

LIBRARY ADVISORY COMMISSION (LAC)

On Monday, October 2, 2023 at 6:30 PM

This is a hybrid in person and online provided meeting open to the public

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Public comment: There are three 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 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.

- All correspondences received prior to 5:00 p.m. on the Friday preceding a LAC Meeting will be distributed to Commission members to review prior to the meeting. Information submitted after 5 p.m. on that Friday may not have time to reach Commission members, nor be read by them prior to consideration of an item.

2. 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

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 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, OCTOBER 2, 2023 at 6:30 PM

**BOULDER CREEK BRANCH LIBRARY
13390 WEST PARK AVENUE, BOULDER CREEK, CA 95006**

1. CALL TO ORDER/ROLL CALL

Commissioners Rena Dubin, Charlotte Khandelwal, 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 LIBRARY DIRECTOR

A. Library Director's Report (P4-8)

5. REPORT BY FRIENDS OF THE SANTA CRUZ PUBLIC LIBRARIES

A. Friends of SCPL – Report (Oral)

6. MEMBER REPORTS

7. 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 May 8, 2023
Staff Recommendation: Approve Minutes (P9-10)
- B. Recent Articles about Santa Cruz Public Libraries
Staff Recommendation: Accept and file (P11-22)
- C. Analysis of Patron Count Data. 4th Qtr. Report FY 2023
Staff Recommendation: Accept and file (P23-25)
- D. Community Impact Measures for 4th Qtr. FY 2023
Staff Recommendation: Accept and file (P26-31)
- E. Incident Report for 4th Qtr. FY 2023
Staff Recommendation: Accept and file (P32-33)
- F. Work Plan for 4th Qtr. FY 2023
Staff Recommendation: Accept and file (P34-45)
- G. 2024 Library Closure Schedule
Staff Recommendation: Accept and file (P46-47)
- H. Remote Work Policy
Staff Recommendation: Accept and file (P48-63)
- I. Fund Balance Policy
Staff Recommendation: Accept and file (P64-70)

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. Summer Reading Report for Youth and Adult Services (P71-75)
- B. Recover and Thrive Presentation by Eric Howard
- C. Resolution Against Banning Books
Recommended Action: Review and approve resolution (P76-78)
- D. 2024 LAC Meeting Schedule
Staff Recommendation: Review and approve meeting schedule (P79)

9. SCHEDULED UPCOMING MEETINGS

Date	Location	Anticipated Upcoming Agenda Items:
January 8, 2024	Downtown Branch Library	•

10. ADJOURNMENT

Adjourned to the next regular meeting of the Library Advisory Commission to be held on Monday, January 8, 2024 at 6:30pm at the Downtown Branch Library.

11. WRITTEN CORRESPONDENCE

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.



October 2, 2023

Director’s Report to the Library Advisory Commission

Welcome

On June 13, 2023, the Board of Supervisors appointed Charlotte Khandelwal as the new District 1 Library Advisory Commissioner. Charlotte Khandelwal fills the appointment vacated by Lindsay Bass. Welcome Commissioner Khandelwal.

Fifth District Library Advisory Commissioner Jennifer Mount said she would resign from the commission due to work commitments. Any members of the public from the Fifth Supervisorial District interested in serving should apply on the Santa Cruz County Commissions, Committees & Advisory Bodies website.

Library Team

Library Management completed interviews for the Library Assistant II transfers in mid-May. Human Resources established a new list to fill the remaining nine part-time positions. A list for the Librarian I/II positions exists and will be used to fill the 1.0 vacancy after transfers to the Capitola Youth position are complete.

Community Relations Specialist Amanda Rotella has accepted another position. We wish her well in her new role. We can utilize the existing list to recruit for her job.

The new Library Assistant III assignments are as follows. Downtown: Addison Sani, Capitola: Mary Pukenis, Scotts Valley: Raziel Davidson.

Current Vacancies

Number of Vacancies	Title	Full/ Part Time hours	Status
1	Librarian I/II	1.0	Recruitment in progress
1	Community Relations Specialist	1.0	Recruitment in progress
1	Library Specialist	1.0	Recruitment pending
7	Library Assistant II (2 DTN, 2 SCV, FEL, BCK, GAR)	.50	Recruitment in progress
2	Library Assistant II (DTN, GAR)	.75	Recruitment in progress
1	Information Specialist (DTN)	1.0	Recruitment in progress

Facilities

The Branciforte Library Branch Grand Reopening took place on Saturday, May 13, 2023, from 10 am to 2 pm. Over 800 people attended the festivities, that day. State Representative Jimmy Panetta, State Senator John Laird, and Assemblymember Gail Pellerin were all in attendance. Supervisor Justin Cummings, Mayor Fred Keely, and District 2 City Councilmember Sonya Brunner provided comments and well wishes on the reopening.

On August 31, 2023, the California Strategic Growth Council awarded \$33.5 million for the Affordable Housing and Sustainable Communities Program for the Downtown Library and Affordable Housing Project.

The Aptos Library and Live Oak Library Annex are both coming together nicely. Unfortunately, there are construction delays and no firm dates for the openings. Once our library team gets more information, we will share it with everyone.

Featured Programs and Services

Listening Session

On September 20, 2023, Director Wilburn and the President of the Friends of the Library held a listening session at the Branciforte Library Branch. Community members provided feedback on what the library was doing well and things they hope to see in the future. We will hold listening sessions at each location on a rolling basis over the next year and update our commissioners and board on the information we obtain.

Cybersecurity Awareness Training Program

The Internet Technology Department began implementation of the Cybersecurity Awareness Training Program. The program ensures that the organization remains proactive in its approach to cybersecurity. The IT team started a baseline assessment with a simulated phishing campaign to gauge employees' security awareness. Reassessments will occur in the future to track success.

Grants

The City of Santa Cruz submitted the Building Forward Infrastructure grant for the Downtown Library Affordable Housing and Parking project. Notification of awards is expected in October.

CLA and State Library Relations

The California Library Association News from the Capitol is attached.



September 20, 2023

TO: CLA MEMBERS/ SYSTEMS/ NETWORK CONTACTS
FROM: Christina DiCaro, CLA Lobbyist
RE: News From the Capitol

I. ACA 1 WILL APPEAR ON NOVEMBER 2024 BALLOT: 55% VOTE FOR LOCAL CONSTRUCTION BONDS AND SPECIAL TAXES

The California State Legislature adjourned the 2023 Session for the year on September 14th, but before they departed, the Assembly and Senate passed a constitutional amendment that seeks to lower the local vote threshold for construction bonds and special taxes from the current two-thirds vote to a 55% vote of the local electorate. ACA 1, by Assemblymember Cecilia Aguiar-Curry (D-Winters), was sponsored by the California Professional Firefighters and was supported by numerous cities, counties, special districts, transit agencies, affordable housing groups, the California Library Association, and others. ACA 1 will appear on the November 2024 statewide ballot and must be approved by the voters before it can go into effect.

In championing this effort, Assemblymember Aguiar-Curry has repeatedly argued that since schools have the ability to pass local construction bonds by a 55% vote of the local electorate, the same vote threshold should be available for water, sewer, roads, libraries, affordable housing, flood control, parks, etc. Public libraries are specifically included in the text of ACA 1.

For several years, Assemblymember Aguiar-Curry has been attempting to move a similar version of ACA 1 forward but could not get her measure beyond the Assembly Floor, due to opposition raised by taxpayer and business groups. Opponents have suggested that the bill seeks to raise taxes and they indicate, among other things, that “higher sales taxes increase the cost of home construction and everyday necessities...” CLA ran into similar challenges when we introduced and sponsored a series of constitutional amendment bills three different times over the last two decades (by Senators Jackie Speier, Lois Wolk, and Bill Dodd). Those measures would have lowered the vote threshold for library construction to a 55% vote (the Wolk bill also addressed special taxes), but CLA could not get the measures beyond the Senate Floor and over to the other house for consideration due to opposition.

This year there are approximately 30 new members of the Assembly and Senate with many of them having previously served in local government, and Assemblymember Aguiar-Curry

thought the time might be right to move ACA 1 again. Since constitutional amendments do not need to adhere to the same bill deadlines as standard legislation, Assemblymember Aguiar-Curry was able to wait a few months and move ACA 1 later in the summer, where it was heard in its first Assembly policy committee on July 12. During her presentation, Assemblymember Aguiar-Curry noted that ACA 1 was merely a “tool for local governments and communities to make their own priorities. There is nothing in this bill that proposes taxes.” ACA 1 then subsequently passed the policy committee, the Assembly Appropriations Committee, and ultimately the Assembly Floor on a vote of 55 “ayes” to 12 “noes” and 13 abstentions.

As ACA 1 headed over to the Senate side, Assemblymember Aguiar-Curry added some additional accountability provisions to her bill, such as a 5% cap on the amount that can be used for administrative purposes from the bond, and a further requirement that local committees established for the oversight of the bond or special taxes “must receive educational training about bonds and fiscal oversight.” Close to 50 groups, including CLA, were able to add their support on the record at the bill’s hearing on September 11 in the Senate Elections Committee, where the bill passed. When the measure was heard on the Senate Floor for its final step in the process on September 14th, Senator Scott Wiener (D-San Francisco) presented the bill on the floor on behalf of the author and said that “fundamentally, ACA 1 is about Democracy.” The Senator cited a recent instance where a local fire district obtained 64% of the vote for a special tax but was unable to get beyond the current 2/3rds vote threshold. Senator Wiener stated, “Any of us would be thrilled to get 64% in our re-election. We would think of that as a voter mandate. But that’s a failure in California because of the absurd two-thirds vote.” The bill passed on a vote of 29 “ayes” to 10 “noes” and one abstention.

As mentioned, ACA 1 will appear on the November 2024 ballot and voters will be asked to decide if locals should have the authority to approve future bonds and special taxes with a 55% vote. A special “thank you” to Assemblymember Aguiar-Curry for her great work and tenacity on this issue. The following legislators also served as joint authors:

Assemblymembers Berman, Haney, Lee, and Wicks. Principal co-authors include: Assemblymember Gipson and Senator Wiener. And co-authors include: Assemblymembers Addis, Alvarez, Arambula, Bennett, Boerner, Bonta, Bryan, Juan Carrillo, Wendy Carrillo, Connolly, Friedman, Gabriel, Garcia, Grayson, Hart, Holden, Jackson, Kalra, Low, Lowenthal, McCarty, McKinnor, Stephanie Nguyen, Ortega, Papan, Pellerin, Luz Rivas, Robert Rivas, Rodriguez, Blanca Rubio, Santiago, Ting, Villapudua, Ward, Weber, Wilson, Wood, and Zbur, and Senators Blakespear, Gonzalez, Susan Rubio, Skinner, Umberg, and Wahab.

II. BILL SEEKS TO INCREASE LIBRARY CARD OPPORTUNITIES FOR THIRD GRADERS

A bill supported by CLA – SB 321 by Senator Angelique Ashby (D-Sacramento) - which seeks to get more public library cards into the hands of third grade students in California, is currently sitting on Governor Newsom’s desk. Senator Ashby, who previously served on the Sacramento City Council, wanted to replicate – on a larger scale - the success that one of her schools and the public library had achieved in establishing library cards for third graders in her district. She noted in her letter to the policy committees regarding that program: “That same year, summer reading rates skyrocketed for participating students...It is vital that we

expand literacy programs with proven success statewide and give our students the resources they need to succeed.”

CLA and the State Library were very involved in discussions regarding the policy and amendments with both Senator Ashby’s staff and the Senator herself as the bill proceeded through the legislative process. Senator Ashby called this bill a “top 3 priority measure” for her this year and she was able to secure Senate President pro Tem Toni Atkins to serve as a co-author on the bill. Senator Ashby, a new freshman member of the Senate, repeatedly stated to CLA in our discussions that libraries will remain a large focus for her during her time in the legislature, which is encouraging news.

Specifically, if signed by the Governor, SB 321 will task the State Library with creation of a new program to:

...“facilitate partnerships between local public libraries and local educational agencies (LEAs) that would provide a library card to every pupil by the third grade.” By January 1, 2026, the State Librarian would be required to “ensure that local public libraries and LEAs have formed partnerships to enable each pupil to be issued a library card known as a ‘student success card’ by the third grade. In addition, the bill requires the State Librarian to offer resources to assist each local public library to identify effective strategies to dispense student success cards in their communities. The bill also requires the State Librarian to coordinate with each local public library to determine the most effective way to provide student success cards to each pupil by the third grade.” (Source: Assembly Appropriations Committee analysis, Aug.16, 2023) Finally, the State Librarian would provide a report to the legislature regarding the program and its efforts by January 1, 2029, and each year after.

Because the bill does not have corresponding State Budget funding attached to it for implementation costs, CLA may wish to work with the author and the State Library in the coming months to try to appeal to the Governor for new funding, as he and his Administration begin crafting the 2024-25 State Budget this fall. CLA thanks Senator Ashby for her leadership on this issue and for her commitment to libraries and literacy. And personal thanks to Crystal Miles, Migell Acosta, Scott Love, Carol Frost, and Gary Shaffer for their hard work on this bill.

Note: While SB 321-Ashby does need to be signed by the Governor by the deadline of October 14th for it to become law, ACA 1 does not need to be signed by the Governor. (As mentioned, ACA 1 will appear on the November 2024 ballot.)



LIBRARY ADVISORY COMMISSION REGULAR MEETING MINUTES

MONDAY, MAY 8, 2023 at 6:30 PM

1. CALL TO ORDER/ROLL CALL

PRESENT: Rena Dubin, Jennifer Mount, Mike Termini and Pamela Woll
ABSENT: Mary Ripma and Tricia Wynne
STAFF: Library Director Yolande Wilburn

2. ADOPTION OF THE AGENDA

RESULT:	APPROVED THE AGENDA
MOVER:	Rena Dubin
SECONDER:	Jennifer Mount
AYES:	Dubin, Mount, Termini, Woll
ABSENT:	Mary Ripma and Tricia Wynne

3. ORAL COMMUNICATIONS

None

4. REPORT BY LIBRARY DIRECTOR

Library Director, Yolande Wilburn, provided a written report.

5. REPORT BY FRIENDS OF THE SANTA CRUZ PUBLIC LIBRARIES

Bruce Cotter was absent.

6. MEMBER REPORTS

Commissioners provided oral reports

7. CONSENT CALENDAR

RESULT:	APPROVED THE CONSENT CALENDAR
A. Approved Minutes of April 3, 2023	
B. Accepted and filed recent articles about SCPL	
MOVER:	Rena Dubin
SECONDER:	Jennifer Mount
AYES:	Dubin, Mount, Termini, Woll
ABSENT:	Mary Ripma and Tricia Wynne

8. GENERAL BUSINESS

- A. Link+ Presentation by Sarah Harbison, Manager of Collection Management Services

A member of the public made a comment.
Member of the public, Judi, made a comment
Member of the public, Jean, made a comment

- B. IT Technology Plan Presentation by Carlos Silva, Library IT Manager

A member of the public made a comment.
Member of the public, Jean, made a comment

9. ADJOURNMENT

Final Adjournment of the Library Advisory Commission at 7:50pm to the next regular meeting on Monday, July 3, 2023 at 6:30pm at the Boulder Creek Branch located at 13390 West Park Avenue, Boulder Creek, CA 95006.



SANTA CRUZ
PUBLIC LIBRARIES

STAFF REPORT

DATE: October 2, 2023
TO: Library Advisory Commission
FROM: Amanda Rotella, Community Relations Specialist
RE: Recent Articles about Santa Cruz Public Libraries

RECOMMENDATION

Accept and File Recent Articles about SCPL.

DISCUSSION

This Media packet covers the time period for May 1, 2023 through October 1, 2023.

Library Advisory Commission

Media Packet

(May 1st – Oct 1st, 2023)

In the News and Media

Santa Cruz Sentinel

May 5th, 2023: Groups urge Santa Cruz to talk about homelessness



By Jessica York

Marvin Griffith is not the ambassador, poster child or spokesperson for homelessness, he told a small group of people gathered Wednesday night to hear his perspective.

Griffith has, however, been living without housing for several years.

The Illinois native, invited to speak at a meeting of the fledgling [Safety in Santa Cruz citizens group](#), said he bicycled north out of San Diego, where he was housed, during the coronavirus pandemic lockdown. Moving from city to city, he eventually made his way to Santa Cruz about five months ago.

“At first it was an adventure, it was a journey. And it still is, part of that,” Griffith told an audience of 18 seated in a circle at the Santa Cruz County Veterans Memorial Building. “It’s been going on three years now and I’m getting to the point where I’m like, maybe I should go back inside permanently, get another nine-to-five like everybody else.”

Wednesday’s discussion, part of a series that is inviting guest speakers to address issues of crime, addiction and homelessness in the community, was opened this week in particular to members of the public interested in hearing about what services are available to those in need and what was going right and wrong in addressing the homelessness.

It is one of several recent ongoing efforts to engage the community on the topic of homelessness throughout Santa Cruz County. Two other efforts, led by homeless services provider Housing Matters, include the monthly Neighbors for Neighbors meetings at local libraries, which most recently featured Santa Cruz Homelessness Response Manager Larry Imwalle as a guest speaker and will feature local homeless outreach workers at this month's upcoming event. The agency also has recently launched its new Community Conversations program, which will gear up this summer and offer both speaker training for those willing to share their stories, as well as speakers bureau listening events.

Seeking 'expert' advice

This week, the Safety in Santa Cruz group quizzed Griffith on topics including the percentage of homeless individuals engaged in crime, what "guardrails" should be in place to address nuisance issues, the involvement of law enforcement, on best outdoor shelter options and how he has been received in the community, overall.

On crime, Griffith said the homeless population is a diverse one and that among them is always a percentage of "bad actors." Theft is, however, a problem he has witnessed frequently, Griffith said.

"I kind of look at it this way: The homeless people are a reflection of our community," Griffith said. "There are people that live in apartments, the condos and the houses that are up to antics. They're just behind walls and you can't see it happen."

Griffith said he has worked his whole life and did not have any substance abuse problems, and only recently has been getting by on a fixed income through Social Security benefits. In a different era, Griffith said, what he is doing would have been considering traveling across "sunny California" and beach camping, and not so stigmatized.

During his years without housing, Griffith said he had been ticketed four times — once for sitting against a closed storefront and three times for sleeping, and all have been in the city of Santa Cruz. With limited money to spend on a night in a hotel or food, Griffith said his tickets have gone to or are going to collections and that he feared how they would impact his credit, should he try to become a renter in the future.

"It's almost like I'm being pushed further into homelessness," Griffith said of the local stricter police enforcement.

Griffith's recommendation to the concerned community members was to try to "touch people on a human level," though that effort can be scary when one does not know how their contact will be received. The longer a person is on the streets, the more they have a sense of freedom from bills, confinement and other responsibilities, he said.

"It is the freest I've ever been in my life. I can truly say that I have experienced freedom, as best as I could," Griffith said. "It's hard to take that away from someone, once they've experienced that. So, my advice is, get 'em as soon as you can. Don't let them hit the streets. Because, the longer they're on the streets, the more likely they'll stay on the streets."

May 13th, 2023: Branciforte Library reopens to neighborhood fanfare

By Aris Sleeper

After about a three-year hiatus without their neighborhood library, the anticipation fuming from Seabright residents was palpable at the ribbon cutting ceremony for the grand reopening of the Branciforte Branch Library on a sunny Saturday morning.

"This has been a long time coming," said Santa Cruz Public Libraries Director Yolande Wilburn. "Our neighbors in the community have put up with the construction noise, us coming and going, the delays, and every time I would come over here and I would see neighbors they would comment, when are you opening, we really want you to open."

Wilburn thanked the neighbors for their patience and also the hard work of library staff, among others. Wilburn spoke to the countywide library renovations, funded by the \$67 million library improvement bond measure, Measure S, which passed in 2016. The Branciforte Library renovations include the Allison Endert Memorial children's room, an outdoor patio, dedicated teen space, community room, and accessibility and electrical upgrades.



With the Branciforte branch reopening, the Aptos and Downtown libraries are the only branches that remain to be rebuilt. Construction on the Aptos library has been underway since 2022 and is estimated to be complete this fall. Groundbreaking for the Downtown Branch Library is planned for late 2024, according to city spokesperson Erika Smart.

Before the ribbon was cut at the Branciforte branch, officials such as Rep. Jimmy Panetta spoke to the importance of libraries as more than just places to get books, but as hubs of community activity.

"We use libraries for computers, to community centers, to after school care for our kids, to adults just spending an entire afternoon," said Panetta. "We use them as places to stay warm, and to stay dry and to stay safe, but it's also a place for our community to recognize the contributions of our community members, and the Allison Endert Memorial Children's Room acknowledges Allison's public service, her dedication to Gault Elementary and her spirit."

The library's children's reading room was named in honor of Allison Endert, an active member of the Seabright community, who served as a staffer for Sen. John Laird and an analyst for former county supervisor, Ryan Coonerty — and was [tragically struck](#) and killed by a car in 2020. Laird described Endert as "the conscience of our entire staff."

"For some of us, the connection to Allison is just really the important thing," said Laird at the reopening. "I had a special connection in the sense that I talked Allison into moving back to Santa Cruz to work on my assembly campaign 22 years ago and she was my only staffer for the year. It was her and me against the world."

Former Third District Supervisor Chief of Staff Rachel Dann worked closely with Endert for many years and was happy that the reading room named in Endert's honor was filled with light.

"Allison's passions were family and children, and we felt this would be a fitting tribute to her," said Dann. "She was such a cheerleader of Gault Elementary and this is their library, so we felt like there was a good connection. She was full of light as a person and they opened up the room so now it's also just beautiful and full of light."

Community members filed into the library and children's room en masse as soon as the ribbon was cut and the doors opened. Branciforte Branch Librarian Oscar Hernandez said that for weeks before the reopening, neighbors would peek into the windows and knock on the doors, trying to get in.

"Unfortunately we had to tell them, sorry, not yet," said Hernandez. "It really means a great deal to the community. And I really love this location. We are near Gault Elementary and a community that has been underserved with a lot of Spanish speakers. I want people to know that there is a Spanish speaking librarian here that can help you out."

Library Assistant M.J. Jennings, who works at numerous Santa Cruz Public Library branches, was perusing books off the clock with her newborn baby, Bronte. Jennings said the wait to open the branch had been nerve-racking but was happy that some of the original feel of the neighborhood library was maintained through the renovation.

"I grew up going to this library; this was my branch," said Jennings. "I was kind of worried but they did manage to retain the charm of this branch. It's very blue, but I love blue."

Seabright resident James Dowhower was already taking advantage of the comfortable seating and ample light inside the new branch and said that he had also been greatly anticipating the branch reopening.

"For me, I would meet friends here so I missed the camaraderie," said Dowhower. "It's a community center and not to mention all the access to materials. This is a really nice place."

Young community members Jeanette Najar and Jennifer Calderon were hanging out in the children's reading room, checking out the new digs.

"It's cool and really nice. I like it, said Najar. "It's an upgrade from the last time I saw it. I like the patio in the back and how you can sit out there in the fresh air. That's nice. We'll be coming here more now."

Panetta had taken a tour of the building while it was still under construction and was pleased to see the renovation complete and the library filled with neighbors.

"I saw the shell, but felt the vision, and now to see that vision come to fruition, it's heartwarming," said Panetta. "Libraries are no longer just about books, they're about our community, and they define our community, and there's no better example than what defines the Seabright neighborhood than Branciforte Library."



Latest funding piece for downtown Santa Cruz library project 'an enormous step forward'

The City of Santa Cruz's downtown mixed-use library project is one step closer to becoming a reality after receiving a multimillion-dollar grant from the state. But Mayor Fred Keeley says the project still has a long way to go before breaking ground.

The city received a \$33.5 million award from the California Affordable Housing and Sustainable Communities Program toward the eight-story project planned for Lot 4 — bounded by Cedar, Lincoln and Cathcart streets — in downtown Santa Cruz. The project is set to include a new downtown library, at least 124 income-restricted housing units, a 243-space parking garage and room for commercial tenants, 258 bike parking spaces and a child care facility.

The state grant is “an enormous step forward,” Keeley said. “This was a critical piece of funding and a huge infusion of capital into realizing the project,” he said.

Out of the \$33.5 million, Keeley said \$22 million will go toward plans to build 124 affordable housing units. The other \$11.5 million will go toward a number of related public infrastructure pieces within a quarter-mile of the project site such as improved bike paths and lighting.

“There's a number of smaller expenditures that help enhance the overall attractiveness of the project,” said Keeley, adding that the Santa Cruz Metro Transit District will get \$3 million for a number of projects, including upgraded bus stops.

Although the funding is a big step forward for the project, Keeley said that there is still a lot of work left to be done. The housing component is still not fully funded despite last week's funding announcement. According to Keeley, the city is planning to apply to the state for tax credits to close the funding gap; city staff are still calculating what amount they will seek from the state.

Keeley added that the city expects to hear from the state librarian's office about whether its \$10 million grant application for the library component has been approved. But even if it is, the city would need more money than that to complete all three of the housing, library and parking components.

“That would then let us know what the city would need to do based on the outcome of that grant application,” said Keeley. “So we're still a ways away from having all three fully funded.”

A [tentative timeline published by the city](#) said it aims to have additional funding sources secured by January and a construction loan approved by June 2024, with a goal of breaking ground next

November or December. It expects construction to finish in January or February 2027, with the library opening in April of that year.

Further, the city is seeking a demolition permit for Toadal Fitness, the only commercial structure currently on Lot 4. [Bonnie Lipscomb](#), the city’s economic development director, was not immediately available for comment on where negotiations with Toadal Fitness stand, and if the recent funding changes the project timeline.

In [February](#), Lookout reported that negotiations to purchase the property were not yet finalized, citing a staff report.

“The City team is in active negotiations on acquisition with Toadal Fitness and are working through two development plans for their future fitness center,” city officials [wrote in a project update](#) published Aug. 2.



Aug 15th: Capitola Library Chess Tournament Winners



The annual Youth Chess Tournament at the Capitola Branch Library on July 1 provided a place for 50 budding chess enthusiasts to showcase their skills and engage in friendly competition.

Organized by the Santa Cruz Public Library, the tournament brought together young players to test their strategic acumen and sportsmanship.

The tournament featured a competitive yet friendly format, ensuring that participants could challenge themselves against players of similar age and

experience levels. With multiple rounds consisting of one-on-one chess games, the tournament offered an intellectually stimulating environment for players to demonstrate their mastery of the game.

The Capitola branch library hosts the Aptos-Capitola Youth Chess Club, which meets Tuesdays from 3:30 to 4:30 p.m.

September Issue:

Promise Realized: \$496,342 for Aptos Library

In an inspiring display of community support, the Friends of the Santa Cruz Public Libraries announces the successful completion of their "Realizing the Promise" campaign to raise \$1 million to fund renovation and rebuilding of three libraries: Garfield Park, Branciforte, and Aptos.

The campaign was launched in 2021 in collaboration with Santa Cruz Public Libraries, which operates the 10-branch system.

The initial allocation of funds from Measure S in 2016 set the stage for revitalizing the library system.

However, a significant gap still remained between the existing resources and the transformative vision shared by the community.

Determined to bridge this gap, the Friends, together with community supporters, took on the challenge of raising funds to create specialized new library spaces that would cater to children, teens, community programs, exhibits, collaborative study areas, and learning activities.

These funds would also be used to acquire new collections, furnishings,

technology, and equipment to meet community needs.

With the funds dispersed for the completed Branciforte and Garfield Park projects, the Friends focused on raising the \$470,000 committed for the Aptos Branch rebuild — a rebuild project managed by the County of Santa Cruz Department of Community Development and Infrastructure.

At the Aug. 22 Board of Supervisors meeting, the Friends announced they had exceeded expectations and raised \$496,342.

FSCPL President Janis O'Driscoll presented a check to Supervisors Manu Koenig, Bruce McPherson, Justin Cummings, and Felipe Hernandez.

Here are some of the projects to be funded by Friends donations at the Aptos Library: • Aptos History Museum casework, coordination, and design services • Additional exterior courtyard lighting for ambiance • Exterior decorative trellises • Children's garden mosaic design services • Upgrade in roofing material for non-glare finish to work with solar panels.

Santa Cruz Public Libraries and Friends of the Santa Cruz Public Libraries



From Left: Supervisor Manu Koenig, Eric Howard, assistant director of libraries, Supervisor Bruce McPherson, Janis O'Driscoll, FSCPL board president, Bruce Cotter, FSCPL executive director, Supervisor Justin Cummings, and Supervisor Felipe Hernandez with the check for \$496,342.

would like to express deep gratitude to the major donors and all the generous supporters throughout the county for their unwavering support of this initiative. The community's dedication will help

transform the Aptos Library and create a welcoming new space for years to come. ■

•••

The Aptos Library is aiming for a soft opening in December.



May 15, 2023: Newly renovated Santa Cruz library part of bigger modernization effort

By Brisa Colón

The newly renovated Branciforte Library in Santa Cruz is just one example of improvements made with Measure S funding, which many are calling an investment in the future for libraries in the county. Libraries are one of the last free public spaces that offer resources and can act as a place of refuge for many.

"It's really an essential place for locals to come and research, get work done. It's helped the homeless community out a lot. It's just really a great place for our community to congregate and communicate with each other," says River Moore, a Santa Cruz resident.

In 2016, Santa Cruz County voters approved Measure S, a \$67 million bond measure, to fund upgrades to the county's public libraries.

"When you talk about the future of libraries, we have laptops that you can check out, we have Wi-Fi hotspots that you can check out, but we also provide space in the library for you to use the computer and get the answers and direction to information you need for your normal everyday life," says Wilburn.

Accessibility is key to improving the libraries. Some examples are adding designated areas for kids and teens, brightening spaces with more windows, and boosting Wi-Fi signals to reach parking lots. But library goes say even more is needed.

"The one on Wharf Road [...] there was mold in the bathrooms. The one here, not talking down, but people come here to shower and wash their faces. It's disgusting on the inside, and they do their best to clean it, and they're just so understaffed and underpaid that they can only do so much," says Moore.

Across the country, many say libraries are feeling the impact of the homelessness crisis; Santa Cruz is no exception. Serving the entire community regardless of race, status, or whether a patron is housed or unhoused, Library director for Santa Cruz Public Libraries Yolande Wilburn says the modern-day library is where resources for all can be found in one place.

"We have partners that come into the library and can help direct our patrons that need housing resources that might need to know how to write a résumé, how do I get service for mental health needs, how to get physical health needs. Partnering with a lot of our community partners in the new modern library to bring those services to people where they are," says Wilburn.

"We welcome everyone to use our space. And we feel that that's really important. It's an important part of what libraries across the country do," says Wilburn.

As for the libraries still under construction, the Aptos Library is set to be open in September, the Oak Annex is to be open later this Fall, and the new Downtown Library sometime in 2026 or 2027.



May 5th, 2023: California First Partner pays visit to Felton Library



As part of National Library Week, April 23-29, California First Partner Jennifer Siebel Newsom visited the Felton Branch Library and Felton Discovery Park to promote local libraries, spotlight State Park Passes and Get Out and Explore kits, and read a book from her Summer Reading Book Club at a special outdoor storytime.

Library Director Yolande Wilburn, Supervisor Bruce McPherson, Assistant County Administrator Nicole Coburn, State Park Ranger Jackie Jurek and Library staff

greeted the First Partner and provided her with a tour of the Library branch and an overview of Library programs and resources.

In addition to the Felton Library teen space and children's area, First Partner Siebel Newsom visited the FEMA Disaster Recovery Center (DRC), which has been operating out of the Felton Branch Library off and on since the storms earlier this year.

“We were thrilled to have the opportunity to host First Partner Siebel Newsom and highlight all of the great work happening at the Santa Cruz Public Libraries,” Wilburn said. “The Felton Branch Library is a great example of all the ways Libraries can support their community through dynamic programming, free resources, educational materials and critical community services.”

GrowingUP

in Santa Cruz

June 2023: Summer Reading Program Encourages Kids to Explore

By Amanda Rotella

The theme at the Santa Cruz Public Libraries this summer is FIND YOUR VOICE! Our voices have power. We use our voices to share stories, express ourselves, and spark change. Our voices include not only the sounds we make, but the words we write, the art we create, the movements we perform, and the actions we take each day to impact our world.



The Library Summer Reading Program encourages children to explore the world of books during their summer break. We want to

foster a love for reading and learning, while preventing the summer slide—a phenomenon where students lose academic skills and knowledge over the summer months. Engaging in reading activities during this time helps children maintain and even enhance their literacy skills, ensuring a smoother transition back to school in the fall.

The Summer Reading Program offers a wide range of benefits for kids. Firstly, it allows them to discover the joy of reading for pleasure, without the pressures of school assignments or exams. By choosing books based on their interests and preferences, children can immerse themselves in captivating stories, explore new worlds, and develop their imagination. Reading during the summer also enhances vocabulary, comprehension, and critical thinking skills, while expanding their knowledge on various subjects.

As part of the Summer Reading Program, kids, teens, and families are encouraged to track how much they read to earn gift certificates to Atlantis Fantasy World and the Boardwalk Bowl, scoops of ice cream from The Penny Ice Creamery, and raffle tickets for the grand prize of a new bike!

The library also provides a variety of FREE programs to make the summer even more engaging and interactive. Join us for special events featuring the Circus of Smiles, Python Ron’s Reptile Kingdom, the faeries from Happily Ever Laughter, and more!

We also have poetry workshops, family crafts and movie nights, and weekly storytimes for toddlers and preschoolers. These activities not only foster a sense of community among young readers but also promote creativity and collaboration.

The Santa Cruz Public Libraries Summer Reading Program is a valuable opportunity for children to continue their reading journey during the summer months. By participating in this program and exploring the diverse range of books and activities available, kids can develop a lifelong love for reading, improve their literacy skills, and make the most of their time away from school. We encourage you to read for fun, to learn a new skill, to make a new friend, and find your voice at the Santa Cruz Public Library this summer!

Everyone can participate in Summer Reading using the paper log or the Beanstack App. Visit any open branch of the Santa Cruz Public Libraries to sign up or go online. For a complete list of all the Summer Reading Program activities and locations, see the Santa Cruz Public Libraries Summer Reading Program page at SantaCruzpl.org/SRP.

The PAJARONIAN

Aug 24, 2023: Donation caps off Aptos library rebuild

By Todd Guild



The Aptos branch of the Santa Cruz County Public Library system—which is nearing the end of a complete rebuild—is set to reopen by the end of the year.

On Tuesday, the popular library got a boost when the Board of Supervisors accepted a \$394,000 check from Friends of the Santa Cruz Public Libraries, the system’s fundraising arm. That money was raised over the past two years to

help defray the costs of the project.

The new 12,400-square-foot building will have updated technology, a teen room, public meeting spaces and an outdoor terrace, says library spokeswoman Amanda Rotella.

It will also be a net-zero green building, meaning that all of its energy needs can be met onsite with features such as solar panels and windows oriented to maximize sunlight.

“We’re really excited about this branch,” she says. “Through this process, it’s been about reimagining our library spaces to meet the needs of the community.”

The Aptos library, along with its cousins in Capitola and downtown Santa Cruz, are the busiest branches in the system, Rotella says.

The next fundraising campaign will focus on the new Downtown Branch Library.

Projects to upgrade, modernize and repair the libraries in Santa Cruz, Aptos, Live Oak, Scotts Valley, Boulder Creek, Capitola, Felton and La Selva Beach were funded by Measure S—the \$67 million bond measure approved by voters in 2016.

With 70% voter support, the measure met the two-thirds majority threshold required for bond measures.

In approving it, property owners in every part of the county except Watsonville agreed to add \$49.50 to their annual property tax bills, and \$86 on agricultural, commercial, industrial and recreational parcels.

“We really do live in a special place,” Rotella says. “I don’t know of other systems that have had this vote of the people to bring such resources to the libraries. Measure S was a very clear demonstration by the community of their priorities and values around bringing what is a resource that is accessible to all members of the community.”

Supervisor Zach Friend says the project in Aptos was a long time coming.

“It’s a once-in-a-generation opportunity to upgrade the libraries that haven’t been upgraded in 30, 40 or 50 years, and we are definitely appreciative of the voters that supported this in giving them libraries that are worthy of this community,” he says.

STAFF REPORT

DATE: October 2, 2023
 TO: Library Advisory Commission
 FROM: Yolande Wilburn, Director of Libraries
 RE: Analysis of Patron Counts, January – June 2023

This report provides an analysis of the patron count data extracted from the SenSource People Counting System. Data between January 1, 2023 to June 30, 2023 from branches with less than 5,000 square feet of space (hereinafter “Small-Sized Branches”), between 5001 – 10,000 square feet of space (hereinafter “Medium-Sized Branches”), and over 10,001 square feet¹ of space (hereinafter “Large-Sized Branches”) were analyzed. The following trends were observed:

- Among Small-Sized Branches, Boulder Creek, Garfield Park and La Selva Beach saw an increase of patrons between May 2023 to June 2023.
- Branciforte Branch Library, which opened on May 13, 2023,² experienced a 32.25% increase in patron count between May to June 2023.
- Boulder Creek Branch experienced a 42.55% increase of patrons between January to June 2023.
- While Scotts Valley had a 12.56% decrease in patron count between quarters 3 and 4 of Fiscal Year 2023, the branch’s total checkouts grew 2% between the same time periods.

Patron Average Comparison,³ January to June 2023

Small-Sized Branches		Medium-Sized Branches		Large-Sized Branches	
Garfield Park	3,033.2	Felton	6,082.3	Downtown	13,377.2
La Selva Beach	2,976.5	Live Oak	4,585.2	Capitola	11,732.5
Boulder Creek	1,637.3	Branciforte	3,691.5	Scotts Valley	5,522.3

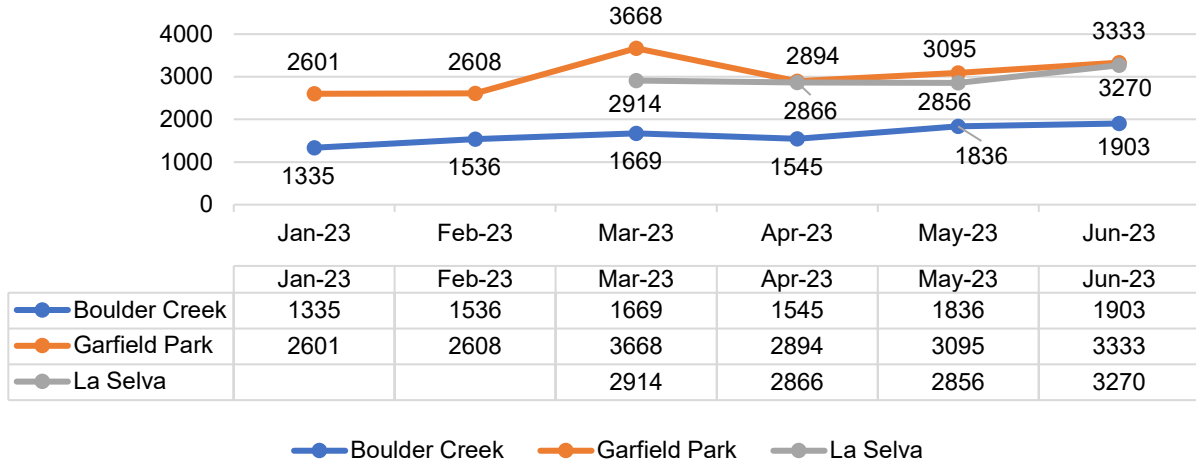
¹ At the time of this report, Aptos Branch Library is still under construction. Once reopened, Aptos Library will be considered a large branch with 12,400 square feet of space.

² The grand reopening of the Branciforte Branch Library occurred on Saturday, May 13, 2023. The branch resumed normal operations on Monday, May 15, 2023. The announcement of the grand reopening can be found here: <https://www.santacruzpl.org/news/post/1437/>

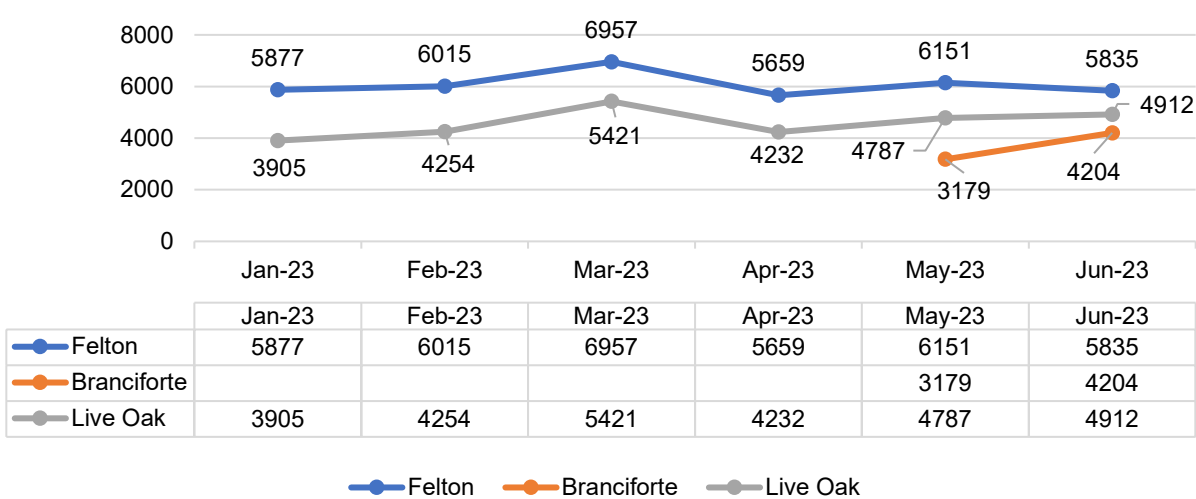
³ La Selva Beach’s and Branciforte’s patron counts for some months between January 2023 to June 2023 were not available. Averages are based on the available data in the system. Averages may increase in future reports as more data becomes available in the system.

Month-to-Month Comparison, January to June 2023

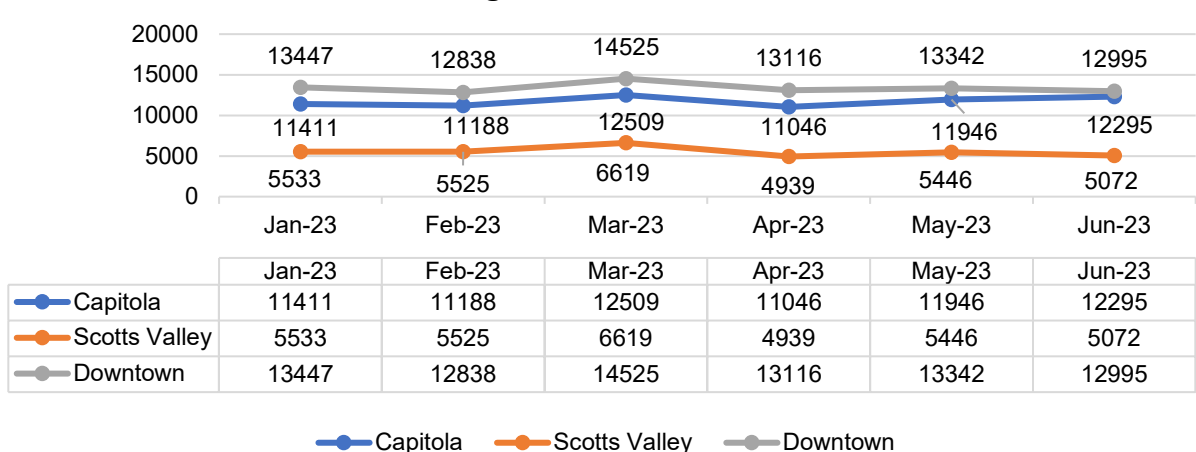
Small-Sized Branches



Medium-Sized Branches



Large-Sized Branches



Comparison of Total Patron Counts: FY 2023 Quarter 3 versus Quarter 4

Small-Sized Branches	Quarter 3	Quarter 4	% Change
Boulder Creek	4,540	5,284	16.39%
La Selva Beach ⁴	2,914	8,992	N/A
Garfield Park	8,877	9,322	5.01%

Medium-Sized Branches	Quarter 3	Quarter 4	% Change
Felton	18,849	17,645	- 6.39%
Live Oak	13,580	13,931	2.58%
Branciforte ⁵	Not Opened	7,383	N/A

Large-Sized Branches	Quarter 3	Quarter 4	% Change
Downtown	40,810	39,453	- 3.33%
Capitola	35,108	35,287	0.5099 %
Scotts Valley	17,677	15,457	- 12.56%

Comparison of Total Checkouts: FY 2023 Quarter 3 versus Quarter 4

Small-Sized Branches	Quarter 3	Quarter 4	% Change
Boulder Creek	9,666	9,895	2.37%
La Selva Beach	11,851	11,502	- 2.94%
Garfield Park	16,175	16,935	4.70%

Medium-Sized Branches	Quarter 3	Quarter 4	% Change
Felton	33,398	34,058	1.98%
Live Oak	30,999	31,374	1.21%
Branciforte	Not Opened	9,720	N/A

Large-Sized Branches	Quarter 3	Quarter 4	% Change
Downtown	72,164	66,384	- 8.01%
Capitola	83,061	81,658	- 1.69%
Scotts Valley	47,127	48,069	2.00%

Report Prepared by: Gregory Yeh, Management Analyst

Reviewed and Approved by: Yolande Wilburn, Director of Libraries

⁴ Sensors at La Selva Beach Branch Library came online on March 8, 2023.

⁵ The grand reopening of the Branciforte Branch Library occurred during FY 2023's quarter 4.

STAFF REPORT

DATE: October 2, 2023
TO: Library Advisory Commission
FROM: Yolande Wilburn, Library Director
RE: 4th Quarter Community Impact Measures

STAFF RECOMMENDATION

Accept and File Community Impact Measures for 4th Qtr. FY2023

DISCUSSION

This 4th quarter report covers the time period of April 1, 2023 through June 31, 2023 and compares this data to the previous year.

- Total circulation system-wide increased by 12%.
- Total number of new registrations increased by 22%.
- Total hours of public internet computer use system-wide increased by 47%.
- Total sessions of public internet use increased by 55%.
- Total hours of meeting room use system-wide increased by 81%.
- The total number of programs held system-wide increased by 60%.
- The total number of program attendees held system-wide increased by 146%.
- SCPL App circulation starting in the 1st quarter of 2023 and no comparison to the previous year is available.

Attachment:
4th Quarter Community Impact Measures

Report Prepared by: Kira Henifin, Principal Management Analyst
Christine Campbell, Library Assistant IV

Reviewed and Forwarded by: Yolande Wilburn, Library Director

CIRCULATION BY BRANCH														
	1st Qtr.			2nd Qtr.			3rd Qtr.			4th Qtr.			Totals	
	FY21/22	FY22/23	% Change	FY21/22	FY22/23	% Change	FY21/22	FY22/23	% Change	FY21/22	FY22/23	% Change	FY 21/22	FY22/23
Aptos	57	0	-100%	0	0	0%	0	0	0%	0	0	0%	57	0
Boulder Cree	0	4,701	0%	0	4,404	0%	0	5,068	0%	1,936	5,396	179%	1,936	19,569
Branciforte	0	0	0%	0	0	0%	0	2	0%	0	7,006	0%	0	7,008
Capitola	54,347	56,372	4%	54,914	43,569	-21%	55,949	44,553	-20%	56,861	43,364	-24%	222,071	187,858
Downtown	47,273	42,357	-10%	45,507	34,241	-25%	48,246	37,979	-21%	45,104	34,291	-24%	186,130	148,868
Felton	29,805	24,456	-18%	31,593	17,104	-46%	33,951	16,949	-50%	32,652	17,696	-46%	128,001	76,205
Garfield Par	0	7,725	0%	0	6,551	0%	0	9,196	0%	1,779	9,495	434%	1,779	32,967
La Selva Bea	7,903	7,565	-4%	6,642	6,218	-6%	6,723	6,625	-1%	6,690	6,467	-3%	27,958	26,875
Live Oak	12,762	40	-100%	10	12,836	128260%	26	17,527	67312%	10	16,686	166760%	12,808	47,089
Scotts Valley	7,511	16,626	121%	27	22,052	81574%	16	25,885	161681%	14	24,985	178364%	7,568	89,548
Outreach	5,062	5,906	17%	5,277	4,654	-12%	5,372	5,062	-6%	5,515	5,684	3%	21,226	21,306
TOTAL	164,720	165,748	1%	143,970	151,629	5%	150,283	168,846	12%	150,561	171,070	14%	609,534	657,293
Digital Bran	110,918	121,916	10%	109,713	123,424	12%	111,483	124,352	12%	115,268	127,695	11%	447,382	497,387
Total incl. D	275,638	287,664	4%	253,683	275,053	8%	261,766	293,198	12%	265,829	298,765	12%	1,056,916	1,154,680

SCPL APP CIRCULATION														
	1st Qtr.			2nd Qtr.			3rd Qtr.			4th Qtr.			Totals	
	FY21/22	FY22/23	% Change	FY21/22	FY22/23	% Change	FY21/22	FY22/23	% Change	FY21/22	FY22/23	% Change	FY21/22	FY22/23
Aptos		2	0%	0	0	0%	0	0	0%	0	0	0%	0	2
Boulder Creek		148	0%	0	188	0%	0	170	0%	0	223	0%	0	729
Branciforte		0	0%	0	0	0%	0	0	0%	0	153	0%	0	153
Capitola		2,074	0%	0	1,681	0%	0	2,002	0%	0	1,832	0%	0	7,589
CMS		567	0%	0	522	0%	0	353	0%	0	166	0%	0	1,608
Downtown		1,416	0%	0	1,241	0%	0	1,507	0%	0	1,618	0%	0	5,782
Felton		660	0%	0	519	0%	0	486	0%	0	509	0%	0	2,174
Garfield Park		184	0%	0	183	0%	0	337	0%	0	306	0%	0	1,010
La Selva Beach		538	0%	0	572	0%	0	522	0%	0	448	0%	0	2,080
Live Oak		2	0%	0	467	0%	0	481	0%	0	477	0%	0	1,427
Outreach		165	0%	0	120	0%	0	162	0%	0	127	0%	0	574
Scotts Valley		420	0%	0	686	0%	0	912	0%	0	976	0%	0	2,994
TOTAL SYSTEM HRS		6,176	0%	0	6,179	0%	0	6,932	0%	0	6,835	0%	0	26,122

NEW REGISTRATIONS														
	1st Qtr.			2nd Qtr.			3rd Qtr.			4th Qtr.			Totals	
	FY21/22	FY22/23	% Change	FY21/22	FY22/23	% Change	FY21/22	FY22/23	% Change	FY21/22	FY22/23	% Change	FY21/22	FY22/23
Aptos	124	81	-35%	82	64	-22%	69	111	61%	47	107	128%	322	363
Boulder Creek	31	118	281%	17	64	276%	21	91	333%	83	111	34%	152	384
Branciforte	28	22	-21%	32	20	-38%	21	31	48%	22	191	768%	103	264
Capitola	828	582	-30%	557	420	-25%	592	532	-10%	621	515	-17%	2,598	2,049
Downtown	725	720	-1%	595	563	-5%	654	699	7%	679	553	-19%	2,653	2,535
Felton	243	209	-14%	201	150	-25%	265	208	-22%	228	212	-7%	937	779
Garfield Park	21	135	543%	22	74	236%	15	116	673%	76	115	51%	134	440
La Selva Beach	46	78	70%	44	43	-2%	47	57	21%	87	47	-46%	224	225
Live Oak	146	56	-62%	50	215	330%	56	280	400%	51	219	329%	303	770
Scotts Valley	109	384	252%	51	267	424%	42	130	210%	37	300	711%	239	1,081
Outreach	85	118	39%	216	251	16%	82	381	365%	109	121	11%	492	871
TOTAL	2,386	2,503	0%	1,867	2,131	14%	1,864	2,636	41%	2,040	2,491	22%	8,157	9,761
HOURS OF PUBLIC INTERNET COMPUTER USE														
	1st Qtr.			2nd Qtr.			3rd Qtr.			4th Qtr.			Totals	
	FY21/22	FY22/23	% Change	FY21/22	FY22/23	% Change	FY21/22	FY22/23	% Change	FY21/22	FY22/23	% Change	FY21/22	FY22/23
Aptos	0	0	0%	0	0	0%	0	0	0%	0	0	0%	0	0
Boulder Creek	0	336	0%	0	251	0%	0	271	0%	182	451	148%	182	1,309
Branciforte	0	0	0%	0	0	0%	0	0	0%	0	342	0%	0	2,437
Capitola	1,390	2,504	80%	1,501	2,095	40%	2,064	2,230	8%	2,202	2,540	15%	7,157	14,413
Downtown	6,676	7,873	18%	7,569	7,139	-6%	7,862	7,288	-7%	7,344	8,553	16%	29,451	30,853
Felton	307	775	152%	591	664	12%	765	813	6%	813	681	-16%	2,476	2,933
Garfield Park	0	231	0%	0	229	0%	0	390	0%	64	382	497%	64	1,232
La Selva Beach	83	101	22%	80	79	-1%	104	115	11%	75	75	0%	342	370
Live Oak	294	5	-98%	0	796	0%	0	1,183	0%	0	1,474	0%	294	3,458
Scotts Valley	113	775	586%	0	1,065	0%	0	1,367	0%	0	1,234	0%	113	4,441
TOTAL SYST	8,863	12,600	42%	9,741	12,318	26%	10,795	13,657	27%	10,680	15,732	47%	40,079	54,307

SESSIONS OF PUBLIC INTERNET USE														
	1st Qtr.			2nd Qtr.			3rd Qtr.			4th Qtr.			Totals	
	FY21/22	FY22/23	% Change	FY21/22	FY22/23	% Change	FY21/22	FY22/23	% Change	FY21/22	FY22/23	% Change	FY21/22	FY22/23
Aptos	0	0	0%	0	0	0%	0	0	0%	0	0	0%	0	0
Boulder Creek	0	482	0%	0	363	0%	0	432	0%	346	581	68%	346	1,858
Branciforte	0	0	0%	0	0	0%	0	0	0%	0	634	0%	0	634
Capitola	2,342	3,521	50%	2,494	2,991	20%	3,152	3,155	0%	3,241	3,258	1%	11,229	12,925
Downtown	5,762	7,601	32%	6,577	6,532	-1%	7,011	7,154	2%	7,055	8,460	20%	26,405	29,747
Felton	560	1,238	121%	923	1,026	11%	1,194	1,226	3%	1,345	1,175	-13%	4,022	4,665
Garfield Park	0	419	0%	0	344	0%	0	610	0%	118	672	469%	118	2,045
La Selva Beach	148	202	36%	136	164	21%	178	209	17%	147	153	4%	609	728
Live Oak	463	18	-96%	0	1,124	0%	0	1,776	0%	0	2,005	0%	463	4,923
Scotts Valley	174	1,233	609%	0	1,725	0%	0	2,133	0%	0	1,993	0%	174	7,084
TOTAL SYST	9,449	14,714	56%	10,130	14,269	41%	11,535	16,695	45%	12,252	18,931	55%	43,366	64,609

HOURS OF MEETING ROOM USE														
	1st Qtr.			2nd Qtr.			3rd Qtr.			4th Qtr.			Totals	
	FY21/22	FY22/23	% Change	FY21/22	FY22/23	% Change	FY21/22	FY22/23	% Change	FY21/22	FY22/23	% Change	FY21/22	FY22/23
Aptos	0	0	0%	0	0	0%	0	0	0%	0	0	0%	0	0
Boulder Creek	0	11	0%	0	137	0%	0	247	0%	2	116	5700%	2	511
Branciforte	0	0	0%	0	0	0%	0	0	0%	0	38	0%	0	38
Capitola	200	268	34%	1230	1173	-5%	925	1399	51%	942	1155	23%	3,297	3,995
Downtown	140	98	-30%	534	607	14%	518	641	24%	646	476	-26%	1,838	1,822
Felton	138	57	-59%	520	400	-23%	231	1011	338%	202	716	254%	1,091	2,184
Garfield Park	0	0	0%	0	0	0%	0	0	0%	0	0	0%	0	0
La Selva Beach	0	0	0%	0	0	0%	0	0	0%	0	0	0%	0	0
Live Oak Annex	0	0	0%	0	0	0%	0	0	0%	0	0	0%	0	0
Scotts Valley	0	4	0%	0	821	0%	0	1017	0%	0	746	0%	0	2,588
TOTAL HOU	478	438	-8%	2284	3138	37%	1,674	4,315	158%	1792	3247	81%	6,228	11,138

NUMBER OF PROGRAMS														
	1st Qtr.			2nd Qtr.			3rd Qtr.			4th Qtr.			Totals	
	FY21/22	FY22/23	% Change	FY21/22	FY22/23	% Change	FY21/22	FY22/23	% Change	FY21/22	FY22/23	% Change	FY21/22	FY22/23
Aptos	0	0	0%	0	0	0%	0	0	0%	0	0	0%	0	0
Boulder Cree	0	16	0%	0	24	0%	0	20	0%	7	39	457%	7	99
Branciforte	0	0	0%	0	0	0%	0	0	0%	0	30	0%	0	30
Capitola	6	80	1233%	48	101	110%	71	100	41%	89	119	34%	214	400
Downtown	17	146	759%	77	187	143%	178	197	11%	229	205	-10%	501	735
Felton	13	57	338%	61	80	31%	55	73	33%	68	112	65%	197	322
Garfield Par	0	11	0%	0	21	0%	0	27	0%	4	30	650%	4	89
La Selva Bea	5	32	540%	39	44	13%	56	59	5%	63	53	-16%	163	188
Live Oak	0	0	0%	0	40	0%	0	71	0%	0	79	0%	0	190
Scotts Valley	0	12	0%	0	51	0%	0	71	0%	0	74	0%	0	208
Outreach	212	53	-75%	52	49	-6%	35	61	74%	62	125	102%	361	288
Virtual	0	18	0%	44	29	-34%	58	19	-67%	36	25	-31%	138	91
TOTAL	253	425	68%	321	626	95%	453	698	54%	558	891	60%	1,585	2,640

PROGRAM ATTENDANCE														
	1st Qtr.			2nd Qtr.			3rd Qtr.			4th Qtr.			Totals	
	FY21/22	FY22/23	% Change	FY21/22	FY22/23	% Change	FY21/22	FY22/23	% Change	FY21/22	FY22/23	% Change	FY21/22	FY22/23
Aptos	0	0	0%	0	0	0%	0	0	0%	0	0	0%	0	0
Boulder Cree	0	295	0%	0	297	0%	0	240	0%	127	795	526%	127	1,627
Branciforte	0	0	0%	0	0	0%	0	0	0%	0	1,157	0%	0	1,157
Capitola	122	1,295	961%	700	1,211	73%	894	1,623	82%	1,163	1,851	59%	2,879	5,980
Downtown	51	861	1588%	459	1,093	138%	685	2,150	214%	1,047	2,008	92%	2,242	6,112
Felton	186	527	183%	636	630	-1%	260	826	218%	739	1,493	102%	1,821	3,476
Garfield Par	0	259	0%	0	295	0%	0	670	0%	39	632	1521%	39	1,856
La Selva Bea	56	473	745%	392	376	-4%	323	746	131%	675	736	9%	1,446	2,331
Live Oak	0	0	0%	0	393	0%	0	871	0%	0	1,166	0%	0	2,430
Scotts Valley	0	202	0%	0	814	0%	0	1,397	0%	0	1,428	0%	0	3,841
Outreach	2,205	2,164	-2%	963	955	-1%	422	1,765	318%	2,454	4,784	95%	6,044	9,668
Virtual	0	136	0%	330	229	-31%	691	311	-55%	438	421	-4%	1,459	1,097
TOTAL	2,620	6,212	137%	3,480	6,293	81%	3,275	10,599	224%	6,682	16,471	146%	16,057	39,575

Note: Wireless use statistics by branch are no longer available as of FY 22-23.

STAFF REPORT

DATE: October 2, 2023
TO: Library Advisory Commission
FROM: Yolande Wilburn, Library Director
RE: 4th Qtr. SCPL Incident Report

STAFF RECOMMENDATION

Accept and File Incident Report for 4th Qtr. FY 2022-2023.

DISCUSSION

The 4th quarter incident report shows the number of incidents occurred system-wide by branch and the number of suspensions issued by branch.

Attachment: Incident Report for 4th Qtr. FY 2022-2023

Prepared by: Kira Henifin,
Principal Management Analyst

Reviewed and forwarded by: Yolande Wilburn, Library Director

SCPL Incident Report by Branch - FY 22/23															
	QTR 1			QTR 2			QTR 3			QTR 4			YTD Totals		
	FY 21/22	FY 22/23	% Change	FY 21/22	FY 22/23	% Change	FY 21/22	FY 22/23	% Change	FY 21/22	FY 22/23	% Change	FY 21/22	FY 22/23	% Change
Aptos	4	0	-100%	2	Closed	0%	0	Closed	0%	0	Closed	0%	6	0	-100.0%
Boulder Creek	Closed	4	0%	Closed	3	0%	Closed	3	0%	1	2	100%	1	12	1100.0%
Branciforte	Closed	0	0%	Closed	Closed	0%	Closed	2	0%	Closed	6	0%	0	8	0.0%
Capitola	9	5	-44%	8	1	-88%	3	2	-33%	4	2	-50%	24	10	-58.3%
Downtown	17	41	141%	12	30	150%	42	52	24%	23	54	135%	94	177	88.3%
Felton	4	6	50%	2	10	400%	4	13	225%	3	2	-33%	13	31	138.5%
Garfield Park	2	1	-50%	Closed	5	0%	Closed	1	0%	0	2	0%	2	9	350.0%
La Selva Beach	0	0	0%	0	0	0%	1	0	0%	1	0	-100%	2	0	-100.0%
Live Oak	2	4	100%	7	1	-86%	1	5	400%	2	7	250%	12	17	41.7%
Scotts Valley	Closed	0	0%	Closed	0	0%	Closed	2	0%	Closed	2	0%	0	4	0.0%
TOTAL	38	61	61%	31	50	61%	51	80	57%	34	77	127	154	268	74.0%

Suspensions by Branch															
	QTR 1			QTR 2			QTR 3			QTR 4			YTD Totals		
	FY 21/22	FY 22/23	% Change	FY 21/22	FY 22/23	% Change	FY 21/22	FY 22/23	% Change	FY 21/22	FY 22/23	% Change	FY 21/22	FY 22/23	% Change
Aptos	Closed	0	0%	0	Closed	0%	0	0	0%	0	Closed	0%	0	0	0.0%
Boulder Creek	Closed	1	0%	Closed	0	0%	0	1	0%	0	0	0%	0	2	0.0%
Branciforte	Closed	0	0%	Closed	Closed	0%	0	0	0%	0	2	0%	0	2	0.0%
Capitola	0	1	0%	0	0	0%	2	1	-50%	1	1	0%	3	3	0.0%
Downtown	10	17	70%	5	18	260%	33	34	3%	15	29	93%	63	98	55.6%
Felton	3	1	-67%	1	4	300%	1	2	100%	1	1	0%	6	8	33.3%
Garfield Park	0	0	0%	Closed	1	0%	0	1	0%	0	0	0%	0	2	0.0%
La Selva Beach	0	0	0%	0	0	0%	0	0	0%	0	0	0%	0	0	0.0%
Live Oak	0	0	0%	Closed	1	0%	0	0	0%	0	2	0%	0	3	0.0%
Scotts Valley	Closed	0	0%	Closed	0	0%	Closed	0	0%	Closed	2	0%	0	2	0.0%
TOTAL	13	20	54%	6	24	300%	36	39	8%	17	37	118%	72	120	66.7%

* Reopenings

Felton 2/22/20, La Selva Beach 3/20/21, Capitola 6/12/21, Boulder Creek 5/7/22, Garfield Park 6/11/22, Scotts Valley 8/6/22, Live Oak 10/1/22, Branciforte 5/13/23

STAFF REPORT

DATE: October 2, 2023
TO: Library Advisory Commission
FROM: Eric Howard, Assistant Library Director
RE: 4th Quarter Workplan FY 2022/2023

RECOMMENDATION

Accept and File Workplan for 4th Qtr. FY 2022/2023.

DISCUSSION

Attached, please find the fourth quarter workplan. The fourth quarter plan runs from April through the end of June and the report attempts to capture the Library's operations and high impact programs and services within this quarter across five areas: 1. Learning 2. Digital Inclusion 3. Transformative Spaces 4. User Experience 5. Organizational Capacity.

This period of time captures the beginning of the Library's robust programming during the summer. In the fall, the Library will present a full report of its successes and lessons learned from its summer programming.

Attachments: 4th Qtr. Workplan FY 2023

Reviewed and Forwarded by: Yolande Wilburn, Library Director

WORKPLAN: QUARTER 4

<p>1. LEARNING</p>	<p>Adult Programming: <i>Creative Aging and Life Skills</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 Boulder Creek Branciforte Capitola Downtown</p>	<p>Felton Garfield Park La Selva Beach Live Oak 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 4

ADULT

“It feels like we’re coming together again and we’re better than before. Thank you very very much for your exposure to different cultures represented by the library.”

“Tech Talks is soooo instructive. I especially like the one sheet for quick reference. Bjorn and Abraham are great instructors!”

- Participant praise for SCPL adult programming

This quarter, the Library held 354 events, with an attendance of 2,814 participants. Over 1000 adult readers signed up in June for this year’s Summer Reading Program. Summer Reading runs June 1-July 31. Here are some of the highlights from this quarter:

Digital Literacy

- Started in-person bilingual English/Spanish tech help at Branciforte
- Began working with the Idea Fab Lab on the Advancing Ideas: Artificial Intelligence Monthly Meetup to explore the implementation and implications of this rapidly advancing technology
- Offered Tech Talks Workshops covering: Podcasting basics, travel, digital legacy planning, mental health apps, and emergency preparedness. These classes are supplemented by customized videos designed to support further learning. Post-workshop surveys show participants gave a 95% rating for how much they learned to use technology more effectively and how much they intend to apply what they learned
- Provided 158 English language and 32 bilingual English/Spanish in-person tech help appointments

Health, Housing, Literacy, and Civic Engagement

- Affordable Housing Month -

Worked with Housing Santa Cruz County and the Non-Profit Housing Association of Northern California to partner on Affordable Housing Month:

- Created displays and recommended reading lists for adults and youth.
- Tabled at the kickoff Community Conversation & Celebration at Cabrillo College. This kick-off event featured keynote speaker Shane Phillips, urban planner, policy expert, and author of *The Affordable City: Strategies for Putting Housing Within*

Reach (and Keeping it There) and a children's corner with a book reading by Leticia Hernández-Linares, author of the children's book "Alejandria Fights Back!"

- Hosted a panel discussion with local leaders and affordable housing experts, including:
 - Adam Spickler, Trustee, Cabrillo College
 - Elaine Johnson, J.D., Executive Director of Housing Santa Cruz County
 - Carlos Palacios, Santa Cruz County Administrative Officer
 - Jenny Panetta, Executive Director of Housing Authority, Santa Cruz County
 - Dr. Robert Ratner, Director, County of Santa Cruz, Human Services Department, Housing for Health (H4H) Division

Affordable Housing Month is an opportunity to deepen our awareness of our neighbors' experiences; grow our understanding of the foundational role that home plays in strengthening our individual, family, and community outcomes; and cultivate a commitment to ongoing learning. Access to safe, stable affordable homes, is one of the most important tools to create strong, thriving, equitable communities. During Affordable Housing Month, residents from all over the region come together to learn, engage, and add our voices to the conversation about how we strengthen our neighborhoods.

- Began hosting Safety in Santa Cruz - Community Discussions at Branciforte to discuss issues in our community, and how best to foster healthy and sustainable housing solutions for all. This community-led discussion group meets monthly in various locations. Topics have included
 - Housing and rental affordability with Housing Matters
 - Public Defender and the District Attorney discussing the crimes they see, the gaps they see in current laws, and what works and doesn't work in the judicial system.
- Continued hosting Neighbors for Neighbors bimonthly conversations to bring together people who want to learn how to take an active role in their neighborhood to bridge divides on the topic of homelessness.
- Established wider implementation of the Santa Cruz County Volunteer Center Literacy Program partnership bringing English language learners and their tutors into more library branches and into our new meeting room spaces.
- Started a series of Anti-racism Book Circles in partnership with the Resource Center for Nonviolence. Participants are reading How to Be an Antiracist by Ibram X. Kendi. The discussions are designed to offer participants a courageous space to help one another engage in collaborative, antiracist learning by cultivating inclusivity, curiosity, and mutual respect.
- Hosted a Bystander Intervention workshop to teach bystanders about the principles of nonviolence and de-escalation techniques. In this training participants learned hands-on skills about how to de-escalate a hate incident before it leads to violence, how to create a safe space, and how to support the person being targeted.

- Held a Mental Health Awareness Collaborative discussion panel to educate, provide resources, and allow for future collaboration on a topic that increasingly affects our community. The panel included both mental health experts, SC County Behavioral Department, and first-hand stories from community members who are part of NAMI, National Alliance on Mental Illness local chapter. As a result of this experience, good connections were made between these organizations for future collaborations.
- In the Life Literacies Center partner organizations served an average of 5-15 people each week. Partners collaborate to
 - Provide outreach to adults struggling with homelessness and/or mental illness in the Santa Cruz downtown corridor. Offer crisis support and other services to reduce the risk of psychiatric hospitalizations and incarceration, and to improve clients' quality of life.
 - Connect people to resources for health, mental health, substance use and housing, CalFresh, Medi-Cal, and other County services.
 - Sign people up to work on the Homeless Garden Project farm, attend job training classes, and get free food.
 - Connect families experiencing homelessness to housing, shelter, food, medical, and social services.
 - Connect decarcerated individuals to employment.
 - Host partner organization's staff training focused on implementing trauma informed practices, building empathy into their work, and creating solidarity among their staff.
 - Process birth certificate applications.
 - SCPL's Working Together program brings 10 providers together in synergy for people seeking resources and community support. This monthly program collaborates with 10 partner organizations, including: Downtown Streets Team, Encompass Downtown Outreach Workers, Encompass Transition Age Youth (added in June), free phones & services vendors, Friends Outside, Court Community Service Program, Healing the Streets, Homeless Garden Project, Housing Matters, and the Santa Cruz Free Guide. Free sandwiches are donated from Togo's Capitola, Scotts Valley & Watsonville. Phones, food, and bus passes are the most sought out resources during this program.
 - Volunteer Housing Navigators continue to serve people experiencing homelessness with life-transforming outcomes. One participant who was homeless since 8/2022 moved into housing in June! Participants and Housing Navigators were very busy this quarter, working on finalized rental applications, assistance with credit analysis and reports, letters to landlords, rental searches, applying for rentals, setting up interviews with landlords, addressing rent payment issues. This work is done in collaboration with

Housing Matters, Housing Authority, Central Alliance for Health, Front St. Housing, Housing for Health, and Encompass to serve their clients.

Financial Literacy

- Held April Financial Awareness workshops in partnership with Santa Cruz Community Credit Union. Topics included Budgeting, Retirement, and Identity Theft.
- Held a Homebuyers 3-seminar series. Topics included The Path to Successful Home Ownership, Age in Place or Right Sizing? and How to Help Your Kids Buy in Today's Market.

Heritage and Diversity

- Celebrated Asian American and Pacific Islander Heritage Month with an event featuring Cathy Choy, author of Asian American Histories of the United States, in a lively discussion with UCSC Professor of History Alice Yang. Choy is an award-winning Asian American historian and professor of ethnic studies at the University of California, Berkeley.
- Held an educational and enjoyable program creating Korean Lotus Flower Lantern crafts. This program shared information about Korean culture while also engaging participants in a hands-on craft. This program for adults was created in partnership with the Korean Spirit and Cultural Center, and resulted in a program that engaged an intergenerational audience
- Celebrated Jewish American Heritage Month by creating a partnership with the Jewish Film Festival and Temple Beth El. This year's festival focused on films about Jews, sports, nature, and peaceful coexistence.
 - Filmmaker Josh Greene presented his Student Oscar-nominated film "WAVES APART", which examines the anti-Semitic influences on surfing that have tainted—but not spoiled-- the inherent beauty and comradery of the sport.
 - Other films showed how Israelis, Palestinians, and Jordanians have collaborated to protect nature, and how the "Pink Lionesses," a group of breast cancer survivors, create caring and comradery through sport, despite age and cultural differences.

Performing Arts

- Celebrated April Poetry Month with an evening of Poetry and Art by Santa Cruz County Veterans
- Expanded the Soundswell Live Music Series, highlighting our digital collection of local music, with a concert featuring three local musicians and bands. The concert brought together 142 people of all ages to share a love of music, enjoy our unique local

musicians, and become aware of our Soundswell collection.

- Hosted NextStage Productions Reader's Theater with 5 Short Comedies bringing participants together for a light-hearted experience.

Connect, Learn, Enjoy

- Held the Capitola Library Writer's Workshop 6-class series to support writers, beginners or advanced, by teaching writing techniques and supporting the growth and refinement of writers' projects.
- Hosted an author talk with Patrice Keet and Mellissa LaHommedieu, whose book *Melissa Come Back* is a dual-narrative memoir chronicling two women's paths through the foster care system.
- Started Community Crafters at Boulder Creek, sharing community expertise to learn a new craft or art process together, and to have a space dedicated to work on projects with others every week.
- Started the CreateAbility Hour at Felton, offering fun and creative activities and social opportunities for adults with developmental differences and their caregivers.
- Started a Physics Book Club to explore physics concepts through reading and conversations. Discussions are facilitated by researchers from the UCSC Santa Cruz Organization for Outreach in Physics (SCOOP), a group dedicated to making physics exciting and accessible to all.
- Held 2 special Summer Reading Program poetry writing and collage making workshops to create a supportive environment for expressing your voice through poetry and art.
- Started a Hugo Award-Winning film series to explore how we define Science Fiction & Fantasy, and to connect with others through common interests by watching films together.
- Created a new Summer program of Adult Summer Camp Nostalgia Crafts.
- Began hosting the Santa Cruz Poetry Project weekly in the Downtown Life Literacies Center. The Santa Cruz Poetry Project facilitates poetry and writing workshops throughout Santa Cruz County, bringing poetry to those who would not otherwise have access. This workshop at the Downtown library welcomes anyone who would like to establish a writing practice in a safe and encouraging environment, with special emphasis on inviting incarcerated individuals to participate. The class is also offered in the SC County Jails, giving incarcerated people the opportunity to continue their poetry practice after incarceration.
- Supported the UCSC Dickens Project Pickwick Club's educational online programs:
 - Ecological Utopia: From the Victorians to Us lecture series.
 - Mystery of Edwin Drood book discussion.

- Dickens and Victorian Psychology lecture.
- Dickensland: The Curious History of Dickens's London lecture.

Local History and Genealogy

- Held an author event with local history expert Dr. Traci Bliss on Big Basin Redwood Forest: California’s Oldest State Park.
- Hosted a lecture by Joe Michalak, City of Santa Cruz, Historic Preservation Commissioner, exploring sources and methods for researching the history of a house in honor of Preservation Month.
- Hosted Genealogical Society lectures and workshops on:
 - Genealogy Basics
 - Investigative Genetic Genealogy, a technique used to solve hundreds of previously “unsolvable” cold cases.
 - What to Do with All of Our Family Stuff: Research, Documents, and Heirlooms
 - Introduction to Genealogy - a beginners’ workshop for getting started in genealogical research.
- Santa Cruz County History Fair - History Talks - hosted by the San Lorenzo Valley Museum in partnership with the Santa Cruz Public Libraries and with support from the Humanities Institute UCSC
 - 50-70 Years of Historic Preservation in Santa Cruz County.
 - The London Nelson Initiative.
 - From Timber to Tourists – The Conversion of Boulder Creek from a Lumber Town to a Summer Resort.
 - Introduction to Use of DNA for Family History Research.
 -

Community-Led Learning programs, brought to the library by the Felton Library Friends

- Sumi-e - Japanese Ink Painting.
- Growing Gorgeous Dahlias.
- Sailing Around the World: An Odyssey in Stories and Pictures?
- Floods: Ecological Impacts and the Resiliency of the San Lorenzo River.
- Tour of San Lorenzo Valley Water District’s Kirby Water Treatment Plant.

Quarter 4
YOUTH

This quarter the Library held:

- 161 programs for ages 0-5 with 4,526 attendees.
- 262 programs for ages 6-11 with 3675 attendees
- 5 programs for ages 12-18 with 249 attendees.

Early Learning

- *New:* The Library introduced a new Bilingual Family Storytime at Branciforte and Bilingual Stories, Songs and Games at Boulder Creek’s Toddler/Preschool Storytime.
- This quarter the Library also provided special programming to celebrate Earth Day, including Grab & Go kits with wildflower seed kits that were distributed throughout the system. It also recognized and provided special programming for AAPI Heritage Month, Jewish American Heritage Month, Juneteenth and Pride Month.

Special Guests

- On April 26, the Felton Branch hosted First Partner, Jennifer Siebel Newsom, for a “Get Out and Explore! Outdoor Storytime in Felton Discover Park Plus Craft”.
- On April 20, Scotts Valley hosted local author Misty Knightly to read her newest book on fire safety in honor of Earth Day.

Special Projects and Summer Reading

- The Felton Library worked with the Friends of the Felton Library to provide the *Wonder Walkers* Storybook Walk in the adjoining Felton Nature Discovery Park. The book *Wonder Walkers* is written and illustrated by Micha Archer. The Storybook Walk remained up for a full month.
- Felton’s librarian hosted a special Superhero Preschool Storytime and craft that attracted 49 participants. Children arrived in costumes and made their own superhero masks. The program promoted an upcoming Free Comic Book Day.
- Summer reading events continue to attract significant numbers of participants. Popular Bubble Guy attracted over 100 attendees at both the Scotts Valley Library and Capitola. Mike the Magician’s Summer Reading Magic Show attracted over 100 participants at Felton. Garfield Park hosted the performer “Peopleologie” which promoted community engagement and Summer Reading and helped pack the programming space at that branch. Boulder Creek attracted over 50 attendees for the performance of Jack and the Beanstalk presented by Fratello Marionettes. The Library’s Summer Reading Program continues until the end of July. The Library will provide a full summary of summer reading events and successes, including its extensive Lunch at the Library program and Recover and Thrive Program, in the fall.

Student Success

- Librarians worked with volunteers to bring back the Tales to Tails program. A popular program that provides nonjudgmental opportunities for struggling readers who read to service dogs.
- READ continues in its popularity through spring and summer. READ provides one on one support for struggling readers from a credentialed teacher. Hours have been augmented

this spring and summer through a special funding gift raised by the Friends of the Library and is part of the larger Recover and Thrive program.

Safe After School

- Regular STEAM programs at Branciforte began with that branch's reopening.
- The Downtown Library continues to enjoy high attendance for family craft programs. The similar and popularly enjoyed Make and Explore programming also continues at Felton and Scotts Valley.
- La Selva began a robotics program and continues to enjoy Family Fun crafts and Family Movie Matinee on Saturdays.

Teens

- The Downtown Library started an Advisory Council of Teens. Among their goals, to revision the current space to make it more welcoming for other teens.
- Aptos/Capitola ACT members assisted Librarian Sandi Imperio at the Japanese Cultural Fair. They helped visitors of all ages make origami cranes, dinosaurs, hats, and other animals.
- North County ACT members were treated to a Use Your Poetry Voice poetry workshop with Santa Cruz County Poet Laureate Farnaz Fatemi in April in celebration of National Poetry Month (which also kicked off SCPL's program collaboration with the SC Poet Laureate). Librarian Jackie Danziger created the curriculum for the workshop (as well as the other workshops for younger children in this program series) and Farnaz led the teens in creating their very own poems, including blackout poetry, and had a chance to find out more about our very own Santa Cruz County Poet Laureate, who also shared her work with the Council attendees.

School Partnerships

Library staff participated in multiple outreach events at schools this quarter, including the Gault Elementary Open House, class visits to Vine Hill Elementary, San Lorenzo Valley Elementary and Boulder Creek Elementary.

Lizz Borbas and the Friends of BCK Library hosted a Last Day of School Party at BCK Library, and served root beer floats, painted rocks and wood cutouts, and offered balloon animals and face painting (by Cami Newton) to 130 kids and their families, and signed up 60 people for SRP at the event.

Community Partnerships

Staff have partnered with Housing Matters-Rebele Family Shelter and provided two in person craft days at the Shelter. Staff brought giveaway books, library information and signed kids up for the Summer Reading Program.

In partnership with Triple P, workshops have been held at SCPL branches, including Downtown, Felton, and Scotts Valley. Youth librarians work with Triple P staff in scheduling and reserving spaces for these workshops. Topics included "Setting Healthy Screen Time Limits," "The Power

of Positive Parenting,” “Raising Confident, Competent Children,” and “Helping Your Teen Manage Depression.”

Quarter 4

OUTREACH

County Correctional Facilities (CCF) Programs & Services

- Developed a new partnership with Rising Scholars / Cabrillo College to provide books for their communication class at the Rehabilitation and Reentry Facility. Each student selects a book to read and present on in the class. Book purchases are funded by the Friends of SCPL and are gifted to the students. These are non-credit classes in a 'career series' that leads to Cabrillo certificates.
- Returned to in-person services providing weekly Library Services and the People & Stories reading and discussion program at the Blaine Street Women’s facility in June.
- Returned to in-person library services at the Santa Cruz Main Jail in June.
- SCPL’s CCF Library Services were included in the revised American Library Association (ALA) Standards for Library Services for the Incarcerated and Detained, in the “Where it Worked” section. The Standards were unanimously approved at the 2023 ALA Conference and will soon be published.

Special Outreach Events

- Vive Oaxaca Guelaguetza - Represented SCPL for the first time at this annual cultural festival celebrating indigenous Oaxacan culture - Interacted with approximately 100 people.
- Juneteenth Celebration at London Nelson Center - Interacted with 193 people.
- Santa Cruz County History Fair - Interacted with 76 people.
- Santa Cruz Pride Parade and Festival - Interacted with 535 people.
- Earth Day Downtown- Interacted with 369 people.
- Scotts Valley Multicultural event- Interacted with 290 people.
- Kids Day - Interacted with 460 people.
- Japanese Cultural Fair – Interacted with 323 people.
- Summer Lunch Events this quarter included, Bayview, Nueva Vista Community Center and the Quail Hollow Boys and Girls Club

2. Digital Inclusion Accomplishments:

Quarter 4

- Acquired 30 additional hotspots and 5 additional tablets for the lendable tech collection.
- LIT staff set up 20 laptops purchased through the LSTA Copycat grant allowing the Library to enhance its after-school STEAM programs to offer Lego Not-So simple Machines and EV3 robotics to children in the Afterschool Enrichment Program and tweens at the La Selva Beach Branch.

3. Transformative Spaces Accomplishments:

Quarter 4

- Opened the Branciforte Library with a relevant, engaging, and diverse collection of materials for adults, teens, and children (May 13, 2023).

4. User Experience Accomplishments:

Quarter 4

- Introduced the California State Library's K-12 databases, and an upgraded version of NewsBank.
- Ordered the collection for the new Aptos Library.
- Interlibrary Loan: Borrowed 423 books from other libraries for SCPL patrons and lent 149 books from the SCPL collection to other libraries.

5. Organizational Capacity:

Quarter 4

- The Library remains on track to filling its vacancies and continues to work with the labor union and Human Resources to refine its internal transfer procedures.
 - Multiple staff participated in a Train the Trainer program through the company Vistelar to better support all staff in techniques for de-escalating difficult situations. Multiple staff also participated in First Aid training.
-



SANTA CRUZ
PUBLIC LIBRARIES

STAFF REPORT

DATE: October 2, 2023
TO: Library Advisory Commission
FROM: Yolande Wilburn, Library Director
RE: Holiday Closure Schedule for 2024

RECOMMENDATION

Review and file the Holiday Closure Schedule for 2024

Report Prepared by: Kira Henifin, Principal Management Analyst

Reviewed and Forwarded by: Yolande Wilburn, Library Director



2024 Library Closure Schedule for the Santa Cruz Public Library System

January	Monday, January 1 st New Year's Day
	Monday, January 15 th Martin Luther King Jr. Day
February	Monday, February 19 th Presidents Day
April	Thursday, April 25 th Spring Staff Training Day
May	Monday, May 27 th Memorial Day
June	Wednesday, June 19 th Juneteenth
July	Thursday, July 4 th Independence Day
September	Monday, September 2 nd Labor Day
October	Thursday, October 17 th Autumn Staff Training Day
November	Monday, November 11 th Veterans Day
	Thursday, November 28 th Thanksgiving Day
	Friday, November 29 th Day After Thanksgiving
December	Tuesday, December 24 th Christmas Eve (Close at 2pm)
	Wednesday, December 25 th Christmas Day
	Tuesday, December 31 st New Year's Eve (Close at 2pm)
January 2025	Wednesday, January 1 st New Year's Day

STAFF REPORT

DATE: October 2, 2023
TO: Library Advisory Commission
FROM: Yolande Wilburn, Director of Libraries
RE: Remote Work Policy

This report provides an overview of the remote work policy. As part of the administrative services agreement with the City of Santa Cruz, all staff are considered employees of the City of Santa Cruz. On 9/1/2023, the Santa Cruz City's Chief People Officer issued an administrative procedural order regarding a remote work policy. The City will offer remote work option at the discretion of the Director of Libraries.

SUMMARY OF THE POLICY

Staff eligible for remote work must remain in good standing, meet job performance expectations, and comply with the terms of the agreement. The following provides an overview of the policy:

- *Remote Work Agreement:* All staff must have an agreement approved by their direct supervisor and Director of Libraries. Denials cannot be appealed or grieved.
- *Remote Day Maximum:* Remote work can only occur no more than (2) days in a (5) day work week. If the employee works less than (5) days, they can only work remotely no more than one (1) day during the week.
- *Disciplinary Action:* Any breach of an approved agreement by the employee may result in the termination of the agreement and/or disciplinary action, including termination of employment.

ATTACHMENT

- II-60 Remote Work Policy

Report Prepared by: Gregory Yeh, Management Analyst

Reviewed and Approved by: Yolande Wilburn, Director of Libraries

TO: Department Heads
SUBJECT: REMOTE WORK POLICY

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A. PURPOSE

While the original version of this Administrative Procedure Order (APO) arose out of necessity in response to the COVID-19 pandemic, the City will continue to offer remote work as an option for those employees for whom this work arrangement is appropriate, based on their department’s operational needs and the employee’s job duties.

The purpose of this APO is to provide guidance on the City’s hybrid work environment, which allows for a combination of on-site and remote work. A hybrid work arrangement

offers departments flexibility in determining the best way to meet operational needs. While hybrid remote/on-site work at the City is not a condition of employment, it can be requested by employees on a voluntary basis, subject to approval by their Department Head or the Department Head's designee (collectively referred to as Department Head).

A hybrid work environment has many benefits, including:

- Improves recruitment and retention of employees by providing flexibility.
- Expands employment opportunities.
- Creates operational resiliency by ensuring continuity of business operations during emergencies and disruptions.
- Saves time and increases productivity for staff.
- Increases environmental sustainability by reducing commuting, parking, and operational energy. Reduces carbon emissions.

Remote work is an arrangement that allows an employee to perform City work at an approved alternate worksite, which is typically the employee's home. Even when approved to work remotely, employees must retain the ability to report to the City worksite for meetings, coverage, emergencies, or other operational reasons unless otherwise approved by their Department Head.

Additionally, under California law all City employees are required to serve as Disaster Service Workers should the need arise, and employees must comply with this obligation regardless of their remote work status.

B. ELIGIBILITY

The business and operational needs of the department will determine the feasibility of working remotely. A remote work arrangement is not an employee's right or entitlement. Not every City position nor every City employee will be eligible or suitable to work remotely. Even if a particular position can be performed remotely, not every employee in that position may be eligible to work remotely. Individual eligibility is at the discretion of the department. Departments will determine which employees are eligible for remote work based upon balancing business needs and job duties. Should a department deny a request for remote work, it will provide the employee with an explanation of the denial. Such denials are not subject to a right to appeal nor is it grievable under any applicable MOU.

Employees eligible for remote work must remain in good standing, meet job performance expectations, and comply with the terms of the Remote Work Agreement (Agreement) they make with their supervisor. Failure to meet expectations or comply with the terms of the Agreement may be a basis for the termination of the Agreement, as described below. Employees may, at times, also be required to return to work on site at the City on scheduled remote work days for meetings, covering for other employee absences, or other operational reasons.

1. **Eligibility Considerations**

- The operational needs of the employee's department and the City.
- The potential for disruption to City operations.
- The ability of the employee to perform their specific job duties from a location separate from their City worksite (Alternate Worksite) without diminishing the quantity or quality of work performed.
- The degree of face-to-face interaction with other City employees and the public that the employee's position requires.
- The portability of the employee's work, including the employee's ability to remotely access tools, equipment, and materials necessary to perform their job functions.
- The ability to create a functional, reliable, safe, and secure Alternate Worksite for the employee.
- Risk factors, such as confidentiality of work and secure computer access, associated with performing the employee's job duties from a remote location.
- The ability to measure the employee's work performance from a remote worksite.
- The employee's job performance as determined by their last performance review.
- The employee's supervisory responsibilities.
- The employee's need for supervision.
- The employee's ability to work independently.
- Other considerations deemed necessary and appropriate by the employee's immediate supervisor, Department Head, or the Chief People Officer (Human Resources Director).

C. REMOTE WORK ASSIGNMENT AND EXPECTATIONS

1. **Remote Work Agreement**

Remote work is only permitted when there is a preapproved Agreement. Any Agreement is only valid for the time period specified in the Agreement. The Agreement is invalid after this time unless the City approves an extension in writing. The City may, in its discretion, decide to terminate the Agreement earlier. Employees will be given a minimum of two (2) weeks' notice if the Agreement is terminated before the original termination date, unless there is an urgent business need or emergency needing quicker action.

2. **Remote Day Maximus**

Remote work under this APO allows for employees to work remotely no more than two (2) days in a five (5)-day work week and one (1) day in a work week less than five (5) days. Requests to work remotely outside of this standard requires City Manager approval. Approval of such requests is very rare and will be made only under exceptional circumstances.

3. **Department Head Approval**

Employee acknowledges and agrees that the Agreement is subject to the discretion of the Department Head. Agreements will be approved on a case-by-case basis consistent with the eligibility considerations above.

4. **Breaks and Work Schedule Deviation**

Non-exempt employees (eligible for overtime) shall be assigned a work schedule in the Agreement, including rest and meal breaks (Work Schedule), if it differs from their regular Work Schedule. Any deviation from the Work Schedule must be approved in advance, in writing, by the employee's supervisor. Non-exempt employees must take meal and rest breaks while remote working, just as they would if they were reporting to work at their City worksite. Non-exempt employees may not incur overtime working remotely without prior written authorization from their supervisor. A non-exempt employee who fails to secure written authorization before incurring overtime may face discipline in accordance with the City's policy for working unauthorized overtime.

5. **Communication**

All remote work employees are required to be accessible in the same manner as if they are working at their City worksite during the established remote Work Schedule, regardless of the designated location for Alternate Worksite. Employees must be accessible via telephone, email, and/or network access to their supervisor and other City employees while telecommuting, as if working at their City worksite. Employees shall forward their City phone to their Alternate Worksite phone on their remote work days. They will check their City-related business phone messages and emails on a consistent basis, as if working at their City worksite.

6. **Full Scheduled Hours**

All remote working employees shall work their full scheduled hours, according to the Work Schedule. Remote work is especially encouraged on partial workdays to help lower the City's carbon footprint. Employees are required to maintain an accurate record of all hours worked at the Alternate Worksite and make that record available to their supervisor upon request, which may include tracking in the City's timecard system.

7. **Availability**

While remote working, employees shall adhere to the following:

- Be available to the department via any of the following methods: telephone, email, and/or network access during all designated work hours. Employees must be ready to report to their worksite when necessary for meetings, coverage, emergencies, or other operational reasons as determined by their supervisor, manager, or Department Head.
- Have the Alternate Worksite be set up for productive work, with, for instance, reliable and secure Internet and/or wireless access and a designated area supportive of uninterrupted audio and video conferencing.
- Employees should be focused on and engaged in City business during their scheduled work time, regardless of where they perform that work. Just as when they are working in City facilities, if employees who are working remotely need to conduct personal business during their scheduled work hours, they must do so during their meal and rest breaks.

- All periods of employee's unavailability must be approved in advance by the employee's supervisor in accordance with department policy and documented accordingly.
- Employees must notify their supervisor promptly when unable to perform work assignments because of equipment failure or other unforeseen circumstances. If needed, the employee should come into their City worksite or take appropriate leave if they cannot conduct their work remotely.

8. **Geographic Work Location**

The expectation is that employees who perform remote work will do so from their personal residence or an identified consistent location. This best ensures that the employee will be available to meet the City's operational needs (including reporting to the City worksite if needed) as well as to perform their duties as a Disaster Service Worker should that need arise.

9. **Out of State Remote Work**

Out of state remote work presents numerous challenges, such as different tax laws, health insurance plan availability, labor laws, and more, and makes it impossible for employees to report to work quickly if required to do so to meet operational needs or perform their duties as Disaster Service Workers. For these reasons, out-of-state work options are not allowed. Appeals of this prohibition must be made to the City Manager. Any decision by the City Manager shall be final.

10. **Job Offers**

Job offers may not be extended with a commitment of ongoing remote work, as departments' operational needs change and flexibility is paramount in determining where employees are needed.

D. GENERAL DUTIES, OBLIGATIONS, AND RESPONSIBILITIES

Employees must adhere to the provisions set forth in this APO and the terms of the Agreement. Any deviation from the Agreement requires prior written approval from the employee's supervisor.

- Every employee who works remotely must meet with their supervisor and together complete a written Agreement that includes details, such as the employee's remote work location, Work Schedule (including details specifying when the employee will work remotely and the days that they will work on-site in a City facility), and the expectations that will apply while the employee is working remotely. The Appendix to this APO includes a sample Agreement that may be used to guide this conversation. The Remote Work Agreement may be modified with approval of the Department Head to match the business needs of the department.
- All existing duties, obligations, responsibilities, and conditions of employment remain unchanged. Remote working employees are expected to abide by all City and departmental policies and procedures, rules and regulations, applicable Memoranda of Understanding, and all other official City documents and directives.

- Employees authorized to perform work at an Alternate Worksite must meet the same standards of performance and professionalism expected of City employees in terms of job responsibilities, work product, timeliness of assignments, and contact with other City employees and the public.
- The supervisor and the employee must develop a plan for what work the employee will be performing while they are working remotely and specify how and when that work must be completed. It shall be the supervisor's responsibility to ensure that the employee clearly understands what is expected of them and the employee's responsibility to fulfill those expectations.
- Supervisors should conduct 1:1 and team meetings with employees who are working remotely with at least the same frequency as they conduct such meetings with on-site employees. These meetings may occur via Zoom, Microsoft Teams, teleconference, or other remote means. In addition to these formal check-ins, supervisors should have regular brief check-ins with employees who are working remotely, just as they would with on-site employees.
- Employees shall continue to abide by practices, policies, and procedures for requests of sick, vacation, and other leaves of absences. Requests to work overtime, use vacation leave, or take other time off from work must be pre-approved in writing by each employee's supervisor. If an employee becomes ill while working under an Agreement, they shall notify their supervisor immediately and record on their timesheet any hours not worked due to illness.
- Workers' Compensation benefits will apply only to injuries arising out of, and in the course of, employment as defined by Workers' Compensation law. Employees must report any such work-related injuries to their supervisor immediately. The City shall not be responsible for injuries or property damage unrelated to such work activities, including injuries to third persons when said injuries occur at the Alternate Worksite.
- All of the employee's existing supervisory relationships, lines of authority, and supervisory practices remain in effect. Prior to the approval of this Agreement, supervisors and employees shall agree upon a reasonable set of operational goals and objectives to be accomplished. An employee's failure to agree to the goals and objectives will result in a denial of remote work request. Supervisors shall use reasonable means to ensure that timelines are adhered to and that goals and objectives are achieved.
- The City will not set up or inspect the employee's remote workspace. The employee is responsible for configuring their space in a manner that allows them to perform their job duties safely and comfortably. The City will consider disability-based requests for equipment on an individualized basis and consistent with the City's Reasonable Accommodation Policy and the law. Employees are encouraged to use the ergonomic checklist provided in Attachment A to ensure that the remote work site is ergonomically appropriate for them. It may be possible in some instances for a department to provide an employee with equipment or furniture to assist with their ergonomic set-up, but this is not guaranteed. If an employee is unable to set up their remote workspace in a manner that allows them to perform their work in a safe and ergonomically correct manner, remote work will not be available to the employee.

- Employees are responsible for controlling interruptions during their work hours, including ensuring that their designated workspace is quiet and free of distractions, with reliable and secure Internet and/or wireless access.
- Remote work is not intended to be used, and should not be used, as a substitute for personal, non-work-related reasons (e.g., dependent care, running errands, going to appointments, etc.). Requests for leave or time off work for non-work-related reasons should be made under the appropriate leave policy.

E. INFORMATION TECHNOLOGY REMOTE ACCESS CRITERIA, EQUIPMENT, AND SECURITY

Most employees working remotely will require secure Internet access, a computer, and a phone; other equipment may also be necessary. Currently, a variety of solutions have been implemented to facilitate remote access to the City's Technology Resources and Systems¹. The use of the City's remote access offering is subject to all the conditions set forth in this APO as well as *APO I-82 Technology Use Policies*. As the City determines the appropriate standard configuration for remote access, the policy will be updated.

- Remote access to City-hosted Technology Resources and Systems using the City's Virtual Private Network (VPN) solution will be from City-issued devices only. All VPN remote access shall be managed by the City's IT Department. City IT technicians will assist with configuring and enabling remote access on City-issued devices via normal procedures and operations, and during normal business hours.
- Remote access to the City's Microsoft-hosted M365 solution can be from City-issued or personally owned devices. City IT technicians will not assist with configuring personally owned devices, except as needed for Multi-Factor Authentication (MFA) as described below.
- Any employee working remotely that is accessing the City's Technology Resources and Systems or M365 solution will be required to utilize an MFA method designated by the IT Department. This may include a requirement to install an MFA application on a personally owned device (cell phone or tablet). Employees that do not have a City-issued device and do not wish to install an MFA application on their personally owned device will be denied remote access.
- City IT technicians will support remote staff. However, City IT technicians will not provide services at the home or alternate location of a City employee. Additionally, City IT technicians are not responsible for performing service, troubleshooting, or repair on the employee's personal devices and equipment, including Internet services or other non-City-issued infrastructure used by the employee.
- Remote access utilizing a VPN connects employees to the City's network as if they were at a City facility. When using the City's remote access solutions, employees must understand that while their devices are remotely connected to the network, they are conducting City business and are subject to the same rules and regulations that apply to the City, including all provisions of the City's Technology Use Policies, *APO I-82 Technology Use Policies*.

¹ See APO I-82 Technology Use Policies for definitions of "Technology Resources and Systems."

- If the City has provided City-issued equipment, employees agree to follow the City's APO for the use of such equipment. Employees will report to their supervisor any loss, damage, or unauthorized access to City-owned equipment, immediately upon discovery of such loss, damage, or unauthorized access.
- Employees working remotely are doing so at their own request. The City shall not be responsible for costs associated with the use of computer and/or cellular equipment, including energy, data, Wi-Fi (wireless network), maintenance costs, network costs, home maintenance, home workspace furniture, ergonomic equipment, liability for third party claims, or any other incidental costs. Remote work is not a justification in and of itself for any data or device stipends. For more information on data and device stipends see *APO I-82 Technology Use Policies*.
- Employees must take reasonable precautions to ensure that their devices (*e.g.*, computers, laptops, tablets, smart phones, etc.) are secure before connecting remotely to the City's network and must close or secure all connections to the City's technology resources (*e.g.*, remote desktop, VPN connections, etc.) when not conducting work for the City. Additionally, all devices connected to the City's internal networks must have up-to-date virus and malware protection, as well as ensuring that all operating systems patches are up to date. Users of devices that are not City owned must configure their equipment to comply with the IT departmental security requirements.
- Employees shall ensure that all official City documents are retained and maintained according to normal operating procedures in the same manner as if working at a City worksite and in accordance with the Public Records Act.
- Employees shall exercise the same precautions to safeguard electronic and paper information, protect confidentiality, and adhere to the City's records retention policies, especially as it pertains to the Public Records Act. Employees must safeguard all sensitive and confidential information (both on paper and in electronic form) relating to City work that they access from the Alternate Worksite or transport from their City worksite to the Alternate Worksite. Employees must also take reasonable precautions to prevent third parties from viewing or in any way accessing or handling sensitive and confidential information that they access from the Alternate Worksite or transport from their City worksite to the Alternate Worksite. Employees must return all records, documents, and correspondence to the City at the termination of the Agreement or upon request by their supervisor, Department Head, or Human Resources.
- Good judgment and common sense should always prevail regarding the appropriate use of the City's remote access tools. It is the responsibility of each City employee to use the City's remote access tools and resources in a lawful, professional, and courteous manner.
- It is up to the requesting department to ensure that proper clearance has been obtained for the employee to perform work for the City of Santa Cruz, and the clearance complies with the terms in *I-82.7 Technology Access upon Termination or Leave*.

F. LIBRARY INFORMATION TECHNOLOGY REMOTE ACCESS CRITERIA, EQUIPMENT, AND SECURITY

The following defines the technology resources and system standards for City employees supporting the Santa Cruz Public Library System via remote work.

- Remote access to Library-hosted Technology Resources and Systems using the Library's VPN solution will be from Library-issued devices only. All VPN remote access shall be managed by the Library's IT Department. Library IT technicians will assist with configuring and enabling remote access on Library-issued devices via normal procedures and operations and during normal business hours.
- Any employee working remotely that is accessing the Library's Technology Resources and Systems via the Library's VPN solution will be required to utilize a MFA method designated by the Library's IT Department. This may include a requirement to install an MFA application on a personally owned device (cell phone or tablet). Employees that do not have a Library-issued device and do not wish to install an MFA application on their personally owned device can be configured to receive a one-time passcode sent to their Library email account. Employees who do not agree to utilize an MFA method will be denied remote access.
- Library IT technicians will support remote staff. However, Library IT technicians will not provide services at the home. Additionally, Library IT technicians are not responsible for performing service, troubleshooting, or repair on the employee's personal devices and equipment, including Internet services or another non-Library-managed infrastructure used by the employee.
- Staff-owned devices are prohibited from being plugged into a wired data connection with the Library. Any computer equipment procured via a grant or gift that is able to connect to the Internet must undergo an IT cybersecurity review and documentation process before being approved for use.
- To ensure the security and integrity of Library systems, staff members will be required to bring their library-issued devices to the Library IT Department for regular maintenance and updates. The Library IT Department will provide advanced notification when these maintenance sessions need to take place.
- All other standards of this section apply to City employees supporting the Santa Cruz Public Library System. As the Library IT Department further determines the appropriate standard configuration for remote access, the policy will be updated.

G. COMPENSATION

Remote work is optional and working remotely does not change employee compensation. There is no differential for remote work. Employees working remotely who need to return to the City work location will not be compensated for travel, gas, or lodging.

H. PROCESS FOR AN EMPLOYEE TO REQUEST TO REMOTE WORK

To make a request for a remote working arrangement, employees must complete an Agreement and file the completed document with their supervisor or manager.

The employee's supervisor or manager will provide the Agreement to the Department Head, or their designee. In consultation with or based on information provided by the employee's supervisor or manager, the Department Head, or their designee, will make a determination regarding the employee's request to work remotely.

The Department Head will consider requests on a case-by-case basis consistent with the conditions and equipment and security criteria and eligibility considerations above and other factors relevant to the employee's request to remotely work.

The decision of the Department Head regarding an employee's request is final and binding. Neither the employee nor the employee's employee organization possesses any right to appeal or grieve the decision.

I. REVOCATION OF REMOTE WORK

The department may determine that remote work is no longer appropriate for the position or that the employee is no longer meeting the eligibility requirements for remote work. This can be due to changes affecting or altering the department's operations, the employee's remote work site, employee performance issues, or other concerns. The responsibilities of the position may change making remote work no longer appropriate. In this situation, the employee would be required to resume working exclusively at the City location. This decision is entirely within the discretion of the Department Head.

Any breach of the Agreement by the employee may result in termination of the Agreement and/or disciplinary action, up to and including termination of employment.



City of Santa Cruz Remote Work Agreement

Employee Remote Work Agreements require the following to be considered.

Employee Name - First: _____ M.I.: _____ Last: _____
Job Title: _____ Work Phone: _____
Work Email: _____ Supervisor: _____
Department: _____ Division: _____

Remote Work Plan

Remote Work Start Date: _____ Remote Work End Date: _____

Remote Work Plan: Describe the work performed while working remotely.

Designated Remote Work Location: Home Other: _____

Will a personal home computer be used to access Microsoft 365 content? Yes No

Are you currently on an Alternate Schedule (i.e. 9/80)? Yes No

Up to two days per week are permitted as remote. If you are on an alternate schedule (i.e., 9/80) then your regularly scheduled day off is considered one of your remote days. The goal is to have staff in the office three days a week.

Please identify your remote days:

Payroll Week 1:	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Payroll Week 2:	Sun	Mon	Tue	Wed	Thu	Fri	Sat

Communications Strategy

Identify the primary communication method while working remotely as identified with your Supervisor/Manager:

Microsoft 365 Teams Email Phone Other _____

Remote Work Equipment

Requested remote work equipment: Laptop Monitor

Employee Acknowledgment

I acknowledge that I have read the written copy of the City of Santa Cruz Remote Work Policy and understand the terms of this policy and I agree to abide by them.

Signature: _____ Date: _____

Approvals

Supervisor/Manager Name: _____

Supervisor/Manager Signature: _____ Date: _____

Dept. Head Name: _____

Dept. Head Signature: _____ Date: _____

City Manager Signature: _____ Approved: Yes No

Review and Denial

Reason(s) for denial of the request (e.g. operational need, performance, portability of job duties, in-person nature of job duties, etc.):

ERGONOMICS SELF-ASSESSMENT CHECKLIST AND SELF-CERTIFICATION FOR THE HOME WORKSTATION

The office ergonomics self-assessment and self-certification is part of the City’s Telework Policy. All employees who are approved to work from home are required to complete the self-assessment checklist. As you go through the assessment please note your responses and submit the completed checklist to your supervisor.

If adjusting your workstation is beyond your skill level, or if you are already experiencing discomfort after completing this self-assessment please talk to your supervisor and/or Human Resources to determine the next steps.

Employee Information			
Name			
Title		Department	
Date		Supervisor	

When completing the self-assessment use this guide for optimum postures.

1 Monitor
Screen height slightly below eye level, lower for bifocals. Reduces awkward neck bends.

2 Body Alignment
In-line with monitor/keyboard. Eliminates twisting.

Lower Back
Back rest upright with lumbar support at the belt line. Supports the natural curve of the spine.

Forearms
About a 90° elbow bend. Supports relaxed posture for shoulder and arms.

3 Wrists
Wrists should be slightly above the wrist rest with minimal bend. Reduces strain to ligaments.

Office Ergonomics At-A-Glance

4 Monitor Glare
Reduce by repositioning monitor angle or closing blinds.

5 Legs
About a 90° knee bend. This may require a footrest. Supports neutral hip and spine posture.

6 Feet
Resting flat on the floor or footrest. Also supports neutral spine and allows the chair to properly support the back.

Please answer the following questions. If you select NO, review the recommended actions for potential solutions.

Sitting and Posture - Chair	Yes/No	Recommended Actions
Does your chair provide lumbar/lower back support?		<ul style="list-style-type: none"> Adjust chair back support Adjust backrest angle Purchase a back-support cushion
Are your feet resting flat on the floor or on a footrest? <i>Your knees should be bent at a 90 degree or right angle and your thighs should be horizontal to the floor.</i>		<ul style="list-style-type: none"> Adjust chair height Purchase a footrest

ERGONOMICS SELF-ASSESSMENT CHECKLIST AND SELF-CERTIFICATION FOR THE HOME WORKSTATION

Sitting and Posture - Chair	Yes/No	Recommended Actions
Are your shoulders relaxed, and do your armrests provide forearm support?		<ul style="list-style-type: none"> • Adjust armrest height • Remove armrests
Do the armrests prevent you from sitting close to your workstation?		<ul style="list-style-type: none"> • Adjust armrest height • Remove armrests
Is there adequate clearance under the desk? <i>There should approximately 2-inches clearance between thighs and desk.</i>		<ul style="list-style-type: none"> • Clear area under the desk of obstructions • Raise or lower workstation • Raise or lower chair
Is the seat pan properly adjusted? There should be <i>approximately 2-inches</i> (2-3 fingers) clearance between back of your knees and the seat pan.		<ul style="list-style-type: none"> • Adjust the seat pan • Adjust chair back support • Purchase a back-support cushion
Comments:		

Keyboard and Mouse	Yes/No	Recommended Actions
Is the keyboard, mouse, and desk surface at elbow height? <i>Elbows should be close to sides at a 90-110 degree angle.</i>		<ul style="list-style-type: none"> • Adjust workstation height if possible. • Adjust chair height and use footrest if needed. • Move closer to keyboard and mouse
Are your forearms and wrists straight and parallel to the floor? <i>Wrists should be aligned with forearms to prevent flexion or extension</i>		<ul style="list-style-type: none"> • Keep forearms and wrists straight and parallel when using the keyboard and mouse • Request an ergonomic keyboard (fixed split angle, adjustable angle, or contoured) if an option. • Request a vertical mouse if an option.
Are your wrists protected from edges or hard surfaces?		<ul style="list-style-type: none"> • Request a wrist rest/gel pad
Does your mouse provide palm support?		<ul style="list-style-type: none"> • Request a larger mouse • Request a wrist rest
Comments:		

ERGONOMICS SELF-ASSESSMENT CHECKLIST AND SELF-CERTIFICATION FOR THE HOME WORKSTATION

Monitor	Yes/No	Recommended Actions
Is the monitor aligned or centered directly in front of you?		<ul style="list-style-type: none"> Align the monitor If using dual monitors equally, center both in front of you If using secondary monitor intermittently, center primary monitor and place secondary monitor on the side of the dominant eye approximately at a 30 degree angle
Is the top of your screen at or slightly below eye level? <i>Too high or too low causes neck flexion or extension. Note: The height may need to be adjusted lower if you wear bifocals or progressive lenses.</i>		<ul style="list-style-type: none"> Adjust height of monitor Add or remove monitor stand
Is your monitor approximately 18"-29" from your eyes – arm's length? <i>Too close can cause eye strain. Too far may lead to forward head posture and leaning to view screen. Note: The position of the monitor depends on the size of the monitor, font, screen resolution, and user vision.</i>		<ul style="list-style-type: none"> Adjust monitor distance Modify text size as needed Modify screen color or contrast as needed
Is your monitor free from glare?		<ul style="list-style-type: none"> Reposition monitor (perpendicular to window/strong light source) Cover windows Purchase antiglare screen covers
Comments:		

Laptop	Yes/No	Recommended Actions
If you're using a laptop for prolonged periods of time, do you use the following: <ul style="list-style-type: none"> A full-sized keyboard and mouse; Docking station with full-sized monitor or a laptop stand 		<ul style="list-style-type: none"> Request/purchase appropriate laptop accessories
Comments:		

ERGONOMICS SELF-ASSESSMENT CHECKLIST AND SELF-CERTIFICATION FOR THE HOME WORKSTATION

Workspace and Tools	Yes/No	Recommended Actions
Are frequently used items within arm's reach?		<ul style="list-style-type: none"> • Avoid overreaching • Rearrange workspace
Is there adequate light for writing and reading documents?		<ul style="list-style-type: none"> • Purchase an additional light source
Are documents off the flat work surface and located between your keyboard and monitor?		<ul style="list-style-type: none"> • Purchase an in-line document holder
When writing or keying while talking on the phone, do you use a headset or speakerphone?		<ul style="list-style-type: none"> • Purchase a headset or use speakerphone. Avoid cradling the phone
Comments:		

Breaks	Yes/No	Recommended Actions
Do you take microbreaks?		<ul style="list-style-type: none"> • Set a reminder to take a microbreaks (1-2 minutes) at least once per hour • Include a stretching routine in your micro breaks
Do you take regular eye or visual breaks? <i>These breaks help prevent eye fatigue.</i>		<ul style="list-style-type: none"> • Follow 20-20-20 rule: Every 20 minutes refocus eyes on an object 20 feet away for 20 seconds
Are your activities varied throughout the day?		<ul style="list-style-type: none"> • Avoid long periods of continuous computer use by performing a variety of small tasks/errands.
Comments:		

I certify that I have conducted an ergonomic self-assessment of my home workstation and have made adjustments as recommend.

Employee Signature: _____

Date: _____

STAFF REPORT

DATE: October 2, 2023
TO: Library Advisory Commission
FROM: Yolande Wilburn, Director of Libraries
RE: Fund Balance Policy

STAFF RECOMMENDATION

Accept and File Policy #405, Fund Balance Policy.

BACKGROUND

Policy #405 has not been evaluated by the Library Joint Powers Authority Board (JPAB) for an unknown duration of time. Fund balance refers to the difference between the assets and liabilities within a governmental fund. The urgency to reevaluate this policy grew with the recent economic uncertainty. Recently, representatives from the City of Santa Cruz and County of Santa Cruz provided feedback on updating the JPAB's Fund Balance Policy.

DISCUSSION

The updated policy adheres to classification standards set by the Governmental Accounting Standards Board. The goals of the update include:

1. **Evaluating Sufficiency:** This policy ensures the JPAB uses the best practices in fiscal management and serves as a guide for the JPAB to make future decisions.
2. **Creating a Stabilization Arrangement:** The JPAB can stabilize the agency in a manner to reduce negative impacts.
3. **Meeting Obligations:** This version helps the JPAB meet short-term and long-term obligations.

As part of the administrative services agreement with the City of Santa Cruz, the City's Finance Department will be classifying fund balance amounts for the JPAB. The minimum balance of the committed and assigned fund balances in the General Fund will be no less than a total of two months or 16.67% of the upcoming budget year's estimated expenditures. The JPAB will review the policy every five years or in the event of a change in the administrative services contractor for its sufficiency.

Attachments

- Updated Policy #405, Fund Balance Policy
- Current Policy #405, Fund Balance Policy

Report Prepared by: Gregory Yeh, Management Analyst

Reviewed and Approved by: Yolande Wilburn, Director of Libraries

Fund Balance Policy

JPAB Policy # 405
Approved: 11/2023
Last Revised: 11/2023
Five-year Review Schedule: 11/2028

The Fund Balance policy establishes guidelines to help the Library Joint Powers Authority Board (JPAB) maintain a strong fiscal position and protect the Santa Cruz Public Libraries against unanticipated expenditures and economic downturns. These guidelines also allow the JPAB to adjust funding for programs approved in connection with the annual Adopted Budget. This policy applies to the Library Joint Powers Authority's (LJPA) General Fund.

Fund Balance Classifications

Fund balance refers to the difference between the assets and liabilities within a governmental fund. The JPAB reports fund balance in following five classifications, in accordance with guidelines established in the Governmental Accounting Standards Board Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*:

1. Nonspendable Fund Balance reflects amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually must be maintained intact. Examples include items not expected to be converted into cash, like inventories and prepaid amounts. Funds will be classified as nonspendable based on the underlying nature of the asset and are required to be placed in this category even if this action creates a deficit unassigned fund balance. No formal action is necessary to place funds in this category
2. Restricted Fund Balance consists of funds restricted for a specific purpose as a result of the following conditions:
 - a. Externally imposed by external resource providers or laws or regulations of other governments; or
 - b. Imposed by law through constitutional provisions or enabling legislation.

Placing funds under the Restricted category is not allowable if the action results in creating a deficit unassigned fund balance. No formal action is necessary to place funds under this category. Funds will be classified as restricted based upon the nature of the stipulated restriction.

3. Committed Fund Balance includes funds committed for a specific purpose determined by a simple majority vote of the JPAB. Funds also incorporate contractual obligations to

the extent that existing resources in the fund have been specifically committed for use in satisfying those contractual requirements. Committed amounts cannot be used for any other purpose unless the JPAB removes or changes the specific purpose by a simple majority vote.

Placing funds under the Committed category is not allowable if the action results in creating a deficit unassigned fund balance. Funding for committed fund balance shall be approved by the JPAB annually as part of the budget approval process before June 30th of the applicable fiscal year.

4. Assigned Fund Balance consists of funds that are set aside with the intent to be used for a specific purpose, but do not meet the criteria for restricted or committed classifications. An appropriation of existing fund balance to eliminate a projected budgetary deficit in the subsequent year's budget may be classified as assigned fund balance. Funds can be placed in the assigned category by the authority of the Director of Libraries. Assignments should not cause a deficit in unassigned balance to occur.
5. Unassigned Fund Balance reflects funds that have not been classified in the previous classifications. All funds in this category are considered spendable resources, and provide the resources necessary to meet unexpected expenditures and revenue shortfalls throughout the fiscal year. The Library JPA's General Fund is the only fund that may have an unassigned fund balance. It is also the only category that can report a negative fund balance. Funds in this classification can be used for any purpose.

Financial Statement Reporting

The City of Santa Cruz provides administrative services to the Santa Cruz Public Libraries. Therefore, Classifying Fund Balance Amounts for each fund is established by the City of Santa Cruz Finance Department, under the authority of the Finance Director, and should be determined by applying the City's accounting policies to the composition of the ending fund balance.

Order of classification within each fund is determined by the fund's nonspendable amount and remaining fund balance. All nonspendable funds (inventories, prepaids etc.) must always be classified first, even if this action creates a deficit unassigned fund balance. The Library JPAB establishes that, unless prohibited by legal requirements, the following Fund Balance category order should be used when classifying remaining funds:

- Restricted
- Committed
- Assigned

- Unassigned

Unless prohibited by legal requirements, restricted fund balance shall be spent first when expenditures are incurred for purposes for which both restricted and unrestricted fund balances are available. With unrestricted fund balances, this policy dictates committed amount to be reduced first, followed by assigned amount, and then unassigned amount.

Stabilization Arrangements

A stabilization arrangement may be established to provide funds for revenue shortages or budgetary imbalances.

This policy treats stabilization arrangements as a specific purpose allowing amounts to be classified as either restricted or committed, if they meet the criteria set forth in this document. Stabilization arrangements that do not meet the criteria to be classified as restricted or committed will be classified as unassigned.

The JPAB has the authority to establish a stabilization arrangement classified as committed fund balance by a simple majority vote. Prior to the JPAB taking formal action to create a reserve, the Director of Libraries shall report to the JPAB members the specific and non-routine circumstances under which the need for stabilization arises.

Minimum Balance

The minimum balance of the committed and assigned fund balances in the LIPA's General Fund shall be no less than a total of 16.67% (or two months) of the upcoming budget year's estimated expenditures. The amount of each fund balance classification shall be estimated and reported in both the Proposed Budget and Adopted Budget. If a fund balance falls below the minimum balance, the JPAB will develop a plan and a timeframe to bring the amount to the minimum balance.

Governmental Fund Type

The JPAB only uses a General Fund type to account for and report all financial resources.

Monitoring, Reporting, and Reviewing

The Director of Libraries shall document the status of fund balance classifications for the JPAB's review in the annual Proposed Budget and the Adopted Budget. The JPAB will evaluate this policy every five years or in the event of a change in the administrative services contractor, for its sufficiency.

Library Joint Powers Authority

Fund Balance Policy - Governmental Funds

This Fund Balance policy for governmental funds is established based upon a long-term perspective of the Library Joint Powers Authority (JPA) maintaining a strong fiscal position and promoting sustainability through negative economic trends. It is also intended to preserve flexibility throughout the fiscal year in order to make adjustments in funding for programs approved in connection with the annual budget. This policy relates only to the JPA's governmental funds (general, special revenue, capital project, and debt service).

In addition, this policy is established to comply with the Governmental Accounting Standards Board (GASB) Statement No. 54, "Fund Balance Reporting and Governmental Fund Type Definitions". The statement was created to improve financial reporting by providing fund balance categories that would be more easily understood. It also defines and identifies a constraint based hierarchy of fund balance categories for the use of resources reported in its governmental funds. The policy eliminates the original "*reserved*" component of fund balance category in favor of "*restricted*" to facilitate consistent information reported in fund and government-wide financial statements ("*restricted*" has always been a component of the government-wide financial statements), and requiring the same presented categories regardless of governmental fund or governmental fund type. ..

Fund Balance Categories for Governmental Funds

Fund balance can be classified into five categories:

- Nonspendable
- Restricted
- Committed
- Assigned
- Unassigned

Nonspendable Fund Balance consists of funds that cannot be spent due to their form (e.g. inventories and prepaid expenditures) or funds that legally or contractually must be maintained intact (i.e. endowments). Funds are required be placed in the *nonspendable* fund balance category even though this action creates a deficit *unassigned* fund balance. No formal action is necessary to place funds under this category.

Restricted Fund Balance consists of funds that are mandated for a specific purpose by external parties, constitutional provisions or enabling legislation. Placing funds under the *restricted* category is not allowable if the action results in creating a deficit *unassigned* fund balance. No formal action is necessary to place funds under this category.

Committed Fund Balance consists of funds that are set aside by the Library JPA Board for a specific purpose. Placing funds under the *committed* fund balance category requires a formal action of the JPA Board with the passage of a simple majority vote at or prior to the last meeting for the applicable fiscal year. The exact amount to place under *committed* fund balance is not necessary when bringing the action before the Board. Placing funds under the *committed* category is not

allowable if the action results in creating a deficit *unassigned* fund balance. The same formal action must be taken to remove or change the limitations placed on the funds.

Assigned Fund Balance consists of funds that are set aside with the intent to be used for a specific purpose. Funds can be placed in the *assigned* category by the authority of the Director of Libraries. Placing funds under the *assigned* category is not allowable if the action results in creating a deficit *unassigned* fund balance. No formal action is necessary to place funds under this category.

Unassigned Fund Balance consists of excess funds that have not been classified in the previous four categories. All funds in this category are considered spendable resources, and provide the resources necessary to meet unexpected expenditures and revenue shortfalls through out the fiscal year. The only fund that may have an unassigned fund balance is the Library JPA's primary general fund. It is also the only category that can be used to report a negative fund balance. No formal action is necessary to place funds into this category.

Governmental Fund Type Descriptions

Although there are multiple governmental fund types, the Library JPA currently only has a General Fund type for financial reporting purposes.

General Funds account for all financial resources not accounted for and reported in Special Revenue Funds, Capital Project Funds or Debt Service Funds.

Financial Statement Reporting

Classifying Fund Balance Amounts for each fund is the responsibility of the City of Santa Cruz Finance Department, under the authority of the Finance Director, and should be determined by applying the City's accounting policies to the composition of the ending fund balance. Placing funds under the *committed* fund balance category requires the approval of the Library JPA Board prior to the end of the fiscal year of the reporting period. Placing funds under the *assigned* fund balance classification requires the approval of the Director of Libraries.

Order of Classification within each fund is determined by the fund's *nonspendable* amount and the remaining fund balance. All *nonspendable* funds (inventories, prepaid expenditures, etc.) must always be classified first, even if this action creates a deficit *unassigned* fund balance. Classifying funds under the remaining categories is not allowable if the action creates a deficit *unassigned* fund balance. The Library JPA establishes that, unless prohibited by legal requirements, the following Fund Balance category order should be used when classifying remaining funds:

- restricted
- committed
- assigned
- unassigned

The Library JPA also establishes that, unless prohibited by legal requirements, the following Fund Balance category order is considered to be spent for incurred expenditure. Each category should be exhausted before using funds from the next available category:

- restricted
- committed
- assigned
- unassigned

Stabilization Arrangements are funds formally set aside for use in revenue stabilization, capital outlay replacement, contingencies, emergencies, or other similar purposes. These arrangements are subject to the controls under which they can be spent, and may only be expended when certain criteria are met. The formal action which defines how and when these funds may be spent would determine which fund balance category they would be placed under (*restricted* or *committed*). Stabilization arrangements are still subject to the criteria of the fund balance category and placing funds under the *restricted* or *committed* category is not allowable if the action results in creating a deficit *unassigned* fund balance.



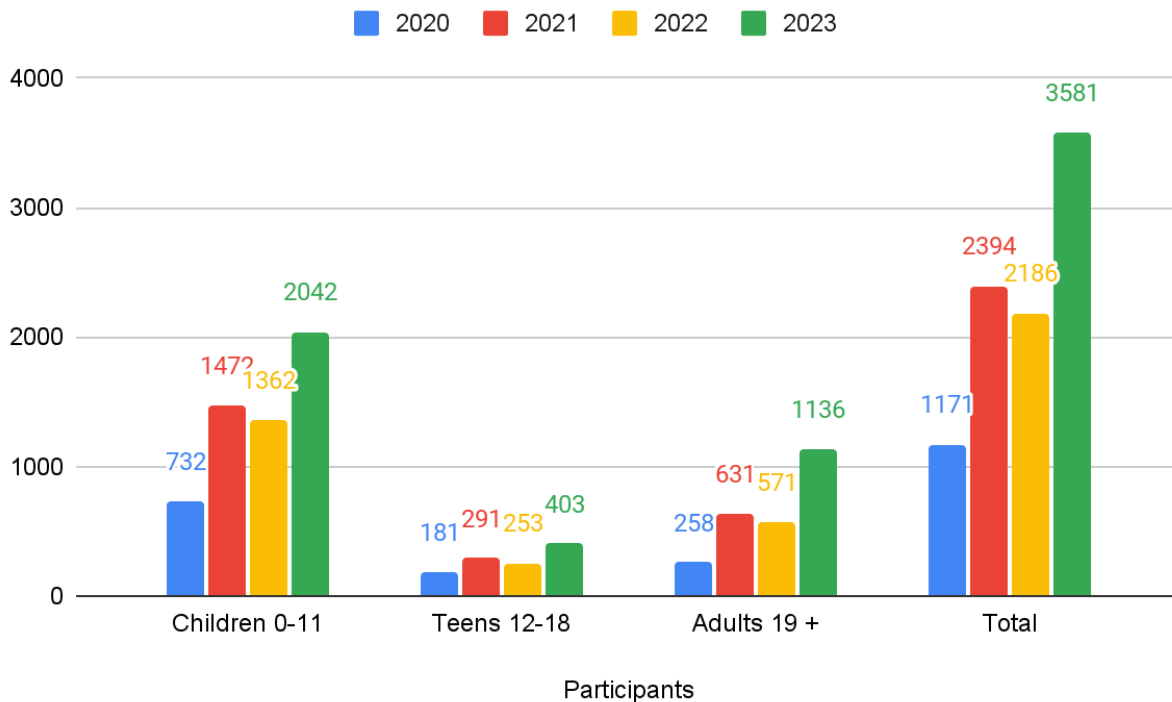
STAFF REPORT

DATE: October 2, 2023
TO: Library Advisory Commission
FROM: Heather Norquist, Manager of Youth Programs and Services
RE: Summer Reading 2023

This report summarizes participation and outcomes of our annual summer reading program, which took place from June 1- July 31 at all open branches and bookmobile sites, with outreach programming throughout the community at library branches, bookmobile sites, and school lunch sites

Participation

This year we saw a large increase in participants of all ages, including 2042 children ages 0-11, 403 teens ages 12-18, and 1136 adults. These numbers represent an increase of 50% more children than last year, 59% more teens, and 99% more adults. Total participation increased by 64% over last year.



Many factors contributed to the success of our program this year. All of our branches except Aptos were open during the summer. We had dedicated Librarians at every branch providing programs for all ages, and we were able to offer a full schedule of programs at the branches as COVID protocols were relaxed. Thanks to the Friends, we were able to entice new participants by providing additional incentive prizes including Grand Prizes for the raffles. Our Librarians promoted SRP at school assemblies, class visits, Boulder Creek Last Day of School Party, and community outreach events such as Pride, Kids Day, Juneteenth, and the Japanese Cultural Fair. From May- July our Communications Manager and our Marketing department provided outstanding marketing support to publicize the program and make it easy for people to participate, expanding our presence on social media and throughout the community by providing lots of SCPL swag, including orange sunglasses that were a great hit at schools. We had Beanstack Ambassadors at every branch; staff who received additional training to be experts on the Beanstack platform we use to track participants' progress toward their reading goals. The most important factor in our success was the dedication and enthusiasm staff at all levels brought to the program as they encouraged people to sign up, helped them to sign out and collect their incentives, presented and facilitated programs, and tabled at outreach events.

We are especially appreciative of The Friends of SCPL, who provided \$25,000 in funds for incentive books, performers, and raffle prizes.

Incentives

All children and teens who signed up for SRP received a \$10 Certificate for Atlantis Fantasyworld and free game and shoe rental for Boardwalk Bowl (a new community sponsor this year).

Children ages 0-11 earned a free book after 5 hours of reading, and 1,231 children reached this goal. We had a selection of books in English and Spanish at a variety of reading levels for them to choose from, and graphic novels were especially popular. Children earned raffle tickets for reading 10 and 15 hours, and Teens earned tickets for 5, 10, and 15 hours. These prizes were gift cards to local businesses. Children and Teens received a Free Scoop from Penny Ice Creamery and a Grand Prize raffle ticket for 20 hours of reading. The grand prize for the youth raffle was a gift certificate for \$500 for the bike shop of their choice. Grand Prizes for teens included a \$500 bike shop certificate, Beats headphones, AirPods, and a Disc Golf Set. This 20-hour goal was achieved by 828 children and 214 teens.

The La Selva Beach Friends also funded a special incentive for SRP Participants at South County migrant housing sites, which was a backpack with water bottles and school supplies.

Adults (617) received an SCPL Tote Bag after 5 hours of reading, raffle tickets for gift cards to local merchants for 10 and 15 hours, and a grand prize raffle entry of a year-long family membership to the Museum of Art and History or the Monterey Bay Aquarium for 20 hours of reading. 430 adults read 20 hours.

Outreach

With \$23,525 in funding from the State Library through the Lunch at the Library Grant, we provided 12 popup programming events at 9 summer meal sites serving youth, distributing 905 books and 543 craft kits to 905 participants.

14 teens participated in SRP in Juvenile Hall. 20 books were distributed as prizes. Reading hours are not tabulated in Juvenile Hall-- we treat them to free books with no strings attached.

We provided 2 evening poetry programs presented by Nancy Gomez Miller from the Santa Cruz Poetry Project. A total of 7 teens attended the poetry programs.

Programs

From June 1- July 31, 11,526 people attended 625 Library programs, including regular ongoing programs, performer events and outreach events. We offered magic, puppetry, bubbles and circus acts as well as a theater act and poetry programs. We also had special craft workshops for kids, families and adults.

Some of our most popular programs for youth included: Circus of Smiles, Tom Noddy's Bubble Magic, The Puppet Company presents: The Three Dinosaurs Gruff, Fratello Marionettes, Mike Della Penna's Summer Reading Magic Show, and Python Ron's Reptile Kingdom. We also offered special craft programs such as Seed Balls and a Shibori Dye workshop, and STEAM programs including the Lego Building Challenge, Lego Not-So Simple Machines, and Make and Explore crafts such as Glow in the Dark Bouncy Balls. We added a new Advisory Council of Teen group at the Downtown branch; a first step toward learning what programs teens would like to see at that branch.

We also expanded our support for development of reading skills by offering the Recover and Thrive program at the Live Oak branch and virtually through an online reading program. We expanded R.E.A.D. programming to provide support for developing reading skills and offered the program at 6 branches during June and July.

Notable programs for adults included:

- The Physics Book Club, a six-week series at Branciforte meeting on a biweekly basis over two months to read through and discuss a popular physics book. Each meeting was hosted by a member of the Santa Cruz Organization for Outreach in Physics (SCOOP), a group based out of UCSC dedicated to making physics exciting and accessible to all, who facilitated discussion and answered any questions sparked by the reading.
- This summer's 2 Anti-Racism Book Circles (one at Capitola Branch, One Downtown) were appreciated by library patrons. The book circles were presented in partnership with the Resource Center for Nonviolence who provided facilitation for both groups. We are happy to have begun building a strong relationship with this long-time Santa Cruz institution. Groups met for 6 weeks and read and discussed *How to Be an Anti Racist* by Ibram X. Kendi.

Here are some participant comments we received on our feedback form:

-A very pleasant and memorable learning experience!

-Looking forward to another.

-My approach to responding to racist comments/ideas have become much less confrontational and more productive.

-If I could draw my reaction to the book and this group it would be a picture of me having my mind blown.

-Well Done!

-Keep offering groups/book circles like this. More! More! More!

- We had 142 people at the Soundswell Live Music Series Concert at Felton on June 24th featuring Anthony Arya, Andy Furhman and His Fabulous Friends and The Groovehounds.
- We hosted a musical instrument petting zoo for kids and their families. Instruments were provided by the Community Music School of Santa Cruz. We had the Felton Music Hall representing and KSQD radio had a booth at the event as well.

- Bystander Intervention Training - Two-library hosted workshops teaching the 5Ds of bystander intervention.
- Camp Nostalgia Craft program - adults had the opportunity to take a trip down memory lane and recreate summer camp crafts.
- Boulder Creek had a very successful Lecture /Talk led by the Archivist of Forever Saroyan-his name is Chris Garcia. We even had 2 people from NY who saw a flyer for it and rescheduled their flight home so they could attend the lecture.
- Santa Cruz Shakespeare: Professor Michael Warren talks about the 2023 Season
- Also, in August, Boulder Creek hosted the first Trivia Night at Boulder Creek Pizza and Pub with over 30 attendees and 9 teams.

SRP Program Attendance 2022	2022 SCPL Programs (open to the public) June 1- July 31		2022 School Outreach Programs June 1- July 31 (includes Lunch@the Library)		All 2022 Programs June 1- July 31 (including CCF and Outreach)	
Age Group	# of Programs	# of Attendees	# of Programs	# of Attendees	# of Programs	# of Attendees
0-5	55	1068	5	60	60	1128
6-11	47	1391	15	1962	63	3533
12-18	13	46	5	162	23	254
19+	156	1002	0	0	167	1140
General Interest	24	1007	0	0	26	185
Total	295	4514	25	2184	339	6240
SRP Program Attendance 2023	2023 SCPL Programs (open to the public) June 1- July 31		2023 School Outreach Programs June 1- July 31 (includes Lunch@the Library)		All 2023 Programs June 1- July 31 (including CCF and Outreach)	
Age Group	# of Programs	# of Attendees	# of Programs	# of Attendees	# of Programs	# of Attendees
0-5	89	2822	0	0	89	2822
6-11	171	2163	16	1089	187	3252
12-18	7	32	0	0	11	58
19+	254	1802	0	0	299	2135
General Interest	25	2789	0	0	29	2852
Total	557	10068	16	1089	625	11526



STAFF REPORT

DATE: October 2, 2023
TO: Library Advisory Commission
FROM: Chair Mike Termini and Vice Chair Rena Dubin
RE: Resolution Against Banning Books

RECOMMENDATION

Review and approve a resolution that reaffirms the Library Advisory Commission's commitment to open access to information and opposes banning books and materials in the Santa Cruz Public Library System. The resolution calls on governing bodies in the county to state their opposition to censorship.

DISCUSSION

In July 2022, the Library Advisory Commission and the Joint Powers Authority reconfirmed the existing policies of the Santa Cruz Public Library: Policy #307, Freedom to View, Policy #308, Freedom to Read, and Policy #311, Library Bill of Rights. Each of these policies outlines the rights of residents to have open access to information and opposes censorship.

Since this time, materials in both school and public libraries have been challenged, often with support from elected officials.

AB 1078, the Instructional Materials and Curriculum Diversity bill, financially penalizes school districts that enact bans on books and educational materials that are part of an approved curriculum, even if they contain LGBTQ references or topics mentioning race.

AB 1078 passed the California State Senate after passing the California State Assembly, and is expected to be signed into law by Governor Newsom.

We want the governing bodies in our county to affirm their commitment to the vision of the SCPL so the residents of our community know that their elected officials are opposed to banning books and materials.

PROPOSED RESOLUTION AGAINST BANNING BOOKS AND MATERIALS IN THE SANTA CRUZ PUBLIC LIBRARY SYSTEM

WHEREAS, the role of libraries is to provide works and information reflective of diverse perspectives and lived experiences; and

WHEREAS, the Santa Cruz Public Library’s Strategic Plan for 2022-2025 has a goal to “create an organizational culture of equity and inclusion and provide equitable and relevant services to all;” and

WHEREAS, we appreciate our library staff who are often on the front lines of the fight for the freedom to read; and

WHEREAS, according to the American Library Association (ALA), there were 1,269 attempts to censor materials in public libraries in 2022, nearly double the previous year; and

WHEREAS, according to the ALA, there were 32 attempts in California to restrict access to books in 2022, covering 87 titles, with the most challenged titles being *Gender Queer: A Memoir* and *Beyond Magenta: Transgender Teens Speak Out*; and

WHEREAS, according to the Office for Intellectual Freedom at the ALA, six of the top seven titles requested to be banned nationwide in 2022 featured LGBTQ+ content (the seventh was Toni Morrison’s *The Bluest Eye*); and

WHEREAS, book banning is incompatible with a healthy democracy;

WHEREAS, governing bodies in Missouri, Virginia, Arkansas, Texas, Florida, and others have endorsed banning books and have defunded public libraries or threatened to cut funding for public libraries who do not comply.

THEREFORE, MAY IT BE RESOLVED, that the Library Advisory Commission is committed to open access and information as well as allowing free inquiry throughout the Santa Cruz Public Library system, and opposes banning books and materials.

MAY IT BE FURTHER RESOLVED, that the Library Advisory Commission recommends the governing bodies in the county, such as the Joint Powers Authority, Santa Cruz City Council, Scotts Valley City Council, Capitola City Council, and the Santa Cruz County Supervisors each adopt this resolution after wording it as their own, and affirm that library funding will not be affected by choices in material selection.

AYES:
NOES:
ABSENT:
ABSTAIN:

Chair, Santa Cruz Library
Advisory Commission

ATTEST: _____
Commission Clerk



STAFF REPORT

DATE: October 2, 2023
TO: Library Advisory Commission
FROM: Yolande Wilburn, Library Director
RE: Proposed Meeting Schedule for 2024

RECOMMENDATION

Review and approve the LAC 2024 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 Dates - All are on Mondays at 6:30pm	
January 8	Downtown Branch Library
April 1	Scotts Valley Branch Library
May 6	Branciforte Branch Library
July 1	Live Oak Library Annex
October 7	Aptos Branch Library

WRITTEN CORRESPONDENCE LISTING

Hello Yolande,

I did not see the LAC agenda until Saturday. I hope the LAC will be able to view my comments prior to their meeting. I wish there were a few extra days between the meeting and when the agenda is posted online. This is something that has been asked for previously.

I hope that at the start of the meeting, the new LAC member will have a chance to say a few words about herself and her connection to libraries. Thanks.

To the LAC - Agenda Item 8 c

Without disparaging the intent of this Resolution, it seems unnecessary. There are already 3 library policies addressing this issue - Freedom to Read, Freedom to View, and the Library Bill of Rights. Who is the intended audience for this Resolution? Who is going to read it?

I have some minor suggestions to improve it.

"Whereas the role of libraries is to provide works and information reflective...." The word "works" is vague. My suggestion: The role of the library is to provide information resources reflective..." or even "carefully selected information resources reflective..."

I think the sentence expressing appreciation of the library staff should come at the end, after information about other states that have banned books and defunded libraries. The previous sections refer to recent efforts to restrict reading. Support for our local librarians would seem more appropriate after these various "Whereas" paragraphs. In other words, right before "Therefore may it be resolved..."

And lastly, *"Therefore, may it be resolved that the LAC is committed to open access and information as well as allowing...."*

As I read it, I would change it to *"the LAC is committed to open access to information...."*

It's a pretty small difference.

Thanks.

Judi Grunstra