

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, November 15, 2021 at 6:30PM

This meeting will be held via Zoom teleconference AND in-person at the following location:

La Selva Beach Branch Library, 316 Estrella Avenue, La Selva Beach, CA 95076

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 via Zoom:

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/94270791575>

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 942 7079 1575**

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

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

1. How to comment in person, during the meeting, and prior to the close of public comment on an item:

- Masks are required for in-person attendance, regardless of vaccine status
- During the comment period for that agenda item, use the microphone and webcam station provided
- Identify the agenda item
- Introduce yourself using your first and last name
- You will have three minutes of speaking time

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

Members of the public may provide public comment by sending an 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 after the meeting begins will not be included in the record

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

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

4. 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 using computer audio:

- During the comment period for that agenda item, use the “raise hand” icon found on the Zoom control bar
- The moderator will announce your name or the last 3 digits of your phone number when it is your turn to speak
- 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 meeting using telephone audio:

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



LIBRARY ADVISORY COMMISSION REGULAR MEETING

MONDAY, NOVEMBER 15, 2021 AT 6:30pm

**LA SELVA BEACH
316 ESTRELLA AVENUE, LA SELVA BEACH, CA 95076**

1. CALL TO ORDER/ROLL CALL

Commissioners Lindsay Bass, Rena Dubin, Jennifer Mount, Mary Ripma, Mike Termini, Pamela Woll, 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 INTERIM LIBRARY DIRECTOR

- A. Interim Library Director's Report (P3-4)
- B. Executive Director of the Friends, Bruce Cotter (Oral Report)

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 September 20, 2021

RECOMMENDED ACTION: Approve Minutes (P5-6)

- B. Draft Workplan Accomplishments for 1st Qtr. FY 2021-2022

RECOMMENDED ACTION: Accept and File 1st Qtr. Draft Workplan Accomplishments for FY 2021-2022 (P7-13)

7. PRESENTATIONS

- A. Presentation by Mary-Haley Ousley on Conflict of Interest

- B. Presentation by Laura Whaley on the Library's Staffing Model and Challenges Ahead

8. 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. Meeting Schedule for 2022

RECOMMENDED ACTION: Approve the LAC 2022 calendar (P14)

9. SCHEDULED UPCOMING MEETINGS

January 24, 2022	Felton	Anticipated Upcoming Agenda Items:
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10. ADJOURNMENT

Adjourned to the next regular meeting of the Library Advisory Commission to be held on Monday, January 24, 2022 at 6:30pm at the Felton Branch located at 6121 Gushee St, Felton, CA 95018.

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.

November 15, 2021

Interim Library Director's Report

As we reflect on the many changes that we experienced throughout the pandemic and lessons learned, the Library is also busy organizing for a dramatic expansion of new services in 2022. The Santa Cruz Public Libraries is reopening five of its branches next year. Those branches are Boulder Creek, Garfield Park, Scotts Valley, Live Oak and Branciforte. In today's meeting, we will discuss the implications those new branches will have on our service model and staffing levels. Additionally, by the end of March, the Library will have completed a new Strategic Plan and it will be reviewing new design plans for the mixed-use Downtown Library project. The first phase of the design process has successfully kicked off with input from the public in multiple focus groups. And finally, the Library will also be led by a new Director in 2022. The recruitment process included multiple panel interviews of three finalists who also toured the Library system and met with the Joint Powers Board. The City of Santa Cruz's Human Resources Department is working through the end of that process. The Board hopes to have that process finalized and a new Director selected by December.

In addition to reopening our branches, the Library is also introducing new programs in the coming months. Through the support of a state grant, the Library is bolstering its workforce development services. On December 1st, the Santa Cruz Public Libraries, in collaboration with Your Future is Our Business, is gathering three individuals from three different job sectors to talk about their profession. This hybrid event will host an online seminar that anybody can access remotely, and at the same time, hold a screening in the Downtown Meeting Room for any interested teen.

The event is part of the Santa Cruz Workforce Collaborative grant. The Santa Cruz Workforce Collaborative will offer a holistic approach to jobseekers at various levels of need by bringing together information about local workforce programs in the library's Navigation Center, creating a much-needed roadmap of services, and providing bilingual, 1-on-1, and workshop-based support to individuals in navigating the career development process. This collaborative is intended to help adults and teens that are looking to find a job or a career, or further their experience.

Additionally, throughout the beginning of November and as part of the national United Against Hate Week (UAHW) movement, SCPL has partnered with Santa Cruz County United for Safe and Inclusive Communities (SCCUSIC) to bring community members together through films, conversations and actionable opportunities to prevent hate violence and to build safe, inclusive environments where everyone can participate in public life. Starting in October, the Library, through the sponsorship of the Friends of the

Santa Cruz Public Libraries and the Community Television of Santa Cruz, began providing workshops for teens to explore storytelling through digital animation.

Also, in December, the Library's Conversations for Change series dives into the topic, "Capitalism, Socialism or some of each?" Conversations for Change is a library sponsored event designed to foster greater understanding among individuals who may have different viewpoints. In small group conversations, guided by a trained host, participants practice being open and curious about all perspectives, with a focus on learning from one another. December's conversation will explore this topic: Conservatives love capitalism and liberals love socialism, at least you might think so by reading popular news and social media posts today. But, what are the *real* definitions, and what do people mean when they use the words in casual conversation? In this conversation we will examine various definitions used at different points in time and place. And, we will delve into how the words are used in popular media today, and whether there are aspects of each that might be useful in our modern economy and the country's future.

These are some of the enriching programs and services that we are excited to deliver now and in the upcoming weeks. Please visit our website to see our entire calendar of events. We are also proud to present to you the many accomplishments in the attached report of the Library's workplan for the first quarter of the fiscal year, which includes our activities from July through the end of September.



LIBRARY ADVISORY COMMISSION REGULAR MEETING MINUTES

MONDAY, SEPTEMBER 20, 2021 AT 6:30PM

**CAPITOLA BRANCH
2005 WHARF ROAD, CAPITOLA, CA 95010**

1. CALL TO ORDER/ROLL CALL

PRESENT: Lindsay Bass, Rena Dubin, Jennifer Mount, Mary Ripma,
Mike Termini, Pamela Woll, and Tricia Wynne
STAFF: Interim Director Eric Howard

2. ADOPTION OF THE AGENDA

RESULT:	APPROVE THE AGENDA
MOVER:	Tricia Wynne
SECONDER:	Rena Dubin
AYES:	Bass, Mount, Ripma, Termini, Woll

3. ORAL COMMUNICATIONS

None

4. REPORT BY LIBRARY DIRECTOR

Interim Director, Eric Howard, provided a written report

5. MEMBER REPORTS

Newly appointed Commissioner, Pamela Woll, introduced herself.

6. CONSENT CALENDAR

RESULT:	APPROVED CONSENT CALENDAR
A. Approved Minutes of April 19, 2021	
B. Accepted Communications to the Commission	
MOVER:	Mike Termini

SECONDER:	Tricia Wynne
AYES:	Bass, Dubin, Mount, Ripma, Woll, Wynne

7. PRESENTATIONS

Presentation by Sarah Harbison on the Santa Cruz Public Libraries' Collection.
A member of the public, J. Grunstra, made a comment.

8. GENERAL BUSINESS

A. Formation of a subcommittee on the Strategic Plan

RESULT:	DEVELOPED A SUBCOMMITTEE ON THE STRATEGIC PLAN CONSISTING OF TRICIA WYNNE, JENNIFER MOUNT, RENA DUBIN & CONSULT WITH CHAIR
MOVER:	Tricia Wynne
SECONDER:	Mike Termini
AYES:	Bass, Mount, Ripma, Termini, Woll

B. SCPL Policies - Review

The Commission reviewed and discussed the Staff Report

9. ADJOURNMENT

Final Adjournment of the Library Advisory Commission at 7:45pm to the next regular meeting on Monday, November 15, 2021 at 6:30pm at the La Selva Beach Branch located at 316 Estrella Avenue, La Selva Beach, CA 95076.

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

WORKPLAN:

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

1. Learning Accomplishments:

Quarter 1

ADULT

"The program was a lot of fun this year – definitely inspired us to read more and do some new things. We really enjoyed the virtual event with Jose Antonio Vargas. Thank you and the whole staff for all your great work!"

- Patron feedback on the Library's program, "Book to Action"

"It gave me a view on what was happening during the CZU fire and the complexities involved in protecting and returning our natural and historic archives."

"I better understood how weather, drought and terrain work together to create optimal fire conditions and what constitutes a red flag warning. Also understood more about what dry lightening is. Fantastic series on fire - really engaging the community on an important topic. Lots of great info and follow up resources. Engaging speaker with clear message."

- Patrons' feedback on the Library's program series, "CZU and YOU: Resources for Recovery, Preparedness, and Ecological Understanding"

"Your presentation... was a resounding success. As a presenter for the Forum, you shared your knowledge and expertise with the library community. Your service has furthered the conversation about how libraries can serve veterans and the military-affiliated communities."

- **Forum organizers expressed their gratitude for Librarian David Addison who spoke at the Libraries & Veterans National Forum about the Library's outreach to veterans.**

First Quarter Highlights of Adult Programming:

This quarter, the Library offered **139** events for adults with a total attendance of over **1600 participants**. The programs this past quarter ranged from information on the CZU Fires to the history of Big Basin Redwood Forest to a history of midwives in Santa Cruz, plus murder mystery and much more. Patrons explored the question, "What's the new normal with COVID?" in the Library's regular series, "Conversations for Change" and patrons also were able to escape the world while connecting to community members in its writing workshop, Trivia on Tap and Knitting programs. This quarter also included Summer Reading which enticed 634 participants. And the Veterans Information Center reopened in person at the Downtown Library.

Partnerships:

Successful programming this quarter was the result of partner support that included: Watsonville Public Library, Thriving Immigrant Collaborative, KSQD, Amah Mutsun Tribal Band, California State Parks, Central Fire Protection District, the American Red Cross Central Coast Chapter, Two Birds Books' Pleasure Point Murder Club, Steel Bonnet Brewing company, Volunteer Housing Navigators, Santa Cruz Museum of Natural History, San Lorenzo Valley Historical Society and the Genealogical Society of Santa Cruz County.

Outreach:

Santa Cruz Public Libraries runs multiple services to incarcerated individuals. Among the many valuable contributions these services offer, they also provide the opportunity for "Milestone" certificates that can count towards early release. The library often observes these participants returning to the Library to seek further services, services that help reduce recidivism. A Santa Cruz Public Libraries program series for incarcerated individuals was featured on the front page of the Fall 2021 People & Stories national newsletter. The featured article noted the creativity and grit it took to continue this deeply meaningful programming for inmates during the pandemic. The success of this program is thanks to the hard work of librarians Jesse Silva and Susan Nilsson and highly-skilled volunteer facilitator Julie Ward.

Quarter 1

YOUTH

"My kids are loving these mini kits."

"Thank you! My boys are excited to make them!"

- **Patrons express their appreciation for the Library's STEAM kits.**

First Quarter Highlights of Youth Programming:

1,765 young people participated in the Library's Summer Reading Program during this quarter, a significant increase from the previous year. The Library's youth team also delivered hundreds of STEAM and craft kits to library patrons during the first quarter. It also made multiple visits to school lunch programs throughout the summer and provided hundreds of free book giveaways, while making other important connections to families around library services. The Library also restarted its in-person preschool programming beginning in September. The youth programming team is currently running its programming in the Library's outdoor spaces and plans to resume indoor programming in January.

As students returned to their classrooms, Librarians brought services to students by presenting storytimes at Elementary schools and providing library cards to High School students.

2. Digital Inclusion Accomplishments:

Quarter 1

"I've developed a lot more confidence since participating in Tech Talks."

"I appreciate this great free service from our SCPL."

-Patrons' feedback on the Library's program series, "Tech Talks"

"I really appreciate your effort to bring us seniors into the wonderful world of technology. It is yet another wonderful service offered by the Santa Cruz Library System. Kudos to you all! 🎉"

Patron's appreciation for the re-instated "In-Person Tech Tutoring".

First Quarter Highlights of Digital Inclusion

The Library's program Tech Talks continues to receive consistently high outcome ratings from participants who feel more knowledgeable about digital tools and resources. They also regularly report that they intend to apply what they learned. The Library also created and added 34 videos to its collection to support adults self-direct their learning around technology. Additionally, the Library restarted its In Person Tech Tutoring, a program that invites patrons to make a reservation with a staff member to learn more about their personal technology device. The Library's technology crew also successfully developed a smooth transition to a hybrid model

for its Library Advisory Commission meeting at Capitola that could engage people online while serving the public who attended the meeting in person.

3. Transformative Spaces Accomplishments:

Quarter 1

First Quarter Highlights of Transformative Spaces Accomplishments:

The Friends of the Santa Cruz Public Libraries won a \$60,000 grant from Sunlight Giving to improve the learning spaces for young children. The money will be used to improve the ceiling in the remodel of Live Oak and provide manipulatives at the remodeled Branciforte Library. This quarter, the Library also closed and emptied the Aptos Library to prepare it for demolition/renewal and emptied the Scotts Valley and Live Oak branches in preparation for its remodel work.

4. User Experience Accomplishments:

Quarter 1

First Quarter Highlights of the User Experience:

This quarter the Library expanded service at Felton to seven days a week in order to accommodate the needs of patrons experiencing temporary closures of branches in the communities of Boulder Creek and Scotts Valley. The Library also reopened its Library meeting rooms with COVID health & safety precautions. It also launched a new room reservation software and provided a revised Meeting Room Policy that is supported with a how-to video for the public.

The Library has also reinstated its Interlibrary Loan services after a 16 month hiatus due to the pandemic. SCPL borrowed 228 items from other libraries this quarter, and lent a total of 127 items to other libraries. The Library also introduced: Suggest a Purchase. The new feature on the library website allows patrons to make direct suggestions about the collection. Santa Cruz Public Libraries strives to provide a relevant and engaging collection that is diverse in both content and format. To help accomplish this, seeks input from patrons about what they'd like to see included in the collection, and now it's much easier for patrons to suggest a purchase. Additionally, in an attempt to broaden the selection of Spanish language books in the library's collection, staff has established services with a new vendor that can provide a broad array of popular and current Spanish language books, as well as provide catalog

records for them. Lastly, the Library eliminated Overdue Fines: As of September 1st, SCPL stopped charging overdue fines, and existing overdue fines were waived on patron accounts, removing a barrier to access for many community members.

5. *Organizational Capacity:*

Quarter 1

First Quarter Highlights for Organizational Capacity:

After experiencing a significant reduction in staffing during the pandemic, the Joint Powers Board voted in the spring of 2021 to restore staffing levels to the Library's pre-pandemic levels. Since the beginning of the new fiscal year in July, the Library has been aggressively recruiting to fill vacant positions. It has so far recruited and onboarded a full time librarian and 18 part time staff. Additionally, the Library greatly appreciates the hard work of its volunteers who continue to play an integral role in the many services the Library offers. The following is a summary of those contributions:

System-wide Volunteer Support:

- The SCPL Volunteer Office manages the **homebound Book Buddy program** by recruiting, vetting and assigning volunteers to deliver library materials to homebound library patrons. The volunteer Book Buddy program continued throughout most of the pandemic/ library facilities closures serving existing Book Buddy patrons with the implementation of COVID-19 protocols. In mid-June, the decision was made to open up the Book Buddy program to new homebound patrons and begin heavily recruiting volunteers to meet the demand. During Quarter 1 2021/22, the volunteer office fulfilled 11 homebound patron requests for Book Buddy service. The majority of the volunteers were new recruits who completed LiveScans, volunteer orientation, and on-site training performed by the Volunteer Coordinator.
- The SCPL Volunteer Office provided **volunteer support for the Summer Reading Program (SRP) off-site performance events**. Volunteers of all-ages (teens and

adults) promoted last-minute sign-ups and reminders to current SRP participants to complete their reading/ activities so that they could claim their prizes. Volunteers tabled at the volunteering locations: Anna Jean Cummings Park, Harvey West Park, and the Felton Branch Library.

- In August, the **Capitola Branch Library** began offering opportunities for volunteers to provide operational support. The Volunteer Office filled requests for volunteers who have proficient knowledge of the Dewey Decimal system with new and existing volunteers.
 - Volunteers supporting **Collective Management Services** (CMS) returned in July to the delight of the CMS staff.
 - At the **Downtown Library**, the mother/ daughter volunteer team returned to water and care for the plants.
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STAFF REPORT

DATE: November 15, 2021
TO: Library Advisory Commission
FROM: Eric Howard, Interim Library Director
RE: Proposed Meeting Schedule for 2022

RECOMMENDATION

Review and approve the LAC 2022 calendar

DISCUSSION

The LAC schedule is coordinated with the JPA schedule so that policy items can be reviewed and discussed by the LAC prior to JPA review and discussion. Meeting places will not be assigned until Covid restrictions are lifted. Zoom information will be provided prior to the meeting date.

Meeting Dates - All are on Mondays at 6:30pm
January 24
February 28
April 18
May 16
July 18
September 19
November 14