

# **LIBRARIES FACILITIES FINANCING AUTHORITY (LFFA)**

**On Thursday June 5, 2025 at 9:00 AM**

All LFFA Board Meetings are held in-person and open to the public. Members of the public may also view the meetings via the alternative methods provided below as a courtesy. Please note that if the Zoom or YouTube connection malfunctions for any reason, and no Board Members are attending via teleconference, the meeting will continue in-person without remote access.

## **Public Viewing:**

The meeting will be broadcast through the Santa Cruz Libraries YouTube channel <https://www.youtube.com/user/SantaCruzPL> which you can access through the Santa Cruz Libraries website by scrolling to the bottom of the page and clicking on the YouTube icon. The meetings will be recorded and posted for viewing after the meetings on the Santa Cruz Public Libraries website.

## **Public Participation:**

Members of the public may provide public comments to the Board in-person during the meeting for any item on the agenda or within the subject matter jurisdiction of the Board. Any public comment for a specific item on the agenda must be received prior to the close of the public comment period for that item.

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](mailto:library_admin@santacruzpl.org).

Chair Matt Huffaker  
Vice Chair Mali LaGoe  
Board Member Nicole Coburn  
Board Member Jamie Goldstein



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

**THURSDAY JUNE 5, 2025  
9:00 A.M.**

**In-Person Location:  
Capitola Branch Library  
2005 Wharf Road, Capitola, CA 95010**

**PLEASE NOTE:**

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**Agenda and Agenda Packet Materials:** The LFFA agendas and the complete agenda packet containing public records, which are not exempt from disclosure pursuant to the California Public Records Act, are available for review on the website: [www.santacruzpl.org](http://www.santacruzpl.org) and at Library Headquarters, located at 117 Union Street, Santa Cruz, California, during normal business hours.

**Agenda Materials Submitted after Publication of the Agenda Packet:** Pursuant to Government Code §54957.5, public records related to an open session agenda item submitted after distribution of the agenda packet are available at the time they are distributed or made available to the legislative body on the website at: [www.santacruzpl.org](http://www.santacruzpl.org) and are also available for public inspection at Library Headquarters, 117 Union Street Santa Cruz, California, during normal business hours, and at the LFFA meeting.

Need more information? Contact clerk's office at 831-427-7700 ext. 5606

**1. CALL TO ORDER / ROLL CALL**

Board Members Matt Huffaker, Mali LaGoe, Jamie Goldstein and Nicole Coburn

**2. ADDITIONAL MATERIALS**

*Additional information submitted after distribution of the agenda packet.*

**3. ADDITIONS AND DELETIONS TO AGENDA**

**4. PUBLIC COMMENT**

*Any member of the community may address the Board during this Public Comment period on any matter included on today's agenda or on any topic not on today's agenda but within the subject matter jurisdiction of the Board. Please note, however, that for non-agendized items, the Board is not able to undertake extended discussion or take any action today without notice. Such items may be referred to staff for appropriate action, such as individual follow-up or placement on a future agenda. If you intend to address a subject or item that is on the Agenda, please hold your comments until that item 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 Public Comment; A MAXIMUM of 30 MINUTES is set aside for Public Comment at this time.*

**5. LIBRARY DIRECTOR REPORT**

A. Library Director's Report – June 5, 2025 (p. 4)

**6. CONSENT CALENDAR**

*All items listed in the "Consent Calendar" will be enacted by one motion in the form listed below. There will be no separate discussion on these items prior to the time the Board votes on the action unless members of the public or the Board request specific items to be discussed for separate review. Items pulled for separate discussion will be considered following General Business.*

A. Consider the May 1, 2025, LFFA Board Meeting Minutes

Staff Recommendation: Approve Board Meeting Minutes for May 1, 2025 (p.5-6)

B. Libraries Facilities Financing Authority Budgets for 2025-26

Staff Recommendation: Approve adjustment to Libraries Facilities Financing Authority (LFFA) Proposed 2025-26 General Fund budget to increase Debt Service payments, increase the distributions to members, and adopt the attached budgets as amended. (p.7-9)

**7. GENERAL BUSINESS**

*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**

<b>September 4, 2025</b>	<b>Aptos Branch</b>	<b>Anticipated Upcoming Agenda Items:</b>
<b>9:00 am</b>	<b>7695 Soquel Drive, Aptos, CA 95003</b>	<b>Quarterly Financial Update: April – June</b>

**10. ADJOURNMENT**

Adjourned to a Regular Meeting of the Libraries Facilities Financing Authority (LFFA) to be held on Thursday June 5, 2025 at 9:00 a.m. at the Capitola Branch Library, 2005 Wharf Road, Capitola, CA 95010.

June 5<sup>th</sup>, 2025

## **Director's Report to the Library Facilities Financing Authority**

**APTOS:** New fencing installed on the southern perimeter in cooperation with the Aptos Friends Chapter.

**BOULDER CREEK:** Awning installation complete and updated signage for the "June Busa Community Room" being installed per the April 7, 2022 approved naming rights agreements. Awning celebration event scheduled for the afternoon of June 5<sup>th</sup> with the current and former County Supervisors for District 5 at the branch. At the request of Jayson Architecture, Boulder Creek is also being scheduled as a subject for an episode of "America By Design" on CBS.

**BRANCIFORTE:** New internal doors to assist with sound control are on order.

**CAPITOLA:** County is coordinating bid responses for the solar installation work.

**DOWNTOWN SANTA CRUZ:** An internal Downtown Move Committee is meeting monthly to assess and prepare for the eventual shift of collections and materials to the new facility.

**FELTON:** County staff are coordinating with SCPL to review the consideration of installing a permanent generator.

**GARFIELD PARK:** Construction Complete

**LA SELVA BEACH:** At the request of Jayson Architecture, La Selva Beach will be scheduled as a subject for an upcoming episode of "America By Design" on CBS.

**LIVE OAK LIBRARY ANNEX:** Construction Complete.

**SCOTTS VALLEY:** Lighting enhancement for the Adult Stacks is underway along with an assessment for additional lighting solutions throughout to improve overall lighting in the space without interfering with the fire sprinkler system.

Chair	Matt Huffaker
Vice Chair	Mali LaGoe
Board Member	Nicole Coburn
Board Member	Jamie Goldstein



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

**In person and online provided meeting**

**THURSDAY MAY 1, 2025**

**9:00 A.M.**

**1. ROLL CALL**

**PRESENT:** Michelle Templeton (Substitute for Matt Huffaker), Mali LaGoe, Jamie Goldstein and Nicole Coburn

**STAFF:** Christopher Platt, Library Director

**2. PUBLIC COMMENT**

Toni Campbell from the Friends of the Santa Cruz Libraries-Capitola Chapter spoke to the Board updating them on the progress of the solar project for the Capitola Branch Library. The City of Capitola has issued an RFP which includes the installation of solar panels and battery backups. This project works to accomplish goals set out in the County of Santa Cruz's Climate Action Plan.

**5. LIBRARY DIRECTOR REPORT**

Library Director submitted his report highlighting the following items:

- Boulder Creek Awning Installation
- Headquarters Generator Project is set to wrap up in June
- Capitola Solar Project

**6. CONSENT CALENDAR**

**RESULT: APPROVED CONSENT CALENDAR**

**A. Approved Minutes for February 6, 2025, February 24, 2025 and April 3, 2025 LFFA Board Meeting Minutes**

**B. Accepted and filed the financial statements of the Community Facilities District No. 2016-1 as of March 31, 2025.**

***MOVER: Nicole Coburn***

***SECONDER: Jamie Goldstein***

***AYES: Coburn, Goldstein, Templeton and LaGoe***

**7. GENERAL BUSINESS**

None

**8. PROJECT UPDATES AND COMMENTS BY BOARD MEMBERS**

None

**9. SCHEDULED UPCOMING MEETINGS**

Next regularly scheduled meeting of the LFFA is on June 5, 2025 at 9am at the Capitola Branch Library.

**10. ADJOURNMENT**

The Libraries Facilities Financing Authority (LFFA) adjourned at 9:11am to the regular meeting on Thursday, June 5, 2025 at the Scotts Valley Branch Library, 251 Kings Village Road, Scotts Valley, VA 95066.

**11. WRITTEN CORRESPONDENCE**

None

ATTEST: \_\_\_\_\_  
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.

## STAFF REPORT

AGENDA: June 5, 2025

TO: Libraries Facilities Financing Authority Board

FROM: LFFA Treasurer-Controller

RE: Libraries Facilities Financing Authority Budgets for 2025-26

### RECOMMENDATION

Approve adjustment to Libraries Facilities Financing Authority (LFFA) Proposed 2025-26 General Fund budget to increase Debt Service payments, increase the distributions to members, and adopt the attached budgets as amended.

### DISCUSSION

Proposed budgets were presented to the board on April 3. Since preparation of the proposed budget, each member's board approved an increase to the Maximum Distribution Amount of \$30,000,000, from \$77,500,000 to \$107,500,000. The LFFA also issued bonds in the amount of \$18,680,000 plus a net premium of \$678,282 for total proceeds of \$19,358,282. The estimated actual amounts have been adjusted to reflect the bond issuance. The proposed budget has been adjusted to reflect increases in debt service resulting from the debt issuance and member distributions have been increased to reflect the revised maximum distribution amounts.

The adjusted General Fund and Debt Service Fund Budgets are presented here for final adoption. The attached Final Budgets reflect the anticipated Sources and Uses of LFFA funds.

Allocation of Special Tax in the 2025-26 budget has been amended based on the revised maximum distribution amounts in the percentages reflected below.

Member	Distribution Percentages	Previously Approved Maximum Distribution Amounts	Increase	Revised Maximum Distribution Amounts
City of Capitola	12.90%	\$10,000,000	\$3,870,000	\$13,870,000
City of Santa Cruz	40.32%	31,250,000	12,096,000	43,346,000
City of Scotts Valley	4.84%	3,750,000	1,452,000	5,202,000
County of Santa Cruz	41.94%	32,500,000	12,582,000	45,082,000
<b>Total</b>	100.00%	\$77,500,000	\$30,000,000	\$107,500,000

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

**Fiscal Year: 2025-26**

Detail by Revenue and Expenditure Object		2023-24 Actuals	2024-25 YTD Adj Budget	2024-25 YTD Actuals	2024-25 Estimated Actuals	2025-26 Adopted Budget
<b>REVENUES</b>						
ASSESSMENTS	40192	\$ 4,462,692	\$ 4,450,000	\$ 4,194,595	\$ 4,459,963	\$ 4,450,000
INTEREST	40430	34,438	18,400	29,982	35,000	25,000
<b>TOTAL REVENUES</b>		4,497,130	4,468,400	4,224,577	4,494,963	4,475,000
<b>EXPENDITURES</b>						
ACCOUNTING AND AUDITING FEES	62301	3,000	4,000	-	5,000	5,000
TAX COLLECTION FEES	62314	46,929	45,000	-	44,600	45,000
PROF & SPECIAL SERV-OTHER	62381	2,500	-	9,750	9,750	5,000
CONTRIB TO CITY OF CAPITOLA	75236	-	-	-	-	162,491
CONTRIB TO CITY OF SANTA CRUZ	75237	2,205,316	2,169,830	1,427,829	1,427,829	438,400
CONTRIB TO CITY OF SCOTTS VALL	75238	30,179	29,694	19,539	195,004	60,965
CONTRIB TO COUNTY	75239	-	-	-	-	528,284
DEBT ISSUANCE COSTS	75500	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>		2,287,924	2,248,524	1,457,118	1,682,183	1,245,140
<b>TRANSFERS</b>						
INTRAFUND TRANSFERS IN	95001	-	-	-	-	-
INTRAFUND TRANSFERS OUT	95002	(2,211,517)	(2,219,876)	(764,856)	(2,429,204)	(3,611,126)
<b>TOTAL TRANSFERS</b>		(2,211,517)	(2,219,876)	(764,856)	(2,429,204)	(3,611,126)
<b>CHANGE</b>		(2,311)	-	2,002,603	383,577	(381,266.00)
<b>BEGINNING FUND BALANCE</b>		-	(2,311)	(2,311)	(2,311)	381,266
<b>ENDING FUND BALANCE</b>		(2,311)	(2,311)	2,000,292	381,266	(0)



**Libraries Facilities Financing Authority**  
**Debt Service Fund - 76191**  
**Adopted Budget**

**Fiscal Year: 2025-26**

Detail by Revenue and Expenditure Object		2023-24 Actuals	2024-25 YTD Adj Budget	2024-25 YTD Actuals	2024-25 Estimated Actuals	2025-26 Adopted Budget
<b>REVENUES</b>						
INTEREST-NON COUNTY TREASURER	40435	\$ 874	\$ 155	\$ 175	\$ 155	\$ 155
<b>TOTAL REVENUES</b>		874	155	175	155	155
<b>EXPENDITURES</b>						
ADMINISTRATIVE COSTS	62305	4,250	-	-	-	-
FISCAL AGENTS FEES	62345	4,050	10,000	2,500	10,000	10,000
PRINCIPAL ON LONG-TERM DEBT	74110	995,000	1,040,000	1,040,000	1,040,000	1,095,000
INTEREST ON LONG-TERM DEBT	74425	1,196,906	1,146,031	1,146,031	1,146,031	1,743,189
<b>TOTAL EXPENDITURES</b>		2,200,206	2,196,031	2,188,531	2,196,031	2,848,189
<b>OTHER FINANCING SOURCES (USES)</b>						
ISSUANCE OF DEBT		-	-	-	18,680,000	-
PREMIUM ON LONG-TERM DEBT		-	-	-	678,282	-
BOND ISSUANCE COSTS		-	-	-	(526,886)	-
TRANSFERS TO MEMBERS		-	-	-	(18,831,396)	-
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>		-	-	-	-	-
<b>INTRAFUND TRANSFERS</b>						
INTRAFUND TRANSFERS IN	95001	2,211,517	2,219,876	764,856	2,429,204	3,611,126
INTRAFUND TRANSFERS OUT	95002	-	-	-	-	-
<b>TOTAL TRANSFERS</b>		2,211,517	2,219,876	764,856	2,429,204	3,611,126
<b>CHANGE</b>		12,185	24,000	(1,423,500)	233,328	763,092
<b>BEGINNING FUND BALANCE</b>	34400	1,639,691	1,651,876	1,651,876	1,651,876	1,885,204
<b>ADJUSTMENT TO ADD COI FUND HELD AT BNY</b>						
<b>BEGINNING FUND BALANCE AS ADJUSTED</b>		1,639,691	1,651,876	1,651,876	1,651,876	1,885,204
<b>ENDING FUND BALANCE</b>		1,651,876	1,675,876	228,376	1,885,204	2,648,296 *

\* Required for September debt service