

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, APRIL 19, 2021 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 Viewing:

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.

Public Participation:

For those wishing to participate via Zoom you can join from a PC, Mac, iPad, iPhone or Android device by entering or clicking on the following URL: <https://zoom.us/j/98969525756>

For those wishing to participate via Zoom using a telephone only, please call:

1 833 548 0276 (Toll Free) or 1 833 548 0282 (Toll Free)

1 877 853 5247 (Toll Free) or 1 888 788 0099 (Toll Free)

Slowly enter the Webinar ID of 989 6952 5756

The meetings will be recorded and posted for viewing after the meetings on the Santa Cruz Public Libraries website <http://www.santacruzpl.org/>

There are four ways to comment during meetings. All comments must be received prior to the close of public comment on that agenda item:

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

Members of the public may provide public comment by sending comments via email to the Library Board Clerk at clerk@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 clerk@santacruzpl.org outside of the comment period outlined above will not be included in the record.

2. How to comment on agenda items during the meeting and prior to the close of public comment on an item, via the Zoom Q&A feature:

- Type your comment using the Q&A feature found on the Zoom teleconference control bar.
- Identify the agenda item first, then type your comment
- Your comment will be read aloud

3. How to comment aloud on agenda items, during the meeting and prior to the close of public comment on an item, via the Zoom “raise hand” feature:

If you are accessing the meeting using the Zoom app and computer audio:

- Use the “raise hand” icon found on the Zoom teleconference control bar
- The moderator will announce your name or the last 3 digits of your phone number
- Unmute yourself using the microphone icon
- Identify the agenda item
- Introduce yourself using your first and last name.
- You will have three minutes of speaking time.

If you are accessing the Zoom teleconference using telephone audio:

- Press *9 to raise your hand during the comment period for that agenda item.
- The moderator will announce your name or the last 3 digits of your phone number when it is your turn.
- Unmute yourself using *6 – to toggle the mute/unmute.
- Identify the agenda item
- Introduce yourself using your first and last name.
- You will have three minutes of speaking time.

4. How to comment on agenda items, during the meeting and prior to the close of public comment on an item via telephone only, via the Libraries’ telephone information service:

- 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, APRIL 19, 2021

6:30 PM

1. CALL TO ORDER/ROLL CALL

Commissioners Lindsay Bass, Bruce Cotter, Rena Dubin, Jim Landreth, Mary Ripma, Mike Termini, 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. April Library Director's Report (P3-7)

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 22, 2021

RECOMMENDED ACTION: Approve Minutes (P8-10)

- B. Written Communications to the Commission
RECOMMENDED ACTION: Accept Communications (P11-14)

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. Plan to Reopen
RECOMMENDED ACTION: Review and endorse the Plan for a Phased Reopening (P15-17)
- B. Library Budget Update
RECOMMENDED ACTION: Review and advise Director on appropriate strategy for the Library's budget recommendations. Endorse the elimination of overdue fees (P18-26)
- C. Library Hours
RECOMMENDED ACTION: Review and endorse the libraries approach to service hours in FY2022 (P27-29)
- D. Santa Cruz Public Libraries Statement Against Anti-Asian Violence
RECOMMENDED ACTION: Endorse public statement condemning anti-Asian violence (P30-32)
- E. Select Vice Chair
RECOMMENDED ACTION: Nominate and elect a Vice Chair (P33)
- F. Discuss Meeting Schedule

8. SCHEDULED UPCOMING MEETINGS

May 17, 2021	Virtual Meeting	Anticipated Upcoming Agenda Items:
6:30pm		<ul style="list-style-type: none">• Library Budget Update• Library Hours• Strategic Planning

9. ADJOURNMENT

Adjourned to the next regular meeting of the Library Advisory Commission to be held on Monday, May 17, 2021 At 6:30 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 Library Director Report

New Hires:

Temp to Regular: Paul Williams, LA II at SV
Temp to Regular: Alejandra Ruiz, LA II at LIV

Retirements:

Donna Barber, LA II at APT
Melinda Pasquinucci, LA II at FEL

April 4-10 was National Library Week. Volunteers from the Library Advisory Commission brought cookies to each of the branches to thank them for their service. Patrons were encouraged to write in and share their photos.

My father was a young teenage Spanish immigrant in New York in the 1930s. When he wasn't working odd jobs, taking care of his younger brother and single mother or going to public school, he was at the public library. It was safe and he could concentrate and learn about almost anything. In the 1950s, he required my brother and me to spend at least two hours a week at the public library. During the summer we would check out books and he would quiz us on the contents to make sure we read them. When my daughter was born in 1995, we were always going to the library (Live Oak, Capitola, and Aptos branches). She has grown up with a passion for reading and writing. Now, as an old guy, one of my favorite things to do is stop off at the Aptos library and read newspapers and magazines and occasionally check out books.

We all extend our deepest gratitude for the ability to make use of the public library system over almost 100 years collectively. Our lives have been immeasurably enriched by the experience.

Thank you again. William Juncosa





SCPL began to offer Book Bundles, a pilot program that launched on 3/22 and is designed to support emerging and young readers. Book Bundles contain several books curated by SCPL librarians and prepared for Grab and Go collection by Downtown branch staff.

All staff were encouraged to attend a training on "Compassionate Patron Engagement: The Pandemic, Homelessness, and Mental Health" on Thursday, April 8 offered by the Pacific Library Partnership.

Every year on April 22, Earth Day marks the anniversary of the birth of the modern environmental movement in 1970. This year, SCPL announces a pilot project designed to place Earth Day Kits into the hands of patrons. Volunteers are creating 400 Grab and Go kits for delivery to branches by April 14. Each kit will include native wildflower seeds and potting mix. Patrons are encouraged to use recycled containers as pots.

Making recent news headlines was the decision by Dr. Seuss Enterprises, the company that manages the authors estate, to cease publication of six of Dr. Seuss titles. In a statement, the business said that the books portray people in ways that are hurtful and wrong. SCPL has five of the six titles in the collection. Most, as of mid-March, have seen holds lists. Library staff held a discussion of the issue on April 12.

- SCPL has not weeded these titles because the Dr. Seuss titles have been continuously popular for decades, and rank high in popularity.
- These titles will be removed from the collection when their condition becomes poor.
- We acknowledge that many books include stereotypes, but we will not censor or pull them from use. We will be intentional in how we use books in story times and book displays.
- The Library's collection is a living, changing entity and collection maintenance helps to keep the collections current, attractive, responsive, diverse, and useful to the needs of the community.

The Santa Cruz Public Libraries has been selected to be one of ten libraries in the State to participate in the California Libraries Cultivating Race, Equity and Inclusion Initiative (CREI). CREI is a cohort-based collaborative experience. Participating libraries build

action plans to grow equity in library service delivery and the communities we serve. The goal of CREI is to catalyze a statewide network of libraries and library staff committed to racial equity and inclusion for all. Jesse Silva and Susan Nilsson will serve as SCPL's representatives.

Bruce Cotter has accepted the position of Executive Director with the Friends of the Santa Cruz Public Libraries. Bruce has extensive non-profit experience, has experience with the Santa Cruz Public Libraries from his time on the Library Advisory Commission and experience with the Friends from his time on the Board. He will be leading the Friends as they continue with the Capital Campaign for Aptos, Branciforte and Garfield Park Branches. The LAC will be seeking a new member.

Congratulations to Jesse Silva and Susan Nilsson on their acceptance into the California Libraries Cultivating Race, Equity and Inclusion Initiative (CREI) to represent SCPL!

CREI is a cohort-based collaborative experience. Participating libraries build action plans to grow equity in library service delivery and the communities we serve. The goal of CREI is to catalyze a statewide network of libraries and library staff committed to racial equity and inclusion for all.

The Library was awarded \$5,000 to explore new ways of engaging immigrant communities from California Humanities.

FACILITIES REPORTS

Aptos

The Design Committee finished their work. Construction documents are being completed and permitting has begun. The Core Team is meeting monthly to select interior finishes and furniture. The Branch will close in June in coordination with the opening of the Capitola Branch. Construction will begin in Summer 2021 and the branch should open at the end of 2022.

Boulder Creek

Construction is well underway. Boulder Creek should reopen in September 2021.

Branciforte

The City of Santa Cruz awarded the construction contract on March 9. The Library has vacated the building. The remodeled library should open in early 2022.



Capitola

Capitola is on track for a June 12 Grand Opening. Furniture is being delivered and the contractor's punch list is being completed. Books should arrive in late April. The Library is expected to have occupancy around May 1. A grand opening is being planned.

Downtown

A preliminary design group has been meeting weekly with Griffin Structures, the recently hired project management group. They have developed an RFP's a Housing Partner and will begin to develop the RVP for the Master Architect.

Felton

County staff continues to finalize closeout documents but will still need to resolve some stormwater and traffic mitigation issues.

Garfield

The City approved CRW Industries of Scotts Valley as the construction contractor. The Library has emptied the facility and construction is ready to begin. The remodeled library should open in late 2021.



La Selva Beach

A virtual grand opening event was held on March 20 with over 100 attendees. A recorded version is available at <https://www.youtube.com/watch?v=7Eg6TP8z8l0> A virtual tour and 3D tour are available on the Library website as well. The Community has begun to use the branch for Grab and Go services, three days a week.

Live Oak

Construction documents have been completed and the RFP should be approved by the County in May. The branch will likely close for a few months in the autumn of 2021. The remodel should be complete in 2021.

Live Oak Annex

Construction documents and permitting are being completed. Construction is expected to begin in the summer 2021. The project should be complete by summer of 2022.

Scotts Valley

The design team held a community open house on the renovation on March 11. Interior updates and seismic retrofits will require the Branch to close for up to six months starting in September.



LIBRARY ADVISORY COMMISSION REGULAR MEETING MINUTES

MONDAY, FEBRUARY 22, 2021

6:30 PM

VIRTUAL MEETING

1. CALL TO ORDER/ROLL CALL

PRESENT: Lindsay Bass, Bruce Cotter, Rena Dubin, Mary Ripma, Mike Termini, and Tricia Wynne
ABSENT: Jim Landreth
STAFF: Library Director Susan Nemtitz, and Assistant Director Eric Howard

2. ADOPTION OF THE AGENDA

RESULT:	APPROVED THE AGENDA
MOVER:	Tricia Wynne
SECONDER:	Bruce Cotter
AYES:	Bass, Cotter, Dubin, Ripma, Termini, Wynne
ABSENT:	Jim Landreth

3. ORAL COMMUNICATIONS

None

4. REPORT BY LIBRARY DIRECTOR

Library Director Susan Nemtitz reported on the current operations and facilities of the Library.

5. MEMBER REPORTS

Commissioners provided updates on their respective regions.

6. CONSENT CALENDAR

RESULT:	APPROVED CONSENT CALENDAR
A. Approved Minutes of January 25, 2021	
B. Accepted Communications	
MOVER:	Mike Termini
SECONDER:	Tricia Wynne
AYES:	Bass, Cotter, Dubin, Ripma, Termini, Wynne
ABSENT:	Jim Landreth

7. GENERAL BUSINESS

A. Recommendations to Improve Public Participation in LAC Meetings

RESULT:	RECOMMENDED THAT THE LIBRARY ADMINISTRATION BEGIN TO IMPLEMENT RECOMMENDATIONS AND REPORT BACK TO THE LAC
MOVER:	Bruce Cotter
SECONDER:	Rena Dubin
AYES:	Bass, Cotter, Dubin, Ripma, Termini, Wynne
ABSENT:	Jim Landreth

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

B. Library Finance Workshop Part 2

RESULT:	REVIEWED AND ACCEPTED REPORT
MOVER:	Bruce Cotter
SECONDER:	Rena Dubin
AYES:	Bass, Cotter, Dubin, Ripma, Termini, Wynne
ABSENT:	Jim Landreth

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

A member of the public, Jessie, made a comment.

C. Library Hours Discussion

RESULT:	REVIEWED AND ACCEPTED REPORT
MOVER:	Rena Dubin
SECONDER:	Bruce Cotter
AYES:	Bass, Cotter, Dubin, Ripma, Termini, Wynne
ABSENT:	Jim Landreth

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

8. ADJOURNMENT

Final Adjournment of the Library Advisory Commission at 8:10pm to the next regular meeting on Monday, April 19, 2021 at 6:30pm via Zoom teleconference.

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

STAFF REPORT

DATE: April 19, 2021

TO: Library Advisory Commission

FROM: The Public

RE: Written Communications to the Commission

RECOMMENDATION

Accept Communications

DISCUSSION



Library Advisory Commission

Judi Grunstra <judiriva@hotmail.com>
To: "clerk@santacruzpl.org" <clerk@santacruzpl.org>

Fri, Feb 19, 2021 at 3:29 PM

Why is the LAC agenda for the meeting on Monday, Feb. 22, not available to the public, even at 3:30 pm on the Friday before the meeting?

At the last LAC meeting, it was proposed that the agenda be made available 7 days in advance, which I thought was excessive. Library Director Nemitz explained something about why the agenda was posted on Fridays, but I thought there was going to be an attempt to do so at least by Thursday.

I was able to read a much more extensive agenda packet for Tuesday's City Council meeting. Surely the LAC agenda packet is not as complex as the Council's agenda.

Hopefully in the near future, this delay in posting the agenda will be resolved.

Thank you.

Judi Grunstra



Library governance

Judi Grunstra <judiriva@hotmail.com>
To: Susan Nemitz <nemitzs@santacruzpl.org>, "howarde@santacruzpl.org" <howarde@santacruzpl.org>, "clerk@santacruzpl.org" <clerk@santacruzpl.org>

Thu, Mar 11, 2021 at 12:02 PM

Dear Susan, Eric, and Members of the JPA/LFFA and LAC:

As I watched the March 4 JPA meeting discussion during Agenda Item 10, I sensed your frustration with what seems to be an unwieldy governance arrangement. Some time ago I researched library boards in California, and learned that most boards are either administrative or advisory, but Santa Cruz County was one of the rare instances where the library board was given both those functions.

Some of us who regularly attend JPA meetings have observed that there seems to be an ongoing struggle of how to proceed to access a considerable amount of money, requiring a labyrinthine path through multiple boards (LFA in addition to the JPA/LFFA). We wonder if this is the way other library systems operate. Is funding in other public library systems provided by taxes and an MOE?

It seems extremely difficult for the average person (i.e. tax-payer and library user) to understand. Where is the "transparency"? Where is the accountability?

Judi Grunstra, librarian
Jean Brocklebank, library patron



MAR 16 2021

*Congress of the United States
House of Representatives
Washington, D.C. 20515*

*Anna G. Eshoo
Eighteenth District
California*

March 9, 2021

Ms. Susan Nemitz, Director
Santa Cruz Public Libraries
117 Union Street
Santa Cruz, California 95060

Dear Ms. Nemitz,

Because of your leadership of the Santa Cruz Public Libraries, I thought you'd like to know that I recently cosponsored the *Build America's Libraries Act*, legislation to invest \$5 billion in our nation's public libraries. This important legislation has been endorsed by the American Library Association, the National League of Cities, the American Society of Civil Engineers, and the American Federation of State, County and Municipal Employees (AFSCME).

Like so much of our nation's infrastructure, public library facilities across the country are aging and in need of repair. In fact, the average public library building in the U.S. is more than 40 years old. At one time the federal government provided grants to support the construction and renovation of library facilities, but Congress ended federal support for these projects in 1996.

The *Build America's Libraries Act* restores federal support for public library facilities by establishing a \$5 billion fund within the Institute of Museum and Library Services (IMLS) to provide grants to libraries to support capital improvements. The grants can be used to construct or renovate facilities, make libraries more accessible for people with disabilities, improve building efficiency, and eliminate hazards such as lead, mold, and mildew.

The *Build America's Libraries Act* has been referred to the House Education and Labor Committee where it is awaiting further action and I will continue to do everything I can to see that this important bill becomes law because libraries are anchor institutions in our communities and play a critical role across our country.

I'm grateful for the extraordinary services that the Santa Cruz Public Libraries provide my constituents, and whenever I can be of assistance to you in your superb work, just let me know. Should you have any questions or comments, let me hear from you.

Most gratefully,

Anna G. Eshoo
Member of Congress

Message to the LAC

Judi Grunstra <judiriva@hotmail.com>
To: "clerk@santacruzpl.org" <clerk@santacruzpl.org>

Tue, Mar 23, 2021 at 3:04 PM

Hello, It appears that the Library Advisory Commission still appears on Downtown Forward's list of endorsers, which appeared in an agenda packet for the City Council March 23 2021 meeting. (public correspondence under Agenda Item #23)

As pointed out to the LAC previously, the LAC's name should be removed from Downtown Forward's print and digital materials until the LAC has brought this to one of their agendas and voted on it.

Thank you.

Judi Grunstra

Message to LAC

Judi Grunstra <judiriva@hotmail.com>
To: "clerk@santacruzpl.org" <clerk@santacruzpl.org>

Mon, Apr 12, 2021 at 2:43 PM

Hello and thank you to Bruce and Rena for helping make the LAC be listed on the County Advisory Bodies and Commissions page. It's a step forward.

Judi Grunstra

LAC_Regarding budget discussions

Judi Grunstra <judiriva@hotmail.com>
To: "clerk@santacruzpl.org" <clerk@santacruzpl.org>

Thu, Apr 15, 2021 at 5:03 PM

Hello, It is my understanding that the LAC will be discussing the library's budget.

I happened to be reviewing the materials for the April 20 City Council Study Session about the Parks and Recreation Dept. The following might be of interest to the LAC as they advise library administrators:

FROM: Director of Parks & Recreation
SUBJECT: Pricing and Revenue Policy

PURPOSE: The Pricing and Revenue Policy creates a framework upon which fees and rates for department activities are established. Using this framework, the department will establish greater financial sustainability by setting clear cost recovery goals that promote utilization of and access to affordable programs, services and facilities for city residents while also maximizing revenues where most appropriate.

It seems wise for the Parks and Rec. dept. to strive to "establish greater financial sustainability...cost recovery goals...that promote access....while maximizing revenues where most appropriate."

In contrast, the library administration has promoted the policy of eliminating charges for use of the library's large meeting room/rooms.

Our other city venues charge a fee for use of their facilities. In a time of tight city and library budgets, why is the library eliminating what is a reasonable fee to use its meeting spaces?

Thank you.

Judi Grunstra

STAFF REPORT

DATE: April 19, 2021

TO: Library Advisory Commission

FROM: Susan M. Nemitz, Library Director

RE: Plan to Reopen

RECOMMENDATION

Review and endorse the Plan for a Phased Reopening

DISCUSSION

Many patrons hope and expect the Library to return to browsing and expanded hours. SCPL cannot restore hours and services to pre-Pandemic levels until staffing is sufficiently in place to do so. The Library is requesting funding for the full restoration of staffing levels by July 1. It may take several months to refill and train employees. **SCPL does not expect standard library operations to fully resume until September.**

The Library will begin restoration in phases: Grab and Go, Browsing with Modifications, Modified Open and Fully Open. Changes in phases will be the result of consideration of:

- Current health directives and prevalence of Covid 19 in the community
- Vaccine availability
- Staffing levels
- Health and safety considerations of patrons and staff
- Community progress (e.g. daycares, schools, senior living)

As has been the practice over the last year, SCPL will pilot these changes.

April (End quarantine of books consistent with CDC guidelines)

Notify the public that the Library is ending the quarantine of materials on April 26 and open Internal/exterior book drops 24/7.

May (Pilot Browsing with modifications)

Request restoration of staff from JPA.

Begin active browsing with modifications – staff team to design and train

- La Selva Beach.
- Felton and Live Oak
- Scotts Valley
- Aptos (being explored)

Browsing Modifications to include:

- Masks required
- Capacity limits as determined by Library
- Hand sanitation stations
- Social distanced computing access limited by time
- OPACS on
- Cash transactions, short reference allowed
- Bathrooms open
- No food
- No seating, no laptop use inside
- Outside areas open
- No periodicals

June (Move to Modified Open)

- Restore security Downtown
- Open Capitola, close Aptos
- Open Downtown to Modified Open Phase
- Move other open branches to Modified Open Phase

Open with Modifications includes:

- Masks required
- Seating allowed
- Regular capacity limitations
- No room booking/formal use
- Focus on virtual programming
- Virtual summer reading

September (Full restoration of services)

- Expanded hours
- Closure of SV and LO, open BC
- Room booking/use allowed
- Full programming available

STAFF REPORT

DATE: April 19, 2021
TO: Library Advisory Commission
FROM: Susan M. Nemitz, Library Director
RE: Library Budget Update

RECOMMENDATION

Review and advise Director on appropriate strategy for the Library's budget recommendations.

Endorse the elimination of overdue fees.

DISCUSSION

At the March JPA meeting, the Library requested that the Board:

1. Create a committee to recommend a five-year plan for the distribution of Maintenance of Effort contributions by May 15, 2021.
2. Instruct Library staff to submit a budget request in the FY22 budget process that strategically reduces the size of the Library fund balance.
3. Budget the current year estimate for the overhead for the City of Santa Cruz services inflated by 5% for FY22 and instruct the City of Santa Cruz finance staff to complete a cost study during the next year to re-estimate overhead costs for the future.
4. Appoint a subcommittee to determine the JPA's approach for managing the facility maintenance of Library branches. This subcommittee should recommend

an organization and funding for both operating and capital maintenance. Findings should be complete by January 1, 2022 to affect the FY23 budget process.

5. Allocate \$400,000 to a SCPL capital facilities fund as a placeholder until a final recommendation is approved for the structure and funding of facility maintenance. Approve carryforward authority for this fund because of the high cost and multiyear nature of capital projects.

The JPA Board voted to:

1. Authorize the Library Director, for purposes of budgeting, to plan for a 1- year MOE Agreement Extension with an increase of \$320,000, knowing that there are parallel processes to seek approvals through all Councils and the Board of Supervisors.
2. Direct staff to work with the Chair and Board members to come up with a scope and process to develop the successor 5-year MOE Agreement and for that process to be completed by December 2021.
3. Authorize staff to develop budget proposals to strategically reduce the size of library fund balance to \$500,000, bringing it down by \$1.5 million.
4. Approve the current budget estimate for City of Santa Cruz overhead services inflated by 5% as per prior years.
5. Review and return to the Board with a facilities capital set-aside budget recommendation that is an increase from the current \$100,000 but not as high as \$400,000, and also to consider the use of the fund balance to help fund the facilities master fund.
6. Direct staff to develop a plan to address agreements for the ongoing capital maintenance for all branches.
7. Direct staff to work with finance support of the City of Santa Cruz to really understand the numbers of the fund balance cycle.

Draft New proposal

Restore Base - \$2,325,000

Discontinue use of furloughs **\$700,000**

Permanent staff negotiated a 10% reduction in pay and a 10% reduction in workload (8 hours biweekly) for FY21

Fill Frozen positions **\$800,000**

15 Positions were left unfilled through the fiscal year to create salary savings.

Rehire temporary staff positions **\$825,000**

67 temporary staff members positions were eliminated to achieve spending targets. SCPL is requesting the approval for this restoration at the May 6, 2021 JPA meeting to begin the process of filling positions prior to July 1 to provide public service hours prior to September.

New Requests – \$550,000

Management Analyst

\$100,000

The Joint Powers Board has consistently requested lengthier content and deeper analysis in Board Packets. This position would provide budgetary information, data reporting, benchmarking, strategic planning support and policy drafts for the Boards and Management Team of the Library.

Eliminate Overdue Fees

\$ 65,000

Appendix A includes a detailed analysis of removing barriers and enabling free access by eliminating overdue fines for all library materials. SCPL staff view this an essential first step in Equity work. Please see Appendix A for more detail.

Position changes

\$ 5,000

Upgrade two Administrative Associate positions to Library Assistant II's.

Library Positions

\$ 140,000

Additional Library Assistant II's (4 FTE) will be needed to open the Garfield Park Library and expand hours in March of 2022. Positions will be filled in January.

On call and Temporary budget

\$175,000

Provide additional on call/temporary funding to maintain the flex team through the fiscal year to set up/take down branches that are being remodeled.

Capital Maintenance of Facilities

\$ 50,000

Per an earlier agreement, the Library will increase the capital facilities budget by \$50,000 annually until it reaches \$400,000 annually for long term facility maintenance projects. The Library would like carryforward authority for the account so that it can save for large projects such as roof and HVAC replacement.

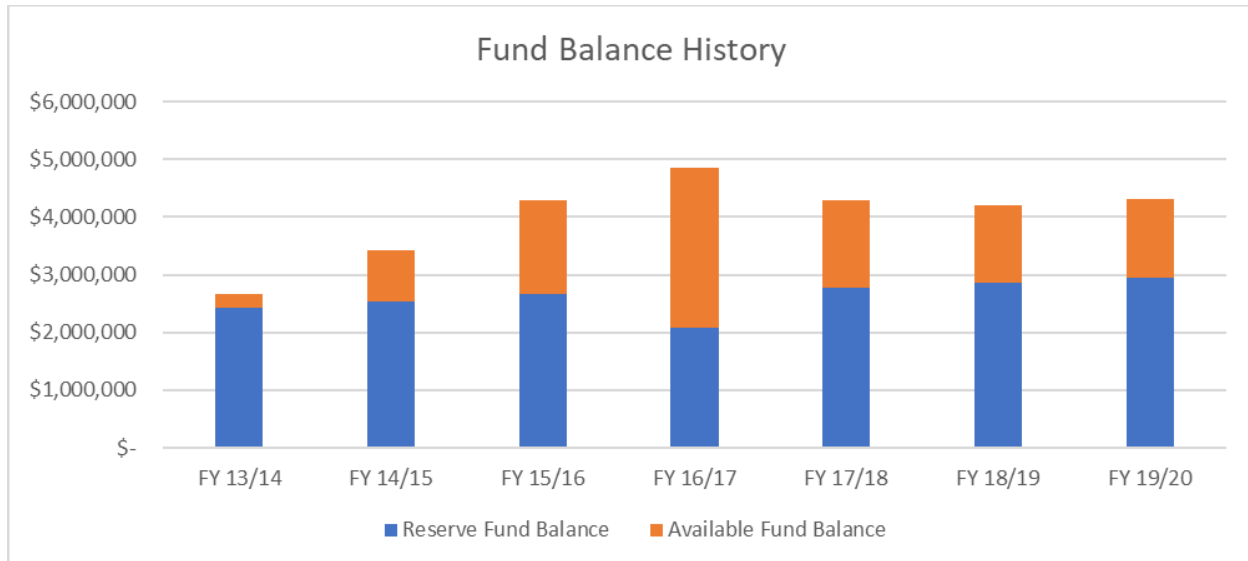
Professional Assistance

\$ 15,000

To achieve the workplan goals, the Library may need to hire professional assistance with strategic planning, Equity training, Capital maintenance planning and analysis of RFID.

Fund Balance

The Joint Powers Board has authorized the library to prepare a request that would reduce the fund balance by \$1.5 million to \$500,000. The updated projection is not yet available. This budget request is based solely on need.



Appendix A

Removing barriers and enabling free access by eliminating the overdue item fine for all library materials.

Discussion:

One summer evening, a young mother and her preschool aged son were visiting the Downtown branch, reading picture books together. The child placed his favorite books that they read together in a pile next to him. When his mother signaled that it was time to go home, he scooped up the pile of books and asked to take them home to read again before bed. His mother kindly explained that she could not check out any books on her library card because she owed the library money. The librarian working that evening overheard the exchange and offered to take a look at her account to see if they could find a way to check some books out. The mother declined, and the pair left for home empty-handed.

Library fines are creating barriers for the very people our library is supposed to help. Individual fines may be small, but their cumulative effect is a large burden to those who can least afford to lose access to library materials. The effect that blocked library cards has on our community is substantial. In early 2020, approximately 7% of patrons (about 11,500) were blocked from checking out library materials because they owed more than \$10 on their library accounts.

In January 2019, the American Library Association issued a resolution on monetary fines as a form of social inequity, stating that “libraries will need to take determined and pragmatic action to dismantle practices of collecting monetary fines.”¹

In March 2021, California Assembly Member Evan Low introduced House Resolution 31, relative to National Library Week. The resolution, which is sponsored by the State Librarian, and supported by the California Library Association, will encourage cities, counties, and special districts to work with their public libraries to consider eliminating late fines for library patrons. Citing equity issues, the bill also acknowledges that, “During the pandemic, paying late fines puts an extra burden on already financially strapped people, and collecting late fines is particularly onerous for libraries with buildings closed and staff working remotely.”²

One of SCPL’s values is free access. Over the past few years, the library has taken steps towards making this value a reality by eliminating small fees for replacement library cards, interlibrary loans, and most recently in September 2018, eliminating the \$0.25 per day overdue fine on children’s and teen materials. During the COVID-19 pandemic, the library implemented auto-renewal of library materials. These actions are reducing barriers to access of library resources and services for our community.

Eliminating overdue fines does not eliminate due dates. Borrowers will still be expected to return library materials on time, and checkout periods on library materials will remain unchanged. If an item is long overdue, the borrower will be charged the replacement cost of the item. If an item is damaged, the borrower will be charged according to the current damage/missing parts schedule.

Research and lots of recent experience from libraries that have recently gone fine-free show that overdue fines do not affect how fast people bring back books; return rates are the same before and after libraries go fine-free. And some libraries get more materials back after going fine-free for the following reasons:

1. Some people are ashamed to bring items back late and have to face library staff to pay a fine, and

¹ American Library Association. Resolution on Monetary Library Fines as a Form of Social Inequity (January 2019).
http://www.ala.org/aboutala/sites/ala.org.aboutala/files/content/governance/council/council_documents/2019_ms_council_docs/ALA%20CD%2038%20RESOLUTION%20ON%20MONETARY%20LIBRARY%20FINES%20AS%20A%20FORM%20OF%20SOCIAL%20JUSTICE%20Revised%201_27_0.pdf

² California Legislative Information. House Resolution 31 (March 2021).
https://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill_id=20210220HR31

2. Some people can't afford to pay the fine, so they figure why bother bringing the stuff back?³

In Colorado, High Plains Library District removed fines on everything except DVDs. They tracked their circulation and after six months and found that 95% of materials were being returned within one week of when they were due. They found no increase in "patron disappointments" (the scenario where someone has put a hold on an item and is waiting for the previous borrower to return it).⁴

St. Paul Public Library (MN), Gleason Public Library (IL), and San Rafael Public Library (CA) libraries reported hold times (a good measure of late returns) were virtually unchanged after eliminating fines. Milton Public Library (VT) saw its on-time return rates actually increase after fine elimination!⁵

The Salt Lake City Library (UT) found that materials returned late decreased from 9% with overdue fines in place to 4% after ditching fines. They did have longer hold times after going fine-free, but attributed it to more people checking out items as the number of unique borrowers in the system increased by more than 10% during that same time.⁶

Improving the patron experience

SCPL aims to improve interactions between patrons and library staff by changing the nature of the interaction from a debt collection conversation to something more enriching. SCPL has a friendly and talented staff who would much rather spend their time introducing patrons to new services and resources, such as reserving museum passes or streaming a film on their mobile device.

Impact on the library's budget

Money collected from overdue fines currently makes up less than one half a percent of library revenue.

Though the amount of money collected from overdue fines is small as a percentage of revenue, it is not inconsequential. The amount collected in overdue fines was approximately \$65,000 per year prior to COVID. The American Library Association's Resolution on Monetary Library Fines as a Form of Social Inequity urges governing

³ Crist, B. (2019). Eliminating Fines FAQs. Colorado Virtual Library.
<https://www.coloradovirtuallibrary.org/resource-sharing/eliminating-fines-faqs/>.

⁴ DePriest, M. (2016). Removing Barriers to Access: Eliminating Fines and Fees on Children's Materials. Colorado State Library.
<http://www.cde.state.co.us/cdelib/removingbarrierstoaccess>.

⁵ Crist, B. (2019). Eliminating Fines FAQs. Colorado Virtual Library.
<https://www.coloradovirtuallibrary.org/resource-sharing/eliminating-fines-faqs/>.

⁶ Bromberg, P. (2019). Fine Free. Salt Lake City Public Library.
https://www.dropbox.com/sh/pk77n53ujmsi2ec/AADvJVNQnt0hWKZmprErd_9sa?dl=0.

bodies of libraries to strengthen funding support for libraries so they are not dependent on monetary fines as a necessary source of revenue.⁷

Shouldn't the library teach responsibility?

San Francisco Public Library recently released a white paper advocating for eliminating late fines that addressed the idea of "teaching responsibility." They argued that if the library does have a role in teaching public responsibility, it must do so in a way that does not interfere with its mission. From their white paper: "Responsibility is an important value for individuals and communities to practice, but not one that permits the library to overlook its essential function. If there is a conflict between teaching responsibility and ensuring equal access, the library is duty-bound to prioritize equal access."⁸

Recommendation

The ultimate goals for Santa Cruz Public Libraries are to eliminate barriers to usage for all patrons, increase access to materials, increase circulation of materials, and recover materials. Eliminating late fines for all library materials would help achieve these goals.

Further Reading on Libraries Eliminating Overdue Fines

In San Jose, poor find doors to library closed.

<https://nyti.ms/2Q6V1P4>

Long Overdue: Why public libraries are finally eliminating the late-return fine.

<https://bit.ly/2xtinb9>

More libraries are going fine-free. That's good for everyone.

<https://wapo.st/2TQ7IPc>

"We wanted our patrons back' - Public libraries scrap late fines to alleviate inequity.

<https://n.pr/2veZ30y>

Appendix 2 – Draft Budget Document

⁷ American Library Association. Resolution on Monetary Library Fines as a Form of Social Inequity (January 2019).

http://www.ala.org/aboutala/sites/ala.org.aboutala/files/content/governance/council/council_documents/2019_ms_council_docs/ALA%20CD%2038%20RESOLUTION%20ON%20MONETARY%20LIBRARY%20FINES%20AS%20A%20FORM%20OF%20SOCIAL%20JUSTICE%20Revised%201_27_0.pdf

⁸ San Francisco Public Library. (2019). Long Overdue: Eliminating Fines on Overdue Materials to Improve Access to San Francisco Public Library.

<http://bit.ly/LongOverdueReport>.

STAFF REPORT

DATE: April 19, 2021
TO: Library Advisory Commission
FROM: Susan M. Nemitz, Library Director
RE: Library Hours

RECOMMENDATION

Review and endorse the libraries approach to service hours in FY2022

DISCUSSION

Ideally, library branches would be open retail hours/seven days a week and would provide the broad array of library programs and services. The Library attempts to provide this array across regions, rather than branches, as a result of limitations in funding. At the last Library Advisory Commission meeting, a framework for the distribution of public service hours began to be developed. Commission members suggested:

- A review of branch hours will be conducted annually.
- A minimum number of hours be maintained at small branches.
- Provision of Saturday and Sunday hours needs to occur somewhere in each region.
- Provision of morning, afternoon and evening hours needs to occur across each region.
- Use (circulation, computers, programs, visits) needs be considered.
- Building capacity and facility amenities such as program rooms need to be considered.
- Employee staffing levels, contracts, and cost need to be considered.

- New ways of extending hours will be pursued (e.g. Community Led Programming, checking rooms out to partners, scheduled community events like First Fridays).

For purposes of FY2022, staff is recommending that historical use and facilities capacity be used to sort branches into three tiers. Tier 1 would be open 30 to 40 hours per week (in ordinary times) and would include the Boulder Creek, Garfield Park and La Selva Beach Branches. Tier 2 would be open from 40-50 hours per week (in ordinary times) and would include Branciforte, Felton and Live Oak. Tier 3 would be open between 50-60 hours per week (during ordinary times) and would include Aptos, Capitola, Downtown and Scotts Valley.

These aren't ordinary times; several things are greatly affecting the Library's ability to add hours.

- Public health orders which change the way services are provided
- Significant reductions in staffing (1/3)
- The construction and remodeling of facilities requiring openings and closures.
- Environmental factors affecting branches in a region may temporarily push a branch to a hire tier in order to serve regional patrons. For example, Felton's Branch may have greater hours while Scott's Valley is closed.

The chart below shows the current service hours across the system. The hours are being greatly affected by the pandemic, staffing levels and construction.

DATE	BRANCH	SUN	MON	TUE	WED	THURS	FRI	SAT	TOTAL # OF HRS
Current	Aptos	closed	1-6p	1-6p	10a-3p	1-6p	12-5p	closed	25
	Boulder Creek	closed	closed	closed	closed	closed	closed	closed	closed
	Branciforte	closed	closed	closed	closed	closed	closed	closed	closed
	Capitola	closed	closed	closed	closed	closed	closed	closed	closed
	Downtown	closed	1-6p	1-6p	1-6p	1-6p	10-3p	12-5p	30
	Felton	closed	1-6p	1-6p	1-6p	10-7	10a-3p	12-5p	25
	Garfield Park	closed	closed	closed	closed	closed	closed	closed	closed
	La Selva Beach	closed	closed	1-6p	closed	1-6p	closed	12-5p	15
	Live Oak	closed	1-6p	1-6p	1-6p	1-6p	10a-3p	closed	25
	Scotts Valley	closed	1-6p	1-6p	1-6p	1-6p	12-5p	closed	25
									145

In June, the Library will open Capitola and close Aptos. Major changes in services are expected as Covid restrictions are lifted over the next three months.

The chart below, begins to outline the public service tier assignments as well as construction schedules.

FY2022

BRANCH	July	August	Sept.	Oct.	Nov.	Dec.	Jan	Feb.	March	April	May	June
Aptos	closed	closed	closed	closed	closed	closed	closed	closed	closed	closed	closed	closed
Boulder Creek	closed	closed										
Branciforte	closed	closed	closed	closed	closed	closed	closed	closed	closed	closed	closed	closed
Capitola												
Downtown												
Felton												
Garfield Park	closed	closed	closed	closed	closed	closed	closed	closed				
La Selva Beach												
Live Oak			closed	closed	closed	closed						
Scotts Valley			closed	closed	closed	closed	closed	closed				

	Closed for Remodeling
	Level 1 - 30 to 40 hours per week
	Level 2 - 40 to 50 hours per week
	level 3 - 50 to 60 hours per week

SCPL will see furloughs restored in July. If the budget request is approved by the JPA, it is hoped that temporary staff will be available by July and frozen positions will be restored, hired and trained by September. The Library expects limited hours and Services through September. Staff seek approval of this approach and will provide hours by branch for the July, September, January and March time periods.

STAFF REPORT

DATE: April 19, 2021
TO: Library Advisory Commission
FROM: Susan M. Nemitz, Library Director
RE: Statement Against Anti-Asian Violence

RECOMMENDATION

Endorse public statement condemning anti-Asian violence

DISCUSSION

Santa Cruz Public Libraries adopted a [Statement of Commitment to Racial and Social Equity](#) in August 2018. Our statement recognizes that public libraries are essential civic institutions that have a responsibility to create an environment of diversity, inclusion, and respect, not just in our libraries but also in our communities. In honor of this commitment we visibly stand up against racism in times of tragedy by issuing public statements that call attention to the danger facing targeted communities and the necessity of demonstrating our solidarity and support.

Anti-Asian racism and acts of violence have escalated over the past year, with the recent killings in Atlanta and other horrific attacks bringing the issue into the national spotlight. From March 2020 to February 2021, the group Stop AAPI Hate (Asian American Pacific Islander) received reports of 3,795 hate incidents throughout the country, including 1,691 in California. Santa Cruz County has its own history with anti-Asian discrimination and violence, from the waves of anti-Chinese sentiment through the forced removal and incarceration of Japanese Americans in internment camps during WW II. Even today, members of the Asian American Pacific Islander communities, including teens, in recent vigils and discussions have shared their experiences with racism in our community.

SCPL, with unanimous Management approval, has issued a statement condemning anti-Asian violence in support of our Asian American Pacific Islander community. Our statement reaffirms our dedication to inclusion and shares relevant educational resources.

We ask that the Library Advisory Commission, representing the voice of the community, speak up alongside us in a statement against anti-Asian violence.

Resource links - News & History

[Stop AAPI Hate - NATIONAL REPORT](#)

[The Hashimoto doctrine: Keep vigilant against racism and stand up for civil rights for Asian Americans](#) - Wallace Baine, Lookout Santa Cruz

['I don't deserve to be called that': Asian American teens in Santa Cruz County talk race, identity, pain](#) - Mark Conley, Lookout Santa Cruz

[The Hidden Legacy of Santa Cruz's Chinatown](#) - Geoffrey Dunn, Good Times Santa Cruz

[Climbing Golden Mountain](#) - Geoffrey Dunn

[Nihon Bunka/Japanese Culture: One Hundred Years in the Pajaro Valley](#) - Jane W. Borg and Kathy McKenzie Nichols

Santa Cruz Public Libraries Statement Against Anti-Asian Violence

Over the past year, our country has experienced a horrific rise in anti-Asian hate, harassment, and violence. At this moment, we cannot stand by in silence. Santa Cruz Public Libraries stands with our Asian, Asian-American, and Pacific Islander (AAPI) communities. We stand in solidarity with our colleagues in the [Asian/Pacific American Librarians Association \(APALA\) in recognizing and condemning the rise in Anti-Asian hate crimes.](#)

The mission of Santa Cruz Public Libraries is to [“Connect, Inspire, and Inform”](#) in order to realize a vision of transformed lives and stronger communities. This past summer, we issued our June 4 [statement condemning violence and racism towards Black people and People of Color.](#) In this moment, SCPL renews our [commitment to anti-racism and racial equity.](#)

As a public library working towards equity in our community, we must actively participate in education, safety, and inclusion. As we learn together, we share resources selected and curated by our knowledgeable, dedicated Equity Team staff members and our Asian/Pacific American Librarians Association (APALA) colleagues. These resources provide information, offer free bystander intervention training, support AAPI community members, and include content designed for parents and educators addressing these issues with young people.

- [Anti-Asian Violence Resources](#)
- [Asian American/Pacific Islander Communities And Mental Health from Mental Health America](#)
- [Stop AAPI Hate](#)
- [Anti-Hate Safety Resources](#)
- [Bystander Intervention to Stop Anti-Asian/American Harrassment and Xenophobia](#) - free one-hour interactive online training by Hollaback!
- [APALA 2021 COVID-19 Anti-Racist Resources](#)
- [APALA COVID-19 Anti-Asian Racism Resources for K-12 Education](#)
- [Time for Kids: Talking to Kids About Anti-Asian Racism](#)

Together we can stop the hate.

STAFF REPORT

DATE: April 19, 2021
TO: Library Advisory Commission
FROM: Susan Nemitz
RE: Select Vice Chair

RECOMMENDATION

Nominate and elect a Vice Chair

DISCUSSION

The Library Advisory Commission needs to propose and vote upon a candidate for the Vice Chair of the Commission.