

PUBLIC ADVISORY REGARDING COVID-19 AND PUBLIC PARTICIPATION

Consistent with Executive Order No. N-29-20 issued by Governor Newsom on March 17, 2020, and the County of Santa Cruz Health Services Agency Shelter In Place Public Health Order dated March 31, 2020, the regular meetings of the:

LIBRARY ADVISORY COMMISSION (LAC) ON MONDAY, MAY 18, 2020 AT 6:30 PM

This meeting will be held via Zoom teleconference ONLY

Commissioners and Library Staff Members will be participating remotely via videoconference.

Public Participation:

The meeting will be broadcast through the Santa Cruz Libraries YouTube channel <https://www.youtube.com/user/SantaCruzPL> which you can access through the Santa Cruz Libraries website by scrolling to the bottom of the page and clicking on the YouTube icon.

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Slowly enter the Webinar ID of 981-2353-3812

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How to comment on agenda items via email before the meeting:

Members of the public may provide public comment by sending comments via email to the Library Board Clerk at scplboardclerk@santacruzpl.org

- Identify the agenda item number in the subject line of the email.
- Emailed comments should be a maximum of 500 words, which corresponds to approximately 3 minutes of speaking time.
- Each emailed comment will be read aloud for up to three minutes.
- Emails received by scplboardclerk@santacruzpl.org outside of the comment period outlined above will not be included in the record.

How to comment on agenda items via Zoom, during the meeting and prior to the close of public comment on an item:

- Identify the agenda item
- Type your comment using the Q&A feature of the Zoom teleconference participant panel

How to comment on agenda items via telephone, during the meeting and prior to the close of public comment on an item:

- Call 831-427-7713
- Identify the agenda item
- The representative will type your comment
- Your comment will be read aloud



LIBRARY ADVISORY COMMISSION REGULAR MEETING

MONDAY, MAY 18, 2020

6:30 PM

1. CALL TO ORDER/ROLL CALL

Commissioners Lindsay Bass, Bruce Cotter, Rena Dubin, Jim Landreth, Mary Ripma, Bob White and Tricia Wynne

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 – April 2020 (P3-8)

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 February 24, 2020 (P9-10)

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. FY 2020/2021 Workplan Proposal and Opening Plan (P11-16)
- B. FY 2020 and FY 2021 SCPL Budgets (P17-22)

8. ADJOURNMENT

Adjourned to the next regular meeting of the Library Advisory Commission to be held on Monday, July 20, 2020 At 6:30 PM via Zoom teleconference.

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.

April 2020

Library Director's Report to the LFFA

Aptos

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. Several architect/construction teams applied and three were selected for interviews. Each team is being interviewed three times by the Aptos Design Team (consisting of County Staff, Library Staff and Friends of the Library). The Board of Supervisors will approve a vendor this summer. A community design process is scheduled for autumn 2020. Construction will begin in Fall 2021 and the branch should open at the end of 2022.

Boulder Creek

The branch closed to the public on February 21. Project bids exceeded available funding. The project will be rebid this summer and construction should begin in the autumn. The Boulder Creek branch should open in the spring of 2021.

Branciforte

Construction documents are being prepared. Permits will be submitted this summer. Bidding should take place this fall and construction will begin in early 2021. The remodeled library should open in early 2022.

Capitola

Despite the shelter-in-place order, work has been able to continue on the project. The contractor is continuing to make some progress and is following physical distancing and other safe practices protocols. Grand Opening is expected in autumn of 2020.

Downtown

Group 4 has is in the process of completing 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 May of 2020.

Felton

The library and county staff continue to work on the punch list for the building. The acoustical panels have arrived and been installed. The access control inspection will occur next week.

Garfield

Construction documents are being prepared. Permits will be submitted this summer. Bidding should take place this fall and construction will begin in early 2021. The remodeled library should open in autumn 2021.

La Selva Beach

This project has been deemed essential under the Shelter in Place order and construction on the branch is ongoing. The contractor has had some difficulty getting subcontractors to work during this crisis. The project will move more slowly than planned. The Friends of the Library, having been greatly successful in their fundraising, has used this opportunity to commission a change order to replace a stationary glass wall with a *nanawall*. The Grand Opening is expected in early 2021.

Live Oak

Construction documents and permitting are being completed. Construction will begin in the fall of 2020 after Capitola opens. The branch will remain open with a few interruptions. The remodel should be complete in the spring of 2021.

Live Oak Annex

Design drawings are nearing completion. Construction documents and permitting will occupy most of autumn and winter. Construction is expected to begin in the summer 2021. The project should be complete by summer of 2022.

Scotts Valley

The City issued small contracts for roof patching/repair and window caulking to help winterize the Library until the major capital work can occur this year. City staff created and ranked a master list of potential projects. A lease with the theater group has been negotiated for the adjacent space.

April 2020

Library Director's Report to the JPA

While our society has been radically altered by the health crisis caused by Covid-19, the Santa Cruz Public Libraries remains true to its mission to *connect, inspire and inform*. The Library is rapidly evolving its services to meet our community's current needs. During a time of isolation, our mission to help the community remain connected has never been more critical.

Prior to closures of the schools and the libraries, and as news of the coronavirus was still just beginning to come out of China, the Santa Cruz Public Libraries reviewed the ALA's fact sheets on Library planning for pandemics. Before the coronavirus reached the US, the Library drafted a plan to prepare for the potential implications of a pandemic to its services. And while the Library's public facilities closed on March 14th, the Library never ceased delivering services to the community. Staff are now in the process of expanding new innovative services.

In accordance with state and local Shelter-in-Place orders and in alignment with best practices suggested by the California Library Association and the American Library Association, the Santa Cruz Public Libraries (SCPL) have temporarily closed our public facilities at least through May 4th. With the threat that COVID-19 presents to our community we strongly believe that this is the responsible action.

Library facilities are by design unable to support physical distancing to the degree recommended by the Centers for Disease Control and Prevention and other health authorities. Keeping library buildings open at this time has the potential to harm communities more than help. We underscore the importance and need to come together in this crisis and commit to ensuring our libraries, which provide so many important services to our communities, do not serve as vectors for a fast-moving pandemic.

We are studying the evidence regarding the length of time that the virus remains active on library materials as well as reviewing staffing models that could potentially accommodate the social distancing guideline. We will begin phasing in those changes after the Shelter-in-Place order is lifted.

Collections and Circulation

- Created a period of zero overdue fines during the Shelter-in-Place order. Lost and damage fees still apply.

- Developed easy access to virtual library cards available online.
- Promoting SCPL's Virtual Library with access to thousands of eBooks, eAudiobooks, eMagazines, News, Movies, and Music 24/7 from home with a library card and PIN/password.
- Worked with vendors to change licensing agreements to allow access to databases outside of the Library's walls. Students now have complete access to a rich suite of resources to assist with their studies (including virtual tutors) and adults have access to online services including job training and resume building.
- Redirected remaining materials budget toward online resources.
- Collaborated with the amazing SCPL Friends of the Libraries to raise an additional \$15,000 for digital resources.
- Curating regional and national digital programs and resources and are promoting locally.

Reference and Information Services

- Recreated the Library's website to focus on virtual library services and programs.
- Curating local COVID-19 resources for patron use
- Continue to provide reference and information services. To access these services, call (831)427-7713, text (831)264-0647 or email elibrary@santacruzpl.org.
- Provided staff for 211 response team.
- Providing free, Wi-Fi access outside our buildings for public use.
- Providing internet accessible laptops to shelters.

Children and Adult Programming

- Contracted with the Parents Place to provide four successful virtual forums for parents to meet with family therapists and explore tools for managing their children, work and the stress of the crisis and are repeating this program in May.
- *Offering Shelter in Faith*, a four-part panel discussion series with religious leaders representing diverse faiths and perspectives starts May 4.
- Providing *Brainfuse*, an online service that provides live, qualified tutors for elementary, middle school, high school and adult education students in English and Spanish.
- Developed a Digital Concierge program to assist school teachers with finding appropriate digital resources for their online classrooms.
- Offering the opportunity to earn an accredited high school diploma and credentialed career certificate with Career Online High School, a program that's part of the world's first accredited, private online school district.
- Deployed temporary physical collections at the jails to replace weekly visits.

- Hosting a virtual reading program called *Spring into Reading* where participants track how many minutes a day they read and complete some fun activities to be entered into a raffle.
- Transferring regular programming to digital such as moving the *Conversations for Change* Program to an online Zoom meeting platform.
- Providing online storytimes, Spanish storytimes and craft programs for adult and children.
- Hosting the *Celebracin del Da del Nio* Children's Day Celebration on April 27 via Facebook Live, featuring the Latin Grammy-winning duo 123 Andres.
- Hosting a Virtual Book Club with Supervisor Ryan Coonerty on May 17. (Join a great conversation around governance with your County Supervisor. *Extreme Economies* explores how places that have been battered by powerful forces have succeeded or failed. It's a story that has much to teach us about our own communities.)
- Offering virtual Trivia on Tap keeps minds sharp every Thursday evening at 6pm.

Facilities

- Continuing the construction of the La Selva branch library but experiencing delays as subcontractors vary in their interpretation of the Shelter in Place.
- Resolved powerline issues at Capitola and continue construction but will open later due to delays.
- Developing the construction documents and completing the permitting process for the Garfield Park and Branciforte branch libraries.
- Appointed a design team, issued an RFI and narrowed selections to three architect /construction company design/build teams for the Aptos branch projects. The design team is holding three all day meetings to select the final vendor by May.
- Decided to rebid the Boulder Creek branch project later this spring after the initial bids greatly exceeded available funds.
- Developing an apples-to-apples comparison of a library design within a mixed-use facility for the Library Subcommittee of the Santa Cruz City Council. The report should be available in May.

Personnel/Budget

- Attempting to assign benefitted staff work from home or disaster worker status for potential assignments outside the Library.
- Developed digital training program for staff including required training such as Sexual Harassment training, PCI compliance and workforce safety classes
- Ended sixty-two temporary staff members (Aides and On-Call) assignments and pay on April 10. There will be no assignments for these staff members after that date until the Covid-19 crisis resolves.

- Developed revenue forecasts, budget principles and opportunities for reductions for the Joint Powers Board.
- Modifying the Libraries' proposed FY2021 workplan and creating a strategy for expanding services and reopening the facilities.
- Planning to hold the JPA meetings on May 7 and June 4. The Board is likely to pass a partial budget for FY2021 until economic conditions stabilize.
- Cancelled the Library Advisory Commission's April meeting but will hold the May 18th meeting.
- Receiving incredible energy, innovative thinking and commitment to public service from the Library staff.

I will try and complete more consistent updates for our key stakeholders. Thank you for your continued support for the Santa Cruz Public Libraries.



**LIBRARY ADVISORY COMMISSION
REGULAR MEETING MINUTES**

MONDAY, FEBRUARY 24, 2020

6:30 PM

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

1. CALL TO ORDER/ROLL CALL

PRESENT: Martha Dexter, Nancy Gerdt, Cindy Jackson, Jim Landreth, and Bob White
ABSENT: Lindsay Bass, and Deb Tracy-Proulx
STAFF:

2. ADOPTION OF THE AGENDA

RESULT:	APPROVED THE AGENDA
MOVER:	Martha Dexter
SECONDER:	Cindy Jackson
AYES:	Dexter, Gerdt, Jackson, Landreth, White
ABSENT:	Bass, Tracy-Proulx

3. ORAL COMMUNICATIONS

None

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

RESULT:	APPROVED CONSENT CALENDAR
A. Approved Minutes of January 27, 2020	
MOVER:	Martha Dexter
SECONDER:	Nancy Gerdt
AYES:	Dexter, Gerdt, Jackson, Landreth, White
ABSENT:	Bass, Tracy-Proulx

7. GENERAL BUSINESS

A. Agenda Priorities Exercise

Susan went over some of the duties the JPA is asking of the LAC. Such as reviewing policies and creating a 2-year work plan.

B. Dashboard Debrief: 2nd Quarter Reports

The Commission reviewed and discussed the Staff Report.

C. Library Budget Assumptions FY 20/21

The Commission reviewed and discussed the Staff Report. Collections Manager, Sarah Harbison, gave a brief presentation on eliminating library fines.

D. Tour of Felton Library

8. ADJOURNMENT

Final adjournment of the Library Advisory Commission at 7:30 PM to the next regular meeting 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.

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

STAFF REPORT

DATE: May 18, 2020
TO: Library Advisory Commission
FROM: Susan M. Nemitz, Library Director
RE: FY 2020 Workplan

RECOMMENDATION

Review Library Workplan for FY 2021

BACKGROUND

The Library is rapidly pivoting from its traditional means of providing services (largely in-person interactions within large public spaces to support the loaning of physical materials and public programming) to services provided by phone, email, text and web-based activities. It is also developing systems and protocols to flexibly support its traditional services, when it is safe to do so. The Library's Virtual Library has always been an important asset, but now that e-book usage is over 80% since the Library suspended its physical spaces and the Library connects the entire County through live, Zoom programming, its plans are quickly evolving and the Virtual Library continues to take on a more important role.

DISCUSSION

The Library's FY 2021 draft workplan had been created prior to the health crisis (attached here), and looks remarkably like the activities now supported by the new virtual world and activities that the Library has been forced into by the health crisis. The Library seeks to support its original plan through its virtual platforms and amend its original draft plan in two critical ways.

Attached is a new plan that prioritizes providing more robust services safely, but gradually over time in three phases. Additionally, because of both the uncertainty around public health policy, the uncertain economic future and the extra workload that the restructuring of the organization has generated, it is not considered wise at this time to pursue a new Strategic Plan. The Library seeks to delay that effort by one year.

The three phased flexible re-opening plan is considered the most fundamental aspect of the new workplan and it envisions a flexible future over the next two years or until the public can more safely interact without physical distancing. It's flexible, because while the plan attempts to present a service model that evolves through three phases and increased services, and may appear linear, our current understanding of the health crisis suggests that any plan must adapt to the dynamic nature of this crisis. The Library will be able to offer a more robust series of services, but the Library also needs to be prepared to retreat at other times to earlier phases in this plan.

Highlighted in yellow to the workplan are the two changes that have been made in our planning since the workplan was originally drafted and the health crisis occurred.

FY 2021 Workplan

1. Reopening and Continued Restructuring of the Library's Internal Operations

- a. Phase One, No Physical Interaction with Patrons
- b. Phase Two, Limited Public Space
- c. Phase Three, Return to Normalcy with New Protections

2. Learning

- a. Community Based Programming
- b. Life Literacy/Workforce
- c. K-12 student support

3. Digital Inclusion

- a. Tech Literacy
- b. Virtual Programming

4. Transformative Spaces

- a. Open Capitola, LSB, BC
- b. Close GP, B40, Aptos
- c. Decide Downtown
- d. Complete LO

5. User Experiences

- a. Equity/Bilingual
- b. Internet

6. Organizational Capacity

- a. Strategic Plan/Technology Plan (While this had been planned for prior to Covid-19, we believe with the level of uncertainty and the new workload to support the phased in reopening, that it would be prudent to delay this process for a year.)
- b. Emergency Management
- c. Strategic Stewardship

Opening Plan

Current Activities

- Buildings closed - work from home by nearly all regular staff
- Exception to staff being home includes: fiscal services, weekly mail handling, building facilities staff, some senior management and security
- Redeveloped website that continues to evolve.
- No book drops
- Provide phone, chat, email reference
- Provide expanded access to digital resources
- Provide new and innovative live, Zoom programming
- Curate online programs
- Provide support to the 211 service
- Provide collections for jails
- No temporary, on call staff working
- Fundraising and rearranging budget digital content
- New Mobile app
- Infrastructure improvements
- Training staff for digital assistance/program conversion
- Ongoing purchases for print materials and maintenance of e-resources

Phase One, No Physical Interaction with Patrons: Stage One (May, 2020)

- Buildings closed to the public
- All staff in buildings wear masks and maintain distancing
- Some public service staff in building according to set schedule for appropriate social distancing
- Develop curbside book delivery with limited days/hours/locations (Branches to include: Downtown, Scotts Valley, Aptos)
- Staff (working mainly from home) call patrons to see if they still want the items they had on hold and they take the opportunity to talk to the customers about some of the new services that are being offered at the Library and ask what they may need at this time from the Library.
- There is no physical interaction between patrons and staff. Books are delivered directly into the trunks of cars or for those who don't have cars, books are picked up by patrons on tables under tents outside.
- Restart interbranch delivery
- Returns may be introduced at this time in a tightly controlled way that would likely include renting PODS to safely quarantine materials before they are returned into the buildings and checked-in for loaning to new customers.
- Admin begin work in the building according to set schedule for distancing
- If onsite employee is found to have Covid 19, the buildings are closed and other staff quarantined for 14 days

- All vulnerable employees continue to Shelter in Place

Phase One: Stage Two

- Expand curbside to more library locations.
- Begin taking returns and providing book requests again.
- Consider mailing to individuals with physical limitations
- All staff in buildings continue to wear masks and maintain distancing
- Some public service staff in building according to set schedule for appropriate social distancing
- Open all book returns, unload daily, use PODS to quarantine and meeting rooms to allow books to sit for 5 days
- All activities currently begun continue to evolve, including new, interactive online programming.
- Complete facility changes for Phase 2, plan for future changes, including plexi glass sneeze guards for service points and computer stations

Phase Two, Limited Public Space: Stage One

- Some library buildings open up to the public on a limited schedule and in a limited way
- All staff in buildings maintain distancing, gloves and masks
- Implement physical changes, including plexiglass at service points
- Some public service staff in building according to set schedule for appropriate social distancing
- Limit number of patrons in building at one time in order to browse collection and check out laptops
- All patrons adhere to physical distancing (no in-person reference or help with customer accounts, instead, customers are directed to phone services or online support)
- No seating
- Robust interbranch delivery
- Bookmobile drop-off packages to patrons
- Admin work in the building according to set schedule for distancing
- If onsite employee is found to have Covid 19, buildings are closed and other staff quarantined for 14 days
- All vulnerable individuals continue to Shelter in Place

Phase Two: Stage Two

- All library branches reopen with limited service (using the same parameters from Phase Two: Stage One)
- All activities/parameters from Stage One are carried forth to all branches, except, patrons can begin to sit inside the building with physical distancing
- Friends book sales allowed – with restrictions between customers and Friends staff/volunteers

Phase Three, Return to Normalcy with New Protections:

- The Library returns to some public programming and in person assistance with reference support and customer account support (with plastic guards).
- Some vulnerable staff continue to work from home
- Seating, with spacing, is provided

Report Prepared by: Eric Howard
Assistant Director

Reviewed and Forwarded by: Susan Nemitz, Library Director

STAFF REPORT

DATE: May 18, 2020

TO: Library Advisory Commission

FROM: Susan M. Nemitz, Library Director

RE: FY 2020 and FY 2021 SCPL Budgets

RECOMMENDATION

1. Consider the FY 2020 and FY 2021 budget update;
2. Authorize and ratify FY 2020 budget saving measures and strategic use of fund balances;
3. Approve budget principles, assumptions and timeline;
4. Direct staff to develop a FY 2021 budget with \$3.8 million in spending reductions and strategic use of the reserve;
5. Direct staff to closely monitor the impacts associated with COVID-19 Shelter in Place Order on the Santa Cruz Public Libraries and budget.

BACKGROUND

In ordinary times, the Library Joint Powers Board adopts an annual operating budget for the Santa Cruz Public Libraries that supports a detailed work plan consistent with the system's strategic plan and goals for the library system. In March, Cheryl Fyfe, the City of Santa Cruz's Acting Finance Director presented a revenue forecast for the Santa Cruz Public Libraries. The forecast showed that modest deficits in FY 2021 and FY 2022 that would be manageable by strategic use of fund balance until increased projected revenue from the Maintenance of Efforts funds became available in FY2022. The system had planned to maximize public services hours by redistributing staff across open facilities while branches temporarily closed for remodel or are replaced with funds from Measure S. The Libraries currently (as of December) have a \$2.9M budgeted reserve and \$1.8M in unrestricted fund balance.

DISCUSSION

Unfortunately, we are not living in ordinary times. Because of the pandemic's impact upon the Libraries' services and funding, the framework for considering next year's budget has been abandoned and a new framework is in the process of being developed.

The COVID-19 Shelter in Place Mandate is having a major impact on the region's consumer spending. Expectations of sharp declines in major revenues such as Sales Tax, Transient Occupancy Tax, and Admission Tax, no matter how temporary, will place the Library in an immediate fiscal crisis. SCPL estimates ending FY 2020 with a General Fund deficit of \$1.2M million, followed by approximately \$3.8 million in General Fund deficit in FY 2021. The revised General Fund projections incorporate sales tax revenue declines of 3.8% for FY 2020 and declines of 18.8% for FY 2021. Sales tax represents 53% of the Libraries' total revenue.

Projected revenue declines assume an easing or end of COVID-19 SIP Mandates within the first quarter of FY 2021. Since projected General Fund revenue losses relate to the length of the COVID-19 SIP Mandates, extending the return to normalcy will increase projected revenue losses proportionally. All forecasts are presented with a reasonable degree of uncertainty, but cities and counties have never been faced with an uncertainty to this degree. That information is constantly changing, including the length of the COVID-19 SIP Mandates and the availability of stimulus support from the State and/or Federal governments.

In order to address the \$1.2M deficit for the remainder of FY2020, the Library is:

- Instituting a hiring freeze,
- No longer using the services of 62 on call or temporary staff pool as of April 10, 2020,
- Reducing or deferring spending where feasible (e.g. cleaning and security contractors),
- Utilizing \$1M of the unrestricted fund balance.

To address the projected FY 2021 General Fund deficit, it is recommended that the Joint Powers Board direct staff to develop a FY 2021 Budget with \$3.8M in reductions and or strategic use of the Libraries' one-time reserves.

The budget principals serve as a guide to our budget development and focuses on the Library's overall priorities for the upcoming year. These principals communicate a plan to both the Board and the community at large.

- Preserving excellent public service is necessary for the long-term health of SCPL.
- SCPL will maintain ten library sites.
- SCPL will utilize these one-time funds to leverage or bridge activities not as a permanent solution.
- SCPL will examine its comparative advantage in offering services to avoid duplication.
- SCPL will work openly with staff, the Friends of the Library and key stakeholders to determine priorities.

Staff is considering some or all of the following proposals for FY 2021, assuming a return to normal in the next few years:

- Continue hiring freeze (Target \$400,000)
- No longer use the services of the on call or temporary staff pool (Target \$800,000)
- Reduce personnel expenditures (Target \$800,000)
- Reduce hours of public services available at library branches and/or choose less expensive schedules (4-hour blocks, close two consecutive days a week, longer holiday closures, allow solo staffing, allow intermittent closing due to a lack of staffing) (Need to accomplish to achieve the above)
- Time opening and closures of branches under construction to maximize use of staff (Need to accomplish to achieve the above)
- Reduce materials budget (\$150,000)
- Reduced nonpersonnel budget (\$150,000)
- Strategically use reserves (\$1.5 million)

Given the uncertain nature of the current environment it is impossible for staff to put together, and for the Joint Powers Board to adopt, a budget for FY 2021 that adequately estimates revenues and expenditures. Accordingly, it is recommended that the JPB adopt a working budget that will likely have to be amended as the situation unfolds and more data is obtained.

The Library will continue to study major structural changes in the event this crisis worsens.

Title	FY 2019/2020 Ado Budget	FY 2019/2020 Adj Budget	FY 2019/2020 Year End Est	FY 2020/2021 Dept Request	FY 20/21 Proposal: Suspend Temp Works and Reduce Salaries by 10%
					\$ 5,000
Sales and use tax	\$ 8,311,763	\$ 8,262,750	\$ 7,948,766	\$ 6,915,645	\$ 6,915,645
Federal grants - other	\$ -	\$ 1,000	\$ 1,000	\$ -	\$ -
State operating grants and	\$ -	\$ -	\$ 14,301	\$ -	\$ -
Local operating grants and	\$ -	\$ -	\$ 2,000	\$ -	\$ -
Maintenance of effort contri	\$ 5,725,273	\$ 5,725,273	\$ 5,725,273	\$ 5,795,273	\$ 5,795,273
Room rentals-library JPA	\$ 4,640	\$ 4,640	\$ 4,640	\$ 4,640	\$ 4,640
Library fines	\$ 140,500	\$ 140,500	\$ 100,000	\$ 140,500	\$ 140,500
Pooled cash and investmen	\$ 91,910	\$ 91,910	\$ 57,359	\$ 92,840	\$ 92,840
Interest earnings - other	\$ 17,433	\$ 17,433	\$ 24,846	\$ 17,610	\$ 17,610
Donations - library	\$ 13,100	\$ 13,100	\$ 13,100	\$ 13,100	\$ 13,100
Donations - library - Friends	\$ 19,423	\$ 19,423	\$ 116,893	\$ 27,923	\$ 27,923
Miscellaneous operating rev	\$ 8,500	\$ 8,500	\$ 143,295	\$ 8,500	\$ 8,500
Cash over/short	\$ -	\$ -	\$ 20	\$ -	\$ -
Miscellaneous non-operatin	\$ -	\$ -	\$ (146)	\$ -	\$ -
From Library Private Trust F	\$ 22,190	\$ 22,190	\$ 22,190	\$ 22,190	\$ 22,190
Revenue Subtotal	\$ 14,354,732	\$ 14,306,719	\$ 14,173,537	\$ 13,038,221	\$ 13,038,221

Title	FY 2019/2020 Ado Budget	FY 2019/2020 Adj Budget	FY 2019/2020 Year End Est	FY 2020/2021 Dept Request	FY 20/21 Proposal: Suspend Temp Works and Reduce Salaries by 10%
Regular full time	\$ 5,771,198	\$ 5,771,198	\$ 5,378,126	\$ 6,108,177	\$ 5,367,359
Regular part time	\$ 935,597	\$ 935,597	\$ 804,575	\$ 1,103,454	\$ 491,109
Overtime	\$ -	\$ -	\$ -	\$ 5,000	\$ 5,000
Termination pay	\$ -	\$ -	\$ 38,716	\$ -	\$ -
Temporary	\$ 826,000	\$ 826,000	\$ 640,000	\$ 826,000	
Other pay	\$ 947	\$ 947	\$ 3,038	\$ -	\$ -
Special vacation pay	\$ 15,399	\$ 15,399	\$ 36,498	\$ -	\$ -
Special sick leave pay	\$ 3,592	\$ 3,592	\$ -	\$ -	\$ -
Vehicle-phone-data allowan	\$ 3,384	\$ 3,384	\$ 3,195	\$ 2,964	\$ 2,964
Retirement contribution	\$ 441,806	\$ 441,806	\$ 379,667	\$ 464,237	\$ 464,237
F.I.C.A.	\$ -	\$ -	\$ 36,966	\$ 37,000	\$ -
PERS unfunded liability	\$ 1,036,465	\$ 1,036,465	\$ 932,489	\$ 1,144,559	\$ 1,144,559
PERS prepay adjustment	\$ -	\$ -	\$ -	\$ -	\$ -
PERS Unfunded payment	\$ 336,636	\$ -	\$ -	\$ -	\$ -
Group health insurance	\$ 1,401,982	\$ 1,401,982	\$ 1,216,646	\$ 1,652,612	\$ 1,652,612
Group dental insurance	\$ 96,279	\$ 96,279	\$ 88,799	\$ 108,160	\$ 108,160
Vision insurance	\$ 16,403	\$ 16,403	\$ 14,747	\$ 17,376	\$ 17,376
Medicare insurance	\$ 90,888	\$ 90,888	\$ 98,315	\$ 101,338	\$ 101,338
Employee assistance progr	\$ 4,237	\$ 4,237	\$ 3,601	\$ 4,069	\$ 4,069
Group life insurance	\$ 1,889	\$ 1,889	\$ 1,663	\$ 1,837	\$ 1,837
Disability insurance	\$ 75,924	\$ 75,924	\$ 37,405	\$ 78,644	\$ 78,644
SDI	\$ -	\$ -	\$ 2,102	\$ 30,739	\$ 30,739
Unemployment insurance	\$ 50,186	\$ 50,186	\$ 54,269	\$ 57,636	\$ 57,636
Workers' compensation	\$ 256,390	\$ 256,390	\$ 267,493	\$ 274,044	\$ 274,044
Temp employee benefits - b	\$ 115,640	\$ 115,640	\$ -	\$ -	\$ -
Intrafund labor - credit	\$ -	\$ -	\$ -	\$ -	\$ -

Title	FY 2019/2020 Ado Budget	FY 2019/2020 Adj Budget	FY 2019/2020 Year End Est	FY 2020/2021 Dept Request	FY 20/21 Proposal: Suspend Temp Works and Reduce Salaries by 10%
Financial services - outside	\$ 462,438	\$ 486,438	\$ 486,438	\$ 462,438	\$ 462,438
Security patrols - City Hall	\$ -	\$ -	\$ -	\$ -	\$ -
Merchant bank fees	\$ 2,500	\$ 2,500	\$ 1,142	\$ 1,200	\$ 1,200
Courier services	\$ 2,000	\$ 2,119	\$ 1,921	\$ 2,410	\$ 2,410
Other professional & technical	\$ 113,000	\$ 113,229	\$ 113,229	\$ 162,300	\$ 162,300
Water, sewer and refuse	\$ 74,910	\$ 74,910	\$ 78,250	\$ 74,460	\$ 74,460
Hazardous materials disposal	\$ 1,000	\$ 1,000	\$ 1,000	\$ 500	\$ 500
Janitorial services	\$ 325,026	\$ 325,026	\$ 315,276	\$ 335,625	\$ 335,625
Equip annual inventory charges	\$ 4,690	\$ 4,690	\$ 4,690	\$ 4,690	\$ 4,690
Vehicle work order charges	\$ 22,000	\$ 22,000	\$ 5,750	\$ 22,000	\$ 22,000
Vehicle fuel island charges	\$ 16,485	\$ 16,485	\$ 10,510	\$ 16,485	\$ 16,485
Office equipment operation/maintenance	\$ 3,600	\$ 3,600	\$ 3,550	\$ 7,700	\$ 7,700
Vehicle maintenance costs	\$ 6,500	\$ 6,500	\$ 2,500	\$ 6,500	\$ 6,500
Other equipment operation/maintenance	\$ 8,050	\$ 8,050	\$ 10,525	\$ 12,650	\$ 12,650
Building and facility operation & maintenance	\$ 343,303	\$ 293,303	\$ 301,707	\$ 286,412	\$ 286,412
Landscaping maintenance services	\$ 45,450	\$ 45,450	\$ 45,450	\$ 43,800	\$ 43,800
Software maintenance services	\$ 422,181	\$ 389,181	\$ 389,181	\$ 472,329	\$ 472,329
Hardware maintenance services	\$ 32,000	\$ 32,000	\$ 32,000	\$ 43,000	\$ 43,000
Equipment, building and land	\$ 237,163	\$ 251,251	\$ 251,251	\$ 240,452	\$ 240,452
Equipment lease-outside	\$ -	\$ 12,000	\$ 16,000	\$ 18,000	\$ 18,000
Travel and meetings	\$ 15,925	\$ 11,925	\$ 2,186	\$ 11,200	\$ 11,200
Training	\$ 79,300	\$ 79,300	\$ 79,300	\$ 82,300	\$ 82,300
Telecommunications services	\$ 176,385	\$ 176,385	\$ 176,385	\$ 221,385	\$ 221,385
Liability insurance/surety bonds	\$ 37,442	\$ 37,442	\$ 37,442	\$ 37,442	\$ 37,442
Liability insurance/surety bonds	\$ 48,000	\$ 68,000	\$ 68,000	\$ 68,000	\$ 68,000
Advertising	\$ 19,130	\$ 19,130	\$ 19,130	\$ 31,570	\$ 31,570
Dues and memberships	\$ 35,162	\$ 35,162	\$ 35,162	\$ 37,453	\$ 37,453
Printing and binding-outside	\$ 24,600	\$ 24,600	\$ 24,600	\$ 32,600	\$ 32,600
Postage charges	\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,000
Office supplies	\$ 23,550	\$ 23,550	\$ 22,300	\$ 23,250	\$ 23,250
Books and periodicals	\$ 1,324,459	\$ 1,616,603	\$ 1,616,603	\$ 1,202,188	\$ 1,074,096
Books and periodicals-grants	\$ 2,650	\$ 2,697	\$ 2,696	\$ 21,923	\$ 21,923
Safety clothing and equipment	\$ 12,560	\$ 12,560	\$ 15,050	\$ 13,910	\$ 13,910
Copier supplies	\$ 6,075	\$ 6,075	\$ 5,550	\$ 6,005	\$ 6,005
Library functional supplies	\$ 141,500	\$ 141,500	\$ 141,500	\$ 171,500	\$ 171,500
Janitorial supplies	\$ 25,250	\$ 25,250	\$ 26,200	\$ 24,750	\$ 24,750
Electricity	\$ 190,275	\$ 190,275	\$ 193,775	\$ 195,525	\$ 195,525
Natural gas	\$ 29,450	\$ 29,450	\$ 36,000	\$ 27,550	\$ 27,550
Miscellaneous supplies and	\$ 186,523	\$ 186,523	\$ 192,087	\$ 188,423	\$ 188,423
Loans and grants	\$ -	\$ -	\$ -	\$ -	\$ -
Refunded fees and fines	\$ 2,000	\$ 2,000	\$ 1,908	\$ 2,000	\$ 2,000
Office furniture/equipment	\$ 18,000	\$ 18,000	\$ 18,000	\$ 18,000	\$ 18,000
Vehicle equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Computer equipment	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000
Other capital outlay	\$ 50,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
Expenditure Subtotal	\$ 16,225,374	\$ 16,214,364	\$ 15,091,554	\$ 16,916,771	\$ 14,572,517
	\$ (1,870,642)	\$ (1,907,645)	\$ (918,018)	\$ (3,878,550)	\$ (1,534,296)