

**LIBRARIES FACILITIES FINANCING AUTHORITY
(LFFA) AND THE LIBRARY JOINT POWERS
AUTHORITY (LJPA) BOARD**

On Thursday June 1, 2023 at 9:00 AM

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 Wednesday preceding a LJPA Meeting will be distributed to Board members to review prior to the meeting. Information submitted after 12 p.m. on that Wednesday may not have time to reach Board 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
-

Chair Carlos Palacios
Vice Chair Jamie Goldstein
Board Member Mali LaGoe
Board Member Matt Huffaker



**SANTA CRUZ LIBRARIES FACILITIES FINANCING AUTHORITY
(LFFA)
REGULAR BOARD MEETING AGENDA**

THURSDAY JUNE 1, 2023

9:00 A.M.

**Location:
Branciforte Branch Library
230 Gault Street, Santa Cruz**

1. CALL TO ORDER / ROLL CALL

Board Members Matt Huffaker, Mali LaGoe, Jamie Goldstein and Carlos Palacios

2. ADDITIONAL MATERIALS

Additional information submitted after distribution of the agenda packet.

3. ADDITIONS AND DELETIONS TO AGENDA

4. ORAL COMMUNICATION

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 respond to 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.

5. LIBRARY DIRECTOR REPORT

Library Director’s Report for June 2023 (p.6-7)

6. CONSENT CALENDAR

A. Consider the May 4, LFFA Board Meeting Minutes
Staff Recommendation: Approve Board Meeting Minutes for May 4, 2023 (p.8-10)

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.

7. GENERAL BUSINESS

A. Libraries Facilities Financing Authority Budgets for 2023-24
Staff Recommendation: Adopt the Libraries Facilities Financing Authority (LFFA) Final 2023-2024 Budgets. (p.11-13)

Other 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.

8. PROJECT UPDATES AND COMMENTS BY BOARD MEMBERS

9. SCHEDULED UPCOMING MEETINGS

August 3, 2023	Boulder Creek Branch Library	Anticipated Upcoming Agenda Items
9:00 am	13390 West Park Ave. Boulder Creek, CA 95006	<ul style="list-style-type: none"> • Quarterly Reports

10. ADJOURNMENT

Adjourned to a Regular Meeting of the Libraries Facilities Financing Authority (LFFA) to be held on Thursday August 3, 2023 at 9:00 a.m. at the Boulder Creek Branch Library, 13390 West Park Ave., Boulder Creek, CA 95006.

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 (831)427-7706 at least five days in advance so that we can arrange for such special assistance, or email library_admin@santacruzpl.org

June 01, 2023



Library Director's Report to the LFFA

APTOS: Library Services Suspended. Construction is Underway

The existing 8,000 sf building, built in 1975, suspended services in June 2021. Demolition took place on May 18, 2022 with a formal groundbreaking on June 11, 2022. The new 12,000 sf library will feature flexible community, meeting and study rooms; garden and terrace areas; a local history section; children, teen and adult reading areas; it will also maximize its energy efficiency. Project Team: Design-Build by Anderson Brule Architects and Bogard Construction; Project Management and Administration by Santa Cruz County Department of Public Works Capital Projects Division. Punch walk slated for late June 2023. Opening estimated in September 2023.

BOULDER CREEK: Construction Complete

Interior remodel of the existing 4,500 sf library includes new infrastructure (HVAC, plumbing, entry, electrical, and lighting); upgrades throughout to comply with accessibility standards and increased exterior lighting of the parking lot; complete redo of the children's area; renovation of the main room and meeting room. Project Team: Design by Jayson Architecture; Construction by CRW builders; Construction Management by Bogard Construction, Project Management and Administration by Santa Cruz County Department of Public Works Capital Projects Division. The Library reopened May 7, 2022. Additional work on the HVAC system was completed in June.

BRANCIFORTE: Construction Complete

The renovation builds on the character of this iconic mid-century building (1967), refreshing the 6,800 sf interior for improved flexibility, function, and accessibility with areas for adult reading, children, and teens; electrical and telecommunication upgrades; the project also includes the development of a new community room and a children's outdoor patio. Design by Jayson Architecture; JPB Designs builder; construction management by Bogard. The library reopened on May 13, 2023.

CAPITOLA: Construction Complete

The previous temporary facility has been replaced with a stunning new 11,700 sf library. The new branch opened to the public in June and is already quite busy. A hub for community activity, the new library features a large meeting room, expanded children's wing, study and reading rooms, outdoor deck, fireplace and teen space. Solar panels and an energy efficient design make this one of the greenest buildings in the Library system. The new library opened June 12, 2021.

DOWNTOWN SANTA CRUZ: The library at 224 Church Street remains open. City of Santa Cruz is preparing for the final bond issuance for the new Downtown Library and Affordable Housing Project on Cedar Street. The Building Forward Infrastructure Grant was submitted by the May 18, 2023 deadline. Notification of award is expected in September 2023.

The Downtown Library Affordable Housing project at Cedar and Lincoln Street (Lot 4) incorporates a new 41,000+ sf facility with a large community room and outdoor rooftop deck, an upgraded children's programming room, teen room, and special collections room for genealogy and local history. The affordable housing component features 124 units of very low income housing with greenspaces, 243 parking spaces, and 258 bike parking spaces. Griffin Structures serves as the Owner's Representative; Eden Housing and For the Future Housing are the

affordable housing team; Jayson Architecture is the master architect for the Library project. Construction is set to begin in 2025, with completion in 2027.

FELTON: Construction Complete

The Felton Library branch operated for nearly 60 years in a historic church building; a charming, but not a modern library. The first Measure S project to be completed, the new 9,000 sf branch located on 2 acres of land connects to the Felton Discovery County Park. This stunning space includes comfortable reading areas, free computers/WiFi, teen and children's areas, community room and adjacent discovery park. Teall Messer architect, Noll and Tam interior, Thompson Builders contractor. The Library opened in February 22, 2020.

GARFIELD PARK: Construction Complete

The renovation brought new life to the historic 2,300 sf Carnegie library building (1915) with refreshed and cohesive design. Features include central seating area around the fireplace, children's area, a more open plan, better use of windows for natural light, meeting room and refreshed outdoor space. Design by Jayson Architecture; CRW builders, construction management by Bogard. The Library reopened on June 11, 2022. The Library was closed January 23 and 24, 2023 to make minor repairs to the floor.

LA SELVA BEACH: Construction Complete

The project included replacement of dilapidated interior finishes plus new lighting, electrical, and mechanical systems. Sliding glass wall between the adult and children's areas improves acoustics, lighting and flexibility. Lounge seating areas are provided for both children and adults for reading, tutoring and community programs; and an expanded deck increases usable outdoor space. Jayson Architecture design, C2Builders construction. Renovation completed March 20, 2021.

LIVE OAK: Construction Complete

The Live Oak Library renovation revitalized the children's area, transforming it into an ocean themed learning space. New acoustic wood ceiling and wall treatments, carpeting and redesigned seating completed the functional yet playful setting. A custom designed wall separates the children's collections from an "under-the-sea" inspired reading lounge and homework room. Design by Jayson Architecture. Live Oak Library branch reopened October 1, 2022.

LIVE OAK ANNEX: Construction began April 2022

The new Library Annex is attached to the Simpkins Swim Center. It provides a Library programming room and individual study rooms for patrons. Design by Noll and Tam; CRW builders, construction management by Bogard. The Santa Cruz Board of Supervisors selected team Sobrante dba ARTful Catalyst LLC on January 10, 2023, to provide the public art for the Live Oak Library Annex project. Construction delays pushed the opening date into August 2023.

SCOTTS VALLEY: Construction Complete

This 13,150 sf library was opened in 2011 with design by Group 4, transforming a previous roller rink with contemporary library features such as flexible space, dedicated areas for children, teens and adults, community room and courtyard. A new roof, HVAC system, and parking lot repairs were completed in early 2021; seismic and operational upgrades were made. The Grand Reopening of the Scotts Valley Library branch took place August 6, 2022. Additional work to provide a brighter lighting solution is underway. The installation may require a branch closure day in the future.

Chair Carlos Palacios
Vice Chair Jamie Goldstein
Board Member Mali LaGoe
Board Member Matt Huffaker



**SANTA CRUZ PUBLIC LIBRARIES
A CITY-COUNTY SYSTEM**

**SANTA CRUZ LIBRARIES FACILITIES FINANCING AUTHORITY
(LFFA)**

Hybrid in person and online provided meeting

**REGULAR MEETING MINUTES
THURSDAY MAY 4, 2023**

9:00 A.M.

1. ROLL CALL

PRESENT: Carlos Palacios, Mali LaGoe, Jamie Goldstein

ABSENT: Matt Huffaker

STAFF: Yolande Wilburn, Library Director

2. ADDITIONAL MATERIALS

None

3. ADDITIONS AND DELETIONS TO AGENDA

The Agenda of May 4, 2023 was approved by consensus.

4. ORAL COMMUNICATIONS

None

5. LIBRARY DIRECTOR REPORT

A. Library Director's Report – May 2023

Library Director Yolande Wilburn reported on the recent activities of the libraries and the status of facilities. The Grand Opening of the Branciforte Branch Library is scheduled for Saturday, May 13, 2023.

6. CONSENT CALENDAR

RESULT: APPROVED CONSENT CALENDAR

- A. Approved Minutes of February 2, 2023.**
- B. Accepted and filed the attached financial statements of the Community Facilities District No. 2016-1 as of March 31, 2023.**
- C. Approved two-year amendment to agreement with Brown Armstrong, CPAs in the annual amount of \$5,500, resulting in a total cost of \$11,000, for audit related services for FY 2022-23 and 2023-24, and authorized the Chair of the Board of Directors to sign the amendment.**
- D. Accepted the Revised Annual Community Facilities District Reports for FY ended June 20, 2019, 2020, 2021 and 2022, from the City of Scotts Valley. [UNANIMOUS]**

MOVER: Mali LaGoe
SECONDER: Jamie Goldstein
AYES: Palacios, LaGoe, Goldstein
ABSENT: Huffaker

7. GENERAL BUSINESS

- A. Libraries Facilities Financing Authority Proposed Budgets for 2023-24

RESULT:

Accepted the Proposed 2023-2024 Libraries Facilities Financing Authority (LFFA) Budgets including the General Fund Proposed Budget and the Debt Service Fund Proposed Budget and recommended placing the approval of the Final Budgets on the next agenda. [UNANIMOUS]

MOVER: Jamie Goldstein
SECONDER: Mali LaGoe
AYES: Palacios, LaGoe, Goldstein
ABSENT: Huffaker

8. PROJECT UPDATES BY BOARD MEMBERS

9. SCHEDULED UPCOMING MEETINGS

10. ADJOURNMENT

The Libraries Facilities Financing Authority (LFFA) adjourned at 9:13 a.m. to the Regular Meeting on Thursday June 1, 2023 at 9:00 a.m. at the Branciforte Branch Library, 230 Gault Street, Santa Cruz, CA 95062.

ATTEST: _____
Helga Smith, Clerk of the Board

All documents referred to in these minutes are available in the Santa Cruz Public Libraries – Library Headquarters Office, 117 Union Street, Santa Cruz.

Chair Carlos Palacios
 Vice Chair Jamie Goldstein
 Board Member Mali LaGoe
 Board Member Matt Huffaker



STAFF REPORT

AGENDA: June 1, 2023
 TO: Libraries Facilities Financing Authority Board
 FROM: LFFA Treasurer-Controller
 RE: Libraries Facilities Financing Authority Budgets for 2023-24

RECOMMENDATION

Adopt the Libraries Facilities Financing Authority (LFFA) Final 2023-2024 Budgets.

DISCUSSION

Proposed budgets were presented to the board at the last meeting for discussion. No changes were recommended. Therefore, the budgets are presented here for final adoption. This includes budgets for the General Fund and Debt Service Fund. The attached Final Budgets reflect the anticipated Sources and Uses of LFFA funds.

The allocation of Special Tax in the 2023-24 budget is based on percentages reflected below.

Member	Maximum Distribution Amounts per JPA	Distribution Percentages per JPA	2022-23 Budgeted Speical Tax Distribution Percentage
City of Capitola	\$10,000,000	12.90%	Fully distributed
City of Santa Cruz	31,250,000	40.32%	98.65%
City of Scotts Valley	3,750,000	4.84%	1.35%
County of Santa Cruz	32,500,000	41.94%	Fully distributed
Total	\$77,500,000	100.00%	100.00%

**Libraries Facilities Financing Authority
General Fund - 76190
Proposed Budget**

Fiscal Year: 2023-24

Detail by Revenue and Expenditure Object	2021-22 Actuals	2022-23 YTD Adj Budget	2022-23 YTD Actuals	2022-23 Estimated Actuals	2023-24 Proposed Budget
REVENUES					
ASSESSMENTS 40192	\$ 4,400,171	\$ 4,425,000	\$ 2,200,834	\$ 4,444,000	\$ 4,444,000
INTEREST 40430	5,605	3,000	12,167	14,000	7
TOTAL REVENUES	4,405,776	4,428,000	2,213,001	4,458,000	4,451,007
EXPENDITURES					
ACCOUNTING AND AUDITING FEES 62301	4,960	5,000	4,980	49,000	49,000
CONTRIB TO CITY OF SANTA CRUZ 75237	2,337,510	2,166,585	1,563,073	2,154,433	2,160,000
CONTRIB TO CITY OF SCOTTS VALL 75238	31,989	29,649	21,390	29,483	29,000
TOTAL EXPENDITURES	2,374,459	2,201,234	1,589,443	2,232,916	2,239,000
TRANSFERS					
OPERATING TRANSFERS OUT 90000	(2,214,031)	(2,226,766)	-	-	-
INTRAFUND TRANSFERS OUT 95002	-	-	(618,912)	(2,225,084)	(2,211,000)
INTRAFUND TRANSFERS 95046	5,524	-	-	-	-
TOTAL TRANSFERS	(2,208,507)	(2,226,766)	(612,209)	(2,225,084)	(2,211,000)
CHANGE	(177,190)	-	11,349	-	-
BEGINNING FUND BALANCE	177,190	-	-	-	-
ENDING FUND BALANCE	-	-	11,349	-	-

Libraries Facilities Financing Authority
 Debt Service Fund - 76191
 Proposed Budget

Fiscal Year: 2023-24

Detail by Revenue and Expenditure Object	2021-22 Actuals	2022-23 YTD Adj Budget	2022-23 YTD Actuals	2022-23 Estimated Actuals	2023-24 Proposed Budget
REVENUES					
INTEREST-NON COUNTY TREASURER 40435	\$ 12	\$ 15	\$ 185	\$ 15	\$
TOTAL REVENUES	12	15	185	15	
EXPENDITURES					
ADMINISTRATIVE COSTS 62305	6,000	-	-	-	
FISCAL AGENTS FEES 62345	2,815	10,000	2,500	4,500	4,500
PRINCIPAL ON LONG-TERM DEBT 74110	905,000	945,000	945,000	945,000	995,000
INTEREST ON LONG-TERM DEBT 74425	1,291,656	1,245,406	1,245,406	1,245,406	1,196,900
TOTAL EXPENDITURES	2,205,471	2,200,406	2,192,906	2,194,906	2,196,400
INTRAFUND TRANSFERS					
OPERATING TRANSFERS IN 42462	2,214,031	2,226,766	(6,703)	-	
INTRAFUND TRANSFERS IN 95001	-	-	618,912	2,225,084	2,211,500
INTRAFUND TRANSFERS 95046	(5,524)	-	-	-	
TOTAL TRANSFERS	2,208,507	2,226,766	612,209	2,225,084	2,211,500
CHANGE	3,048	26,375	(1,580,512)	30,193	15,100
BEGINNING FUND BALANCE	1,577,649	1,580,697	1,580,697	1,580,697	1,610,800
ADJUSTMENT TO ADD COI FUND HELD AT BNY					
BEGINNING FUND BALANCE AS ADJUSTED	1,577,649	1,580,697	1,580,697	1,580,697	1,610,800
ENDING FUND BALANCE	1,580,697	1,607,072	185	1,610,890	1,626,000

* Required for September debt service