

LIBRARY ADVISORY COMMISSION (LAC)

On Monday, May 19, 2025 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 12:00 p.m. on the Friday preceding a LAC Meeting will be distributed to Commission members to review prior to the meeting. Information submitted after 12:00 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, MAY 19, 2025 at 6:30 PM

CAPITOLA BRANCH

1. CALL TO ORDER/ROLL CALL

Commissioners Rena Dubin, Charlotte Khandelwal, Timothy Lydgate, Vivian Rogers, 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 (P3-6)

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 April 14, 2025
STAFF RECOMMENDATION: Approve minutes (P7-8)
- B. The State of America's Libraries Report
STAFF RECOMMENDATION: Accept and file (P9-29)

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. Website Migration Presentation by Jennifer Yeung, Management Analyst, & Christopher Platt, Director of Libraries
- B. Libraries and Artificial Intelligence Presentation by Bjorn Jones, Digital Learning Librarian
- C. New Child Protection Policy #500
STAFF RECOMMENDATION: Endorse the new Child Protection Policy #500 for the Library Joint Powers Authority Board adoption (P30-33)
- D. FY 26 Draft Library Operating Budget Proposal
STAFF RECOMMENDATION: Accept the Draft FY 26 Library Operating Budget and recommend approval to the JPA (P34-69)

9. SCHEDULED UPCOMING MEETINGS

Date	Location	Anticipated Upcoming Agenda Items:
August 18, 2025	Aptos Branch	•

10. ADJOURNMENT

Adjourned to the next regular meeting of the Library Advisory Commission to be held on Monday, August 18, 2025 at 6:30pm at the Aptos Branch Library.

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.

May 19, 2025

Director's Report to the Library Advisory Commission

Introduction

It may have only been a month since our last meeting, but Santa Cruz Public Libraries staff have been tremendously busy at all levels. The last full week of April was emblematic of this effort as we hosted two major events. The first of these was the all staff in-service training day at Scotts Valley. The agenda was tight but the day was a successful mix of trainings, information sharing and building social capital with colleagues. During the afternoon, staff were invited to apply a post-it each to posters indicating one thing they love about their job and one thing they would change. These provided tangible takeaways of library love as well as issues the SCPL Leadership Team can work to address. The latter work has already begun as we sorted them into changes we can easily implement to changes that will take further time due to needs for funding, structure, or further partnerships. The second major event in conjunction with the Friends of the SCPL was the Meet Me at the New Downtown Library Celebration two days later. Thank you for showing your support and we hope you enjoyed it. A goal of the afternoon was to build excitement and engage with new community members. Indeed, the Friends of Santa Cruz Public Libraries reported 75 new "Original Friends of the Downtown Library"!

We continue to monitor the shifting issues relating to IMLS funding of programs and services provided to our residents via the California State Library. On May 6th, the State Librarian Greg Lucas took the extraordinary step to articulate services that as of that date, the State Library could not make funding commitments for the next fiscal year. The list included:

- **California's Bookshelf and eBooks for All California:** a statewide eBook library for California
- **California Libraries Learn:** professional development and leadership training for library workers
- **California Revealed:** digitization and preservation services and online access to archival materials
- **Literacy Initiatives:** training and resources for library literacy programs, including the Adult Learner Leadership Institute, support for the Easy Voter Guide and Writer to Writer, and subscriptions for libraries to ProLiteracy and Reading Horizons
- **Public Library Staff Education Program:** tuition reimbursement for library workers studying to become librarians.

- **Building Community-Based Summers:** training and resources for library staff presenting summer reading programs
- **Youth and Family Book to Action:** books and resources to support civic and community engagement.
- **Networking California Library Resources:** including the Get Involved volunteer engagement project and Volunteer Match subscriptions, the Public Library Directors Forum, access to the New York Times and CalMatters for Learning, listservs used by the library community to share information and resources, and an AI Collaborative helping to ensure that California libraries are prepared to take advantage of the opportunities and address the challenges presented by AI.
- **The State Library's 2025-2026 competitive grant programs:**
 - **Community Impact:** grants for libraries to respond to local needs and aspirations and support experimentation and research
 - **Play for All:** grants for welcoming family play spaces and programming in libraries
 - **Teens Succeed:** grants for teen internships in libraries
 - **Sustainable California Libraries:** grants for climate and sustainability programming in libraries
 - **eBooks for All:** funds for libraries to add books to the eBook library

I have been most directly involved in an advisory capacity with the above California Libraries Learn (CALL) professional development program over the past 5 years. I will participate in a convening later this month to discuss options for navigating it forward. This large repository of mostly self-paced courses and virtual workshops is of tremendous value to SCPL, with more than 300 SCPL participants in over 582 hours of learning sessions since 2020. CALL estimates this represents \$24,325 worth of professional development that SCPL received.

As of this writing, a Rhode Island district court judge has formally ordered a stop to the presidential order dismantling the IMLS, with instructions to restore staff and “already-awarded funding”. We will continue to monitor the situation along with changes to library funding in the California State budget.

To further explore partnerships and expand my local professional network, I have scheduled meetings with Jim Brown of Arts Council Santa Cruz County, UCSC University Librarian Elizabeth Cowell, and Jorian Wilkins of The Downtown Association of Santa Cruz.

Library Team

Current Vacancies:

Vacant	Facilities Maintenance Supervisor	350-xxx	Mid Mgmt	1.000
Vacant	Library Assistant II	283-065	SEIU	0.500
Vacant	Library Assistant II	283-086	SEIU	0.750
Vacant	Library Assistant II	283-043	SEIU	0.500
Vacant	Librarian I/II	750-xxx	Mid Mgmt	1.000
Vacant	Librarian I/II	750-xxx	Mid Mgmt	1.000
Vacant	Library Assistant II	283-074	SEIU	0.500

New Hires and Promotions:

- Shelley Murray started her new position as Generalist Librarian at the Branciforte Branch on April 26.
- Devin Schwarz joined the Library Administration team as our new Administrative Assistant II on Monday, May 12th. Devin will step into the Library Board Clerk role recently vacated by Helga Smith.

Staff Departures:

- Meri Ancic from the Downtown Library accepted as position as bookmobile librarian with San Mateo County. Her last day at SCPL was April 25th.

Services

Today you'll receive presentations on the status of our website migration and our work in the Libraries and Artificial Intelligence space.

Libraries

The County's Office of Response, Recovery & Resilience (OR3) has reached out to develop an MOU with the Library to have Boulder Creek, Felton, Scotts Valley and Aptos libraries serve as cooling or resiliency centers as needed. They prioritized these branches for their locations, indoor space and relative lack of alternate spaces in those regions. This MOU would allow these locations to stay open later or open on Sundays with OR3 staff and resources during times of need.

Upcoming

The next LIPA Board Meeting will be to review and approve the SCPL Budget for the next fiscal year. The budget this year incorporates our share of a special implementation cost for the City of Santa Cruz' Project NATE, which will migrate their legacy Finance and HR systems to Workday. It also includes funds for a Wireless Infrastructure Replacement project. At the May LIPA Board Meeting discussing the budget, the Board requested we additionally bring recommendations for an additional one-time boost of the circulating digital collections from the uncommitted fund balance as well as resurfacing last year's conversation about adding

additional service hours supported by the Library Finance Authority. Those recommendations will be presented as part of the June LJPA Board Meeting.

Finally, 2025 is the 50th anniversary of Santa Cruz Pride and as a long-standing supporter, SCPL will be participating in the parade and tabling event on Sunday, June 1st. Additionally, at staff's suggestion we are launching a Pride themed library card to add to the choices of SCPL library cards patrons can choose from. We will advertise the latter via our website, social media and with Santa Cruz Pride. We invite you come on June 1st to cheer on our Book Cart Drill Team and supporters!



LIBRARY ADVISORY COMMISSION REGULAR MEETING MINUTES

MONDAY, APRIL 14, 2025 at 6:30 PM

1. CALL TO ORDER/ROLL CALL

PRESENT: Rena Dubin, Charlotte Khandelwal, Timothy Lydgate, Vivian Rogers, Pamela Woll, Tricia Wynne
ABSENT: Mike Termini
STAFF: Library Director Christopher Platt

2. ADOPTION OF THE AGENDA

RESULT:	APPROVED THE AGENDA
MOVER:	Tricia Wynne
SECONDER:	Pamela Woll
AYES:	Dubin, Khandelwal, Lydgate, Rogers, Woll, Wynne
ABSENT:	Mike Termini

3. ORAL COMMUNICATIONS

None

4. REPORT BY LIBRARY DIRECTOR

Library Director, Christopher Platt, provided a written report

5. REPORT BY FRIENDS OF THE SANTA CRUZ PUBLIC LIBRARIES

Sarah Beck, Executive Director of the Friends, provided a report

6. MEMBER REPORTS

A member of the public, Judy G., made a comment

7. CONSENT CALENDAR

RESULT:	APPROVED THE CONSENT CALENDAR Items A - C
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- A. **Approved Minutes**
- B. **Endorsed the dissolution of Interlibrary Loan Policy #320 as a Board-approved policy and revise it to align with standard procedures for library services**
- C. **Accepted and filed recent articles about SCPL**

MOVER: Charlotte Khandelwal
SECONDER: Vivian Rogers
AYES: Dubin, Khandelwal, Lydgate, Rogers, Woll, Wynne
ABSENT: Mike Termini

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. Volunteer Program Update Presentation by Laamsha Young, Volunteer Coordinator
- B. Summer Reading Update Presentation by Jessica Goodman, Adult Programs and Services Manager & Heather Norquist, Youth Programs and Services Manager
- C. Updated Conflict of Interest Code Policy #103

RESULT: **Endorsed the updated Conflict of Interest Code Policy #103 for the Library Joint Powers Authority Board's adoption**

MOVER: Tricia Wynne
SECONDER: Timothy Lydgate
AYES: Dubin, Khandelwal, Lydgate, Rogers, Woll, Wynne
ABSENT: Mike Termini

- A. New Child Protection Policy #500

Item was pulled to bring back at next meeting. No motion was made.

9. ADJOURNMENT

Adjourned at 7:40pm to the next regular meeting of the Library Advisory Commission to be held on Monday, May 19 at 6:30pm at the Capitola Branch Library.



SANTA CRUZ
PUBLIC LIBRARIES

STAFF REPORT

DATE: May 19, 2025
TO: Library Advisory Commission
FROM: Christopher Platt, Director of Libraries
RE: The State of America's Libraries Report

STAFF RECOMMENDATION

Accept and file.

The State of AMERICA'S LIBRARIES

★ ★ ★ A Snapshot of 2024 ★ ★ ★

TOP TEN MOST CHALLENGED BOOKS OF 2024

PAGE 9

CENSORSHIP BY THE NUMBERS

PAGE 10

*Nearly 3 in 4 book challenges are from
pressure groups or government sources*



BOOK RÉSUMÉS



A Free Resource to Fight Censorship in Your Community.

Book Résumés from Unite Against Book Bans is a free tool to assist teachers, librarians, parents, and community members in defending the freedom to read. **Each book résumé details a title's significance and educational value** and is easy to download and print for sharing with administrators, book review committees, and the public at board meetings.



Created in partnership with publishers, librarians, and *School Library Journal*.

The State of AMERICA'S LIBRARIES

A Snapshot of 2024

Produced April 2025

Contents

- 4** Introduction: Libraries Face Challenges But Continue to Serve
- 5** Don't Believe the Hype! Libraries of All Kinds Remain Essential to Their Communities
- 6** Freedom to Read Continues to Come Under Fire
- 9** Top 10 Most Challenged Books of 2024
- 10** Censorship By the Numbers
- 11** Welcoming All to the Library
- 15** Embracing AI Literacy: Strengthening the Future of Libraries
- 16** Investing in Libraries' Civic and Broadband Infrastructure in 2024
- 19** About This Report



ALA's Celebrate National Library Week poster.

INTRODUCTION

Libraries Face Challenges But Continue to Serve

by LESLIE BURGER



As I sit down to write this introduction and look back at 2024, it seems like such a long time ago. The State of America's Libraries report is meant to be a snapshot-in-time of the year that's past, and this year's report will cover the great work libraries of all kinds did in the past year.

That will include the lead-up to the election, when the American Library Association teamed up with the League of Women Voters for our Reader. Voter. Ready. campaign, which was picked up at libraries throughout the country. Our libraries worked hard to get the vote out, not for specific candidates, but for people to freely choose their next leaders. That's what democracy is all about.

Before the end of 2024, we had the results of that election. Since then, we learned that the Institute of Museum and Library Services, the only federal funding dedicated to libraries, is slated for elimination and grant funding will be stopped. Library services throughout the U.S. are in jeopardy because of this action. We don't yet know how the rest of 2025 will unfold, but I would be remiss if I didn't acknowledge how much our library world is changing and how quickly. Check out our [#ShowUpForOurLibraries](#) campaign for more information.

But the work of libraries in 2024 is not to be ignored because library professionals continued to lead the way in their communities, and libraries continued to be the bedrock of our country.

Here are three major trends from 2024:

Censorship

We continued to deal with book bans and adverse legislation, and you'll see that reflected in this report. But we also saw some states working to protect libraries and people showing up for our libraries. Plus, libraries and their communities continued to take advantage of resources on the [Unite Against Book Bans website](#).

Artificial Intelligence

It's not enough to understand how to use artificial intelligence (AI) in libraries, although the library world continues to do so. Library workers are also busy understanding the ethical issues of using AI, from baked-in biases to copyright. We know libraries of all kinds have always led the way when it comes to technology, and the understanding of AI is top of mind.

Sustainability

Libraries are playing a bigger role in helping their communities navigate environmental disasters, which are happening with greater intensity and frequency. From wildfires to hurricanes, libraries were there in 2024 with internet, shelter, and information for people who lost everything after climate-related events. In addition to reacting quickly in times of need, libraries are working ahead of tragedy to preserve collections and protect community culture by digitizing collections and strengthening infrastructure.

As always, our libraries are absolutely critical to our communities, our society, and our democracy. They continue to provide hope in dark times, and for that I could not be more grateful. ●



ALA's Banned Books Week poster.

Leslie Burger is interim executive director of the American Library Association.

Don't Believe the Hype! Libraries of All Kinds Remain Essential to Their Communities

by CINDY HOHL



Some headlines might have you believe that all libraries are caught up in the political divide. But surveys show that libraries remain strongly supported by people from both sides. The stories in the news aren't wrong, but the forces that would remove books simply because

they are about LGBTQIA+ people or people of color are highly organized pressure groups. Turns out, most people want an educated United States of America, and libraries of all kinds are the purveyors of the services that help everyday Americans live better lives.

Not only do libraries garner wide support in our country, but in my travels and in my own city, people genuinely love their libraries. People speak warmly about their experiences in libraries. And most people aren't even aware of all that libraries provide. They might know about childhood literacy, summer reading programs, and all those books on the shelves. But libraries in the digital age have captured the hearts of people who listen to audiobooks or read digital versions of books on their apps (all you need is a library card!). Many don't know that libraries help people:

- Get a GED
- Apply for jobs
- Start a new business
- Use a 3D printer
- Connect with telehealth services

The list goes on and on. Libraries are the very heart of their communities, and each library tailors its services to its community. Here are a few examples:

Strong broadband

Tribal libraries are near and dear to my heart. I am a member of the Santee Sioux Nation, and one of our concerns among Indigenous Peoples in our country is strong internet. Working with the American Library Association, we have seen more

libraries benefiting from government programs to provide internet to our Indigenous populations.

Mental health

Library Media Specialist Diana Haneski has helped survivors at Marjory Stoneman Douglas High School in Parkland, Florida, navigate the trauma of a mass shooting that took the lives of 14 students and three faculty. Haneski, who survived the shooting herself, has become a leader in the community's healing by providing a space in the school library for students to commune with her trained therapy dog, River, or to meditate in the Zen room. Haneski was one of 10 library professionals nationwide recognized early in 2024 with the American Library Association's I Love My Librarian Award.

Tailoring to a rural community

In Bethel, Alaska, the library serves as a satellite of the University of Alaska Fairbanks and as the community library for this remote city that can only be reached by plane or boat. Kuskokwim Consortium Library Director Theresa Quiner pays close attention to her community's needs, from classes that teach camp cooking and canning to a partnership with local organizations to address homelessness. Quiner was also selected for the I Love My Librarian Award.

Stories like these abound in communities across our nation. It's no wonder that people love and appreciate their libraries. When libraries are threatened, whether by organized groups or by governments withdrawing financial support, we must show up for our libraries. Libraries create welcoming spaces where everyone feels and knows that they belong. Let's ensure they are there for us for years to come. ●

Cindy Hohl is the 2024-2025 president of the American Library Association and director of policy analysis at Kansas City Public Library.

Freedom to Read Continues to Come Under Fire

by DEBORAH CALDWELL-STONE



By any measure, 2024 represented a difficult time for libraries, library workers, and all those who champion the freedom to read. The number of demands to censor and restrict library resources remained at record levels, with 821 attempts to censor library books and materials across all library types reported to ALA's Office for Intellectual Freedom in 2024.

While this is a decrease from 2023, when 1,247 attempts to censor library materials were reported to ALA, it is still the third-highest number of book challenges recorded by ALA's Office for Intellectual Freedom since it began documenting library censorship in 1990.

Organized censorship campaigns

These demands to remove and restrict books and other library materials are not the result of any grassroots or popular sentiment. The majority of book censorship attempts are now originating from well-funded, organized groups and movements long dedicated to curbing access to information and ideas. Pressure groups, elected officials, board members, and administrators initiated nearly 72% of demands to censor books in school and public libraries. Parents only accounted for 16% of demands to censor books, while less than 5% of reported book challenges were brought by individual library users.

The harms inflicted on our freedom to read by organized censorship campaigns can be seen in the numbers. From 2001–2020, during the two decades prior to the start of the organized censorship campaign, an average of 46 titles were challenged per year by pressure groups, board members, administrators, and elected officials, who brought 2.8% of the total documented challenges. In 2024, these groups targeted 4,190 titles for censorship, 71.6% of the total documented; these were primarily books addressing the lives, experiences, and concerns of LGBTQIA+ persons, or books addressing the

We are witnessing an effort to eliminate entire genres and categories of books from library shelves in pursuit of a larger goal of placing politics and religion over the well-being and education of young people and everyone's right to access and find information in our libraries.

lives, experiences, and concerns of Black persons, Indigenous persons, and persons of color.

Attacks on those defending freedom

Not reflected in these numbers are the relentless attacks on library workers, educators, and community members who stand up to the censors and defend the freedom to read. These attacks are creating an environment of fear in which library workers are afraid to buy books or report censorship. Barriers to user access grow ever higher, with books under lock and key in "adult only" rooms that require ID to access, held in staff areas and available only upon request, or require parental permission, if the materials they're looking for are even still available.

We are witnessing an effort to eliminate entire genres and categories of books from library shelves in pursuit of a larger goal of placing politics and religion over the well-being and education of young people and everyone's right to access and find information in our libraries. It is impacting our youth and our communities.

- In Virginia, the board of the King George County Schools restricted access to more than 100 titles at the urging of a 76-year-old preacher, who is related to two board members. The books are now under lock and key or kept behind the librarian's desk, and the board has taken control of book selection.
- Nearly 400 books were removed from school libraries in Wilson County, Tennessee, after state legislators adopted a law that barred Tennessee schools from making any books available that "in whole or in part" contain sexual conduct, excess violence, or something that is "patently offensive." As a result, students lost access to many acclaimed works of literature, including Kurt Vonnegut's *Slaughterhouse Five*, John Green's *The Fault in Our Stars*, and Sherman Alexie's *The Absolutely True Diary of a Part-Time Indian*.
- At the Community Library Network in northern Idaho, 140 young adult and non-fiction titles were removed from circulation at the urging of representatives from the organization Clean Books 4 Kids, denying the entire community access to those books.

State legislation's impact on access

Legislatures in several states support and reinforce the efforts of pressure groups by adopting new laws that are intended to restrict readers' access to disfavored books in libraries and schools. Some of these laws censor books containing broadly defined "sexual content," like Tennessee's "Age-Appropriate Materials Act" and Utah's "Sensitive Materials Act."

Other proposed laws would allow library workers and educators to be criminally prosecuted or susceptible to private

right-of-action lawsuits for simply making books available in the library that a single person deems inappropriate for minors.

Other laws passed in 2024 create regulatory regimes that eliminate or restrict library workers' involvement in developing library collections or institute statewide control of library resources, eliminating local control of community libraries.

The most insidious attack on the freedom to read in 2024 is the coordinated and ongoing effort by several state attorneys general to overturn decades of legal precedent that hold that public libraries are public spaces intended for people's access to information and ideas that operate under the First Amendment. They seek a declaration that libraries and their collections are nothing more than an expression of elected officials' opinions that can be censored at will to deny people access to the ideas and opinions they do not like.

Courts overturning book ban laws

Fortunately, courts are rejecting the claim that libraries belong to politicians and pressure groups rather than members of the community the libraries serve. Courts are overturning laws that infringe on our freedom to read. Federal courts in Arkansas, Iowa, and Texas have firmly rejected the claim that library users have no First Amendment rights.

Indeed, the federal court in Arkansas permanently barred enforcement of Act 372 (Arkansas' book ban law), holding that it violated the rights of both adult and minor library users. Library users, authors, publishers, and civil liberties groups are similarly challenging book bans and library censorship around the country, with active lawsuits challenging discriminatory book bans in Alabama, Colorado, Florida, Idaho, Iowa, South Carolina, Texas

"The work that we're engaging in, our work defending intellectual freedom, is nowhere near as complicated as rocket science or as high stakes as world domination. It will be hard, but we know it is worth doing, because the freedom to read is also the freedom to question what is out there, the freedom to share knowledge and beauty, and the freedom to dream."

- ERIC STROSHANE, MLS

Legislators in California, Illinois, Maryland, Minnesota, New Jersey, and Washington adopted new legislation protecting the freedom to read and the library workers who defend that freedom for their communities. Sixteen other state legislatures are considering similar legislation.

Some states step in

Legislators who appreciate what libraries do for their communities and who take seriously their duty to protect constitutional liberties, are stepping up as well. Legislators in California, Illinois, Maryland, Minnesota, New Jersey, and Washington adopted new legislation protecting the freedom to read and the library workers who defend that freedom for their communities. Sixteen other state legislatures are considering similar legislation.

Communities speak out for library workers, educators

At the same time, communities are rejecting the rhetoric of book banners, speaking out on behalf of free speech and standing up for library workers and educators:

- In New Castle, Indiana, dozens turned out to oppose a proposal to remove several books from the middle school library. “Removing or banning books is a slippery slope to government censorship and the erosion of our

country’s commitment to freedom of expression,” said one grandmother. All of the challenged books were retained by the board.

- Nearly 100 residents of Lapeer County, Michigan, turned out to support the library director and staff after rumors of a possible book ban reached the community. Commenters supported a decision to retain challenged books in the library’s collection, insisting that decisions regarding materials in libraries should be left up to the library directors and staff. “A person can decide that they do not want to read a particular book and that they do not want their child to read a particular book,” said one person. “But they cannot decide that an entire community cannot read a particular book.”

Celebrating library workers

The courageous front-line librarians who stand up for the freedom to read and who stand against book bans are being recognized and celebrated. “The Librarians,” a documentary by director Kim Snyder and producer Sarah Jessica Parker, shines a spotlight on librarians Suzette Baker, Becky Calzada, Carolyn Foote, Martha Hickson, Amanda Jones, Nancy Jo Lambert, and Audrey Wilson-Youngblood, who all persevere in their defense of their users’ freedom to read despite being fired, harassed, stalked, and threatened with jail time.

Their commitment to the First Amendment right to receive information and ideas and their brave stand against censorship are the hallmarks of librarianship. Those who work in libraries understand that the official suppression of ideas and opinions harms both individuals and the society they live in and that libraries are fundamental to freedom in the United States. That is why they take on the hard work of protecting the public’s right to access a wide range of materials representing diverse viewpoints and ideas. It is work that will continue in 2025. ●

Deborah Caldwell-Stone is director of ALA’s Office for Intellectual Freedom.

TOP 10 MOST CHALLENGED BOOKS OF 2024

The American Library Association documented **821 attempts to censor** materials and services at libraries, schools, and universities in 2024. The most common reasons for challenges were false claims of illegal obscenity for minors; inclusion of LGBTQIA+ characters or themes; and dealing with topics of race, racism, inclusivity, equity, and social justice. Of the **2,452 unique titles** that were challenged or banned in 2024, here are the top 10 most frequently targeted.

1



All Boys Aren't Blue: A Memoir-Manifesto

by George M. Johnson

Why this book matters:
bit.ly/allboysBR

2

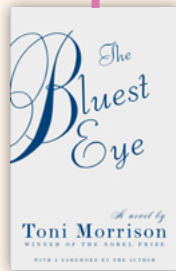


Gender Queer: A Memoir

by Maia Kobabe

Why this book matters:
bit.ly/genderBR

3/4

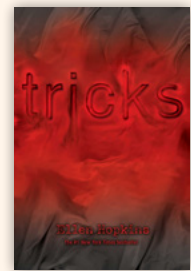


The Bluest Eye

by Toni Morrison

Why this book matters:
bit.ly/bluestBR

5



Tricks

by Ellen Hopkins

Why this book matters:
bit.ly/tricksBR



The Perks of Being a Wallflower

by Stephen Chbosky

Why this book matters:
bit.ly/wallflowerBR

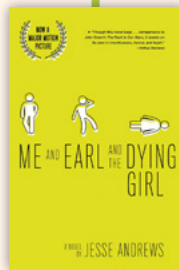
6/7



Looking for Alaska

by John Green

Why this book matters:
bit.ly/alaskaBR



Me and Earl and the Dying Girl

by Jesse Andrews

Why this book matters:
bit.ly/earlBR

8/9



Crank

by Ellen Hopkins

Why this book matters:
bit.ly/crankBR



Sold

by Patricia McCormick

Why this book matters:
bit.ly/soldBR

10



Flamer

by Mike Curato

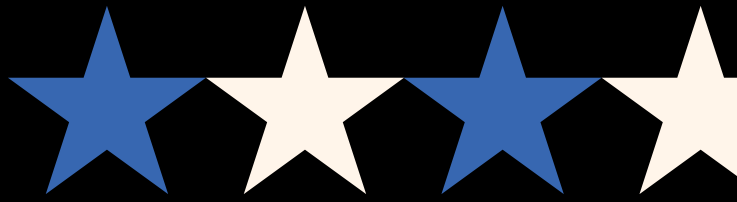
Why this book matters:
bit.ly/flamerBR



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CENSORSHIP

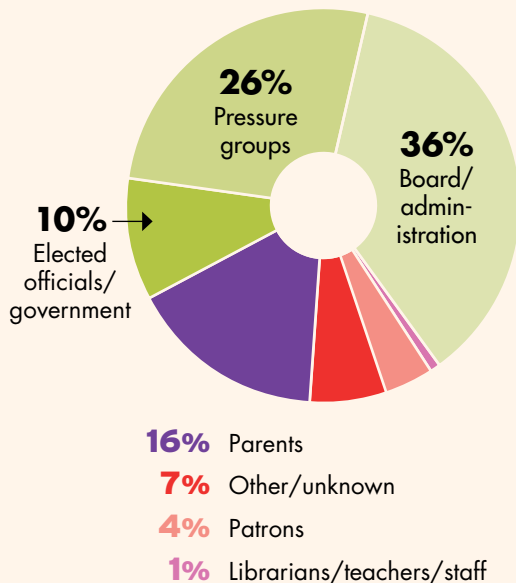
BY THE NUMBERS



The American Library Association documented another year in an unabating deluge of efforts to censor library materials in 2024, continuing an extremist campaign to suppress access to books that began in 2021. Last year, **2,452 unique titles** were challenged, the third-highest number ever documented by ALA and significantly exceeding the annual average of 273 unique titles over the period from 2001–2020. **Learn more at ala.org/bbooks.**

WHO CHALLENGES BOOKS?

Nearly **72% of censorship attempts** in 2024 were initiated by pressure groups and decision makers who have been swayed by them.



Statistics based on 5,813 book challenges.

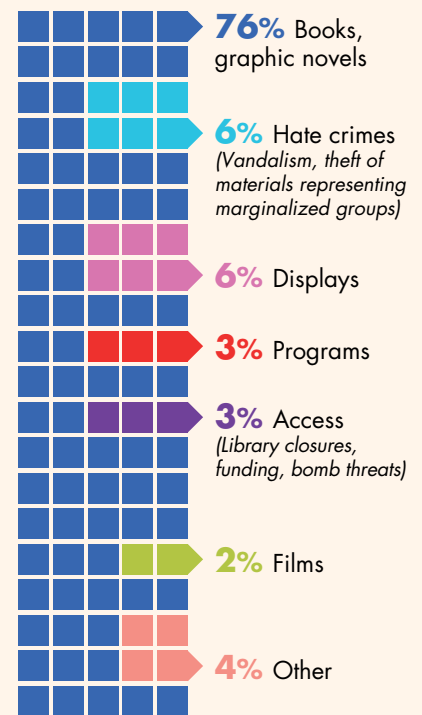
WHERE DO CHALLENGES TAKE PLACE?



Statistics based on 804 cases with known locations.

BOOKS AND BEYOND

ALA's Office for Intellectual Freedom tracked **821 censorship attempts** in 2024. Here's the breakdown:



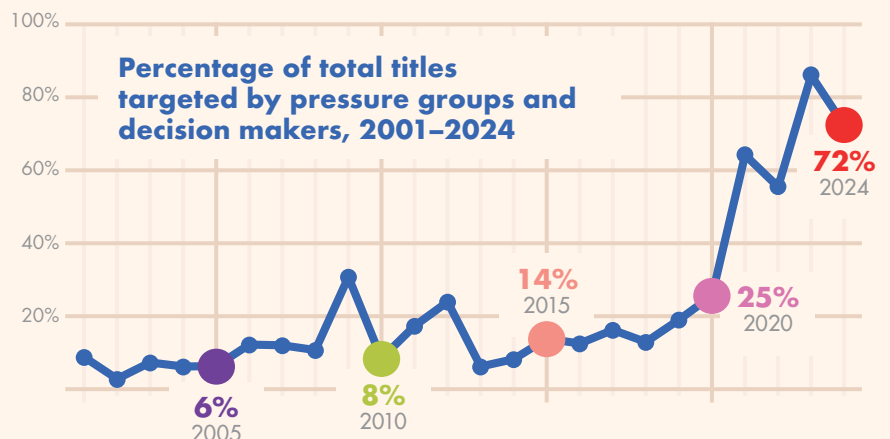
CENSORSHIP TRENDS

The majority of library censorship can be tied to organized campaigns. Pressure groups and the administrators, board members, and elected officials they influenced targeted 4,190 total titles in 2024. From 2001–2020, this constituency attempted to remove an average of 46 titles per year.

CENSORSHIP
STATISTICS
COMPILED BY:



OFFICE FOR
Intellectual Freedom
American Library Association



Welcoming All to the Library

edited by PHIL MOREHART

U pheaval and uncertainty have rocked the library world in recent years, from record book bans and challenges or threats to library workers' lives and livelihoods for simply doing their jobs. But despite it all, librarians soldiered forward and deployed innovative ways to introduce communities and students to everything that the library offers.

Prioritizing mental health

Public libraries across the US are supporting those in their communities who are seeking help with mental health issues by designating shelves with books that address mental illness, addiction recovery, and other stigmatized topics—materials they intend to give away or don't expect to see returned.

San Francisco Public Library (SFPL) provides free addiction recovery materials through its Read to Recovery program. Staff are trained to use Narcan to reverse opioid overdoses, but with the city in the throes of an addiction crisis, it isn't enough, says Doreen Horstin, manager of SFPL's Park branch.



Doreen Horstin, manager of San Francisco Public Library's Park branch, adds a book to the Read to Recovery shelves, which provide free addiction recovery materials to patrons.

PHOTO: JAIME WONG/SAN FRANCISCO PUBLIC LIBRARY

"We can't just administer Narcan and not do anything else," Horstin told [American Libraries](#). "We're all about books. That's what we do. It's still the number one service that we offer."

In 2022, Horstin started expanding the system's collection of addiction recovery materials before connecting with Matt Dorsey, now a member of San Francisco's Board of Supervisors. Dorsey suggested that some people might want to keep and annotate their books, especially workbooks like those published by Alcoholics Anonymous. Together, they [successfully advocated](#) that the city board make these items free for all.

High levels of demand have spurred SFPL to invest heavily in Read to Recovery. Currently, four locations have these no-checkout shelves, and library staffers are working to roll out the initiative to all 28 locations and its Jail and Reentry Services program. Between January 2023 and July 2024, SFPL used almost \$66,000 from its Library Preservation Fund to purchase materials covering a variety of approaches to addiction recovery. Read to Recovery gave away 3,703 recovery-related books in the fiscal year that ended in June 2024.

Exploring the universe

NASA voyaged a little closer to home when it held a [workshop](#) for Tribal libraries at New Mexico State Library in August 2024.

Facilitated by Christine Shupla and Claire Ratcliffe Adams from the [NASA Science Activation program's NASA@ My Library](#) project and with input from area Tribal libraries, the Co-Design Space Science, Technology, Engineering, and Mathematics (STEM) program explored an array of space-related programming and activities that libraries could adapt, from passive programming to physically engaging activities and even engineering design. Advisors also stressed the need to make the activities culturally relevant for their Tribal communities.

After a crater-creation activity, participants discussed replacing the materials with local materials and incorporating aspects of the local topography and even local art. Throughout the workshop, Shupla and Adams reiterated that the participants' thoughts and input were critical—that they were the keepers of knowledge of their communities and that their voices were respected.

“I like how the instructors were reassuring throughout the session,” said one participant. “Making sure everyone was comfortable and making it feel safe to share ideas.” Another participant said, “I tend to not participate, but observe, because I’m not a scientist. It was awesome (feeling comfortable) to design too!”

The Space Science Institute’s National Center for Interactive Learning, in partnership with the American Library Association (ALA), Cornerstones of Science, Lunar and Planetary Institute, and Education Development Center, leads the NASA@ My Library program.

Walking for freedom

For the past two years, students at Tom C. Clark High School in San Antonio, Texas, have been able to learn about censorship and freedom-to-read issues thanks to a program initiated by the school librarian. “It’s important for students to be aware of what they have access to,” Lucy Podmore, librarian at Tom C. Clark High School in San Antonio, Texas, [told I Love Libraries](#). Understanding the myriad factors that impact that access, however, can be another story.

So, during Banned Books Week in 2023, Podmore decided to reconsider typical programming and switch to a freedom-to-read perspective—one that could educate students and their families about what goes into decisions affecting library bookshelves. Central to that event was what Podmore dubbed the Freedom Walk, an outdoor path on the school’s campus with interactive stations along the way.



A stop on the Freedom Walk at Tom C. Clark High School in San Antonio, Texas.
PHOTO: TOM C. CLARK HIGH SCHOOL

Collaborating with social studies teachers to align with curricula, the Freedom Walk occurred in the school’s central courtyard during student lunch periods and was comprised of five interactive stations centered around censorship issues: First Amendment rights, censorship terms, school district collection development and reconsideration policies, books as windows and mirrors, and voter registration/education. The stations gave nearly 500 students the opportunity to reflect and learn about their own experiences with censorship through games and introspective prompts.

In 2024, Tom C. Clark High School received a [Sara Jaffarian Award for Exemplary Humanities Programming](#) for its Freedom Walk initiative. It was the first time the award had been granted to a high school. The \$5,000 award is presented annually by the ALA’s Public Programs Office and is sponsored by ALA’s Cultural Communities Fund in cooperation with the American Association of School Librarians.

The best part about the experience, says Podmore? The students were really getting into it.

“They were asking a lot of questions,” she recalls. “I thought, ‘Holy smokes, they’re interested in this.’”

Providing access

Georgetown, Delaware, is the county seat of Sussex County and a rural community characterized by numerous farms and agricultural activity. Despite being the hub of county governance, many areas in and around Georgetown lack access to essential internet infrastructure. Even within town limits, some residents either do not have internet access or cannot afford it, creating significant barriers to education, employment, and connectivity in today’s digital world.

Thanks to [Community Connect: Fostering Digital Access](#), a grant program launched by ALA and Capital One that provides rural public libraries with resources and support to assist patrons in establishing and sustaining affordable and high-speed home internet connections, Georgetown Public Library (GPL) was able to give its patrons access to the internet through its hotspot lending program. GPL was one of 30 libraries to receive five Wi-Fi hotspots (including service contracts) and five laptops for lending to patrons. It also received a \$2,000 stipend to support implementing financial capability and digital literacy programs.

Throughout the grant period, GPL circulated their hotspots 122 times and laptops 28 times. Patrons were able to check out hotspots and laptops for up to one week. Those without home internet due to cost or rural location were excited to have access.

“The hotspots seemed to be the biggest success,” a GPL library worker said. “They never sat on our shelves. As soon as they were returned, they were put on the holds shelf for another patron.”

GPL also partnered with a local financial advisor to offer an investing workshop to a local homeschool group as well as a personal finance workshop targeted towards adult patrons. It also offered a computer basics class for Spanish-speaking patrons, which used the Digital Learn curriculum and met on Saturdays for 12 weeks.

“For me this was a very important experience to be able to work in my business and be able to make a document or presentation,” said a GPL patron. “This class has been very important for me and my family.”

Meeting neurodiverse needs

To fill in service gaps exposed by the COVID-19 pandemic, Warren County (Ky.) Public Library (WCPL) opened four satellite libraries. These one-room, full-service satellites, housed by community partners, are meant to support populations that would otherwise struggle to visit a full-size branch because of socioeconomic, transportation, or other barriers.

Continuing with that outreach, WCPL began working with LifeWorks at Western Kentucky University in Bowling Green, a 28-unit residential community that offers two-year stays for neurodiverse young adults and focuses on independent living and job readiness. WCPL opened a satellite location at the facility—making it the state’s first public library branch dedicated to serving neurodiverse patrons.

Warren County Public Library opened a satellite location at the facility—making it the state’s first public library branch dedicated to serving neurodiverse patrons.



Participants at LifeWorks, a residential community for neurodiverse young adults, hold bags from Warren County (Ky.) Public Library (WCPL). WCPL recently opened a satellite branch at LifeWorks.

PHOTO: WARREN COUNTY (KY.) PUBLIC LIBRARY

Earl Willis, WCPL’s special populations liaison, hosts several programs every week. The satellite is designed to be a sensory-sensitive environment, enabling individuals with autism, ADHD, or other learning differences—who can become overstimulated in crowded public areas—to concentrate on their studies, read a book, or browse digital library resources. With natural light from two large windows and carpet to reduce noise, the space is conducive for learning. Its location away from living spaces and LifeWorks’ main activity area provides a calm place for participants to spend time without distractions.

Because of his decades of library experience, Willis is incredibly familiar with the neurodiverse population and can build strong bonds with LifeWorks participants by being there daily. He provides detailed training sessions on how to access and utilize the library’s services, like Hoopla and Libby, which are enhanced even further by the enrichment activities and social groups he’s created. There are book, poetry, and music clubs where participants can share and learn from others.

Library classes and workshops are offered at a variety of times to accommodate LifeWorks participants’ unique schedules. Additionally, those interested in careers in library services can shadow Willis to learn what it might take for them to also become professional librarians. Several have expressed interest in library work after volunteering with him.

Willis notes that he has already seen a change in the way participants view the library, primarily because the satellite

is less intimidating than a typical library branch. “It’s a more personal experience,” [he told American Libraries](#). “While the public library may not have been a familiar environment before, they now know about the many resources available to them.”

Creating a sense of place

Northwestern University (NU) in Evanston, Illinois, and the Chicago office of the national nonprofit World Relief work together to offer free summer programming for families who are refugees or seeking asylum. In 2021, after the U.S. military withdrew its final troops from Afghanistan, tens of thousands of Afghan families fled to the U.S. That’s when NU’s Seeley G. Mudd Library (ML), its science and engineering library, joined the partnership, hosting dozens of these families’ children in its makerspace each summer.

The student-named Fun Summer Program encourages participants to gain new academic skills, develop leadership experience, and build connections in their new community. The partnership’s success helped earn ML librarian Ted Quiballo a 2024 I Love My Librarian Award from ALA.

Each summer, nearly 70 students participate in the program. On a typical day, students build mini robots and program their movements with block-based coding, create

On a typical day, students build mini robots and program their movements with block-based coding, create 3D prints, laser-cut name tags, or learn about the intersection between sports and technology.

3D prints, laser-cut name tags, or learn about the intersection between sports and technology through tools like the HomeCourt app, which uses artificial intelligence to record reaction times and helps users practice hand-eye coordination.

The program is facilitated by interns recruited from across Chicago who often share similar cultural, religious, or language backgrounds with the students. The interns are trained in ML’s technologies as well as pedagogical practices that are culturally responsive and support social-emotional learning. For example, after a lesson, students teach what they just learned to one another rather than instructors taking charge. Students and interns engage in joyful moments of play and connect by conversing in Arabic or Dari and discussing their family traditions during Muslim holidays.

“Kids in the program tell their parents how excited they are to go each day,” [wrote Quiballo and Sarah P. Lee](#), a graduate researcher in NU’s Learning Sciences program, in *American Libraries*. “We hope the students also notice how we center their interests and value their knowledge, skills, and experiences as a form of expertise. We know there isn’t a one-size-fits-all approach to this work, but we lead successfully when we prioritize authentic connections and care.” ●

Phil Morehart is a communications manager at the American Library Association.



Ted Quiballo (right), instructional technologies librarian at Northwestern University in Evanston, Illinois, shows interns for World Relief Chicagoland’s youth summer program how to use a 3D scanner.

CREDIT: NORTHWESTERN UNIVERSITY

Leveraging Generative AI: A Proactive Approach for Future-Ready Libraries

by LEO S. LO

Imagine a student receiving personalized reading recommendations that ignite a lifelong passion for learning, or a librarian swiftly identifying misinformation to protect their community. Thanks to artificial intelligence (AI), these scenarios are becoming a reality in libraries today.

Over the past two years, libraries have rapidly shifted from cautious exploration to actively integrating AI—particularly generative AI—into their operations. The 2024 [Clarivate global survey](#) found more than 60% of libraries now evaluating or planning AI projects, making AI their top technological priority. This accelerated adoption highlights the urgent need for librarians across all types of institutions to develop AI literacy, enabling them to effectively, ethically, and confidently integrate AI into their daily work.

Defining AI literacy

I define [AI literacy](#) as “the ability to understand, use, and think critically about AI technologies and their impact on society, ethics, and everyday life.”

AI literacy encompasses technical knowledge of foundational concepts like machine learning and neural networks; ethical awareness to address algorithmic bias, privacy, and accountability; critical thinking to evaluate AI-generated content for accuracy and bias; practical skills for hands-on proficiency with AI tools; and understanding AI’s societal impact on equity, economics, culture, and sustainability.

Strategic importance of AI literacy in libraries

The strategic importance of AI literacy in libraries is clear. As shown by our [study with Association of Research Libraries](#)

[\(ARL\) library leaders](#) and supported by Clarivate’s findings, libraries have rapidly moved from exploring AI to actively integrating it into their operations. By 2025, nearly one-third of ARL libraries had begun implementing AI, while most continued exploring its uses.

Public libraries view AI as essential for content discovery, operational efficiency, and research support, and school libraries are similarly adopting AI through initiatives like “[LibraryReady.AI](#),” highlighting their commitment to enhancing educational services.

Despite optimism about AI’s potential, libraries face key challenges, including resource gaps for smaller libraries, varied staff attitudes requiring tailored professional development, and the rise of AI-generated misinformation that demands increased ethical vigilance from library professionals.

The path forward

To successfully navigate these opportunities and address the associated challenges, libraries must prioritize AI literacy through targeted training and accessible professional development, supported by strong internal and external collaborations. By investing in AI literacy, libraries reinforce essential community values like trust, inclusivity, and democratic participation, ensuring their continued relevance and leadership in an increasingly AI-driven world. ●

Leo S. Lo is dean and professor of the College of University Libraries and Learning Services at the University of New Mexico and President of the Association of College and Research Libraries (ACRL)

Investing in libraries' civic and broadband infrastructure in 2024

by SHAWNDA HINES



Civic participation was a thrust of library advocacy in the leadup up to the 2024 elections. Voting is one of the greatest privileges and responsibilities of U.S. citizenship, but turnout in national elections is consistently less than two-thirds of eligible voters. As institutions that provide access to information, resources, programs, and public spaces for all, libraries are a cornerstone for civic engagement.



In April 2024, ALA launched the Reader. Voter. Ready. campaign to inform and prepare library workers and supporters to build on this foundation and support voter engagement in the November elections.

As part of this effort, ALA undertook a national

partnership with another trusted local institution: the League of Women Voters. The organizations released a collaboration toolkit for local libraries and leagues and co-hosted live webinars featuring partnerships between local Leagues and public, academic, and school librarians. The Association for Library Service to Children (ALSC) contributed to Reader. Voter. Ready. with the September release of a booklist for young readers, "[Inspiring Future Voters](#)."



Inspiring Future Voters, ALSC's Reader. Voter. Ready. booklist for young readers.

With single-party control of both houses of Congress and the executive branch, ALA is preparing for anticipated cuts in library and education funding for FY2026 in the 119th Congress.

Following the 2024 elections, ALA leaders and staff pivoted to policy analysis in preparation for a second Trump Administration and the 119th Congress. In November, ALA launched a popular semi-monthly, member-exclusive webinar series to inform members of the range of issues and actions expected to arise in 2025.

White House budget prompts #FundLibraries campaign

Meanwhile, the annual congressional appropriations cycle circled back in March 2024, when the White House presented its budget proposal. The administration's \$30 million recommendation for the Innovative Approaches to Literacy school library program matched the FY 2023 level of support. More disappointing, President Biden recommended [a decrease](#) for the Library Services and Technology Act (LSTA).

Shortly thereafter, ALA launched its #FundLibraries campaign, hosting a congressional fly-in with the Chief Officers of State Library Agencies in Washington, DC. Library advocates responded: In one month, a record 20,000 advocates called on their members of Congress to sign "Dear Appropriator" letters in support of library funding.

As has been the case for years now, all work on congressional funding stalled. House and Senate appropriators provided some indication of their willingness to support library funding through LSTA and [the Innovative Approaches to Literacy \(IAL\) program](#). The House FY2025 spending bill

called for significant cuts in funding for LSTA and the Institute of Museum and Library Services (IMLS)—the largest source of federal funding for America's libraries—while the Senate spending bill called for an increase in LSTA funding.

Congress was unable to enact any final spending bills last year and passed a temporary spending measure (called a Continuing Resolution) to keep the government operating through March 2025, maintaining the funding rate for LSTA at \$211 million and IAL at \$30 million—level with FY24—until work on the final bills is wrapped up.

At press time, Republicans are seeking to move a full-year Continuing Resolution with cuts to some domestic spending, though it's unclear if library funding will be cut. Passage of this proposal is uncertain. With single-party control of both houses of Congress and the executive branch, ALA is preparing for anticipated cuts in library and education funding for FY2026 in the 119th Congress.

Changes in IMLS leadership

Also in March, IMLS [announced](#) the departure of Director Crosby Kemper following the end of his four-year term. In 2025, President Trump appointed Deputy Secretary of Labor Keith E. Sonderling as Acting Director of IMLS.

Learn Without Limits E-rate funding

ALA also led efforts to improve another vital source of funding for public libraries and schools—the Federal Communications Commission's (FCC) E-rate program. The Learn Without Limits initiative championed by FCC Chairwoman Jessica Rosenworcel was unveiled at the 2023 ALA Annual Conference and enabled support for a cybersecurity pilot, Wi-Fi on school

Almost half of public libraries (46.9%) currently offer hotspots for patrons to check out—an increase of 14.6 percent since 2020.

buses, and hotspot lending through libraries and schools in 2024.

Almost half of public libraries (46.9%) currently offer hotspots for patrons to check out—an increase of 14.6% since 2020—according to the [2023 Public Library Technology Survey](#), published by the Public Library Association.

“Until everyone has an affordable home internet connection, hotspots are a promising alternative in most communities—and America’s libraries have proven success in lending them,” ALA President Cindy Hohl said.

More than half of all public libraries each year apply for [E-Rate](#) funding to support the broadband capacity needed to serve communities nationwide. Unfortunately, E-Rate is one of four programs within the FCC’s Universal Service Fund (USF) that is being contested in federal courts. In November 2024, the Supreme Court accepted a case challenging the constitutionality of the Universal Service Fund from the Fifth Circuit Court. ALA has filed amicus in support of the E-Rate program and overall Universal Service Fund.

ALA is also showing up for libraries in the courts, where many battles will be fought over the next few years. ALA will monitor and be vigilant, preferably in concert with other major national organizations, and act strategically when warranted.

White House recognizes libraries’ efforts to save lives from overdose

On October 8, 2024, the White House [recognized](#) the efforts of libraries to save lives from overdose. ALA President Cindy Hohl participated in a discussion of the issue in Washington with Administration officials and national leaders.

ALA is one of more than 250 organizations and businesses that have made voluntary commitments to the White House Challenge to Save Lives from Overdose, a nationwide call-to-

ALA is one of more than 250 organizations and businesses that have made voluntary commitments to the White House Challenge to Save Lives from Overdose, a nationwide call-to-action to stakeholders across all sectors to increase training on, and access to, life-saving opioid overdose reversal medications like naloxone.

action to stakeholders across all sectors to increase training on, and access to, life-saving opioid overdose reversal medications like naloxone.

ALA—led by its division, the Public Library Association—has developed [resources](#) to help libraries respond to the overdose crisis, supported by funding from the IMLS. ●

Shawnda Hines is deputy director of communications for the American Library Association’s Public Policy and Advocacy Office.

About This Report

Production team

Production Team Authors: Leslie Burger, Interim Executive Director, ALA; Cindy Hohl, 2024-2025 ALA president, Director of Policy Analysis at Kansas City Public Library; Deborah Caldwell-Stone, Director, Office for Intellectual Freedom, ALA; Leo S. Lo, Dean and Professor of the College of University Libraries and Learning Services at the University of New Mexico; Phil Morehart, Communications Manager, Communications, Marketing, and Media Relations Office, ALA; Shawnda Hines, Deputy Director of Communications, Public Policy and Advocacy Office, ALA

Content editor: Jean Hodges, Director, Communications, Marketing, and Media Relations Office, ALA

Project coordinator: Jan Carmichael, Senior Communications Manager, Communications, Marketing, and Media Relations Office, ALA

Design: Lauren Ehle, Senior Production Editor, Production Services, ALA



About ALA

The American Library Association (ALA) is the only non-partisan, nonprofit organization dedicated entirely to America's libraries and library professionals. For almost 150 years, ALA has provided resources to inspire library and information professionals to transform their communities through essential programs and services. The ALA serves academic, public, school, government, and special libraries, advocating for the profession and the library's role in enhancing learning and ensuring access to information for all.

Press contact

Reporters should contact:

Communications, Marketing, and Media Relations Office
American Library Association; cmomedia@ala.org

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Commissioner Tricia Wynne



STAFF REPORT

DATE: May 19, 2025
TO: Library Advisory Commission
FROM: Christopher Platt, Director of Libraries
RE: New Child Protection Policy #500

STAFF RECOMMENDATION

Endorse the new Child Protection Policy #500 for the Library Joint Powers Authority Board adoption.

DISCUSSION

The Library is committed to providing a safe and secure environment for all children who visit or participate in library programs and activities. The proposed Child Protection Policy sets forth clear, enforceable guidelines to prevent and respond to incidents of child abuse and child sexual abuse, both on library premises and at offsite locations, including the Live Oak Library Annex and Bookmobile, where Library-sponsored programs or events are held.

Although California law does not require library employees or volunteers to act as mandated reporters, the Library seeks to establish a policy that requires all employees and volunteers to follow specific procedures if they witness or become aware of suspected child abuse. The Library is requesting that the Commission endorse the Child Protection Policy for Board approval and to move forward with the necessary staff training.

In addition to SCPL Staff, this policy has been reviewed by Legal Counsel, Risk Management, and Human Resources. In response to the Commission's request on April 14, 2025, the Library has revised the policy to address and clarify sections of concern identified by the Commission. The updated policy, attached to this staff report, has since undergone additional review by both Legal Counsel and Risk Management. The policy is currently under review with the Union, and the Library anticipates further revisions. The Child Protection Policy ensures the Library's compliance with insurance coverage requirements for the upcoming renewal year in June.

FISCAL IMPACT

There is no additional fiscal impact to the approved training budget.

ATTACHMENT

Updated Child Protection Policy #500

Report Prepared by: Jennifer Yeung, Management Analyst

Reviewed and Approved by: Christopher Platt, Director of Libraries

Child Protection Policy

JPAB Policy # 500
Approved: ____/2025
Last Revised: ____/2025
Review Schedule: ____/2030

PURPOSE AND SCOPE

The Santa Cruz Public Libraries (hereinafter the “Library”) is committed to providing a safe and secure environment for all children who visit or participate in library programs. This Child Protection Policy (“Policy”) applies to all Library premises and Library staff, volunteers, and program providers. The Library prohibits physical, mental, or sexual abuse on its premises. This Policy aims to protect children from misconduct while safeguarding staff, volunteers, and program providers from false accusations. This Policy establishes guidelines for preventing and responding to instances of child abuse and sexual abuse. Staff, volunteers, and program providers must review and sign this Policy acknowledging their review, understanding, and receipt of this Policy.

DEFINITIONS

- Child/Children: person(s) under the age of 18 years of age.
- Staff: employees of the Library and any board members who are employees of a City/County that is part of the Library Joint Powers Agreement.
- Volunteers: any person who provides unpaid goods or services to the Library, including any advisory board members, and who has contact with children at the Premises as part of providing those goods or services.
- Program provider(s): any person not employed directly by the Library but provides paid goods or services for children at the Library pursuant to an agreement with the Library.
- Child Abuse: any act that results in physical or emotional harm (other than accidental), neglect, exploitation, or endangerment of a child. This can include child sexual abuse.
- Child Sexual Abuse: any inappropriate or illegal sexual contact or behavior with a child, including but not limited to molestation, exploitation, or exposure to explicit materials.
- Premises: any buildings, premises, and any offsite locations (including the Live Oak Library Annex and Bookmobile) where Library-sponsored programs or events may take place.
- Mandated Reporter: any person with affirmative obligations under the [Child Abuse and Neglect Reporting Act](#). Library staff, volunteers, and program providers are not necessarily Mandated Reporters, but maybe under certain circumstances. Please consult your supervisor if you have any questions of whether this applies to you.

PREVENTION MEASURES

- All staff, volunteers, and program providers must undergo background checks.
- Reasonable efforts will be made to make sure that, for Library programs involving children, two adults are present or nearby, including for programs administered by program providers.
- Reasonable efforts will be made to have staff or volunteers monitor, by being present or nearby, program provider work with children.
- No staff, volunteer, or program provider should be alone with a child in a secluded area.
- Photography or videography of children on the premises is only permitted with parental consent and for Library-sanctioned purposes.

- To the extent possible, the doors to rooms where programs and activities involving children should remain open. Doors should never be locked.
- Reasonable efforts will be made to work with children within Library facilities that are visible to others such as open public spaces, rooms with windows, or rooms with open doors.
- Staff, volunteers, and program providers who work with children should refrain from physical contact with a child unless necessary.
- Personal phones, personal tablets, or other personal devices that can access the internet and/or display photos/videos should not be shared directly with children without prior permission from designated staff.
- Staff, volunteers, and program providers should always use respectful language with children.
- In no instance may employees, volunteers, or program providers provide transportation to a child in their personal, company, or Library-owned vehicle to/from the Premises, unless they are the guardian of that child.

REPORTING CHILD ABUSE

In any situation of urgency or immediate danger, staff, volunteers, and program providers must immediately call 9-1-1. After calling 9-1-1, and for any other incident of suspected child abuse, use the procedure for reporting and responding below.

PROCEDURE:

1. If a staff, volunteer, or program provider believes there is any reasonable suspicion that an act of child abuse has occurred, that person shall immediately report the incident to their supervisor who will, together with the witnessing employee, volunteer, or program provider, inform the Branch Manager or other onsite Person in Charge.
2. Together, the witnessing staff, volunteer, or program provider and the Person in Charge must act immediately by contacting the Director of Libraries, Assistant Director, or the Manager in Charge to notify them of the incident and provide critical information for the Incident Report, as outlined in the Library's internal Emergency Plan section titled *Problem Situation and Emergency Plan Manual*.
3. The Director of Libraries, Assistant Director, or Manager in Charge shall immediately contact local law enforcement to file a police report.
4. All staff, volunteers, and program provider shall cooperate with any state or local law enforcement authorities who are responsible for investigating and prosecuting cases of child abuse.

INTERNAL PROTOCOL:

- The Director of Libraries, Assistant Director, or Manager in Charge shall then notify the Risk Manager of the incident and as required, launch a further investigation.
- For alleged child abuse involving staff, that staff shall be removed from any contact with children in connection with their work duties, placed on leave pending due process rights in the applicable Memorandum of Understanding.
- For alleged child abuse involving a volunteer, their volunteer work shall be immediately suspended pending the investigation of the allegations and their volunteering will be terminated if not determined to be innocent.
- For alleged child abuse involving a program provider, the specific program provider worker involved shall be barred from any contact with children in connection with their duties at the Premises, and if a new program provider worker cannot replace them,

then the Library can terminate the contract pursuant to the terms of the overarching agreement.

- All records, identities of any alleged victim(s) and any alleged violator(s) are considered confidential and are held by the Library Administration Office.
- The Director of Libraries shall notify the Library Joint Power Authority Board of the incident after the initial investigation takes place.

TRAINING

Staff and volunteers are required to participate in assigned training on recognizing the signs of possible child abuse, as provided by the Library.

RETALIATION PROHIBITED

Retaliation against anyone who in good faith reports, alleges, or participates in the investigation of child abuse is prohibited. False or malicious accusations of child abuse are also prohibited. Any retaliation or intentional false reporting will result in dismissal of volunteers and disciplinary action for staff pursuant to their employment agreements.

Acknowledgement of Receipt of Child Protection Policy.

I, _____ [Printed Name], acknowledge that I have received and read the Child Protection Policy. I understand that I am required to adhere to the Policy, as well any assigned training and associated expectations.

Date

Signature

Chair	Mike Termini
Vice Chair	Rena Dubin
Commissioner	Timothy Lydgate
Commissioner	Charlotte Khandelwal
Commissioner	Vivian Rogers
Commissioner	Pamela Woll
Commissioner	Tricia Wynne



STAFF REPORT

DATE: May 19, 2025

TO: Library Advisory Commission

FROM: Christopher Platt

RE: FY 26 Draft Library Operating Budget Proposal

STAFF RECOMMENDATION

Accept the Draft FY 26 Library Operating Budget and recommend approval to the JPA.

DISCUSSION

The FY 26 proposed draft budget is presented as a balanced budget. The Library seeks to fund one-time investments in the amount of \$1,198,160 and the remaining operating balance, \$1,445,800, from its unrestricted fund balance. The balance of the unrestricted fund balance available is approximately \$7.4M.

Attachments: FY 26 Draft Library Budget

DRAFT
FY 2026

Santa Cruz Public Libraries Budget



Santa Cruz Public Libraries

Library Director's Budget Message	3-5
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Introduction

Library Mission/Vision/Values	6
Organizational Chart	7
Library Overview and Core Services	8
Workplan	9-10
Performance Indicators	11
Governance, Funding and Budget	12-13

Budget Dashboard

Budget in Brief	14-15
Budget Overview	16
Personnel Authorization	17

Financial Summaries

Projected Library Revenues	18
Projected Library Non-Personnel Expenditures	19-21
Projected Library Personnel Expenditures	22-23

Appendix

Appendix A: Authorized Personnel by Individual Position No.	24-27
Appendix B: Trust Fund Details	28-31
Appendix C: Library Vehicle List	32
Appendix D: Fines and Fees Schedule	33
Appendix E: History of Open Hours by Branch	34
Appendix F: History of Collection Spending (Digital vs. Physical)	35

May 1, 2025

Santa Cruz Public Libraries
Joint Powers Authority Board
117 Union Street
Santa Cruz, CA 95060

Dear Board Members:

I am pleased to present the 2025-2026 proposed budget for the Santa Cruz Public Libraries. This proposal reflects the mission, vision, and values that fuel our current strategic goals to create an organizational culture of equity and inclusion and provide equitable and relevant services to all Santa Cruz Public Libraries users, in person and digitally. It also sets the stage for us to review our priorities as we close out the existing strategic plan and develop a new one with an eye to organizational and programmatic sustainability beyond 2025.

Library staff continue to provide excellent programs and services to our constituents. Accomplishments from the past twelve months include:

- Opening the Live Oak Library Annex at the Simpkins Swim Center. Measure S funding allowed this unique partnership with County Parks & Recreation to address the lack of study rooms and program space at the nearby Live Oak Library. The Annex provides reservable study rooms, an Active Learning Room for offering library programs, an open seating area, and a small self-service collection of books for all ages.
- Creating a permanent Boundless Minds library of books and resources at Juvenile Hall with the support of the Friends of Santa Cruz Public Libraries, Santa Cruz County's Juvenile Hall team, the County Office of Education, and help from its students.
- Launching Link+, a cooperative service among a network of California libraries that allows cardholders to borrow books and media not available at Santa Cruz Public Libraries from other libraries. Library patrons have embraced this service, SCPL is processing an average of 963 transactions per month since Link+ began.
- Launching a project to migrate our SCPL website from its locally-hosted and developed environment to a vendor-hosted environment, allowing for a modern, evolvable web presence in a responsibly sustainable manner.
- Coordinating a shift in promotional marketing materials away from plastic items toward environmentally sustainable options.
- Closely supporting the Friends of the Santa Cruz Public Libraries as they launched the capital campaign for the new Downtown Library, including offering a "Meet Me At the New Downtown Library Festival" on the site where construction will begin.
- Coordinating another successful systemwide Summer Reading Program offering 348 programs attended by 7,781 people. 3,877 registered participants read a total of 52,153 hours across June and July.
- Hired 8 new regular staff members.

The staffing changes that went into effect this year with new leaders of the Outreach, Training and Volunteer units each contributing to revitalized services, better alignment with City of Santa Cruz HR training, and revitalization of our volunteer program that is now averaging 291 volunteer hours per month.

Looking forward to this coming fiscal year 2025-2026, this budget reflects a number of priorities and new costs:

- The website migration will be completed in early August, with one-time projects costs shifting to an ongoing annual subscription thereafter.
- With the website project complete, in late Summer the Library will engage our community, staff and stakeholder in the process to create our next Strategic Plan.
- The strategic plan will help provide a framework from which to assess our organizational structure and recommend changes that will better support staff and operations, positioning SCPL to be strategically successful and sustainable. Any changes recommended from that assessment will come before the LJPA when that work is complete.
- We will continue to set aside 10% of our materials budget to save for an opening day collection and support processing and digitizing existing historical materials for the new Downtown Library.
- We will also contribute our share to the City of Santa Cruz' Project NATE, which upgrades the HR and Finance systems that SCPL relies on. Like the website project, this involves significant one-time costs and then is supported through an annual subscription.
- We will also contribute the new annual support services rate from the LJPA to the City of Santa Cruz for the crucial administrative support services they provide.
- Additional budget neutral changes:
 - We are piloting an additional 20hr/week guard at the Downtown Library as part of changes to improve security for patrons and staff. This budget proposal incorporates this change from successful pilot to a regular ongoing cost.
 - We will hire a third 20 hr/week on-call LAII to assist in covering branch staff shortages. This allows us to have three dispersed through the system, further reducing the reliance on temp on-calls.

This proposed budget represents a 1.3% decrease in operational costs from the prior fiscal year. Not included in the budget are any changes that will result from union MOU negotiations commencing this year. Additionally, while the financial impact on SCPL is minimal, the uncertainties around levels of library funding support from state and federal sources remain and may impact certain services that are provided direct to our patrons by the State Library such as the Braille and Talking Book Library, free access to The New York Times, and professional development training for staff.

We will continue to partner with the many jurisdictional organizations and area CBO's to provide current, impactful programming to our shared constituents. Most of these partnerships involve SCPL providing space and audience while the partner provides the expertise. This allows us to attract new users to the libraries and helps partners reach their own program or service goals. Some examples of these partnerships include Aptos History Museum, Dignity Health, The Diversity Center, Encompass Community Services, Santa Cruz Genealogy Society, Project Scout, Santa Cruz County Parks

Department, Santa Cruz County Sheriff's Office, Santa Cruz Volunteer Center Literacy Program, Senior Network Services, and Volunteer Housing Navigators.

As a Director new to Santa Cruz, I am immensely grateful to the SCPL staff at all levels for their continued support and commitment to our mission. I would also like to thank the Friends of the Santa Cruz Public Libraries, the Library Advisory Commission, and the Library Joint Powers Authority Board for their support and leadership.

Respectfully
Christopher Platt
Director of Libraries



Mission – Vision –Values

Mission

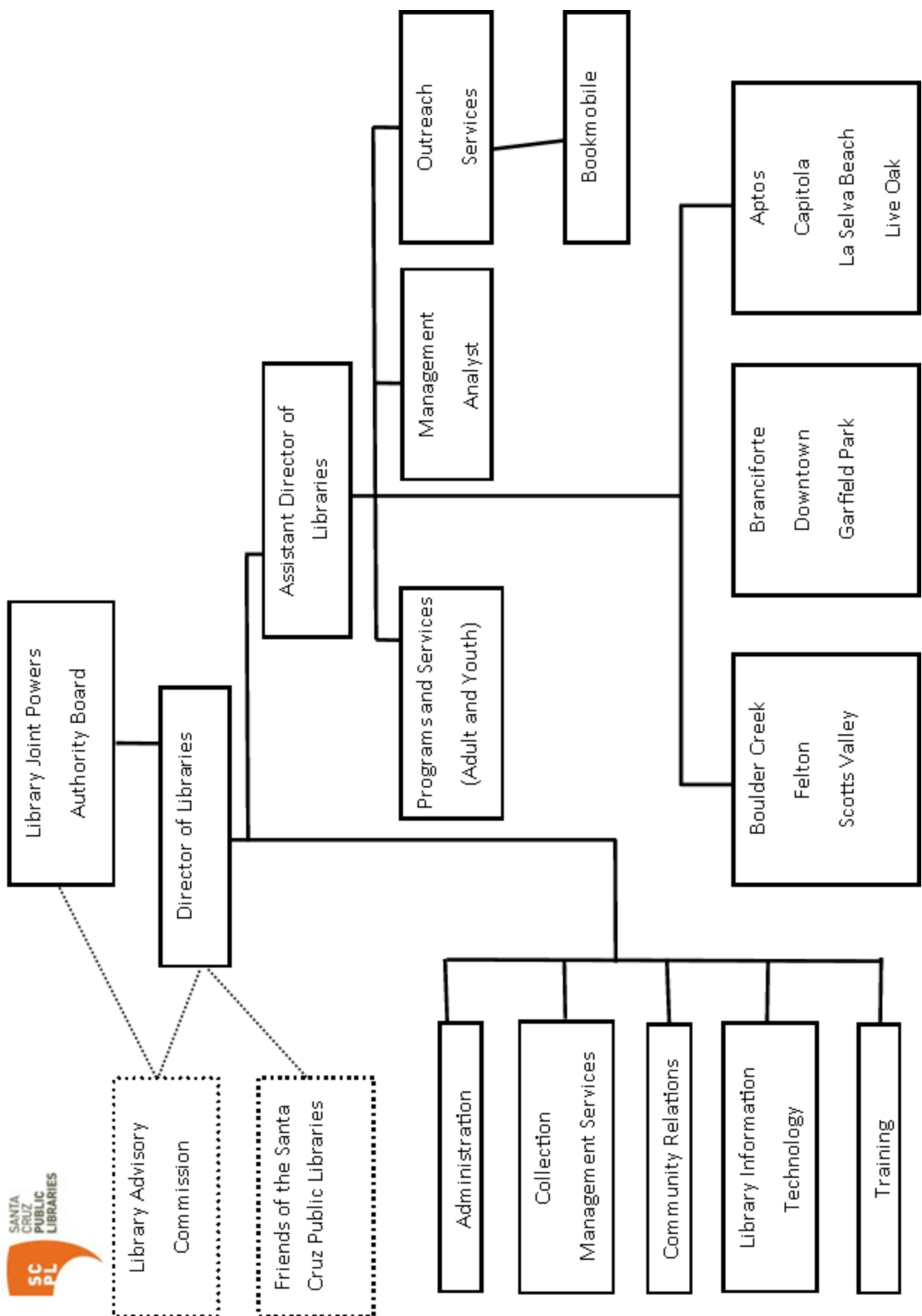
Inclusion, Connection, Collaboration

Our Vision

Empower people to transform their lives and strengthen communities

Values

Lifelong Learning
Intellectual Freedom
Social Responsibility
Respectfulness
Professional Competence



Library Overview

The Santa Cruz Public Libraries provide resources and services to residents and visitors through a network of ten neighborhood branches, including Live Oak Branch's associated space, the Annex, a bookmobile, jail services and an online digital library. Branch locations include Aptos, Boulder Creek, Branciforte, Capitola, Downtown Santa Cruz, Felton, Garfield Park, La Selva Beach, Live Oak, and Scotts Valley. The Downtown Santa Cruz branch maintains the genealogical and Santa Cruz local history collections.



Core Services

Life Long Learning

Provide inclusive programs, services, and collections that nurture literacy and the love of learning.

Digital Inclusion

Ensure that all residents have access to the training, devices, and internet to participate fully in community life.

Community Connections

Connect residents to educational, economic, and health opportunities to strengthen relationships, promote civic engagement, and foster community well-being.

Transformative Spaces

Provide inclusive and inspirational spaces to support multipurpose learning zones, resiliency, and emergency response.

Organizational Capacity

Develop highly skilled staff to ensure excellent customer service and fiscal sustainability.

Workplan

- Create an organizational culture of equity and inclusion and provide equitable and relevant services to all.
 - Identify parameters for installing bilingual signage at all branch libraries
 - Identify and evolve staff training needs around DEIA in collaboration with City of SC HR.
 - Using the work from the Library's DEI Plan and the City of SC HR definitions, apply DEIA lens to any policy or procedure updates that occur during the year.
 - Using the work from the Library's DEI Plan and the City of SC HR definitions, apply DEIA lens to programs and partnerships through the year.
- Create and support safe and friendly places.
 - Identify and plan for components of the eventual move of materials, staff and equipment to the new Downtown Library.
 - Assess the first year of operations at the Live Oak Library Annex and as necessary recommend any service adjustments.
 - Onboard a new Facilities Maintenance Supervisor to oversee facilities needs for the system.
 - Work with the County of Santa Cruz and the City of Capitola to install solar and/or generator energy saving or backup power devices for Capitola and Felton branches.
 - Install the backup generator at Boulder Creek.
- Foster Inclusion.
 - Using data from participant surveys and other sources, refine marketing and community engagement strategies to more efficiently and effectively connect with constituencies such as Spanish speakers, the homebound, and seniors.
- Support all members of society.
 - Use the strategic planning process to identify and prioritize underserved constituencies to inform growth in outreach, programming and services.
 - Implement new website.
- Curate a relevant and engaging collection of materials diverse in content and format to satisfy the community's reading, listening, viewing, and learning preferences and bridge the digital divide.
 - Using data from usage statistics, develop an updated collection strategy around all SCPL digital collections' subscription-based content including circulating eBooks, periodicals and databases.
 - Implement the shift to a new primary physical materials vendor.
- Strengthen and support learning and measure the impact.
 - Revise measurement tools for evaluating the Library's programs.
 - Develop program capacity goals for librarians and partners.

- Support and prepare staff to meet organizational needs and ensure excellent customer service.
 - Use the strategic planning process and organizational review process to understand the best organizational structure for successful achievement of goals and objectives.

Performance Indicators

- Create an organizational culture of equity and inclusion and provide equitable and relevant services to all.
 - Bilingual Signage Plan is developed & costed.
 - Additional staff participate in DIEA trainings via the Library and/or City of Santa Cruz.
 - Library programs and services reflect participation by broader constituencies. Continued challenges are identified for continued improvement.
- Create and support safe and friendly places.
 - The Downtown library move plan is created and in process.
 - The Facilities team is complete and responsive to needs.
 - The energy projects at Capitola and Felton are complete.
 - Live Oak Library Annex is appropriately used and staffed.
- Foster Inclusion.
 - The identified constituencies are engaging with and using the Library more.
- Support all members of society.
 - The completed strategic plan reflects input from as broad a range of stakeholders as possible with actionable goals for each year covered.
 - The new SCPL Website is showing increased usage over the previous version.
- Curate a relevant and engaging collection of materials diverse in content and format to satisfy the community's reading, listening, viewing, and learning preferences and bridge the digital divide.
 - The suite of databases and digital collections offered by SCPL shows more use than the previous offering.
 - Items arriving from the new primary materials vendor are doing so in a timely fashion with less errors.
- Strengthen and support learning and measure the impact.
 - Librarians are more successful in managing workload and are better able to evolve programs as a result.
- Support and prepare staff to meet organizational needs and ensure excellent customer service.
 - Staff are able to feel and to be more successful and supported by the systems and structures of the organization. Indicators will include program goals, survey feedback, and general usage statistics.



Governance, Funding, and Budget Overview

The Santa Cruz Public Libraries (SCPL) system is one of two library systems in Santa Cruz County. SCPL serves its region independently although it shares revenue sources with the Watsonville Public Library.

Governance

The Santa Cruz Public Libraries operate under a Joint Powers Agreement among the County of Santa Cruz and the Cities of Capitola, Santa Cruz, and Scotts Valley.

Members of the Joint Powers Board are the County Administrative Officer from the County of Santa Cruz, the City Manager from the City of Capitola, the City Manager from the City of Santa Cruz, and the City Manager from the City of Scotts Valley.

The original Joint Powers Agreement was forged in 1996. In December 2015, all four jurisdictions approved the Fourth Amendment to the Joint Powers Agreement and that is the current governing document for the Santa Cruz Public Libraries.

Library Advisory Commission

The Library Advisory Commission is intended to be a voice of the community to provide advice and feedback to the Governing Board and the Director of Libraries. The Commission will review programs and services and make necessary recommendations as they pertain to the provision of these programs and services.

The Commission consists of the following Commissioners who must be registered voters:

- Three (3) residents of unincorporated Santa Cruz County appointed by serving at the pleasure of the County Board of Supervisors, with one each from Supervisorial Districts 1, 2 and 5.
- Two (2) Santa Cruz city residents appointed by and serving at the pleasure of the Santa Cruz City Council.
- One (1) Capitola resident appointed by and serving at the pleasure of the Capitola City Council.
- One (1) Scotts Valley resident appointed by and serving at the pleasure of the Scotts Valley City Council.

Funding

Both the Santa Cruz Public Libraries system and the Watsonville Public Library are supported by City and County property and sales taxes and private donations. There are three sources of local public revenues:

- Measure R, a quarter cent permanent sales tax approved in 2008 designated for public library service is collected throughout the County. The Library Financing Authority divides these revenues between the Santa Cruz Public Libraries and the Watsonville Public Library, based on a

population formula which gives Watsonville credit for serving people who live in the unincorporated area close to that city.

- Maintenance of Effort (MOE) contributions from the County Library Fund which includes Capitola and Scotts Valley based on the MOE agreement approved in June 2022. The County Board of Supervisors is responsible for allocating any excess property taxes in the fund for the exclusive use on library improvements or services at County Library Fund Branches.
- The Cities of Santa Cruz and Watsonville contribute money from their general funds based on the (MOE) agreement.

Santa Cruz Public Libraries has a modest income from bequests, fine revenue, donations from the public and the Friends of the Santa Cruz Public Libraries.

Budget

The Budget process begins no later than March 31st of each year with the Board providing service and budgetary priorities leading to the development of the Director of Libraries' proposed operating and capital budget. A Public Hearing on the proposed budget shall be held no later than May 31st with copies of the budget made available 10 days prior to the public hearing. To adopt a budget, unanimous approval by the Board is required (Fourth Amendment to the JPA; Section 8).

Budget in Brief

The FY 26 Library Operating Budget outlines the projected income and expenditures for the upcoming year. Our primary goal is to ensure that the library remains a vibrant, accessible, and sustainable resource for the community, offering services that promote literacy, lifelong learning, and cultural enrichment.

This budget reflects our commitment to maintaining core library operations, expanding digital resources, supporting staff development, and improving outreach initiatives. Funding is sourced through a combination of sales tax and maintenance of effort support. Strategic decisions have been made to align with our mission while addressing both current needs and future opportunities.

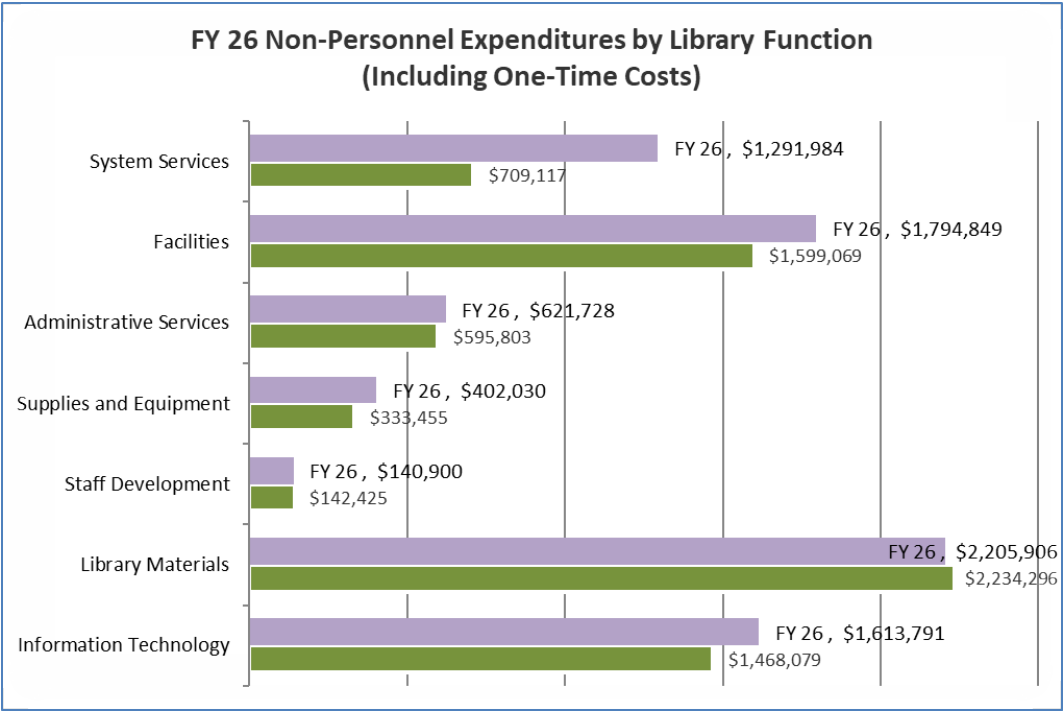
The projected revenue for the upcoming year are estimated to decrease by 1.3% compared to last year and reflects the slow down projected in sales tax collected. Member contributions have remained flat. The new MOE agreement may change these allocations for the future.

Library non-personnel expenditures have increased by 2.4% compared to last year. These increases reflect increased costs to utilities and annual increases to library contracts already in place.

Personnel costs have grown by 1.9% which captures annual merit increases and increased medical costs. The Library is not recommending any changes to the total FTE count this year.

The jurisdictions that make up the JPA will be finalizing a new MOE agreement which ends June 2025. These negotiations could affect future funding and/or expenditure costs to the Library.

SCPL’s proposed FY26 Library Operating Budget is presented as a balanced budget, made possible through the strategic use of \$2,603,868 from the uncommitted fund balance. Of this amount, \$998,160 will be used to cover one-time expenses, while \$1,605,708 will support ongoing operating costs. This



allocation ensures the library can maintain essential services and initiatives while achieving a balanced budget for the fiscal year.

	2024 Actual	2025 Adopted Budget	2025 Adjusted Budget	2025 Year End Estimate	2026 Proposed Budget	Growth/Loss From Adjusted	2027 Projected Budget
Expenditures by Activity:							
Personnel Services	\$ 13,057,041	\$ 14,243,849	\$ 14,243,849	\$ 13,573,876	\$ 14,513,441	\$ 269,592	1.9% \$ 14,948,844
Services, Supplies & Other Charges	\$ 3,896,610	\$ 4,186,591	\$ 4,529,036	\$ 4,420,017	\$ 4,677,776	\$ 148,740	3.3% \$ 4,911,665
Books & Materials	\$ 1,711,612	\$ 1,691,990	\$ 2,093,905	\$ 2,093,905	\$ 1,673,919		-20.1% \$ 1,586,566
Capital Outlay	\$ 424,426	\$ 288,000	\$ 521,237	\$ 521,237	\$ 498,000		-4.5% \$ 497,600
Intra-entity fund transfer out	\$ 54,999	\$ 54,999	\$ 54,999	\$ 54,999	\$ 54,999		\$ 23,333
<i>Subtotal Supplies and Services</i>	<i>\$ 6,087,647</i>	<i>\$ 6,221,580</i>	<i>\$ 7,199,177</i>	<i>\$ 7,090,158</i>	<i>\$ 6,873,028</i>		<i>-4.5% \$ 7,119,164</i>
Total Expenditures	\$ 19,144,688	\$ 20,465,429	\$ 21,443,026	\$ 20,664,034	\$ 21,386,469	\$ (56,557)	-0.3% \$ 22,068,007
Activity Resources:							
Taxes	\$ 10,707,816	\$ 10,785,061	\$ 10,785,061	\$ 10,785,061	\$ 10,540,417		-2.3% \$ 10,687,983
Member Contributions	\$ 8,134,196	\$ 8,952,089	\$ 8,952,089	\$ 8,952,089	\$ 8,952,089		0.0% \$ 8,952,089
State/Federal/Local Grants	\$ 157,390	\$ 13,998	\$ 43,033	\$ 43,033	\$ 5,500		\$ 12,000
Fines and Forfeits	\$ 30,828	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000		\$ 12,000
Donations & Trusts	\$ 786,811	\$ 103,713	\$ 143,128	\$ 143,128	\$ 141,844		\$ 60,000
Other Financing Sources	\$ 472,227	\$ 158,230	\$ 258,296	\$ 258,295	\$ 288,819		\$ 120,000
Total Resources	\$ 20,289,268	\$ 20,025,091	\$ 20,193,607	\$ 20,193,606	\$ 19,940,669	\$ (252,938)	-1.3% \$ 19,832,072
Sub Total Operational Savings or (Cost)	\$ 1,144,580	\$ (440,338)	\$ (1,249,419)	\$ (470,428)	\$ (1,445,800)		\$ (2,235,936)
One Time Costs:							
Website Migration	\$ 45,000						
Generator for System Back up	\$ 150,000						
Strategic /Work Plan	\$ 75,000						
Automated Materials Handling	\$ 20,000						
Books and Materials Increase	\$ 395,820				\$ 394,087		
NATE					\$ 604,073		
Wireless Infrastructure Replacement					\$ 200,000		
Fund Balance Applied to Operations	\$ 440,338	\$ 1,249,419	\$ 470,428	\$ 470,428	\$ 1,445,800		\$ 2,235,936
Total	\$ 1,144,580	\$ -	\$ -	\$ -	\$ -		\$ -
Committed Fund Balance (20% Reserve)	\$ 3,864,770		\$ 3,947,430	\$ 3,898,501			
Uncommitted Fund Balance	\$ 8,015,142		\$ 7,462,054	\$ 6,065,183			
Total Fund Balance	\$ 11,879,912		\$ 11,409,484	\$ 9,963,684			
Trust Balances							
Clayes (NO RESTRICTIONS)	\$ 18,350						
Finkeldey (MUSICAL LITERATURE)	\$ 9,230						
Hale (SV)	\$ 35,000						
Leet-Corday (DTN)	\$ 105,500						
McCaskill-Local History	\$ 230,000						
McCaskill-Visually Impaired	\$ -						
Morley (LSB/APT)	\$ 15,600						
Richardson* (NON FICTION/ANNUAL Utter*)	\$ 337,700						
(LIBRARY MATERIALS/PROGRAMS)	\$ 278,250						
*Endowed Trust Funds							

Personnel Authorization

	FY 23 Adj Budget	FY 24 Adj Budget	FY 25 Adj Budget	FY 26 Proposed Budget
Accounting Assistant I	1.50	1.50	1.00	
Accounting Assistant II			1.00	1.00
Administrative Assistant II	2.90	2.90	2.90	2.90
Assistant Director of Libraries	1.00	1.00	1.00	1.00
Bookmobile Library Assistant II	2.80	2.80	3.30	2.30
Building Maintenance Worker II	2.00	2.00	2.00	2.00
Community Relations Specialist	1.00	1.00	1.00	1.00
Director of Libraries	1.00	1.00	1.00	1.00
Facilities Maintenance Supervisor				1.00
Information Tech Specialist I	1.00	1.00	1.00	1.00
Information Tech Specialist III	2.00	2.00	2.00	2.00
Librarian I/II	21.01	22.00	23.00	23.00
Librarian III	4.00	4.00	5.00	4.00
Library Assistant II	44.625	44.625	44.625	44.625
Library Assistant III	11.00	11.00	12.00	12.00
Library Assistant IV	2.00	2.00	2.00	2.00
Library Information Specialist	4.00	4.00	4.00	4.00
Library IT Manager	1.00	1.00	1.00	1.00
Library Specialist	1.00	2.00	2.00	2.00
Management Analyst	1.00	1.00	1.00	1.00
Network & Systems Administrator	2.00	2.00	2.00	2.00
Principal Management Analyst	1.00	1.00	1.00	1.00
Programmer Analyst II	1.00	1.00	1.00	1.00
Service Field Crew Leader	1.00	1.00	1.00	
Systems Coordinator	1.00	1.00		
Volunteer Coordinator Assistant	0.50			
FTE Total	111.335	112.825	115.825	112.825

FTE reported
higher this year
due to
recruitments
being conducted
before position
savings could be
reported.

Library Revenue

The Santa Cruz Public Libraries system is supported by City and County property and sales taxes and private donations. There are three sources of local public revenues:

- The Cities of Santa Cruz and Watsonville contribute money from their general funds.
- Property taxes allocated for library services are collected by the County in the unincorporated areas and the Cities of Capitola and Scotts Valley.
- A quarter cent sales tax designated for public library service is collected throughout the County.

Santa Cruz Public Libraries has a modest income from bequests, fine revenue, donations from the public and the Friends of the Santa Cruz Public Libraries, Inc.

Revenue Balances						
Title	FY 24 Actual	FY 25 Ado Budget	FY 25 Adj Budget	FY 25 Year End Estimate	FY 26 Proposed	Growth/Loss from Adjusted
Fund 951 – Library Joint Powers Authority						
Sales and use tax	\$ 10,707,816	\$ 10,785,061	\$ 10,785,061	\$ 10,785,061	\$ 10,540,417	-2.3%
Federal operating grants & contributions	\$ -				\$ -	
Other federal revenues	\$ -	\$ -	\$ 93,066	\$ 93,066	\$ 90,000	-3.3%
State operating grants and contributions	\$ 137,390	\$ 13,998	\$ 43,033	\$ 43,033	\$ 5,500	-87.2%
State capital grants - CEC	\$ 20,000				\$ -	
Maintenance of effort contributions	\$ 8,134,196	\$ 8,952,089	\$ 8,952,089	\$ 8,952,089	\$ 8,952,089	0.0%
County of SC - reimbursements	\$ 55,481				\$ -	
Room rentals-library JPA	\$ -	\$ 4,640	\$ 4,640	\$ 4,640	\$ 4,640	0.0%
Library fines	\$ 30,828	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	0.0%
Pooled cash and investment interest	\$ 313,879	\$ 92,840	\$ 92,840	\$ 92,840	\$ 125,000	34.6%
Interest earnings - other	\$ 57,048	\$ 56,250	\$ 56,250	\$ 56,250	\$ 64,679	15.0%
Donations - library	\$ 16,293	\$ 13,100	\$ 13,100	\$ 13,100	\$ 13,100	0.0%
Donations - library - Friends of the Lib	\$ 567,352	\$ 78,423	\$ 117,838	\$ 117,838	\$ 112,423	-4.6%
Miscellaneous operating revenue	\$ 15,719	\$ 4,500	\$ 4,500	\$ 4,500	\$ 4,500	0.0%
Miscellaneous non-operating revenue	\$ 1,599				\$ -	
From Library Private Trust Fund	\$ 203,166	\$ 12,190	\$ 12,190	\$ 12,190	\$ 16,321	33.9%
From Carbon Reduction Fund	\$ -	\$ -	\$ 7,000	\$ 7,000	\$ -	
Intra-entity fund transfer in	\$ 28,500				\$ -	
Sales of surplus equipment	\$ -				\$ -	
Total	\$ 20,289,268	\$ 20,025,091	\$ 20,193,607	\$ 20,193,607	\$ 19,940,669	-1.3%

Library Operating Expenditures and Capital Outlay

The Santa Cruz Public Libraries system operates 10 branches, 1 annex, 1 bookmobile, and 1 headquarters facility. The library system does not own any of the facilities but leases from the governing board jurisdictions for use as public libraries. The Library operating budget supports the day to day operations of running a public library from these spaces.

As a public library, apart from personnel costs, Santa Cruz Public Libraries largest expenditure is books and materials. Books and materials represent both the physical and digital collections the library offers to its patrons. The breakdown of how these monies are spent is roughly 55% for the physical collection and 45% for the digital collection. The digital collection includes not only audio books but access to databases and other digital platforms that provide audio visual content.

The proposed FY 26 non-personnel operating expenditures are 11.6% higher than last year.

Line item increases greater than \$10K:

- **Financial Services-Outside**

The City of Santa Cruz's Services Agreement has been increased by an agreed upon amount of \$25,935 while the JPA MOE is being negotiated. The MOE agreement will be renewed in FY 26.

Increased Line Item (from FY 24 Adjusted): \$18,028

- **Utilities**

Increasing utility rates are reflected in the estimates for all locations in FY 26.

Increased Line Item for Water, Sewer & Refuse (from FY 24 Adjusted): \$22,690

Increased Line Item for Electricity (from FY 24 Adjusted): \$99,175

- **Janitorial Services**

The janitorial contract renewal has increased costs at all locations and now includes janitorial services at the Live Oak Annex location.

Increased Line Item (from FY 24 Adjusted): \$35,080

- **Advertising**

The Library has increased advertising/marketing to create more public awareness for the programs and activities the Library provides. These increases will be partially be funded by the Friends of the Santa Cruz Public Libraries.

Increased Line Item (from FY 24 Adjusted): \$14,700

- **Misc. Supplies and Services**

The Library has increased support for programming for all ages along with incidentals like fingerprinting for volunteers who help support these programs. These increases will partially be funded by the Friends of the Santa Cruz Public Libraries.

Increased Line Item (from FY 24 Adjusted): \$46,127

- **Computer Equipment**

The Library is working to replace its wireless infrastructure. A grant is being pursued that will pay for 40% of costs which when approved the Library will work to amend this budget line item to reflect the savings.

Increased Line Item (from FY 24 Adjusted): \$232,000

Budget Development Expenditure Balances						
Title	FY 24 Actual	FY 25 Ado Budget	FY 25 Adj Budget	2025 Year End Estimate	2026 Proposed	% Change from Adj.
Claims management services - outside	\$ 7,276	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	0.0%
Financial services - outside	\$ 561,233	\$ 595,847	\$ 595,847	\$ 595,847	\$ 613,875	3.0%
Medical services	\$ -	\$ -	\$ -	\$ -	\$ -	-
Security patrols	\$ -	\$ -	\$ -	\$ -	\$ 156,400	-
Merchant bank fees	\$ 621	\$ 600	\$ 600	\$ 600	\$ 650	8.3%
Courier services	\$ 1,591	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	0.0%
Other professional & technical services	\$ 150,709	\$ 151,000	\$ 393,420	\$ 389,270	\$ 265,000	-32.6%
Water, sewer and refuse	\$ 89,234	\$ 104,285	\$ 104,285	\$ 104,285	\$ 126,975	21.8%
Hazardous materials disposal	\$ -	\$ 500	\$ 500	\$ -	\$ 50	-90.0%
Janitorial services	\$ 488,842	\$ 505,100	\$ 505,100	\$ 513,100	\$ 540,180	6.9%
Equip annual inventory charge - internal	\$ 3,600	\$ 3,600	\$ 5,605	\$ 3,600	\$ 5,670	1.2%
Vehicle work order charges - internal	\$ 17,102	\$ 6,500	\$ 6,500	\$ 6,500	\$ 13,000	100.0%
Vehicle fuel island charges - internal	\$ 21,594	\$ 22,873	\$ 22,873	\$ 22,873	\$ 25,366	10.9%
Vehicle pool car charges - internal	\$ 978	\$ 50	\$ 50	\$ 50	\$ 500	900.0%
Office equipment operation/maint	\$ 2,425	\$ 9,000	\$ 9,000	\$ 5,500	\$ 9,000	0.0%
Vehicle maintenance costs - outside	\$ -	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	0.0%
Other equipment operation/maintenance	\$ 16,374	\$ 15,250	\$ 15,250	\$ 19,800	\$ 15,000	-1.6%
Building and facility o & m - outside	\$ 265,115	\$ 332,897	\$ 345,793	\$ 337,752	\$ 231,646	-33.0%
Landscaping maintenance services	\$ 27,348	\$ 73,600	\$ 73,600	\$ 74,600	\$ 67,100	-8.8%
Software maintenance services	\$ 349,899	\$ 496,584	\$ 595,584	\$ 595,854	\$ 600,531	0.8%
Hardware maintenance services	\$ 21,332	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	0.0%
Equipment, building and land rentals	\$ 22,102	\$ 282,116	\$ 241,645	\$ 237,577	\$ 282,248	16.8%
Equipment lease-outside	\$ 26,810	\$ 28,000	\$ 28,000	\$ 28,000	\$ 28,000	0.0%
Travel and meetings	\$ 1,274	\$ 5,100	\$ 5,100	\$ 5,100	\$ 5,450	6.9%
Training	\$ 85,970	\$ 135,450	\$ 125,625	\$ 131,450	\$ 135,450	7.8%
Telecommunications service - outside	\$ 167,203	\$ 353,260	\$ 353,260	\$ 348,260	\$ 348,260	-1.4%
Liability insurance/surety bonds-interna	\$ -	\$ 43,170	\$ 43,170	\$ 43,170	\$ 43,170	0.0%
Liability insurance/surety bonds-outside	\$ 109,294	\$ 123,000	\$ 123,000	\$ -	\$ 123,000	0.0%
Advertising	\$ 18,464	\$ 24,500	\$ 24,500	\$ 24,500	\$ 39,200	60.0%
Dues and memberships	\$ 31,525	\$ 40,238	\$ 40,238	\$ 40,238	\$ 41,775	3.8%
Printing and binding-outside	\$ 21,682	\$ 31,600	\$ 31,600	\$ 31,600	\$ 33,100	4.7%
Postage charges	\$ 12,707	\$ 7,000	\$ 7,000	\$ 7,000	\$ 9,500	35.7%
Office supplies	\$ 17,026	\$ 30,100	\$ 30,100	\$ 30,100	\$ 30,300	0.7%
Safety clothing and equipment	\$ 13,572	\$ 14,125	\$ 14,125	\$ 14,125	\$ 20,950	48.3%
Copier supplies	\$ 4,806	\$ 8,530	\$ 8,530	\$ 10,130	\$ 8,530	0.0%
Library functional supplies	\$ 136,459	\$ 138,391	\$ 138,391	\$ 138,391	\$ 135,900	-1.8%
Janitorial supplies	\$ 34,826	\$ 53,000	\$ 53,000	\$ 53,000	\$ 48,000	-9.4%
Electricity	\$ 270,514	\$ 245,825	\$ 245,825	\$ 265,825	\$ 345,000	40.3%
Natural gas	\$ 29,450	\$ 53,550	\$ 53,550	\$ 53,550	\$ 45,250	-15.5%
Miscellaneous supplies and services	\$ 191,746	\$ 220,450	\$ 206,123	\$ 206,123	\$ 252,250	22.4%
Loans and grants	\$ 675,341	\$ -	\$ 50,747	\$ 50,747	\$ -	-
Refunded fees and fines	\$ 567	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	-
Services, Supplies and Other Charges	\$ 3,896,610	\$ 4,186,591	\$ 4,529,036	\$ 4,420,017	\$ 4,677,776	3.3%
Books and periodicals	\$ 1,687,381	\$ 1,674,342	\$ 2,070,162	\$ 2,070,162	\$ 1,656,269	-20.0%
Books and periodicals-grants & donations	\$ 24,231	\$ 17,648	\$ 23,743	\$ 23,743	\$ 17,650	-25.7%
Books & Materials	\$ 1,711,612	\$ 1,691,990	\$ 2,093,905	\$ 2,093,905	\$ 1,673,919	-20.1%
Office furniture/equipment	\$ 8,864	\$ 18,000	\$ 18,000	\$ 18,000	\$ 18,000	0.0%
Vehicle equipment	\$ -	\$ -	\$ -	\$ -	\$ -	-
Computer equipment	\$ 195,319	\$ 170,000	\$ 148,000	\$ 148,000	\$ 180,000	21.6%
Other capital outlay	\$ 220,243	\$ 100,000	\$ 355,237	\$ 355,237	\$ 300,000	-15.5%
Capital Outlay	\$ 424,426	\$ 288,000	\$ 521,237	\$ 521,237	\$ 498,000	-4.5%
Intra-entity fund transfer out	\$ 54,999	\$ 54,999	\$ 54,999	\$ 54,999	\$ 23,333	-
Subtotal: Operating Costs	\$ 54,999	\$ 54,999	\$ 54,999	\$ 54,999	\$ 23,333	-57.6%
Subtotal: Supplies, Services & Other Charges	\$ 6,087,648	\$ 6,221,580	\$ 7,199,176	\$ 7,090,158	\$ 6,873,028	-4.5%
Website Migration		\$ 45,000				
Generator for System Back Up		\$ 150,000				
Strategic/Work Plan		\$ 75,000				
Automated Materials Handling		\$ 20,000				
Books & Materials Increase from 8% to 10%		\$ 395,820			\$ 394,087	
NATE ERP Software Implementation					\$ 604,073	
Wireless Infrastructure Replacement					\$ 200,000	
Subtotal: One Time Costs	\$ -	\$ 685,820	\$ -	\$ -	\$ 1,198,160	
Total: Supplies & Services	\$ 6,087,648	\$ 6,907,400	\$ 7,199,176	\$ 7,090,158	\$ 8,071,188	12.1%

Library Personnel Expenditures

The Santa Cruz Public Libraries staff 10 branches, 1 bookmobile, 1 annex and 1 headquarters facility where system operations are housed. The library system is open in some capacity 7 days a week. The Library also offers programming after hours and off site.

Benefited Personnel

Full time and part time budgetary salary projection assumptions include the following:

- Only COLAs in ratified MOUs are incorporated
 - 3.0% COLA for Police Management Association
 - New top step (step K) for Police Officers' Association
- Updated PERS and PERS Unfunded Liability rates are reflected
- Vacant positions are budgeted at employee-only for health
- Medical costs increased 9.6% (beginning the first pay period in December)
- Workers Comp is added to the budget based on past actual claims to account 51240 and not distributed through Position Budgeting as in past years.

Temporary Personnel

Temporary staff are used throughout the library system in a number of key ways. They to help continue branch operations when regular staff are out due to either illness, other work commitments that take them away from the branch, or personal planned absences. Temporary personnel are also needed in the capacity of an aide who helps organize and re-shelve books and materials. Temporary personnel also help to provide programs at the Library which support targeted audiences such as Spanish story time and tutoring programs. These personnel costs are recovered through financial assistance from the Friends of the Library.

The FY 26 temporary budget includes services for the following operations and programs in the library:

- \$419,083 for Library Aide hours at the branches.
- \$38,076 for Library Aide hours for system functions (ie: outreach and collections mgmt.).
- \$124,907 for On-Call staff. These are the staff who are called when internal help cannot be found.
- \$40,500 for Spanish Storytime/Homework Help/R.E.A.D. programs

FY 26 Proposed Personnel Changes

No changes are being proposed.

Personnel Expenditure Balances						
Title	FY 24 Actual	FY 25 Ado Budget	FY 25 Adj Budget	2025 Year End Estimate	2026 Propsoed	% Change from Adj.
Regular full time	\$ 6,909,399	\$ 7,831,168	\$ 7,831,168	\$ 7,660,509	\$ 8,142,535	4.0%
Regular part time	\$ 1,132,460	\$ 1,307,023	\$ 1,307,023	\$ 1,291,990	\$ 1,335,692	2.2%
Overtime	\$ 3,118	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	0.0%
Termination pay	\$ 35,666	\$ -	\$ -	\$ 27,592	\$ -	-
Temporary	\$ 514,092	\$ 516,500	\$ 516,500	\$ 516,500	\$ 622,566	20.5%
Other pay	\$ 8,409	\$ -	\$ -	\$ 3,468	\$ -	-
Special vacation pay	\$ 18,149	\$ -	\$ -	\$ 16,807	\$ -	-
Special sick leave pay	\$ 313	\$ -	\$ -	\$ 808	\$ -	-
Vehicle-phone-data allowance	\$ 1,324	\$ 2,964	\$ 2,964	\$ 856	\$ 3,828	29.1%
Vacancy adjustment	\$ 581,759	\$ (1,002,843)	\$ (1,002,843)	\$ (1,002,843)	\$ (907,372)	-9.5%
Retirement contribution	\$ 24,804	\$ 746,495	\$ 746,495	\$ 626,550	\$ 631,820	-15.4%
F.I.C.A.	\$ 1,495,325	\$ 36,720	\$ 36,720	\$ 29,687	\$ 56,566	54.0%
PERS unfunded liability	\$ (12,307)	\$ 1,823,005	\$ 1,823,005	\$ 1,761,100	\$ 1,727,883	-5.2%
Group health insurance	\$ 1,574,756	\$ 2,247,532	\$ 2,247,532	\$ 1,947,504	\$ 2,164,224	-3.7%
Group dental insurance	\$ 91,460	\$ 123,776	\$ 123,776	\$ 102,061	\$ 98,799	-20.2%
Vision insurance	\$ 15,550	\$ 20,993	\$ 20,993	\$ 17,442	\$ 17,035	-18.9%
Medicare insurance	\$ 122,447	\$ 139,118	\$ 139,118	\$ 137,538	\$ 136,820	-1.7%
Employee assistance program	\$ 4,259	\$ 6,050	\$ 6,050	\$ 6,493	\$ 4,773	-21.1%
Group life insurance	\$ 1,953	\$ 3,244	\$ 3,244	\$ 2,176	\$ 2,127	-34.4%
Disability insurance	\$ 51,466	\$ 94,337	\$ 94,337	\$ 57,088	\$ 91,546	-3.0%
SDI	\$ 65,096	\$ 79,009	\$ 79,009	\$ 103,416	\$ 109,647	38.8%
Unemployment insurance	\$ 78,257	\$ 92,546	\$ 92,546	\$ 90,919	\$ 91,207	-1.4%
Workers' compensation	\$ 339,287	\$ 171,214	\$ 171,214	\$ 171,214	\$ 178,745	4.4%
Total	\$ 13,057,041	\$ 14,243,849	\$ 14,243,849	\$ 13,573,876	\$ 14,513,441	1.9%

Appendix A: Authorized Personnel by Individual Position No.

Position Title	Position No.	Union	Library FTE
Accounting Assistant II	102-018	SEIU	1.000
Administrative Assistant II	106-007	SEIU	1.000
Administrative Assistant II	106-008	SEIU	1.000
Administrative Assistant II	106-009	SEIU	0.900
Assistant Director of Libraries	830-001	Mid Mgmt	1.000
Bookmobile Library Assistant II	284-002	SEIU	0.800
Bookmobile Library Assistant II	284-004	SEIU	1.000
Bookmobile Library Assistant II	284-006	SEIU	0.500
Building Maintenance Worker II	118-007	SEIU	1.000
Building Maintenance Worker II	118-011	SEIU	1.000
Community Relations Specialist	757-006	Mid Mgmt	1.000
Director of Libraries	808-001	Executive	1.000
Facilities Maintenance Supervisor	350-xxx	Supervisor	1.000
Information Tech Specialist I	145-009	SEIU	1.000
Information Tech Specialist III	232-004	SEIU	1.000
Information Tech Specialist III	232-005	SEIU	1.000
Librarian I/II	750-001	Mid Mgmt	1.000
Librarian I/II	750-002	Mid Mgmt	1.000
Librarian I/II	750-003	Mid Mgmt	1.000
Librarian I/II	750-004	Mid Mgmt	1.000
Librarian I/II	750-005	Mid Mgmt	1.000
Librarian I/II	750-006	Mid Mgmt	1.000
Librarian I/II	750-007	Mid Mgmt	1.000
Librarian I/II	750-008	Mid Mgmt	1.000
Librarian I/II	750-009	Mid Mgmt	1.000
Librarian I/II	750-010	Mid Mgmt	1.000
Librarian I/II	750-011	Mid Mgmt	1.000
Librarian I/II	750-013	Mid Mgmt	1.000
Librarian I/II	750-015	Mid Mgmt	1.000
Librarian I/II	750-017	Mid Mgmt	1.000
Librarian I/II	750-021	Mid Mgmt	1.000
Librarian I/II	750-026	Mid Mgmt	1.000
Librarian I/II	750-028	Mid Mgmt	1.000
Librarian I/II	750-029	Mid Mgmt	1.000
Librarian I/II	750-030	Mid Mgmt	1.000
Librarian I/II	750-031	Mid Mgmt	1.000

Position Title	Position No.	Union	Library FTE
Librarian I/II	750-032	Mid Mgmt	1.000
Librarian I/II	750-xxx	Mid Mgmt	1.000
Librarian I/II-Tel Info Supervisor	750-012	Mid Mgmt	1.000
Librarian III	831-001	Mid Mgmt	1.000
Librarian III	831-003	Mid Mgmt	1.000
Librarian III-CMS Manager	831-004	Mid Mgmt	1.000
Librarian III-Outreach Manager	831-005	Mid Mgmt	1.000
Library Assistant II	283-002	SEIU	1.000
Library Assistant II	283-003	SEIU	1.000
Library Assistant II	283-004	SEIU	1.000
Library Assistant II	283-005	SEIU	1.000
Library Assistant II	283-006	SEIU	1.000
Library Assistant II	283-007	SEIU	1.000
Library Assistant II	283-009	SEIU	1.000
Library Assistant II	283-010	SEIU	0.500
Library Assistant II	283-011	SEIU	1.000
Library Assistant II	283-012	SEIU	1.000
Library Assistant II	283-013	SEIU	0.750
Library Assistant II	283-014	SEIU	0.500
Library Assistant II	283-015	SEIU	1.000
Library Assistant II	283-016	SEIU	1.000
Library Assistant II	283-017	SEIU	1.000
Library Assistant II	283-018	SEIU	1.000
Library Assistant II	283-019	SEIU	1.000
Library Assistant II	283-020	SEIU	1.000
Library Assistant II	283-021	SEIU	1.000
Library Assistant II	283-022	SEIU	1.000
Library Assistant II	283-023	SEIU	0.750
Library Assistant II	283-024	SEIU	0.500
Library Assistant II	283-026	SEIU	1.000
Library Assistant II	283-041	SEIU	0.750
Library Assistant II	283-042	SEIU	0.500
Library Assistant II	283-043	SEIU	0.500
Library Assistant II	283-046	SEIU	0.500
Library Assistant II	283-047	SEIU	0.750
Library Assistant II	283-055	SEIU	0.500

Position Title	Position No.	Union	Library FTE
Library Assistant II	283-056	SEIU	1.000
Library Assistant II	283-063	SEIU	1.000
Library Assistant II	283-064	SEIU	1.000
Library Assistant II	283-065	SEIU	0.500
Library Assistant II	283-068	SEIU	0.500
Library Assistant II	283-069	SEIU	0.500
Library Assistant II	283-072	SEIU	1.000
Library Assistant II	283-073	SEIU	0.500
Library Assistant II	283-074	SEIU	0.500
Library Assistant II	283-075	SEIU	1.000
Library Assistant II	283-076	SEIU	0.625
Library Assistant II	283-077	SEIU	0.750
Library Assistant II	283-082	SEIU	1.000
Library Assistant II	283-084	SEIU	0.500
Library Assistant II	283-085	SEIU	0.750
Library Assistant II	283-086	SEIU	0.750
Library Assistant II	283-087	SEIU	0.750
Library Assistant II	283-088	SEIU	1.000
Library Assistant II	283-089	SEIU	1.000
Library Assistant II	283-090	SEIU	1.000
Library Assistant II	283-091	SEIU	1.000
Library Assistant II	283-078	SEIU	1.000
Library Assistant II	283-079	SEIU	0.500
Library Assistant II	283-081	SEIU	0.500
Library Assistant II (Tel Info)	283-050	SEIU	1.000
Library Assistant II (Tel Info)	283-083	SEIU	0.500
Library Assistant III	363-001	Supervisor	1.000
Library Assistant III	363-002	Supervisor	1.000
Library Assistant III	363-003	Supervisor	1.000
Library Assistant III	363-004	Supervisor	1.000
Library Assistant III	363-005	Supervisor	1.000
Library Assistant III	363-007	Supervisor	1.000
Library Assistant III	363-008	Supervisor	1.000
Library Assistant III	363-009	Supervisor	1.000
Library Assistant III	363-010	Supervisor	1.000
Library Assistant III	363-011	Supervisor	1.000

Position Title	Position No.	Union	Library FTE
Library Assistant III	363-012	Supervisor	1.000
Library Assistant III	363-013	Supervisor	1.000
Library Assistant IV	364-001	Supervisor	1.000
Library Assistant IV	364-003	Supervisor	1.000
Library Information Specialist	285-002	SEIU	1.000
Library Information Specialist	285-003	SEIU	1.000
Library Information Specialist	285-004	SEIU	1.000
Library Information Specialist	285-006	SEIU	1.000
Library IT Manager	832-003	Mid Mgmt	1.000
Library Specialist /Volunteer Coordinator	740-004	Mid Mgmt	1.000
Library Specialist/Training Coordinator	740-002	Mid Mgmt	1.000
Management Analyst	702-011	Mid Mgmt	1.000
Network & Systems Administrator	726-012	Mid Mgmt	1.000
Network & Systems Administrator	726-013	Mid Mgmt	1.000
Principal Management Analyst	729-018	Mid Mgmt	1.000
Programmer Analyst II	706-006	Mid Mgmt	1.000
			112.825

Appendix B: Trust Fund Details

CAROLYN VIRGINIA CLAEYS CHARITY TRUST

Donor: Carolyn Virginia Claeys died in 2017 leaving the Library a bequest.

Terms: The Carolyn Virginia Claeys charity does not have any restrictions on its use.

Balance of Trust: \$18,350

Income: Interest earned is added to principal

Management: Held by the City Finance Department in Fund 962.

FINKELDEY TRUST

Donor: Stella A. H. Finkeldey, a teacher and principal in the Santa Cruz City School System, left her estate to the Santa Cruz Public Library in 1949.

Terms: "...the net income there from, plus the annual sum of \$100.00 from the principal, [shall] be used and expended solely for the purchase of musical literature for and to be kept in the music department of the Santa Cruz Public Library."

Balance of Trust: \$9,230

Income: Interest earned is added to principal

Management: Held by the City Finance Department in Fund 962. Complete record is reflected in Library budget. CMS Manager manages the funds.

DOROTHY A. HALE TRUST

Donor: Dorothy A. Hale died in 2011 leaving the Library a bequest.

Terms: The Dorothy A. Hale Trust specifies that the Library use the funds for "the Scotts Valley Branch of the Santa Cruz Public Library System".

Balance of Trust: \$35,000

Income: Interest earned is added to principal

Management: Held by the City Finance Department in Fund 937. Facilities Manager, Laura Whaley, manages funds.

LEET-CORDAY TRUST

Donor: Robert Leet-Corday

Terms: The Leet-Corday Trust specifies that the Library use the funds for the Downtown (Central) Branch of the Santa Cruz Public Library System for “providing vibrant physical and virtual public spaces”.

Balance of
Trust: \$105,500

Income: Interest earned is added to principal

Management: Held by the City Finance Department in Fund 935. Facilities Manager manages funds.

MCCASKILL TRUST – LOCAL HISTORY

Donor: Annie McCaskill, who died in 1981, named the City of Santa Cruz as one of the two residual legatees for her estate. The other was the First Presbyterian Church. Upon the death of her sister, Francis McCaskill, the City’s share of the estate was to be divided into two equal parts: one for local history and the other for providing materials and services to people who are visually impaired. Francis McCaskill died in 1986, and the Library received its distribution during the summer.

Terms: Half the City’s share is to be used “in establishing and maintaining a department in the City of Santa Cruz Public Library System devoted to the preservation of historical documents and objects and promulgation of the local history of the City of Santa Cruz and of the State of California.” No limitations on only spending income.

Balance of
Trust: \$230,000

Income: Interest earned is added to principal

Management: Held by the City Finance Department in Fund 931. Asst. Director manages funds.

JAMES MORLEY TRUST

Donor: James Morton Morley died on February 1, 2011, leaving the Library a bequest.

Terms: The James Morton Morley Trust specifies that the Library use the funds for “improvements or enhancements to the La Selva Beach Library Branch or the Aptos Branch if the La Selva Beach Branch has been or is scheduled to close”.

Balance of Trust: \$15,600

Income: Interest earned is added to principal

Management: Held by the City Finance Department in Fund 936. Facilities Manger manages funds.

RICHARDSON TRUST

Donor: Dr. James B. Richardson died in 1979, leaving the Library a Testamentary Trust for book purchases. His other legatees were the Cornell University Veterinary School and a personal friend.

Terms: The Richardson Will specifies that the Library use the funds “for the purchase of nonfiction books written for the general public, and not to include textbooks, technical or statistical books, or religious or sociological studies.”

Balance of Trust: \$337,700

Income: Distribution schedule is set for November of each year. No specific date is attached to the distribution. The Trust distributes out 5% of the market value each year and the Santa Cruz Library receives 80% of the amount.

In 1981 the Superior Court ruled that all net income be distributed annually, one-fifth to Cornell (for research on dogs) and four-fifths to the Library.

Management: Held by Comerica Bank. Check is received annually and is appropriated into the Library’s annual budget. Grantor wanted the trust to continue in perpetuity and made the trust irrevocable.

UTTER TRUST

Donor: Herman A. Utter and Ruth H. Utter Fourth Restatement of Trust Agreement dated May 7, 1992 restatement dated August 6, 2004

Terms: "To support the purchase of library materials and special library programs." (March 2017)

Balance of
Trust: \$278,250

Income: Interest Only

Management: Friends of the Santa Cruz Public Library (FSPCL) holds this trust. Held at Community Foundation of Santa Cruz County. Asst. Director manages these funds.

Appendix C: Library Vehicle List

Library FY 26 Vehicle Replacement Schedule						
#	Department	Description	Replacement Cost	Year Acquired	Year of Replacement	Savings Need/Yr to Meet Replacement Date
434	Courier	Ford Transit	\$45,000	2020	2030-31	\$4,500
528	Bldg Maint	Ford Truck	\$45,000	2022	2032-33	\$5,833
527	Bldg Maint	Ford Transit	\$35,000	2015	2024-25	\$3,500
529	Bldg Maint	Ford Transit	\$45,000	2019	2029-30	\$4,500
151	Outreach	Ford Transit	\$35,000	2022	2032-33	\$5,833
178	Outreach	Ford Escape Hybrid	\$35,000	2015	2024-25	\$3,500
531	Outreach	Freightliner	\$350,000	2016	2030-31	\$23,333
546	LIT	Ford Transit	\$35,000	2018	2028-29	\$3,500
	Programs	Pedal Library	\$2,500	2016	2021-22	\$500
279	Bldg Maint	Trailer				
TOTAL SAVINGS NEEDS PER YEAR						\$23,333
Savings Began in FY 11/12						
**The Library System has chosen to abide by the City's vehicle replacement schedule which is defined as replacing vehicles every 100,000 miles or every 10 years.						
***Beginning FY 26 the Library will lease vehicles with the exception of the Bookmobile since this is a custom vehicle. Monies remaining in this fund will be used for capital needs.						

Appendix D: Fines and Fees Schedule

Description	Current	Proposed FY 26
Overdue Item Fine	\$0	No Change
Lost/Replacement Fine	Varies Based on Item: \$1 processing fee for items that do not have a replacement charge.	No Change
Collection Agency Fee	\$20.00	No Change
Damaged Item Fine	Varies Based on Item	No Change
Flashdrive Fee	\$3.00	No Change
Headphone Fee	\$3.00	No Change
Library Card Replacement Fee	\$0	No Charge
Meeting Room Fee	\$0	No Change
Missing Parts Fine	Varies Based on Item	No Change
Photocopying Fee	15¢per page	No change
Test Proctoring Fee	\$40.00	No change
Inter Library Loan	\$0	No Change

Appendix E: History of Open Hours by Branch

Weekly Open Hours					
Beginning Each Fiscal Year	FY 26	FY 25	FY 24	FY 23	FY 22
Aptos	46	46	closed	closed	closed
Boulder Creek	46	46	46	closed	closed
Branciforte	46	46	46	closed	closed
Capitola	46	46	50	47	47
Downtown	50	50	50	46	46
Felton	46	46	46	40	40
Garfield Park	46	46	46	closed	closed
La Selva Beach	38	38	38	31	31
Live Oak	46	46	46	36	36
Scotts Valley	46	46	46	closed	25
Total	456	456	414	200	225

Appendix F: History of Collection Spending

Fiscal Year	Physical Expenditures	Digital Expenditures
FY 24	56.60%	42.80%
FY 23	57.7%	42.3%
FY 22	64.7%	35.3%
FY 21	55.3%	44.7%
FY 20	64.1%	35.9%
FY 19	69.3%	30.7%
FY 18	74.2%	25.8%

Physical = books, DVDs, audio CDs, Playaways, lendable tech, telescopes, magazines
Digital = reference databases, ebooks, eaudiobooks, streaming video, digital magazines
