	N/A	15	N/A	14		N/A			N/A			N/A	29	
Capitola	Closed		N/A			N/A			N/A			N/A	0	
Downtown	N/A	64	N/A	62		N/A			N/A			N/A	126	
Felton	N/A	0	N/A			N/A			N/A			N/A	0	
Garfield Park	N/A	5	N/A	2		N/A			N/A			N/A	7	
La Selva Beach	N/A	Closed	N/A			N/A			N/A			N/A	0	
Live Oak	N/A	19	N/A	11		N/A			N/A			N/A	30	
Scotts Valley	N/A	1	N/A	1		N/A			N/A			N/A	2	
TOTAL	NA	126	0	113		0	0		0	0		N/A	239	

Code of Conduct: 4. Conduct that Does Not Maintain a Healthy and Clean Environment															
Suspensions by Branch															
QTR 1															
	FY 18/19	FY 19/20	% Change	FY 18/19	FY 19/20	% Change	FY 18/19	FY 19/20	% Change	FY 18/19	FY 19/20	% Change	YTD Totals		
	FY 18/19	FY 19/20	% Change	FY 18/19	FY 19/20	% Change	FY 18/19	FY 19/20	% Change	FY 18/19	FY 19/20	% Change	FY 18/19	FY 19/20	% Change
Aptos	N/A	1		N/A	4		N/A			N/A			N/A	5	
Boulder Creek	N/A	0		N/A	5		N/A			N/A			N/A	5	
Branciforte	N/A	2		N/A	0		N/A			N/A			N/A	2	
Capitola	Closed	Closed		N/A	12		N/A			N/A			N/A	0	
Downtown	N/A	3		N/A			N/A			N/A			N/A	15	
Felton	N/A	0		N/A	0		N/A			N/A			N/A	0	
Garfield Park	N/A	4		N/A			N/A			N/A			N/A	4	
La Selva Beach	N/A	Closed		N/A			N/A			N/A			N/A	0	
Live Oak	N/A	2		N/A	1		N/A			N/A			N/A	3	
Scotts Valley	N/A	0		N/A	1		N/A			N/A			N/A	1	
TOTAL	NA	12		0	23		0	0		0	0		N/A	35	
QTR 2															
QTR 3															
QTR 4															
YTD Totals															
Aptos	2	2	0%	1	2	100%							3	4	
Boulder Creek	6	0	-100%	1	1	0%							7	1	
Branciforte	3	5	67%	3	0	-100%							6	5	
Capitola	Closed	Closed											N/A	0	
Downtown	34	17	-50%	30	27	-10%							64	44	
Felton		0											N/A	0	
Garfield Park	1	1	0%	2	0	-100%							N/A	0	
La Selva Beach		Closed											3	1	
Live Oak	1	1	0%	2	1	-50%							N/A	0	
Scotts Valley	0	0	0%	1	0	-100%							3	2	
TOTAL	47	26	-45%	40	31	-23%	0	0		0	0		87	57	

Chair                    Jamie Goldstein  
Vice Chair            Martin Bernal  
Board Member        Tina Friend  
Board Member        Carlos Palacios



## **STAFF REPORT**

DATE:                March 5, 2020  
TO:                    Library Joint Powers Authority Board  
FROM:                Susan Nemitz, Library Director  
RE:                    2<sup>nd</sup> Qtr. Report Community Impact Measures

### **STAFF RECOMMENDATION**

Accept and File Community Impact Measures for 2<sup>nd</sup> Qtr. 2019-2020

### **DISCUSSION**

This 2<sup>nd</sup> quarter report covers the time period of July 1, 2019 through December 31, 2019 and compares this data to the previous year. The report measures the usage of the collection and services, the library's Internet and public computer usage, the public's use of the library buildings, new registrants and it also measures the work of the library beyond its walls, since a growing number of Library programs/services occur in outreach activities. It's worth noting that during this period in the prior year, La Selva Beach and Felton were open. They closed in the second quarter on September 1<sup>st</sup> and November 1<sup>st</sup> respectively. The comparison from last year shows a slight dip in visitation in the second quarter which can be partially attributed to those closures, but the Library still significantly increased the number of new library members and participants in its programming.

- Total circulation system-wide increased by 1%.
- Total visitors by branch system-wide decreased by 4%.
  - Felton and La Selva Beach closed for construction/renovation during the second quarter.

- Total number of new registrations increased by 14%.
- Total hours of public internet computer use system-wide decreased by 5%.
- Total hours of wireless internet sessions increased by 190%.
  - Data from last September (2018) were lost so increases look more substantial.
- Total sessions of public internet use decreased by 6%.
- Total number of public wifi sessions decreased by 28%
- Total hours of meeting room use system-wide decreased by 8%.
- The total number of programs held system-wide increased by 10% and system-wide program attendance decreased by 23%.

Attachment:

2<sup>nd</sup> Quarter Community Impact Measures

Report Prepared by: Kira Henifin,  
Principal Management Analyst

Reviewed and Forwarded by: Susan Nemitz, Library Director

	CIRCULATION BY BRANCH				VISITORS BY BRANCH						
	QTR 1		QTR 2		QTR 3		QTR 4		YTD Totals		
	FY18/19	FY19/20	% Change	FY18/19	FY19/20	% Change	FY18/19	FY19/20	% Change	FY18/19	FY19/20
Aptos	57,895	57,622	-0.5%	52,313	52,919	1%	56,406	55,101	#REF!	110,208	110,541
Boulder Creek	10,599	10,589	-0.1%	10,423	9,387	-10%	11,280	10,727	#REF!	21,022	19,976
Branciforte	20,779	20,325	-2.2%	19,196	18,534	-3%	21,225	21,349	#REF!	39,975	38,859
Capitola	8	0	-100.0%	0	0	0%	0	0	#REF!	8	0
Downtown	65,435	59,841	-8.5%	59,609	54,533	-9%	63,142	58,755	#REF!	125,044	114,374
Felton	6,331	6,258	-1.2%	6,221	2,600	-58%	6,281	6,295	#REF!	12,552	8,858
Garfield Park	12,899	14,077	9.1%	12,239	13,585	11%	12,793	13,272	#REF!	25,138	27,662
La Selva Beach	4,622	3,803	-17.7%	4,504	22	-100%	4,978	5,199	#REF!	9,126	3,825
Live Oak	45,091	46,950	4.1%	41,225	44,236	7%	46,287	44,871	#REF!	86,316	91,186
Scotts Valley	47,351	47,723	0.8%	42,734	46,643	9%	46,741	45,327	#REF!	90,085	94,366
Outreach	11,523	9,732	-15.5%	11,332	9,796	-14%	10,220	10,249	#REF!	22,855	19,528
TOTAL	282,533	276,920	-2.0%	259,796	252,255	-3%	279,353	271,145	#REF!	542,329	529,175
Digital Branch	61,538	85,739	39.3%	73,036	85,148	17%	73,643	70,717	#REF!	134,574	170,887
Total incl. DB	344,071	362,659	5.4%	332,832	337,403	1%	352,996	341,862	#REF!	676,903	700,062

	CIRCULATION BY BRANCH				VISITORS BY BRANCH						
	QTR 1		QTR 2		QTR 3		QTR 4		YTD Totals		
	FY18/19	FY19/20	% Change	FY18/19	FY19/20	% Change	FY18/19	FY19/20	% Change	FY18/19	FY19/20
Aptos	37,125	38,126	2.7%	35,786	33,943	-5%	38,744	40,186	#REF!	72,911	72,069
Boulder Creek	10,426	8,701	-16.5%	10,029	5,438	-46%	11,420	10,877	#REF!	20,455	14,139
Branciforte	24,440	22,904	-6.3%	23,582	22,318	-5%	25,618	24,078	#REF!	48,022	45,222
Capitola	0	0	0.0%	0	0	0%	0	0	#REF!	0	0
Downtown	85,753	89,823	4.7%	79,963	80,621	1%	93,375	89,423	#REF!	165,716	170,444
Felton	6,097	6,129	0.5%	5,638	2,176	-61%	6,020	6,387	#REF!	11,735	8,305
Garfield Park	14,232	18,134	27.4%	13,602	18,592	37%	13,564	12,922	#REF!	27,834	36,726
La Selva Beach	9,500	7,704	-18.9%	9,510	0	-100%	9,484	9,252	#REF!	19,030	7,704
Live Oak	25,491	42,943	68.5%	37,599	38,143	1%	41,871	41,134	#REF!	63,090	81,086
Scotts Valley	42,931	45,511	6.0%	39,847	44,331	11%	45,726	44,701	#REF!	82,778	89,842
Outreach	6,533	6,513	-0.3%	6,442	6,105	-5%	6,088	6,476	#REF!	12,975	12,618
TOTAL	262,528	286,488	9.1%	261,998	251,667	-4%	291,910	285,436	#REF!	524,526	538,155

	NEW REGISTRATIONS										
	QTR 1		QTR 2		QTR 3		QTR 4		YTD Totals		
	FY18/19	FY19/20	% Change	FY18/19	FY19/20	% Change	FY18/19	FY19/20	% Change	FY18/19	FY19/20
Aptos	339	341	0.6%	313	338	8%	315	285	#REF!	652	679
Boulder Creek	83	77	-7.2%	68	70	3%	79	82	#REF!	151	147
Branciforte	128	123	-3.9%	124	129	4%	140	139	#REF!	252	252
Capitola	26	35	34.6%	32	27	-16%	25	31	#REF!	58	62
Downtown	695	729	4.9%	605	669	11%	656	688	#REF!	1,300	1,398
Felton	53	61	15.1%	63	58	-8%	70	87	#REF!	116	119
Garfield Park	89	71	-20.2%	60	72	20%	57	61	#REF!	149	143
La Selva Beach	42	28	-33.3%	35	4	-89%	32	42	#REF!	77	32
Live Oak	290	283	-2.4%	321	284	-12%	354	304	#REF!	611	567
Scotts Valley	248	293	18.1%	201	250	24%	266	314	#REF!	449	543
Outreach	330	121	-63.3%	127	320	152%	34	69	#REF!	457	441
TOTAL	2,323	2,162	-6.9%	1,949	2,221	14%	2,028	2,102	#REF!	4,272	4,383

HOURS OF PUBLIC INTERNET COMPUTER USE														
	QTR 1			QTR 2			QTR 3			QTR 4			YTD Totals	
	FY18/19	FY19/20	% Change	FY18/19	FY19/20	% Change	FY18/19	FY19/20	% Change	FY18/19	FY19/20	% Change	FY18/19	FY19/20
Aptos	3,910	4,354	11.4%	3,976	4,095	3%	4,457		#REF!	4,562		#REF!	7,886	8,449
Boulder Creek	1,093	880	-19.5%	967	826	-15%	979		#REF!	833		#REF!	2,060	1,706
Branciforte	1,784	1,388	-22.2%	1,544	1,366	-12%	1,757		#REF!	1,647		#REF!	3,328	2,754
Capitola	0	0	0.0%	0	0	0%	0		#REF!	0		#REF!	0	0
Downtown	18,578	18,367	-1.1%	17,077	16,954	-1%	16,762		#REF!	17,162		#REF!	35,655	35,321
Felton	454	341	-24.9%	317	108	-66%	350		#REF!	347		#REF!	771	449
Garfield Park	1,036	1,253	20.9%	1,107	900	-19%	1,187		#REF!	1,035		#REF!	2,143	2,153
La Selva Beach	120	121	0.8%	145	0	-100%	127		#REF!	153		#REF!	265	121
Live Oak	4,337	4,183	-3.6%	3,853	3,489	-9%	4,164		#REF!	3,940		#REF!	8,190	7,672
Scotts Valley	2,269	2,283	0.6%	2,133	1,976	-7%	2,193		#REF!	2,152		#REF!	4,402	4,259
<b>TOTAL SYSTEM</b>	<b>33,581</b>	<b>33,170</b>	<b>-1.2%</b>	<b>31,119</b>	<b>29,714</b>	<b>-5%</b>	<b>31,976</b>		<b>#REF!</b>	<b>31,831</b>		<b>#REF!</b>	<b>64,700</b>	<b>62,884</b>

HOURS OF WIRELESS INTERNET SESSIONS														
	QTR 1			QTR 2			QTR 3			QTR 4			YTD Totals	
	FY18/19	FY19/20	% Change	FY18/19	FY19/20	% Change	FY18/19	FY19/20	% Change	FY18/19	FY19/20	% Change	FY18/19	FY19/20
Aptos	4,907	5,994	22.2%	5,371	4,435	-27%	6,746		#REF!	6,167		#REF!	10,278	26,125
Boulder Creek	1,885	1,816	-3.7%	2,066	1,661	-19%	1,942		#REF!	1,736		#REF!	3,951	6,752
Branciforte	2,058	2,154	4.7%	2,449	2,087	-16%	2,662		#REF!	2,176		#REF!	4,507	8,710
Capitola	0	0	0.0%	0	0	0%	0		#REF!	0		#REF!	0	0
Downtown	9,421	9,823	4.3%	9,910	7,838	-19%	9,741		#REF!	9,960		#REF!	19,331	38,579
Felton	1,030	1,233	19.7%	1,482	586	-11%	941		#REF!	1,114		#REF!	2,512	4,454
Garfield Park	1,214	1,442	18.8%	1,200	1,300	27%	1,187		#REF!	1,067		#REF!	2,414	5,988
Headquarters	1,008	1,008	0.0%	895	878	-2%	893		#REF!	1,064		#REF!	1,903	3,904
La Selva Beach	1,087	774	-28.8%	1,093	0	-100%	767		#REF!	828		#REF!	2,180	774
Live Oak	2,828	3,691	30.5%	2,865	3,058	18%	3,642		#REF!	3,851		#REF!	5,693	11,931
Scotts Valley	5,105	5,576	9.2%	5,228	4,692	-11%	5,430		#REF!	5,334		#REF!	10,333	20,707
<b>TOTAL SYSTEM</b>	<b>30,543</b>	<b>33,511</b>	<b>9.7%</b>	<b>32,559</b>	<b>26,535</b>	<b>-19%</b>	<b>33,951</b>		<b>#REF!</b>	<b>33,297</b>		<b>#REF!</b>	<b>63,102</b>	<b>127,924</b>

\* some data was lost from September 2018, so these numbers are lower than actual.

SESSIONS OF PUBLIC INTERNET USE														
	QTR 1			QTR 2			QTR 3			QTR 4			YTD Totals	
	FY18/19	FY19/20	% Change	FY18/19	FY19/20	% Change	FY18/19	FY19/20	% Change	FY18/19	FY19/20	% Change	FY18/19	FY19/20
Aptos	5,452	5,872	7.7%	5,213	4,892	-6%	5,874		#REF!	6,113		#REF!	10,665	10,764
Boulder Creek	1,424	1,214	-14.7%	1,330	1,150	-14%	1,310		#REF!	1,161		#REF!	2,754	2,364
Branciforte	2,512	2,055	-18.2%	2,281	2,040	-11%	2,522		#REF!	2,301		#REF!	4,793	4,095
Capitola	0	0	0.0%	0	0	0%	0		#REF!	0		#REF!	0	0
Downtown	17,240	18,580	7.8%	16,223	16,346	1%	17,715		#REF!	17,841		#REF!	33,463	34,926
Felton	622	562	-9.6%	511	195	-62%	618		#REF!	560		#REF!	1,133	757
Garfield Park	1,382	1,366	-1.2%	1,260	1,192	-5%	1,439		#REF!	1,315		#REF!	2,642	2,558
La Selva Beach	187	168	-10.2%	264	0	-100%	225		#REF!	228		#REF!	451	168
Live Oak	5,892	5,733	-2.7%	5,416	4,901	-10%	5,980		#REF!	5,587		#REF!	11,308	10,634
Scotts Valley	3,894	3,809	-2.2%	3,622	3,391	-6%	3,788		#REF!	3,658		#REF!	7,516	7,200
<b>TOTAL SYSTEM</b>	<b>38,605</b>	<b>39,359</b>	<b>2.0%</b>	<b>36,120</b>	<b>34,107</b>	<b>-6%</b>	<b>39,471</b>		<b>#REF!</b>	<b>38,764</b>		<b>#REF!</b>	<b>74,725</b>	<b>73,466</b>

NUMBER OF PUBLIC WIFI SESSIONS														
	QTR 1			QTR 2			QTR 3			QTR 4			YTD Totals	
	FY18/19	FY19/20	% Change	FY18/19	FY19/20	% Change	FY18/19	FY19/20	% Change	FY18/19	FY19/20	% Change	FY18/19	FY19/20
Aptos	24,922	30,262	21.4%	29,246	20,131	-31%	30,503			32,354			54,168	59,508
Boulder Creek	5,576	6,027	8.1%	6,592	4,936	-25%	6,262			5,375			12,168	12,619
Branciforte	7,402	7,532	1.8%	9,341	6,556	-30%	8,060			7,661			16,743	16,873
Capitola	0	0	0.0%	0	0	0%	0			0			0	0
Downtown	36,191	38,094	5.3%	37,564	28,756	-23%	36,390			39,654			73,755	75,658
Felton	7,208	6,779	-6.0%	8,901	3,221	-64%	5,428			6,292			16,109	15,680
Garfield Park	5,099	4,863	-4.6%	4,183	4,546	9%	4,124			3,997			9,282	9,046
Headquarters	2,243	3,711	65.4%	3,082	2,896	-6%	3,041			3,968			5,325	6,793
La Selva Beach	3,789	2,455	-35.2%	3,614	0	-100%	2,667			2,865			7,403	6,069
Live Oak	7,975	10,760	34.9%	8,422	8,240	-2%	10,449			11,303			16,397	19,182
Scotts Valley	19,830	20,627	4.0%	19,462	15,131	-22%	18,785			19,438			39,292	40,089
TOTAL SYSTEM	120,235	131,110	9.0%	130,407	94,413	-28%	125,709			132,907			250,642	261,517

\* some data was lost from September 2018, so these numbers are lower than actual.

HOURS OF MEETING ROOM USE														
	QTR 1			QTR 2			QTR 3			QTR 4			YTD Totals	
	FY18/19	FY19/20	% Change	FY18/19	FY19/20	% Change	FY18/19	FY19/20	% Change	FY18/19	FY19/20	% Change	FY18/19	FY19/20
Aptos	485	437	-9.9%	498	447	-10%	509			475			983	884
Boulder Creek	248	150	-39.5%	309	261	-16%	378			239			557	411
Downtown	709	532	-25.0%	468	432	-8%	573			619			1,177	964
Scotts Valley	292	368	26.0%	485	475	-2%	420			433			777	843
TOTAL HOURS	1,734	1,487	-14.2%	1,760	1,615	-8%	1,880			1,766			3,494	3,102

NUMBER OF PROGRAMS														
	QTR 1			QTR 2			QTR 3			QTR 4			YTD Totals	
	FY18/19	FY19/20	% Change	FY18/19	FY19/20	% Change	FY18/19	FY19/20	% Change	FY18/19	FY19/20	% Change	FY18/19	FY19/20
Aptos	89	84	-5.6%	87	150	72%	52			99			176	234
Boulder Creek	69	37	-46.4%	60	47	-22%	43			49			129	84
Branciforte	45	49	8.9%	48	86	79%	54			49			93	60
Capitola	11	6	-45.5%	12	11	-8%	15			12			23	212
Downtown	111	163	46.8%	145	206	42%	163			179			256	369
Felton	14	6	-57.1%	8	1	-88%	10			14			22	7
Garfield Park	35	36	2.9%	30	42	40%	28			46			65	78
La Selva Beach	65	54	-16.9%	99	12	-88%	83			86			164	66
Live Oak	56	76	35.7%	122	130	7%	110			96			178	206
Scotts Valley	71	118	66.2%	129	125	-3%	110			111			200	243
Outreach	26	26	0.0%	23	27	17%	24			26			49	53
TOTAL	592	655	10.6%	763	837	10%	692			767			1,355	1,492



Community Impact Measures  
By Branch

	PROGRAM ATTENDANCE													
	QTR 1			QTR 2			QTR 3			QTR 4			YTD Totals	
	FY18/19	FY19/20	% Change	FY18/19	FY19/20	% Change	FY18/19	FY19/20	% Change	FY18/19	FY19/20	% Change	FY18/19	FY19/20
Aptos	1,575	1,002	-36.4%	1,317	2,178	65%	1,060		#REF!	1,124		#REF!	2,892	3,180
Boulder Creek	693	224	-67.7%	659	276	-58%	797		#REF!	539		#REF!	1,352	500
Branciforte	809	793	-2.0%	849	1,028	21%	943		#REF!	1,152		#REF!	1,658	1,821
Capitola	130	137	5.4%	199	139	-30%	314		#REF!	172		#REF!	329	276
Downtown	2,103	1,978	-5.9%	3,300	2,253	-32%	1,895		#REF!	2,714		#REF!	5,403	4,231
Felton	216	125	-42.1%	28	10	-64%	23		#REF!	139		#REF!	244	135
Garfield Park	371	385	3.8%	307	503	64%	274		#REF!	358		#REF!	678	888
La Selva Beach	1,334	1,005	-24.7%	1,724	157	-91%	1,487		#REF!	1,348		#REF!	3,058	1,162
Live Oak	1,337	1,828	36.7%	2,393	1,597	-33%	1,663		#REF!	2,267		#REF!	3,730	3,425
Scotts Valley	1,633	2,277	39.4%	2,972	2,167	-27%	2,417		#REF!	2,736		#REF!	4,605	4,444
Outreach	685	717	4.7%	572	748	31%	636		#REF!	719		#REF!	1,257	1,465
TOTAL	10,886	10,471	-3.8%	14,320	11,056	-23%	11,509		#REF!	13,268		#REF!	25,206	21,527

Capitola Closure starting in May and June with a few offsite programs continuing

La Selva Beach Closure on September 1, 2019

Felton Closure on November 1, 2019

Felton Opening on February 22, 2020

Boulder Creek Closure on February 22, 2020

Chair                    Jamie Goldstein  
Vice Chair             Martin Bernal  
Board Member        Tina Friend  
Board Member        Carlos Palacios



## **STAFF REPORT**

DATE:                March 5, 2020  
TO:                    Library Joint Powers Authority Board  
FROM:                Susan Nemitz, Library Director  
RE:                    2nd Quarter Workplan

### **STAFF RECOMMENDATION**

Accept and File Workplan for 2<sup>nd</sup> Qtr. 2019-2020

### **DISCUSSION**

Attached, please find the second quarter workplan. The second quarter plan runs from October through the end of December and the report attempts to capture the Library's work and programs/services that provided or supported a high impact in the community across five areas: 1. Learning 2. Digital Inclusion 3. Transformative Spaces 4. User Experience 5. Organizational Capacity.

The report continues with the new formatting that had been introduced last quarter, but it also provides a new series of charts at the end that help illustrate demographics and programming categories at the different branches.

Attachment: 2<sup>nd</sup> Qtr. Workplan

Report Prepared by: Eric Howard,  
Assistant Director

Reviewed and Forwarded by: Susan Nemitz, Library Director



**WORKPLAN: QUARTER 2**

<p><b>1. LEARNING</b></p>	<p><b>Adult Programming:</b> <i>Creative Aging and Life Skills</i></p> <p><b>Youth Programming:</b> <i>Kindergarten Readiness</i> <i>Student Success</i> <i>Safe Afterschool</i> <i>School Partnerships</i></p> <p><b>Outreach:</b> <i>Bookmobile</i> <i>Jails</i> <i>Kermit</i> <i>Events</i></p>										
<p><b>2. DIGITAL INCLUSION</b></p>	<p><b>Tools</b> <b>Resources</b> <b>Innovation</b></p>										
<p><b>3. TRANSFORMATIVE SPACES</b></p>	<table border="0"> <tr> <td><b>Aptos</b></td> <td><b>Felton</b></td> </tr> <tr> <td><b>Boulder Creek</b></td> <td><b>Garfield Park</b></td> </tr> <tr> <td><b>Branciforte</b></td> <td><b>La Selva Beach</b></td> </tr> <tr> <td><b>Capitola</b></td> <td><b>Live Oak</b></td> </tr> <tr> <td><b>Downtown</b></td> <td><b>Scotts Valley</b></td> </tr> </table>	<b>Aptos</b>	<b>Felton</b>	<b>Boulder Creek</b>	<b>Garfield Park</b>	<b>Branciforte</b>	<b>La Selva Beach</b>	<b>Capitola</b>	<b>Live Oak</b>	<b>Downtown</b>	<b>Scotts Valley</b>
<b>Aptos</b>	<b>Felton</b>										
<b>Boulder Creek</b>	<b>Garfield Park</b>										
<b>Branciforte</b>	<b>La Selva Beach</b>										
<b>Capitola</b>	<b>Live Oak</b>										
<b>Downtown</b>	<b>Scotts Valley</b>										
<p><b>4. USER EXPERIENCE</b></p>	<p><b>Staffing</b> <b>Collections</b> <b>Convenience</b> <b>Security</b> <b>Localization</b></p>										
<p><b>5. ORGANIZATIONAL CAPACITY</b></p>	<p><b>Administration</b> <b>Friends of the Library</b> <b>Volunteers</b> <b>Staff Training</b> <b>Succession Planning</b></p>										

## 1. Learning Accomplishments:

### Quarter 2

#### ADULT

**The Downtown Library's Life Literacies Center supported 853 adult learners this quarter.**

Programs this quarter ranged from a Mystery Panel Program with Laurie King and local mystery authors to a writing workshop, titled, "Starting Your Novel with Character and Conflict" in honor National Novel Month.

*Examples of other adult programs/partnerships:*

- Assisted thirty four attendees in the One Justice Immigration & Citizenship Clinic at Downtown
- Hosted the series, "Conversations for Change" with Project Connect at Downtown. Seventy nine participants discussed issues in housing, healthcare in America, and how climate change affects our community
- The Library partnered with Homeless Outreach Proactive Engagement & Services (HOPES) to provide access to free mental health services at Aptos.
- The Library offered its "Glimpses of World History" series by historian Bob Strayer at La Selva Beach Community Church.

### Quarter 2

#### YOUTH

**1000 high school students at Atpos, Harbor and Soquel high schools received library cards in preparation for a training on SCPL databases.**

- 400 elementary school students across the County participated in a library card design contest.
- The Library participated in the Cabrillo College Early Childhood Education Conference
- Created and delivered 9 new "Kids Create" STEAM Programs at Garfield Park with 160 total attendees
- Hosted annual Día de los Muertos con Cuéntame un Cuento celebration at Live Oak, featuring music, face-painting, crafts and a community altar.
- Increased Spanish story time at Live Oak with a new hire.

## Quarter 2

### OUTREACH

- Introduced library services to the Rehabilitation & Reentry facility every other Wednesday. This program serves an average of 30 patrons. A new volunteer helps to support this program.
- Completed an 8-week People & Stories session in three separate units at Roundtree medium security facility, with a total of 173 participants and five Milestone certificate awardees. (The Milestone program assists with earlier reentry.)
- The Library circulated 1725 books through the jails this quarter.

## 2. Digital Inclusion Accomplishments:

### Quarter 2

- Launched the Sea Level Rise Explorer (Virtual Reality exhibit) at Downtown in partnership with the City of Santa Cruz Climate Action Program, with 135 attendees
- Designed and delivered 5 new Tech Talks workshops

## 3. Transformative Spaces Accomplishments:

### Quarter 2

- Finalized process for readying Felton's opening and removed all tech from old Felton and moved its collection.
- Awarded contract for LSB Renovation.
- Made final furniture decisions for Capitola and selected floor and desk lamps for the new building.
- Named Billy Reid Reading Room at Live Oak after receiving memorial donation.
- Board of Supervisors approved allocation of additional \$1.4 million to the Aptos project, allowing the Library to construct a 10,700 building.
- Installed the Walnut Avenue Women's Center "Clothesline Project" exhibit at Downtown to educate the community about domestic and sexual violence, survival, help, and hope.

- Opened and wired the new Life Literacies Center (LLC) at Downtown, a space that provides transformative and equitable programs and services to library users via collaborative engagement with community partners, volunteers, and library staff. Forty two people attended the Grand Opening. From October-December, the LLC has hosted 109 events with 853 total attendees. In December, volunteer housing navigators found housing for 3 people, Wings volunteers helped 8 people get birth certificates, and Encompass social workers met with 5-10 people each day

#### **4. User Experience Accomplishments:**

##### **Quarter 2**

*“Whoever manages the children’s collection does a great job. There’s so many great books up there!” - A Downtown patron*

- Developed and unveiled a new service model for reference services across the library system
- Digitized and added 1,158 news articles to the Local History digital collection.
- Deployed the SmartPay Online Payment System. (Patrons can now pay their fines/fees online.)
- Added 23,977 items to the library collection.
- Loaned 91 items to other library systems.
- Borrowed 101 items form other library systems.
- Approved a new Interlibrary Loan Policy.
- Renewed an Interlibrary Loan reciprocal agreement with UCSC.
- Selected materials for and created the Steve Dondero Environmental Collection for the new Felton Branch.

#### **5. Organizational Capacity:**

##### **Quarter 2**

- Trained librarians to use our LibAnswers system for answering patron questions
- Provided service to 25 veterans per month at the Downtown Library Veterans Information Center via 6 volunteers working 60 hours a month

- Four staff attended the Harwood Institute Model training to develop conversation techniques for community engagement and transformation and to prepare staff for developing the next Strategic Plan.
- Trained staff with police on de-escalation techniques.
- Initiated recruitment for two new librarian positions to be assigned to the north region.

Received a \$5000 California Humanities grant to present a series of arts & humanities programs next summer related to an art exhibit preserving the legacy of 5 Central Coast artists from Mexican-American, Chicano, Peruvian, and Indigenous heritages.

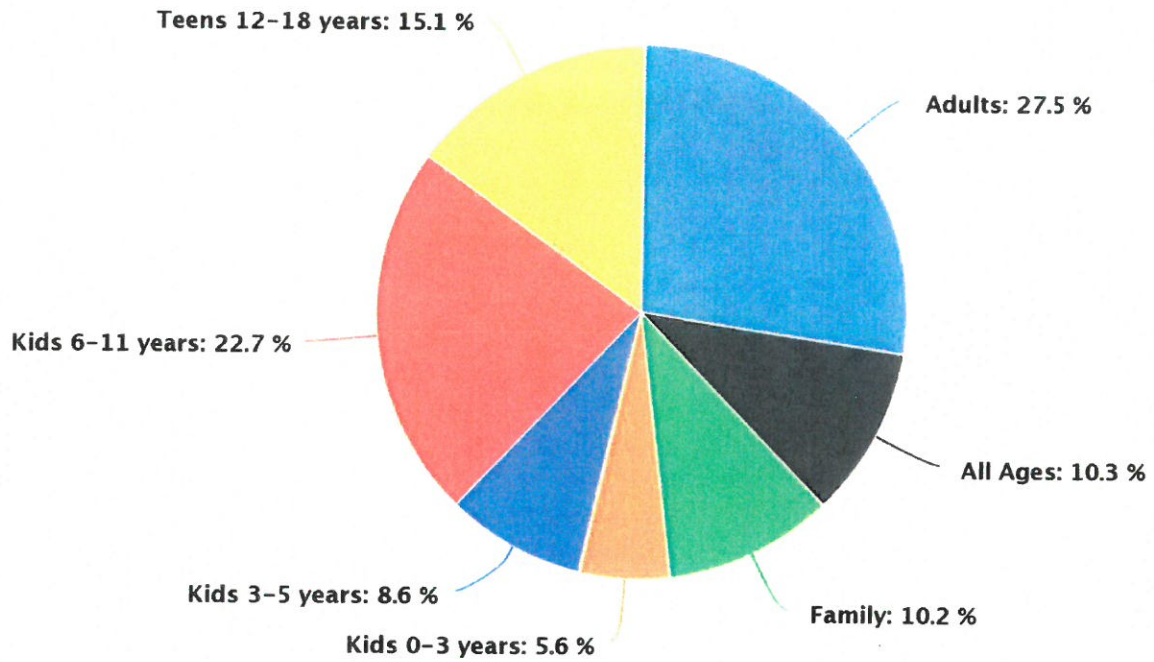
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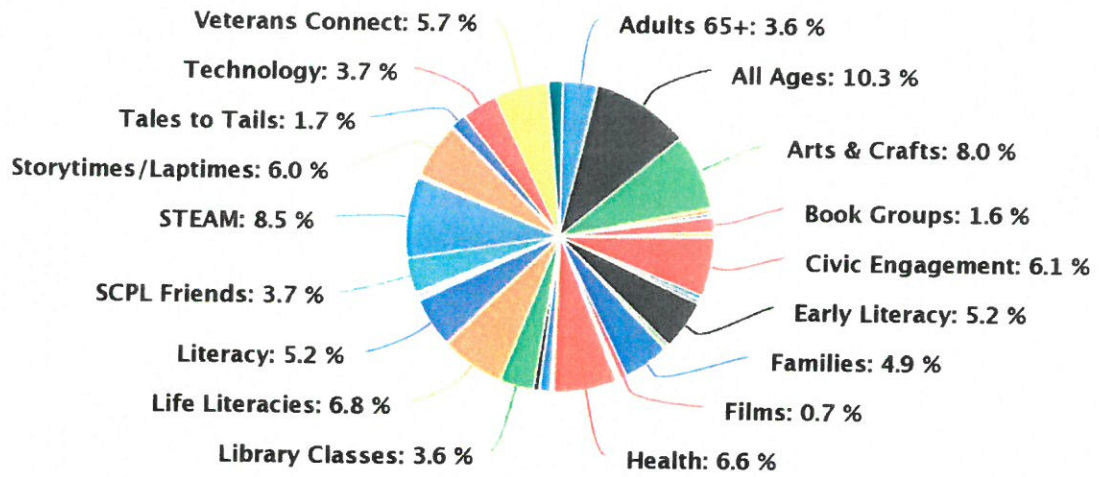
### TOTAL PROGRAMS AT SCPL October-December 2019

- 833 programs & events
- 10608 total attendance

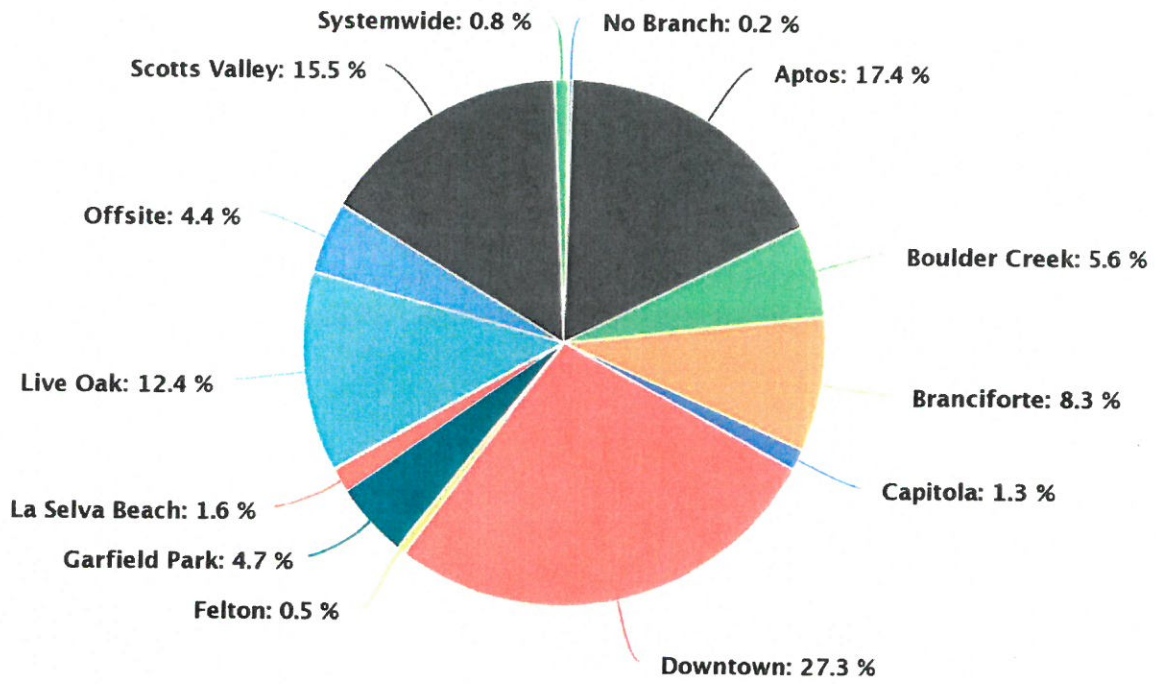
### Audience Distribution



### Category Distribution



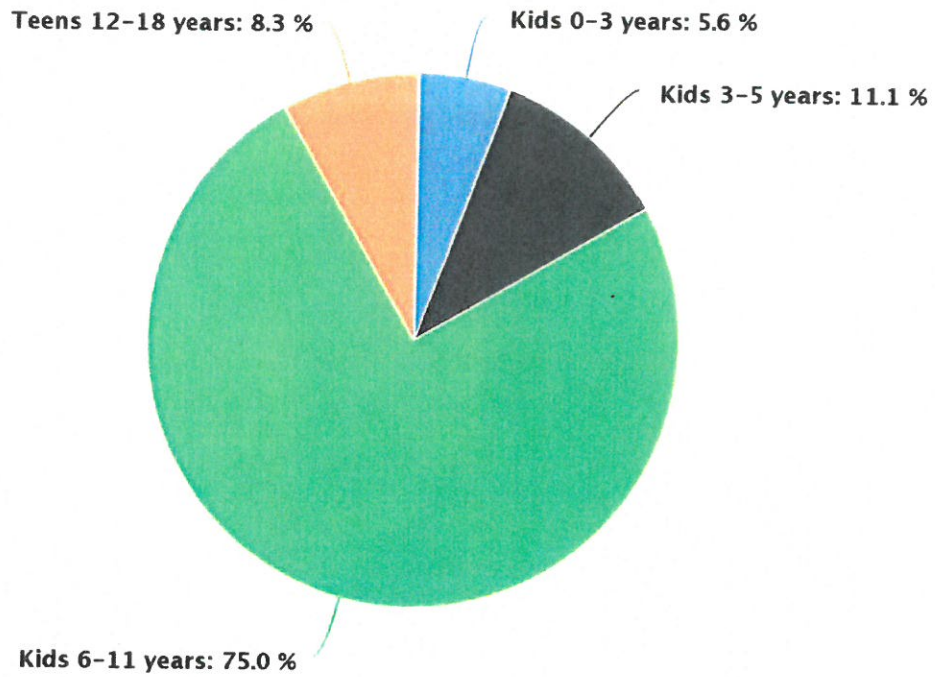
### Branch Distribution



### SCHOOL OUTREACH October—December 2019

- 39 visits & events
- 1178 total attendance

#### Audience Distribution





## STAFF REPORT

DATE: February 24, 2020  
TO: Library Advisory Commission  
FROM: Kira Henifin, Principal Management Analyst  
RE: FY 2020/21 Budget Assumptions for Draft Proposal

### RECOMMENDATION

Review and discuss budget assumptions for FY 2020/21.

### DISCUSSION

The Santa Cruz Public Libraries is beginning work on the FY 2020/21 operating budget. Our main focus for this upcoming year is to continue to provide excellent service and programming for the community while managing the Measure S building projects throughout the County.

#### Revenue

There are no changes to the revenue assumptions. The library continues to budget with two main revenue streams, sales tax and maintenance of effort (MOE). The LFA forecast for the coming year has sales tax increasing by 2.38% (\$197,853) and MOE increasing by 1.22% (\$70,000).

#### Expenditures

The following areas are changes the library system would like to incorporate into the FY 20/21 operating budget.

#### **1. Personnel: Job Reclassifications**

The Library would like to start preparing for a study of the current job classifications throughout the library system. The study would focus on the possibility of consolidating job classifications in order to give the library system more flexibility in work and job assignments.

This effort will most likely take the year to complete and the study would be brought back to the LJPB for discussion. The cost implications are unknown at this time.

## **2. Facility Operations and Maintenance**

The Library is moving forward with planning and budgeting for its on-going capital improvements and facility maintenance repairs for all 10 library branches including the Headquarters facility.

As discussed in the previous year's budget, the Library plans to increase this budget line by \$50,000 each year until the line item reaches \$400,000.

## **3. Library Materials: Books and Periodicals**

The Library would like to increase its materials budget in anticipation of increased use of the libraries.

## **4. Eliminating Fines**

The Library would like to mirror other national libraries by eliminating fines for patrons. Patrons would still be responsible for replacement costs and the library would continue to charge fees for services such as ILL, room rental and photocopying. Fines account for less than 1% of the Library's revenues.

More information about this initiative will be forthcoming in the budget process.