

GENERAL INFORMATION FOR JOINT BOARD MEETINGS OF LIBRARY FACILITIES FINANCING AUTHORITY BOARD (LFFA) and LIBRARY JOINT POWERS AUTHORITY (LJPA)

On Thursday June 4, 2026 at 9:00 AM

All LFFA and LJPA Joint Board Meetings are held in-person and open to the public. Members of the public may also view the meeting via the alternative method provided below as a courtesy. Please note that if the teleconference 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.

Any person who is not able to attend in-person may submit a written comment as indicated below. Please be aware that the Board will not read aloud written comments during the meeting.

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

- Members of the public may provide public comment prior to the meeting 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.

Submitted written public comments will be included as part of the record of the meeting, either in Written Correspondence or in the Minutes, depending on when received by staff. All written comments received prior to 12:00 p.m. on the Wednesday preceding a Board Meeting will be distributed to Board members to review prior to the meeting with the published Agenda packet. Written comments submitted after the Agenda and packet have been published will be distributed as Additional Materials at the commencement of the meeting.

Meeting Accommodations:

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.

CHAIR MALI LAGOE
VICE CHAIR NICOLE COBURN
BOARD MEMBER JAMIE GOLDSTEIN
BOARD MEMBER MATT HUFFAKER



**SANTA CRUZ CITY & COUNTY
LIBRARY FACILITIES FINANCING AUTHORITY (LFFA)
AND
LIBRARY JOINT POWERS AUTHORITY (LJPA)**

JOINT REGULAR MEETING

**June 4, 2026
9:00 AM**

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

PLEASE NOTE:

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.

Agenda and Agenda Packet Materials: The LFFA and LJPA 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 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 and are also available for public inspection at Library Headquarters, 117 Union Street Santa Cruz, California, during normal business hours, and at the LJPA meeting.

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

1. GENERAL JOINT MEETING INFORMATION (For Both LFFA and LJPA)

A. CALL TO ORDER / ROLL CALL

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

B. ADDITIONAL MATERIALS

Additional information submitted after distribution of the agenda packet.

C. ADDITIONS AND DELETIONS TO AGENDA

D. PUBLIC COMMENT

Any member of the community may address the Board during this Public Comment period on any "Consent Calendar" item 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.

E. REPORT BY LIBRARY DIRECTOR

i. Library Director's Report – June 4, 2026 (p. 5-6)

F. REPORT BY FRIENDS OF THE SANTA CRUZ PUBLIC LIBRARIES (FSCPL)

i. Friends of SCPL Report– (oral)

G. REPORT BY LIBRARY ADVISORY COMMISSION (LAC)

i. Commissioners' Report (oral)

2. LIBRARY FACILITIES FINANCING AUTHORITY BOARD (LFFA)

A. 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 the Board request specific items to be discussed for separate review. Items pulled for separate discussion will be considered following General Business.

i. Consider the May 7, 2026 LFFA Board Meeting Minutes

Staff Recommendation: Approve the May 7, 2026 Board Meeting Minutes (p.7-9)

ii. Libraries Facilities Financing Authority Proposed Budgets for 2026-27

Staff Recommendation: Adopt the Libraries Facilities Financing Authority (LFFA) Final 2026-2027 Budgets. (p.10-12)

B. 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.

C. PROJECT UPDATES AND COMMENTS BY BOARD MEMBERS

3. LIBRARY JOINT POWERS AUTHORITY (LJPA)

A. 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 the Board request specific items to be discussed for separate review. Items pulled for separate discussion will be considered following General Business.

- i. Consider the May 7, 2026 Board Meeting Minutes
Staff Recommendation: Approve the May 7, 2026 Board Meeting Minutes (p.13-15)
- ii. Budget Adjustment for FSCPL Donations
Staff Recommendation: Approve and amend the FY 26 Library Operating Budget to include additional donations made by FSCPL Branch Committees in the amount of \$28,002.41. (p.16-17)
- iii. Approve FSCPL Funds Raised for the new Downtown Santa Cruz Library Construction Project
Staff Recommendation: Approve transfer of funds from the Friends of the Santa Cruz Public Libraries to the City of Santa Cruz for the Downtown Library Building Project in the amount of \$1,500,000. (p. 18-19)

B. 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.

- i. FY 27 Library Operating Budget Adoption
Staff Recommendation: Adopt the FY 27 Library Operating Budget as presented. (p.20-53)
- ii. Endowment Fund Information Report
Staff Recommendation: Accept and file this report. Information only. (p.54-55)

C. COMMENTS BY BOARD MEMBERS

4. SCHEDULED UPCOMING JOINT MEETING

September 3, 2026 @ 9:00 AM	Aptos Branch	7695 Soquel Dr, Aptos, CA 95003

5. ADJOURNMENT

Adjourned to the next joint regular meeting of the LFFA & LJPA to be held on Thursday, September 3, 2026 at 9:00 am at the Aptos Branch Library, 7695 Soquel Dr, Aptos, CA 95003.

6. WRITTEN CORRESPONDENCE

June 6, 2026

Director's Report to the Library Facilities Financing Authority & Joint Power Authority board

Introduction

The month of May has been a busy one as library staff worked to launch our annual Summer Reading Program on June 1st and officially launched our new Library App on May 18th for both Apple and Android devices prompting over 2,000 downloads in the first week alone. Additionally, Outreach staff have been refurbishing the Bookmobile in anticipation of restarting regular service over the Summer.

As an important local organization that provides creative programming, SCPL was invited to co-sponsor a Santa Cruz mayoral candidates forum on Tourism and the Creative Economy with the Arts Council, Visit Santa Cruz, and All About Theater on May 26th at the Colligan Theater.

In addition to regular MOBAC and California Library Association board meetings, I attend the annual Pacific Library Partnership cooperative meetings on behalf of SCPL and at this year's meeting on May 15th I was elected to their Executive Committee.

Library Team

Current Vacancies:

Position Title	Position No.	Library FTE
Building Maintenance Worker II	118-007	1.000
Librarian I/II-Adult Librarian- Downtown	750-036	1.000
Librarian I/II-Teen Librarian- Downtown	750-033	1.000
Librarian II-Adult Librarian- Downtown	750-009	1.000
Library Assistant II- Branciforte	283-086	0.750
Library Assistant II- Aptos	283-013	0.750
Library Assistant II- Downtown	283-077	0.750

New Hires & Home Position Changes:

Odessa Cross- Library Assistant II @ Downtown 0.75 FTE to Felton .75 FTE

Riley Garduno- Library Assistant II @ Branciforte 0.75 FTE to Live Oak .75 FTE

Ariana Jauregui- Library Assistant II @ Aptos .75 FTE to La Selva Beach 1.0 FTE

Thais Hogarth- Library Assistant II @ La Selva Beach 1.0 FTE to Felton 1.0 FTE

Trystan Rundquist- Library Assistant II @ Live Oak 0.75 FTE to Live Oak 1.0 FTE

Staff Departures:

Kathleen Novak- READ Tutor 5/9/2026

Mimi Beristain- Library Aide @ Aptos 6/5/2026

Facilities Updates:

BRANCIFORTE: We are lining up work to install sound absorbing panels on the cement pillars and service desk to help mitigate noise issues.

CAPITOLA: We are exploring options for restoring the landscaping and are purchasing electric shades to address glare issues from the very tops of the reading room windows.

DOWNTOWN: With the successful test of the generator install at HDQ, we are planning the next phase of relocating our servers from DTN to the HDQ building, which will free up the generator for install at Boulder Creek as originally planned.

FELTON: The County is coordinating proposals for solar installation. We are working with PG&E to renew the PSPS MOU for their portable generator to last until the new solar and battery solution are installed, which is currently estimated as Spring 2027.

LA SELVA BEACH: We are exploring options for installing a proper roof on the patio pergola structure to make it more program-friendly and as well replacing the circulation desk with a more ergonomic solution.

Upcoming

On June 16th we will participate in the Friends of the Santa Cruz Public Libraries' annual summit meeting. They are actively recruiting new volunteers and will be using SCPL's new strategic plan to help inform their ongoing fundraising activities.

CHAIR MALI LAGOE
VICE CHAIR NICOLE COBURN
BOARD MEMBER JAMIE GOLDSTEIN
BOARD MEMBER MATT HUFFAKER



**SANTA CRUZ LIBRARIES
LIBRARY FACILITIES FINANCING AUTHORITY BOARD (LFFA)
and
JOINT POWERS AUTHORITY (LJPA)
JOINT REGULAR BOARD MEETING**

**In person and online provided meeting
THURSDAY MAY 7, 2026
9:00 A.M.**

1. GENERAL JOINT MEETING INFORMATION

A. ROLL CALL

PRESENT: Mali LaGoe, Nicole Coburn, Jamie Goldstein, Matt Huffaker.
STAFF: Christopher Platt, Library Director

B. ADDITIONAL MATERIALS

None

C. ADDITIONS AND DELETIONS TO AGENDA

None

D. PUBLIC COMMENT

None

E. LIBRARY DIRECTOR REPORT

Library Director submitted his report highlighting the following items:

- SCPL has welcomed our new Library IT Manager, Brett Hoyer. Brett is coming from 20 years in IT for the US Military, and is very excited to be with SCPL.
- SCPL and The Boys & Girls Club of Scotts Valley have been piloting a program at the Scotts Valley Branch on Thursdays. This program provides activities for the SVMS students that come to the library on early-release days. Thus far, the program has been very popular. This pilot is being paid for via a grant, so SCPL will be looking into funding for future years if necessary.
- The new SCPL Mobile App goes live on 5/18/2026.
- The Boulder Creek Generator Project has been fully funded, and will be executed next year.

F. REPORT BY FRIENDS OF THE SANTA CRUZ PUBLIC LIBRARIES

Sarah Beck, FSCPL Executive Director, shared that the FSCPL have presented SCPL with a check for \$105,300, which fully funds the Literacy Fund for this upcoming cycle. The Friends are gearing up for their annual Summit in June, and recently passed Restated Articles and Bylaws. The Downtown Capital Campaign goes through September 2026, and the next focus is highlighting local businesses and families that have donated. The campaign is close to \$2.8 million of the \$3 million goal. The Friends are also in the process of restructuring, with the goal of transitioning the existing Chapters into Branch Committees. This will allow for better representation and support across all SCPL branches.

G. REPORT BY the Library Advisory Commission (LAC)

None

2. LIBRARY FACILITIES FINANCING AUTHORITY BOARD (LFFA)

A. CONSENT CALENDAR

RESULT: APPROVED CONSENT CALENDAR

- A. Approved the February 5, 2026 Board Meeting Minutes.
- B. Accepted & Filed the attached financial statements of the Community Facilities District No. 2016-1 as of March 31, 2026.

MOVER: Jamie Goldstein

SECONDER: Nicole Coburn

AYES: Goldstein, Coburn, Huffaker, and LaGoe

B. GENERAL BUSINESS

None

C. PROJECT UPDATES AND COMMENTS BY BOARD MEMBERS

Jamie Goldstein shared that excess funds raised by the Friends when the Capitola Library was built have been approved for use to purchase and install sun shades at the Capitola Branch. Nicole Coburn shared that County Library funds are supporting the Boulder Creek Generator Project.

3. LIBRARY JOINT POWERS AUTHORITY (LJPA)

A. CONSENT CALENDAR

RESULT: APPROVED CONSENT CALENDAR

- A. Approved the February 5, 2026 Board Meeting Minutes.
- B. Accepted & Filed Analysis of 3rd Qtr. Patron Count Data for FY26.
- C. Accepted & Filed 3rd Qtr. Community Impact Measures for FY26.
- D. Accepted & Filed 3rd Qtr. Incident Report for FY26.
- E. Accepted & Filed Financial Dashboard Report.
- F. Accepted & Filed FY26 Third Quarter Workplan.
- G. Amended the FY 26 Library Operating Budget to include funds from the Dorothy A. Hale Trust in the amount of \$25,000.
- H. Accepted and amended the FY 26 Library Operating Budget to include grant funds awarded to the Santa Cruz Public Library in the amount of \$7,830 to enhance services at summer lunch sites.

MOVER: Matt Huffaker

SECONDER: Nicole Coburn

AYES: Huffaker, Coburn, Goldstein, and LaGoe

B. GENERAL BUSINESS

- ii. Strategic Plan FY2027-2029

RESULT: Adopted the Santa Cruz Public Libraries' Three-Year Strategic Plan, directed staff to begin implementation in FY 2027, and provide quarterly updates.

MOVER: Nicole Coburn

SECONDER: Jamie Goldstein

AYES: Coburn, Goldstein, Huffaker, and LaGoe

C. COMMENTS BY BOARD MEMBERS

Jamie Goldstein shared thoughts on the SCPL Strategic Plan, specifically regarding the Library of Things, and the potential for a partnership between SCPL and Grey Bears.

4. SCHEDULED UPCOMING MEETINGS

Next regularly scheduled joint meeting of the LFFA and LJPA is on Thursday, June 4, 2026 at 9:00 am at the Capitola Branch.

5. ADJOURNMENT

The joint regular meeting of the LFFA & LJPA adjourned at 10:14 am to the joint regular meeting on Thursday, June 4, 2026 at 9:00 am at the Capitola Branch Library, 2005 Wharf Rd, Capitola, CA 95010.

6. WRITTEN CORRESPONDENCE

None

ATTEST: Devin Schwarz, 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 4, 2026

TO: Libraries Facilities Financing Authority Board

FROM: LFFA Treasurer-Controller

RE: Libraries Facilities Financing Authority Proposed Budgets for 2026-27

RECOMMENDATION

Adopt the Libraries Facilities Financing Authority (LFFA) Final 2026-2027 Budgets.

DISCUSSION

Proposed budgets were presented to the board on February 5 for discussion. No changes were recommended. Therefore, the budgets are presented here for final adoption. This includes budgets for the General Fund and the Debt Service Fund. The attached Final Budgets reflect the anticipated Sources and Uses of LFFA funds.

The allocation of Special Tax in the 2026-27 budget is based on the percentages reflected below.

Member	Revised Maximum Distribution Amounts	Distribution Percentages per JPA
City of Capitola	\$13,870,000	12.90%
City of Santa Cruz	43,346,000	40.32%
City of Scotts Valley	5,202,000	4.84%
County of Santa Cruz	45,082,000	41.94%
Total	\$107,500,000	100.00%

Libraries Facilities Financing Authority
 General Fund - 76190
 Proposed Budget

Fiscal Year: 2026-27

Detail by Revenue and Expenditure Object	2024-25 Actuals	2025-26 YTD Adj Budget	2025-26 YTD Actuals	2025-26 Estimated Actuals	2026-27 Proposed Budget
REVENUES					
ASSESSMENTS	40192	\$ 4,459,465	\$ 4,450,000	\$ 2,210,094	\$ 4,460,408
INTEREST	40430	45,793	25,000	22,126	35,000
BOND PREMIUM	42498	678,282	-	-	-
BOND PROCEEDS	42500	18,680,000	-	-	-
TOTAL REVENUES		23,863,540	4,475,000	2,232,220	4,495,408
EXPENDITURES					
ACCOUNTING AND AUDITING FEES	62301	-	5,000	5,500	5,560
TAX COLLECTION FEES	62314	44,597	45,000	-	44,604
PROF & SPECIAL SERV-OTHER	62381	9,750	5,000	-	5,000
CONTRIB TO CITY OF CAPITOLA	75236	-	162,491	53,903	53,903
CONTRIB TO CITY OF SANTA CRUZ	75237	1,427,829	438,400	98,999	98,999
CONTRIB TO CITY OF SCOTTS VALL	75238	19,539	60,965	195,688	195,688
CONTRIB TO COUNTY	75239	-	528,284	175,246	175,246
DEBT ISSUANCE COSTS	75500	296,680	-	-	-
UNDERWRITERS DISCOUNT	75501	217,209	-	-	-
TOTAL EXPENDITURES		2,015,604	1,245,140	529,336	578,940
TRANSFERS					
INTRAFUND TRANSFERS OUT	95002	(764,856)	(3,611,126)	(1,648,311)	(5,276,731)
INTRAFUND TRANSFERS OUT	95046	(18,844,393)	-	-	-
TOTAL TRANSFERS		(19,609,249)	(3,611,126)	(1,648,311)	(5,276,731)
CHANGE		2,238,687	(381,266)	54,573	(1,360,263)
BEGINNING FUND BALANCE	34400	(2,310)	2,236,377	2,236,377	876,114
ENDING FUND BALANCE		\$ 2,236,377	\$ 1,855,111	\$ 2,290,950	\$ 876,114
					\$ 832,607 *

* Due to cash flow needs distributions of excess Special Tax are now made in September, after the September debt service as allowed by the JPA.

Libraries Facilities Financing Authority
Debt Service Fund - 76191
Proposed Budget

Fiscal Year: 2026-27

Detail by Revenue and Expenditure Object		2024-25 Actuals	2025-26 YTD Adj Budget	2025-26 YTD Actuals	2025-26 Estimated Actuals	2026-27 Proposed Budget
REVENUES						
INTEREST-NON COUNTY TREASURER	40435	\$ 1,399	\$ 155	\$ -	\$ 200	\$ 200
TOTAL REVENUES		<u>1,399</u>	<u>155</u>	<u>-</u>	<u>200</u>	<u>200</u>
EXPENDITURES						
ADMINISTRATIVE COSTS	62305	\$ -	\$ -	\$ -	\$ 5,000	\$ 5,000
FISCAL AGENTS FEES	62345	2,500	10,000	-	5,000	5,000
PRINCIPAL ON LONG-TERM DEBT	74110	1,040,000	1,095,000	1,095,000	1,095,000	1,685,000
INTEREST ON LONG-TERM DEBT	74425	1,146,031	1,743,190	780,049	1,743,190	1,884,156
TOTAL EXPENDITURES		<u>2,188,531</u>	<u>2,848,190</u>	<u>1,875,049</u>	<u>2,848,190</u>	<u>3,579,156</u>
INTRAFUND TRANSFERS						
INTRAFUND TRANSFERS IN	95001	764,856	2,848,190	1,648,311	5,276,731	3,596,832
TOTAL TRANSFERS		<u>764,856</u>	<u>2,848,190</u>	<u>1,648,311</u>	<u>5,276,731</u>	<u>3,596,832</u>
CHANGE		(1,422,276)	155	(226,738)	2,428,741	17,876
BEGINNING FUND BALANCE	34400	<u>1,651,875</u>	<u>229,599</u>	<u>229,599</u>	<u>229,599</u>	<u>2,658,340</u>
ENDING FUND BALANCE		<u>\$ 229,599</u>	<u>\$ 229,754</u>	<u>\$ 2,861</u>	<u>\$ 2,658,340</u>	<u>\$ 2,676,216 *</u>

* Required for September debt service

CHAIR MALI LAGOE
VICE CHAIR NICOLE COBURN
BOARD MEMBER JAMIE GOLDSTEIN
BOARD MEMBER MATT HUFFAKER



**SANTA CRUZ LIBRARIES
LIBRARY FACILITIES FINANCING AUTHORITY BOARD (LFFA)
and
JOINT POWERS AUTHORITY (LJPA)
JOINT REGULAR BOARD MEETING**

**In person and online provided meeting
THURSDAY MAY 7, 2026
9:00 A.M.**

1. GENERAL JOINT MEETING INFORMATION

A. ROLL CALL

PRESENT: Mali LaGoe, Nicole Coburn, Jamie Goldstein, Matt Huffaker.
STAFF: Christopher Platt, Library Director

B. ADDITIONAL MATERIALS

None

C. ADDITIONS AND DELETIONS TO AGENDA

None

D. PUBLIC COMMENT

None

E. LIBRARY DIRECTOR REPORT

Library Director submitted his report highlighting the following items:

- SCPL has welcomed our new Library IT Manager, Brett Hoyer. Brett is coming from 20 years in IT for the US Military, and is very excited to be with SCPL.
- SCPL and The Boys & Girls Club of Scotts Valley have been piloting a program at the Scotts Valley Branch on Thursdays. This program provides activities for the SVMS students that come to the library on early-release days. Thus far, the program has been very popular. This pilot is being paid for via a grant, so SCPL will be looking into funding for future years if necessary.
- The new SCPL Mobile App goes live on 5/18/2026.
- The Boulder Creek Generator Project has been fully funded, and will be executed next year.

F. REPORT BY FRIENDS OF THE SANTA CRUZ PUBLIC LIBRARIES

Sarah Beck, FSCPL Executive Director, shared that the FSCPL have presented SCPL with a check for \$105,300, which fully funds the Literacy Fund for this upcoming cycle. The Friends are gearing up for their annual Summit in June, and recently passed Restated Articles and Bylaws. The Downtown Capital Campaign goes through September 2026, and the next focus is highlighting local businesses and families that have donated. The campaign is close to \$2.8 million of the \$3 million goal. The Friends are also in the process of restructuring, with the goal of transitioning the existing Chapters into Branch Committees. This will allow for better representation and support across all SCPL branches.

G. REPORT BY the Library Advisory Commission (LAC)

None

2. LIBRARY FACILITIES FINANCING AUTHORITY BOARD (LFFA)

A. CONSENT CALENDAR

RESULT: APPROVED CONSENT CALENDAR

- A. Approved the February 5, 2026 Board Meeting Minutes.
- B. Accepted & Filed the attached financial statements of the Community Facilities District No. 2016-1 as of March 31, 2026.

MOVER: Jamie Goldstein

SECONDER: Nicole Coburn

AYES: Goldstein, Coburn, Huffaker, and LaGoe

B. GENERAL BUSINESS

None

C. PROJECT UPDATES AND COMMENTS BY BOARD MEMBERS

Jamie Goldstein shared that excess funds raised by the Friends when the Capitola Library was built have been approved for use to purchase and install sun shades at the Capitola Branch. Nicole Coburn shared that County Library funds are supporting the Boulder Creek Generator Project.

3. LIBRARY JOINT POWERS AUTHORITY (LJPA)

A. CONSENT CALENDAR

RESULT: APPROVED CONSENT CALENDAR

- A. Approved the February 5, 2026 Board Meeting Minutes.
- B. Accepted & Filed Analysis of 3rd Qtr. Patron Count Data for FY26.
- C. Accepted & Filed 3rd Qtr. Community Impact Measures for FY26.
- D. Accepted & Filed 3rd Qtr. Incident Report for FY26.
- E. Accepted & Filed Financial Dashboard Report.
- F. Accepted & Filed FY26 Third Quarter Workplan.
- G. Amended the FY 26 Library Operating Budget to include funds from the Dorothy A. Hale Trust in the amount of \$25,000.
- H. Accepted and amended the FY 26 Library Operating Budget to include grant funds awarded to the Santa Cruz Public Library in the amount of \$7,830 to enhance services at summer lunch sites.

MOVER: Matt Huffaker

SECONDER: Nicole Coburn

AYES: Huffaker, Coburn, Goldstein, and LaGoe

B. GENERAL BUSINESS

- ii. Strategic Plan FY2027-2029

RESULT: Adopted the Santa Cruz Public Libraries' Three-Year Strategic Plan, directed staff to begin implementation in FY 2027, and provide quarterly updates.

MOVER: Nicole Coburn

SECONDER: Jamie Goldstein

AYES: Coburn, Goldstein, Huffaker, and LaGoe

C. COMMENTS BY BOARD MEMBERS

Jamie Goldstein shared thoughts on the SCPL Strategic Plan, specifically regarding the Library of Things, and the potential for a partnership between SCPL and Grey Bears.

4. SCHEDULED UPCOMING MEETINGS

Next regularly scheduled joint meeting of the LFFA and LJPA is on Thursday, June 4, 2026 at 9:00 am at the Capitola Branch.

5. ADJOURNMENT

The joint regular meeting of the LFFA & LJPA adjourned at 10:14 am to the joint regular meeting on Thursday, June 4, 2026 at 9:00 am at the Capitola Branch Library, 2005 Wharf Rd, Capitola, CA 95010.

6. WRITTEN CORRESPONDENCE

None

ATTEST: Devin Schwarz, 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 Mali LaGoe
Vice Chair Nicole Coburn
Board Member Jamie Goldstein
Board Member Matt Huffaker



STAFF REPORT

DATE: May 7, 2026
TO: Library Joint Powers Authority Board
FROM: Christopher Platt, Library Director
RE: Budget Adjustment for FSCPL Donations

STAFF RECOMMENDATION

Approve and amend the FY 26 Library Operating Budget to include additional donations made by FSCPL Branch Committees in the amount of \$28,002.41.

DISCUSSION

The FSCPL branch committees, formerly branch chapters, worked with library staff to fund programs and equipment at a few of the library branches.

The Capitola Committee is funding:

- Adult programming entitled 'United Against Hate': \$2,000
- Annual subscription to a speaker consortium that allows access to virtual author events: \$4,500
- Solar maintenance: \$7,807

The Felton Committee is funding an outdoor awning to cover the patio at the Felton Branch Library in the amount of \$13,695.41.

FISCAL IMPACT

The Library's FY 26 Operating Budget will see an increase in revenue and expenditures in the amount of \$28,002.41.

Attachments: FY 26 Budget Adjustment

Report Prepared by: Kira Henifin, Principal Management Analyst

Reviewed and Forwarded by: Christopher Platt, Library Director

City of Santa Cruz BUDGET ADJUSTMENT REQUEST

Administrative Approval
Council Approval

Fiscal Year:

Date:

Reso #:

Purpose:

ACCOUNT	PROJECT	PROJECT NAME	REVENUE EDEN ACCOUNT TITLE	AMOUNT
TOTAL REVENUE				

ACCOUNT	PROJECT	PROJECT NAME	EXPENDITURE EDEN ACCOUNT TITLE	AMOUNT
TOTAL EXPENDITURE				

NET: \$ _____

REQUESTED BY	DEPARTMENT HEAD APPROVAL	BUDGET/ACCOUNTING REVIEWED	FINANCE DIRECTOR APPROVAL	CITY MANAGER APPROVAL

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



STAFF REPORT

DATE: June 4, 2026
TO: Library Joint Powers Authority Board
FROM: Christopher Platt, Library Director
RE: Approve FSCPL Funds Raised for the new Downtown Santa Cruz Library Construction Project

RECOMMENDATION

Approve transfer of funds from the Friends of the Santa Cruz Public Libraries to the City of Santa Cruz for the Downtown Library Building Project in the amount of \$1,500,000.

BACKGROUND

In 2024, in consultation with SCPL, the Friends made a commitment to raise \$3M through a campaign dedicated to the New Downtown Library for the City of Santa Cruz. This initial installment is the first payment to the project from this campaign, which will continue to run through September, 2026.

The Friends would like to thank the over 350 individuals, families, foundations, and businesses for their very generous donations, including a (now complete) \$400,000 match grant from the Monterey Peninsula Foundation. They also thank the campaign committee members, and the JPA for your long-term support.

FISCAL IMPACT

The Library Operating Budget will be used as the conduit for these funds to pass through but there will be no affect on the FY26 or FY27 Library Budget.

Attachment: Associated budget adjustment form.

Prepared by: Christopher Platt, Library Director

Reviewed by: Christopher Platt, Library Director

City of Santa Cruz BUDGET ADJUSTMENT REQUEST

Clear Form

- Administrative Approval
 Council Approval

Fiscal Year: 2026

Date: 06/04/2026

Reso #:

Purpose: Accepted donation funds from the Friends of the Santa Cruz Libraries in FY 26 and transfer them to the City for the new Downtown Library Branch project.

ACCOUNT	PROJECT	PROJECT NAME	REVENUE EDEN ACCOUNT TITLE	AMOUNT
951-36-51-0000-46309			Donations Raised for Downtown Librar	1,500,000.00
TOTAL REVENUE				1,500,000.00

ACCOUNT	PROJECT	PROJECT NAME	EXPENDITURE EDEN ACCOUNT TITLE	AMOUNT
951-36-51-3601-56960			Donation transferred to City for DTN Libr	1,500,000.00
TOTAL EXPENDITURE				1,500,000.00

NET: \$ 0.00

REQUESTED BY	DEPARTMENT HEAD APPROVAL	BUDGET/ACCOUNTING REVIEWED	FINANCE DIRECTOR APPROVAL	CITYMANAGER APPROVAL
Kira Henifin <small>Digitally signed by Kira Henifin Date: 2026.05.29 13:39:40 -07'00'</small>	Christopher Platt <small>Digitally signed by Christopher Platt Date: 2026.05.13 11:27:19 -07'00'</small>			

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



STAFF REPORT

DATE: June 4, 2026
TO: Library Joint Powers Authority Board
FROM: Christopher Platt, Library Director
RE: FY 27 Library Operating Budget Adoption

RECOMMENDATION

Adopt the FY 27 Library Operating Budget as presented.

DISCUSSION

The Library is pleased to present the FY 27 Library Operating Budget for adoption. A few small changes have been made since the draft budget was presented. These changes include:

- Increase in FSCPL annual support of programs: \$7,800
- LSB scheduled rent increase: \$2,632
- Increased maintenance costs across the system: \$7,025

One note of change made this fiscal year, which was also included in the draft budget, are the monies the Library has referred to in the past as 'capital outlay' funds. As reflected in the previous "Capital Outlay" subtotal category on page 19 of the Budget Booklet, these monies in the past have been spent on office furniture/equipment, vehicle equipment, computer equipment and other capital outlay. Following direction from the City of Santa Cruz' Finance Department on how to categorize them, these funds have been reallocated to the supplies and services budget in their comparable non-capital budget lines. As a result of this change, the overall supplies and services budget line indicates an increase of 14.7% from the 2026 Adjusted Budget to the 2027 Proposed Budget.

To recap the overall budget implications, the Library is projecting a growth in revenue in part due to the re-negotiated JPA agreement. This increase in revenues amounts to a 5.3% increase. The Library is proposing for FY 27 the use of the fund balance using \$880,704 for one-time purchases and \$1,295,345 to cover operating expenditures. The total use of the fund balance for FY 27 is projected at \$2,176,050.

At the guidance of the Board, the Library will work to further reduce the fund balance with a target goal of reducing the fund balance to 2.5% of revenues.

Attachments: Proposed FY 27 Library Operating Budget

Prepared by: Kira Henifin, Principal Management Analyst

Reviewed by: Christopher Platt, Library Director

FY 2027

Santa Cruz Public Libraries Budget



Santa Cruz Public Libraries

Library Director’s Budget Message..... 3-5

Introduction

Library Mission/Vision/Values..... 6
Organizational Chart..... 7
Library Overview and Core Services..... 8
Workplan & Key Performance Indicators (KPIs)..... 9-11
Governance, Funding and Budget..... 12-13

Budget Dashboard

Budget in Brief..... 14
Budget Overview 15
Personnel Authorization..... 16

Financial Summaries

Projected Library Revenues..... 17
Projected Library Non-Personnel Expenditures..... 18-19
Projected Library Personnel Expenditures..... 20-21

Appendix

Appendix A: Authorized Personnel by Individual Position No..... 22-25
Appendix B: Trust Fund Details 26-28
Appendix C: Library Vehicle List 29
Appendix D: Fines and Fees Schedule 30
Appendix E: History of Open Hours by Branch 31
Appendix F: History of Collection Spending (Digital vs. Physical)..... 32

May 7, 2026

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

Dear Board Members:

I am pleased to present the 2026-2027 proposed budget for the Santa Cruz Public Libraries. This proposal reflects the mission, vision and values that fuel the goals outlined in our new strategic plan. Indeed the workplan and KPIs in this proposal are organized in alignment with our mission of Access, Information, Connection and Inclusion, as well as the flourishing team culture necessary to support those goals. With an eye toward maintaining a stable and sustainable foundation of services, programs and collections, our workplan reflects a trajectory that is evolutionary in nature, building on and innovating within work that in many cases has already begun.

Accomplishments

In addition to our new strategic plan, Santa Cruz Public Libraries accomplished numerous initiatives in the 2025-2026 fiscal year:

- We expanded library hours at Aptos, Capitola, Felton and Scotts Valley libraries in February. Expanding hours was the single most popular request from our community needs surveying during the strategic planning process.
- We also expanded Outreach efforts to include bilingual library services at Via Del Paraiso and Schapiro Knolls, two affordable housing communities designed to support farmworker families. Outreach also provides bilingual book collections to three affordable early childhood education centers operated by Community Bridges and delivers books and resources to the Beach Flats neighborhood using Gonzo the Book bike.
- We continued planning and preparation for the new Downtown Santa Cruz Library, the final of the major Measure S facilities projects and supported the Friends of Santa Cruz Public Libraries in their capital campaign for the project.
- The new generator has been installed at the headquarters building shared with the City of Santa Cruz' Water Department. This allows us to relocate the remainder of central server hardware from the current Downtown Library into Headquarters. This also allows us initiate the remaining generator move from Downtown to Boulder Creek Library, giving that facility a power backup system for the first time.
- The local Friends of Capitola Library raised funds to install rooftop solar with battery backup on that location including a public information kiosk inside the branch that shows real time energy usage.
- A team of local volunteers have been systematically reviewing and scanning materials from historic files at the Downtown Library into an online database, helping uncover previously forgotten treasures while making them accessible to users online.

- Our flagship Summer Reading Program in 2025 reached 4,105 participants, up 9% from the previous year.
- We finalized an MOU with the County’s Office of Response, Recovery & Resilience to allow for the Boulder Creek, Felton, Scotts Valley and Aptos facilities to be opened as resiliency centers during extreme weather or other related situations.
- We updated protocols and training to increase the sense of safety for our staff, particularly in the Downtown Library. In the first few calendar months of 2026, the number of incidents and suspensions systemwide are down over 50% compared to the same period in 2025.
- We launched a website migration project that has allowed us to migrate our program calendar and allow for remote booking of library meeting and study rooms.
- We hired 7 new library staff.

For the next fiscal year, we look forward to investing time and resources to launch the new strategic projects under the goals listed in the Workplan portion of this document. For some of the projects, such as program and collections evaluations or outreach expansion, the groundwork has already begun. Because we strive to provide a diversity of services and programs, it is important that we are mindful to align our work with community needs and invest in what we can best accomplish as a library or what we can accomplish in partnership with other organizations. Some of these projects have already begun including:

- Continued migration of the website to launch the new public facing app and website design.
- Upgrading our Wi-Fi infrastructure to better accommodate increased internet traffic.
- Install solar and power backup to our Felton Library.
- Design the program for the new Teen Center at the upcoming Downtown Library.
- Establish sustained relationships with Spanish speaking community members and partner organizations to deepen Library engagement and better shape services.
- Build on work begun with our Life Literacies Center to deepen engagement with constituents who need assistance navigating and connecting with social safety net resources, including finding resources and creating a plan for partnering with a social service agency to provide onsite social worker services.
- Reviewing our organizational structure to best position ourselves to be successful in achieving our strategic goals over the next three years.
- Implement a systemwide print management solution to better manage our printing and copy service and cost recovery.
- Assess outfitting space at the Live Oak Library to house select historical collection materials from the current Downtown Library.

To help launch the above, we are proposing the use of fund balance resources to pay one-time costs associated with the following:

- \$433,747 to bolster the books and materials fund to 10% of revenue
- \$175,000 for new Downtown Library Security System
- \$95,000 for consultants to assist with the organizational model and library social worker model
- \$50,000 to implement a systemwide print management system.
- \$126,957 as SCPL’s portion of the City of Santa Cruz’s updated HR and Finance software implementation.

We are proposing using an additional \$1,296,589 from the fund balance to cover operational costs, which continues the downward trajectory of using fund balance to close that gap.

In addition to my staff colleagues in SCPL, I am grateful to the LJPA Board, the Library Advisory Commission, the Friends of the Santa Cruz Public Libraries and our partner programming organizations for the support and continued opportunity to serve as Director of Libraries for this dynamic, beloved library system.

Respectfully,

Christopher Platt
Director of Libraries



Mission – Vision – Values

Mission

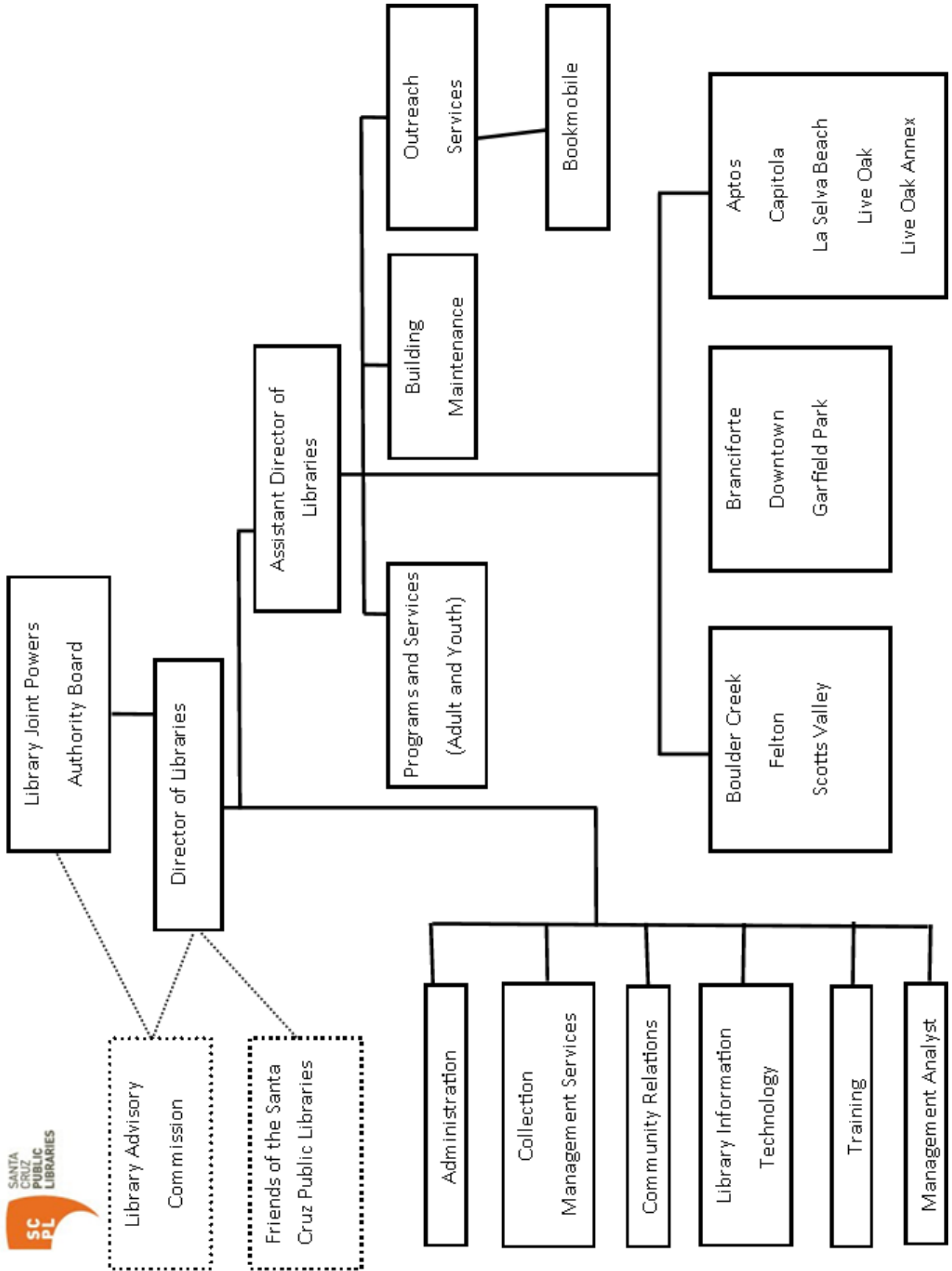
Access, Information, Connection, Inclusion

Our Vision

Transforming lives and strengthening communities

Values

Lifelong Learning
Intellectual Freedom
Public Good



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.

FY 27 Workplan & Key Performance Indicators (KPIs)

ACCESS

Improve and foster a welcoming environment at the Downtown Library. KPIs include:

- Downtown Library visits
- Downtown Library Social Worker Proposal Developed
- All staff trained in customer service, de-escalation, and trauma-informed care
- Decrease in Library incidents
- Patron and staff feedback

INFORMATION

Develop a robust and sustainable digital library. KPIs include:

- Digital circulation and patron holds ratios that serve patrons needs while remaining financially sustainable.
- An articulated strategy for the entire suite of digital materials, both circulating and reference.
- Resources for frontline staff to engage with the digital collections in work with patrons.

Evaluate physical collections for alignment and optimization. KPIs include:

- Physical circulation and patron holds ratios that serve patrons needs while remaining financially sustainable.

CONNECTION

Program priorities & alignment. KPIs include:

- Number of programs per librarian.
- Number and diversity of new programs for strategically important constituencies
- Participant feedback
- Reference service model review and implementation
- Create “propose a program” form on website

Program evaluation process. KPIs include:

- Define and articulate criteria for program outcomes
- Diversity of programs
- Program attendance and participant survey feedback

Partner collaboration enhancement. KPIs include:

- Number of active partnerships
- Partner program attendance and survey feedback
- Programs support strategically important constituencies

Future Downtown Teen Center plan. KPIs include:

- Articulated Teen program plan for the new Downtown Library to be implemented on opening

Newsletters tailored to individual interests. KPIs include:

- Newsletter open rate
- Email subscriptions
- Correlating program attendance

INCLUSION

Spanish first outreach service expansion. KPIs include:

- Update site service schedule
- New registrations/account updates at outreach sites
- Circulation of Spanish and Bilingual items at outreach sites
- Feedback from patrons, staff and partner organizations

Spanish speakers programming engagement. KPIs include:

- Spanish speaker program attendance
- Feedback from patrons, staff and partner organizations
- Enhanced or expanded program partnerships with relevant partner organizations

Spanish readers collection engagement. KPIs include:

- Spanish or bilingual materials circulation

Institutional engagement with Spanish speakers. KPIs include:

- Create Spanish speakers cultural advisory group to help inform programs, services and collections.
- Participate in relevant community engagement events

Life Literacies Center partnership expansion. KPIs include:

- Hire librarian to coordinate Life Literacies Center
- Increased number of participating partner organizations
- Increased number of hours of partner availability
- Coordination with vulnerable patrons' social worker
- Coordination of unhoused patron advisory group

Unhoused patron advisory group. KPIs include:

- Establishment of period focus group of unhoused individuals and/or related partner organizations to inform library programs and services.
- Attendance rate at related programs and services such as Life Literacies Center offerings.
- Feedback from participants and staff.

Vulnerable patrons' library-based social worker. KPIs include:

- Solicit recommendation from library social worker expert to outline need, feasibility and structure for re-implementing a library social worker based at the Downtown Library.
- Vulnerable patrons are better served, staff supported, and incidents mitigated.

TEAM CULTURE

Stronger communications = better outcomes. KPIs include:

- Staff communication and engagement satisfaction scores
- Implementation of training resources suite focusing on effective communication.
- Related training offerings from partner organizations.

Organizational assessment & refinement. KPIs include:

- Organizational consultant analysis for refinements to organizational structure to better achieve strategic goals
- Staff communication and engagement satisfaction scores



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 January 2026, all four jurisdictions approved the Fifth Amendment to the Joint Powers Agreement which is the governing document for the Santa Cruz Public Libraries. This agreement is set to expire June 30, 2032.

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 reviews programs and services and makes necessary recommendations as they pertain to the provision of these programs and services.

The Commission consists of the following Commissioners who are 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.

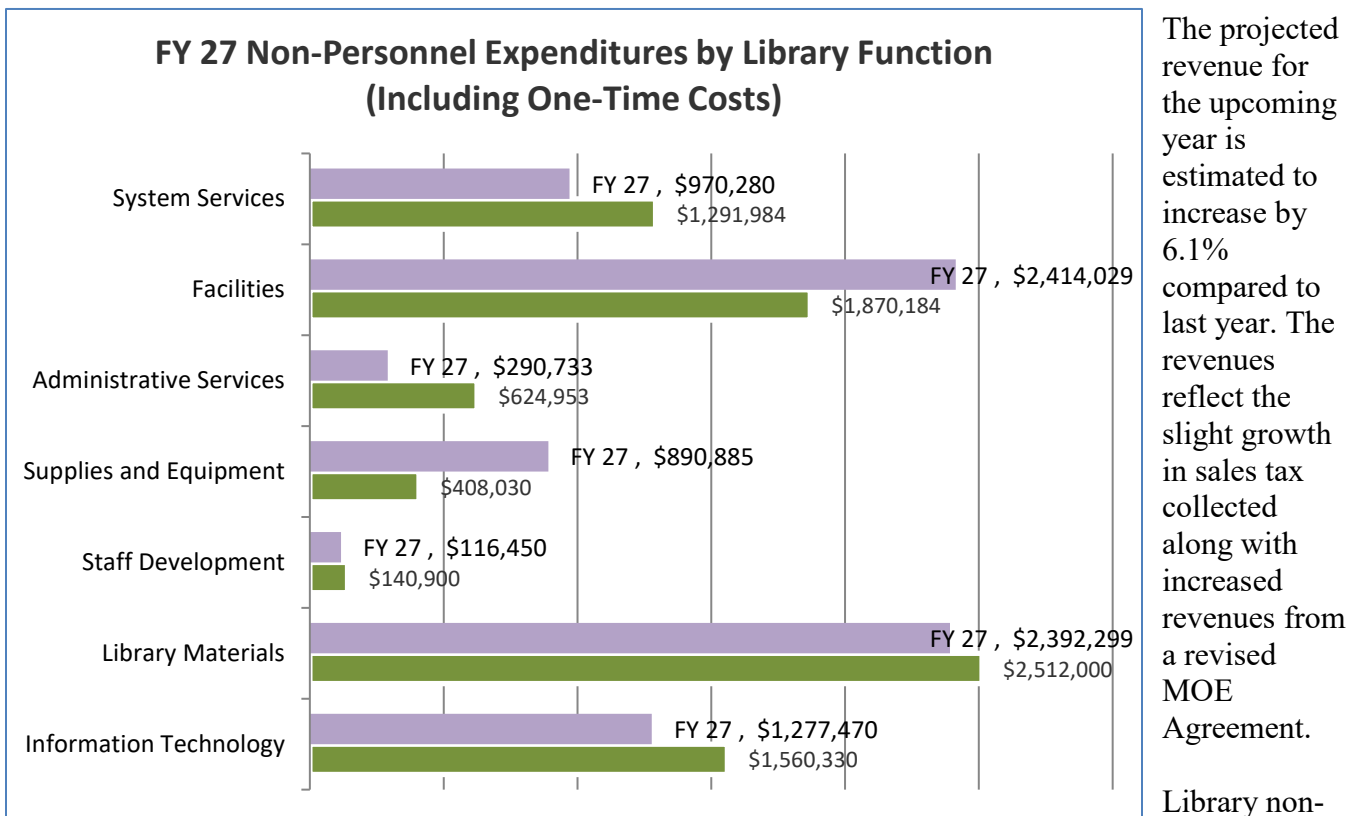
Budget

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 (Fifth Amendment to the JPA; Section 8).

Budget in Brief

The FY 27 Library Operating Budget outlines the projected income and expenditures for the upcoming year. The Library’s 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 the Library’s 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 the Library’s mission while addressing both current needs and future opportunities.



The projected revenue for the upcoming year is estimated to increase by 6.1% compared to last year. The revenues reflect the slight growth in sales tax collected along with increased revenues from a revised MOE Agreement.

Library non-personnel expenditures have increased by 14.7% 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 5.3% which captures annual merit increases, increased medical costs, and ratified MOU agreements.

SCPL’s proposed FY27 Library Operating Budget is presented as a balanced budget, made possible through the strategic use of \$2,167,050 from the uncommitted fund balance. Of this amount, \$880,704 will be used to cover one-time expenses, while \$1,295,346 will support library operating costs. This allocation ensures the library can maintain essential services and initiatives while achieving a balanced budget for the fiscal year.

	2025 Actual	2026 Adopted Budget	2026 Adjusted Budget	2026 Year End Estimate	2027 Proposed Budget	Growth/Loss	From Adjusted
Expenditures by Activity:							
Personnel Services	\$ 13,785,147	\$ 15,020,714	\$ 15,020,714	\$ 14,680,940	\$ 15,810,609	\$ 789,895	5.3%
Services, Supplies & Other Charges	\$ 3,638,035	\$ 4,762,336	\$ 4,840,549	\$ 4,807,263	\$ 5,554,060	\$ 713,511	14.7%
Books & Materials	\$ 1,033,493	\$ 1,086,088	\$ 1,730,013	\$ 1,730,013	\$ 1,823,712		5.4%
Capital Outlay	\$ 195,812	\$ 498,000	\$ 656,400	\$ 656,400	\$ -		
Intra-entity fund transfer out	\$ 54,999	\$ 23,333	\$ 23,333	\$ 23,333	\$ 23,333		
<i>Subtotal Supplies and Services</i>	<i>\$ 4,922,339</i>	<i>\$ 6,369,757</i>	<i>\$ 7,250,295</i>	<i>\$ 7,217,009</i>	<i>\$ 7,401,105</i>		
Total Expenditures	\$ 18,707,486	\$ 21,390,471	\$ 22,271,009	\$ 21,897,949	\$ 23,211,714	\$ 940,705	4.2%
Activity Resources:							
Taxes	\$ 10,564,180	\$ 10,540,417	\$ 10,540,417	\$ 10,540,417	\$ 10,736,685		1.9%
Member Contributions	\$ 8,937,842	\$ 9,653,267	\$ 9,653,267	\$ 9,653,267	\$ 10,741,391		11.3%
State/Federal/Local Grants	\$ 28,602	\$ 5,500	\$ 13,330	\$ 13,330	\$ 4,435		
Fines and Forfeits	\$ 38,221	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000		
Donations & Trusts	\$ 59,779	\$ 141,844	\$ 141,844	\$ 149,244	\$ 134,590		
Other Financing Sources	\$ 667,373	\$ 288,819	\$ 292,300	\$ 300,885	\$ 287,267		
Total Resources	\$ 20,295,997	\$ 20,641,847	\$ 20,653,158	\$ 20,689,643	\$ 21,916,368	\$ 1,263,210	6.1%
Sub Total Operational Savings or (Cost)	\$ 1,588,511	\$ (748,624)	\$ (1,617,851)	\$ (1,208,306)	\$ (1,295,346)		
One Time Costs:							
Books and Materials Increase	\$ 395,820	\$ 394,087	\$ 394,087	\$ 394,087	\$ 433,747		
Digital Resources		\$ 250,000	\$ 250,000	\$ 250,000			
Consultant for Organizational Model & Social Worker Consultant					\$ 95,000		
Consultant for Archival Collection Generator for System Back Up	\$ 150,000						
New Downtown Security System					\$ 175,000		
New ERP System		\$ 604,073	\$ 604,073	\$ 604,073	\$ 126,957		
Print Management Software					\$ 50,000		
Strategic/Work Plan	\$ 75,000						
R.F.I.D. Consultant	\$ 20,000						
Web Migration	\$ 45,000						
Wireless Infrastructure		\$ 200,000	\$ 200,000	\$ 200,000			
<i>Subtotal One Time Costs</i>	<i>\$ 685,820</i>	<i>\$ (1,448,160)</i>	<i>\$ (1,448,160)</i>	<i>\$ (1,448,160)</i>	<i>\$ (880,704)</i>		
<i>Fund Balance Applied to Operations & One Time Costs</i>		\$ 2,196,784	\$ 3,066,011	\$ 2,656,466	\$ 2,176,050		
Total	\$ 1,588,511	\$ -	\$ -	\$ -	\$ -		
Committed Fund Balance (20% Reserve)	\$ 3,977,403			\$ 4,105,414	\$ 4,355,469		
Uncommitted Fund Balance	\$ 8,507,449			\$ 5,850,983	\$ 3,674,933		
Equipment Reserve	\$ 867,447			\$ 890,780	\$ 914,113		
Total Fund Balance	\$ 12,484,852			\$ 10,847,177	\$ 8,944,515		
Trust Balances							
						\$ 230,000	
Clays	\$ 18,350					\$ 15,600	
Finkeldey	\$ 9,230					\$ 337,700	
Leet-Corday	\$ 105,500					\$ 278,250	

Personnel Authorization

	FY 24	FY 25	FY 26	FY 27 Proposed
Accounting Assistant I	1.50	1.00		
Accounting Assistant II		1.00	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	3.30	2.50	2.50
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	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	22.00	23.00	25.00	26.00
Librarian III	4.00	5.00	4.00	4.00
Library Assistant II	44.625	44.625	47.625	47.625
Library Assistant III	11.00	12.00	12.00	12.00
Library Assistant IV	2.00	2.00	2.00	2.00
Library Information Specialist	4.00	4.00	3.00	2.00
Library IT Manager	1.00	1.00	1.00	1.00
Library Specialist	2.00	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		
Systems Coordinator	1.00			
FTE Total	112.825	115.825	117.025	117.025

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.

Budget Development Revenue Balances

Title	FY 2025 Actual	FY 2026 Ado Budget	FY 2026 Adj Budget	FY 2026 Year End Estimate	2027 Proposed
Sales and use tax	\$ 10,564,180	\$ 10,540,417	\$ 10,540,417	\$ 10,540,417	\$ 10,736,685
Maintenance of effort contributions	\$ 8,937,842	\$ 9,653,267	\$ 9,653,267	\$ 9,653,267	\$ 10,741,391
State operating grants and contributions	\$ 28,602	\$ 5,500	\$ 13,330	\$ 13,330	\$ 4,435
Library fines	\$ 38,221	\$ 12,000	\$ 12,000	\$ 32,500	\$ 12,000
Donations - library	\$ -	\$ 13,100	\$ 13,100	\$ 20,500	\$ 13,100
Donations - library - Friends of the Lib	\$ 59,779	\$ 112,423	\$ 112,423	\$ 112,423	\$ 109,300
From Library Private Trust Fund	\$ (4,147)	\$ 16,321	\$ 16,321	\$ 16,321	\$ 12,190
Other federal revenues	\$ 93,066	\$ 90,000	\$ 90,000	\$ 90,000	\$ 90,000
Room rentals-library JPA	\$ -	\$ 4,640	\$ 4,640	\$ -	\$ -
Pooled cash and investment interest	\$ 426,028	\$ 125,000	\$ 128,481	\$ 128,481	\$ 125,000
Interest earnings - other	\$ 68,804	\$ 64,679	\$ 64,679	\$ 64,679	\$ 65,767
Miscellaneous operating revenue	\$ 3,263	\$ 4,500	\$ 4,500	\$ 4,500	\$ 6,500
Recovery of prior year expenses	\$ -	\$ -	\$ -	\$ 13,225	\$ -
From Carbon Reduction Fund	\$ 7,000	\$ -	\$ -	\$ -	\$ -
Libraries parcel tax	\$ 73,359	\$ -	\$ -	\$ -	\$ -
Total	\$ 20,295,997	\$ 20,641,847	\$ 20,653,158	\$ 20,689,643	\$ 21,916,368

Library Operating Expenditures

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 45% for the physical collection and 55% 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 27 non-personnel operating expenditures are 13.4% higher than last year.

Line item increases greater than \$10K:

- **Building O& M**

The former capital outlay budget line item was moved to building O & M to align more closely to the expenditures being applied to costs associated with repairs and maintenance to library facilities. This line also represents the onetime costs for the new Downtown Library Security System.

Increased Line Item: \$541,125

- **Software Maintenance**

SCPL's ILS 5-year contract price increased costs from the previous contract. The Library also plans to implement print service software to help the staff manage patron print jobs at all 10 branches.

Increased Line Item: \$111,650

- **Vehicle Lease-Outside**

The Library will be retiring a few vehicles this year and their replacements will be leased vehicles offered through the City's negotiated vehicle lease contract.

Increased Line Item: \$77,000

- **Electricity**

SCPL is estimating increased electricity costs to run the 10 branches, 1 annex, and 1 headquarter facility. This estimate includes the increased open hours approved earlier this year.

Increased Line Item: \$32,680

Budget Development Expenditure Balances

Title	FY 2025 Actual	FY 2026 Ado Budget	FY 2026 Adj Budget	FY 2026 Year End Estimate	FY 2027 Dept Request
Claims management services - outside	\$ 8,473	\$ 8,950	\$ 8,950	\$ 8,950	\$ 8,950
Financial services - outside	\$ 586,652	\$ 613,875	\$ 613,875	\$ 613,875	\$ 814,650
Medical services	\$ 198	\$ -	\$ -	\$ 348	\$ -
Security patrols - City Hall	\$ -	\$ 173,475	\$ 173,475	\$ 173,475	\$ 175,000
Merchant bank fees	\$ 458	\$ 650	\$ 650	\$ 650	\$ 650
Courier services	\$ 1,719	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
Other professional & technical services	\$ 80,095	\$ 265,000	\$ 311,909	\$ 311,909	\$ 167,250
Water, sewer and refuse	\$ 110,512	\$ 134,460	\$ 134,460	\$ 134,460	\$ 134,460
Hazardous materials disposal	\$ -	\$ 50	\$ 50	\$ 50	\$ 50
Janitorial services	\$ 496,394	\$ 540,180	\$ 540,180	\$ 540,180	\$ 550,180
Equip annual inventory charge - internal	\$ 5,605	\$ 5,670	\$ 5,670	\$ 3,780	\$ 7,010
Vehicle work order charges - internal	\$ 16,129	\$ 13,000	\$ 13,000	\$ 8,000	\$ 15,685
Vehicle fuel island charges - internal	\$ 21,193	\$ 25,366	\$ 25,366	\$ 18,916	\$ 23,935
Vehicle pool car charges - internal	\$ 438	\$ 500	\$ 500	\$ 500	\$ 500
Office equipment operation/maint	\$ 1,676	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000
Vehicle maintenance costs - outside	\$ 1,411	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500
Other equipment operation/maintenance	\$ 38,520	\$ 15,000	\$ 15,000	\$ 19,118	\$ 20,400
Building and facility o & m - outside	\$ 339,304	\$ 222,971	\$ 246,785	\$ 252,600	\$ 589,096
Landscaping maintenance services	\$ 45,921	\$ 77,850	\$ 77,850	\$ 77,850	\$ 77,850
Software maintenance services	\$ 395,559	\$ 600,531	\$ 547,070	\$ 547,070	\$ 608,720
Hardware maintenance services	\$ 4,460	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
Equipment, building and land rentals	\$ 240,978	\$ 282,248	\$ 240,484	\$ 282,248	\$ 237,285
Vehicle lease - outside	\$ -	\$ -	\$ -	\$ -	\$ 77,000
Equipment lease-outside	\$ 25,892	\$ 28,000	\$ 28,000	\$ 28,000	\$ 30,000
Travel and meetings	\$ 2,736	\$ 5,450	\$ 5,450	\$ 5,400	\$ 9,500
Training	\$ 50,193	\$ 135,450	\$ 135,450	\$ 135,450	\$ 106,950
Telecommunications service - outside	\$ 159,097	\$ 348,260	\$ 391,403	\$ 391,403	\$ 336,500
Liability insurance/surety bonds-interna	\$ -	\$ 43,170	\$ -	\$ -	\$ -
Liability insurance/surety bonds-outside	\$ 120,435	\$ 123,000	\$ 123,000	\$ 43,170	\$ 123,000
Advertising	\$ 11,023	\$ 39,200	\$ 39,200	\$ 39,200	\$ 47,800
Dues and memberships	\$ 37,165	\$ 42,050	\$ 42,050	\$ 42,050	\$ 42,300
Printing and binding-outside	\$ 12,645	\$ 33,100	\$ 33,100	\$ 33,100	\$ 33,200
Postage charges	\$ 10,542	\$ 9,500	\$ 9,500	\$ 9,500	\$ 9,500
Office supplies	\$ 14,690	\$ 30,300	\$ 30,300	\$ 30,300	\$ 30,400
Safety clothing and equipment	\$ 7,289	\$ 20,950	\$ 20,950	\$ 20,950	\$ 27,400
Copier supplies	\$ 9,942	\$ 8,530	\$ 8,530	\$ 12,730	\$ 15,500
Library functional supplies	\$ 119,251	\$ 135,900	\$ 135,900	\$ 135,900	\$ 132,840
Janitorial supplies	\$ 38,532	\$ 50,500	\$ 50,500	\$ 50,000	\$ 51,000
Software licenses	\$ -	\$ -	\$ 53,461	\$ 53,461	\$ 53,461
Electricity	\$ 344,803	\$ 398,200	\$ 393,075	\$ 399,075	\$ 430,755
Natural gas	\$ 44,439	\$ 40,750	\$ 42,875	\$ 38,075	\$ 44,353
Office furniture/equipment - non capital	\$ -	\$ -	\$ -	\$ -	\$ 18,000
Computer equipment - non capital	\$ -	\$ -	\$ -	\$ -	\$ 180,000
Miscellaneous supplies and services	\$ 223,532	\$ 255,750	\$ 265,750	\$ 268,740	\$ 288,430
Capital outlay expensed (periods 13/14)	\$ 944	\$ -	\$ -	\$ -	\$ -
Loans and grants	\$ 8,467	\$ -	\$ 42,280	\$ 42,280	\$ -
Refunded fees and fines	\$ 725	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
Subtotal: Services, Supplies and Other Charges	\$ 3,638,036	\$ 4,762,336	\$ 4,840,549	\$ 4,807,263	\$ 5,554,060
Books and periodicals	\$ 1,015,430	\$ 1,068,438	\$ 1,712,363	\$ 1,712,363	\$ 1,805,277
Books and periodicals-grants & donations	\$ 18,062	\$ 17,650	\$ 17,650	\$ 17,650	\$ 18,435
Subtotal: Books and Materials	\$ 1,033,492	\$ 1,086,088	\$ 1,730,013	\$ 1,730,013	\$ 1,823,712
Office furniture/equipment	\$ 9,942	\$ 18,000	\$ 18,000	\$ 18,000	\$ -
Vehicle equipment	\$ 1,104	\$ -	\$ -	\$ -	\$ -
Computer equipment	\$ 83,557	\$ 180,000	\$ 180,000	\$ 180,000	\$ -
Other capital outlay	\$ 101,209	\$ 300,000	\$ 458,400	\$ 458,400	\$ -
Subtotal: Capital Outlay	\$ 195,811	\$ 498,000	\$ 656,400	\$ 656,400	\$ -
Intra-entity fund transfer out	\$ 54,999	\$ 23,333	\$ 23,333	\$ 23,333	\$ 23,333
Subtotal: Supplies and Services	\$ 4,922,339	\$ 6,369,757	\$ 7,250,295	\$ 7,217,009	\$ 7,401,105
Books and Materials Increase	\$ 395,820	\$ 394,087	\$ 394,087	\$ 394,087	\$ 433,747
Consultant for Organization Model & Social Worker Consultant				\$	\$ 95,000
Digital Resources		\$ 250,000	\$ 250,000	\$ 250,000	
Generator for System Back Up	\$ 150,000				
New Downtown Security System				\$	\$ 175,000
New ERP System		\$ 604,073	\$ 604,073	\$ 604,073	\$ 126,957
Print Management Software				\$	\$ 50,000
R.F.I.D. Consultant	\$ 20,000				
Strategic/Workplan	\$ 75,000				
Web Migration	\$ 45,000				
Wireless Infrastructure		\$ 200,000	\$ 200,000	\$ 200,000	
Subtotal: One Time Costs	\$ 685,820	\$ 1,448,160	\$ 1,448,160	\$ 1,448,160	\$ 880,704
Total	\$ 5,608,159	\$ 7,817,917	\$ 8,698,455	\$ 8,665,169	\$ 8,281,809

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:

- COLAs from ratified MOUs are incorporated
- Updated PERS rates
- Vacant positions are budgeted at an employee-only for health plans
- Medical costs have a 5.5% increase embedded

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 27 temporary budget includes services for the following operations and programs in the library:

- \$402,533 for Library Aide hours at the branches.
- \$81,411 for Library Aide hours for system functions including outreach.
- \$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 27 Proposed Personnel Changes

No personnel changes are being requested.

Budget Development Personnel Balances

Title	FY 2025 Actual	FY 2026 Ado Budget	FY 2026 Adj Budget	FY 2026 Year End Estimate	FY 2027 Dept Request
Regular full time	\$ 7,472,040	\$ 8,142,535	\$ 8,142,535	\$ 7,500,000	\$ 8,814,494
Regular part time	\$ 1,217,785	\$ 1,842,565	\$ 1,842,565	\$ 1,500,000	\$ 1,756,858
Overtime	\$ 2,625	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
Termination pay	\$ 38,004	\$ -	\$ -	\$ 14,030	\$ 40,000
Temporary	\$ 603,037	\$ 622,966	\$ 622,966	\$ 622,966	\$ 649,351
Other pay	\$ 4,078	\$ -	\$ -	\$ 5,189	\$ -
Special vacation pay	\$ 16,807	\$ -	\$ -	\$ 14,958	\$ -
Special sick leave pay	\$ 808	\$ -	\$ -	\$ 123	\$ -
Vehicle-phone-data allowance	\$ 1,253	\$ 3,828	\$ 3,828	\$ 3,828	\$ 1,284
Vacancy adjustment	\$ -	\$ (907,372)	\$ (907,372)	\$ -	\$ (952,604)
Retirement contribution	\$ 608,419	\$ 631,820	\$ 631,820	\$ 620,000	\$ 748,345
F.I.C.A.	\$ 29,492	\$ 56,566	\$ 56,566	\$ 35,000	\$ 64,937
PERS unfunded liability	\$ 1,707,564	\$ 1,727,883	\$ 1,727,883	\$ 1,610,000	\$ 1,601,592
PERS prepay adjustment	\$ (314,143)	\$ -	\$ -	\$ -	\$ -
PERS retirement adjustment	\$ (40,246)	\$ -	\$ -	\$ -	\$ -
Group health insurance	\$ 1,796,479	\$ 2,164,224	\$ 2,164,224	\$ 2,050,000	\$ 2,462,634
Group dental insurance	\$ 95,179	\$ 98,799	\$ 98,799	\$ 98,799	\$ 102,197
Vision insurance	\$ 16,256	\$ 17,035	\$ 17,035	\$ 17,035	\$ 18,208
Medicare insurance	\$ 134,027	\$ 136,820	\$ 136,820	\$ 136,820	\$ 151,968
Employee assistance program	\$ 4,456	\$ 4,773	\$ 4,773	\$ 4,773	\$ 4,980
Group life insurance	\$ 2,033	\$ 2,127	\$ 2,127	\$ 2,127	\$ 2,290
Disability insurance	\$ 55,736	\$ 91,546	\$ 91,546	\$ 91,546	\$ 94,376
SDI	\$ 100,311	\$ 109,647	\$ 109,647	\$ 80,000	\$ 82,644
Unemployment insurance	\$ 88,818	\$ 91,207	\$ 91,207	\$ 90,000	\$ -
Workers' compensation	\$ 144,331	\$ 178,745	\$ 178,745	\$ 178,745	\$ 162,059
Total	\$ 13,785,147	\$ 15,020,714	\$ 15,020,714	\$ 14,680,940	\$ 15,810,613

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	0.900
Administrative Assistant II	106-008	SEIU	1.000
Administrative Assistant II	106-009	SEIU	1.000
Assistant Director of Libraries	830-001	Mid Mgmt	1.000
Bookmobile Library Assistant II	284-002	SEIU	1.000
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	350-002	Supervisor	1.000
Information Tech Specialist I/II	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-Tel Info Supervisor	750-012	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	750-033	Mid Mgmt	1.000
Librarian I/II	750-034	Mid Mgmt	1.000
Librarian I/II	750-035	Mid Mgmt	1.000
Librarian I/II-Adult Librarian	750-036	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	0.750
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	0.750
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	283-069	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	1.000
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	283-xxx	SEIU	0.750
Library Assistant II	283-xxx	SEIU	0.500
Library Assistant II	283-xxx	SEIU	0.750
Library Assistant II	283-xxx	SEIU	1.000
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

Position Title	Position No.	Union	Library FTE
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
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	285-003	SEIU	1.000
Library Information Specialist	285-004	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
Service Field Crew Leader	330-011	Supervisor	
			117.025

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.

Appendix C: Library Vehicle List

Library FY 27 Vehicle Replacement Schedule							
City #	Department	Description	License Plate	Replacement Cost	Year Acquired	Year of Replacement	Savings Need/Yr to Meet Replacement Date
151	Outreach	Ford Transit Connect	1658355		2022	2032-33	
178	Outreach	Ford Escape Hybrid	1408320		2015	2024-25	
434	Courier	Ford Transit	1520583		2020	2030-31	
527	Bldg Maint	Ford Transit	1408340		2015	2024-25	
528	Bldg Maint	Ford F350 Truck	1654593		2022	2032-33	
529	Bldg Maint	Ford Transit	1520774		2019	2029-30	
531	Outreach	Freightliner	1436091	\$350,000	2016	2030-31	\$23,333
546	LIT	Ford Transit	1496547		2018	2028-29	
	Programs	Pedal Library			2016		
279	Bldg Maint	Trailer	1488912		2016		
							\$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 27
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
Flash drive 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	50	46	closed	closed	closed
Boulder Creek	46	46	46	closed	closed
Branciforte	46	46	46	closed	closed
Capitola	50	46	50	47	47
Downtown	50	50	50	46	46
Felton	50	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	50	46	46	closed	25
Total	472	456	414	200	225

Appendix F: History of Collection Spending

Fiscal Year	Physical Expenditures	Digital Expenditures
FY 26	45.0%	55.0%
FY 25	55.0%	45.0%
FY 24	56.6%	42.8%
FY 23	57.7%	42.3%
FY 22	64.7%	35.3%

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

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



STAFF REPORT

DATE: June 4, 2026
TO: Library Joint Powers Authority Board
FROM: Christopher Platt, Library Director
RE: Endowment Fund Information Report

RECOMMENDATION

Accept and file this report. Information only.

BACKGROUND

At the February meeting of the LJPA, staff were requested to compile a brief on how endowments work in the public library space. Below is information on how endowments are typically structured, issues to consider, and select examples. Some of this information is sourced from research the Friends of Santa Cruz Public Libraries undertook in their investigation of endowments earlier this calendar year.

Definition:

An endowment is a financial gift to a non-profit organization in which the principal is invested and kept intact over time while a “prudent” percentage the income of the investment is used each year to fund a charitable contribution to educational or cultural institutions and service-oriented organizations. In California, endowments are governed under UPMIFA (“Uniform Prudent Management of Institutional Funds Act”) which provides rules for how the non-profit should invest funds, how much can be spent each year, and for what purpose. California’s UPMIFA includes a provision stating that an appropriation of greater than 7% of the fair market value of the endowment (based on a 3-year average) is “presumptively imprudent.” Typical spending rates fall in the 4-6% rate annually. Investment earnings in excess of this are typically reinvested for the endowment.

Purpose in public libraries:

Endowments are typically constructed with a specific funding purpose in mind, designated by the donor. They can be unrestricted or restricted. For public libraries, they are typically used to fund unique programs, including positions, beyond the basic operational needs of the library. In other words, they are not used to ‘keep the lights on’, rather they are used to fund efforts like early literacy work, adult programs, technology programs and equipment, and the supplies and staff associated with those activities. Other endowments may fund infrastructure maintenance of buildings themselves. By providing a dedicated, predictable amount of money each year, they can effectively relieve budget stressors on other areas of the organization or provide sustainability in launching new initiatives.

Issues for the non-profit to consider:

Endowments in public libraries are typically managed by an associated Friends or Foundation 501(c)3 non-profit. The law governing endowments is complex and because they are restricted in nature-the bulk of the principal being tied up for investing-it is important that the non-profit be robust enough to manage it and the size of the endowment be worth the effort as opposed to other forms of financial donations (trusts, bequests, etc.). The non-profit needs to have enough operating reserves of its own outside the endowment as the principal cannot be used as an emergency fund for its own operations.

Because the nature of a fundraising non-profit is to move funds raised for a purpose to the library to deliver on that purpose, the non-profit will want to regularly demonstrate monies moving to the supported library to be expended. This is a crucial aspect of ongoing fundraising, showing to prospective donors that the non-profit is active and consistently working toward its purpose. If too much of the organization's finances are in an endowment, with a significant portion sitting "on the books" year in and year out with only a 4-6% draw annually, it may negatively impact fundraising. This is another reason why the size of an endowment is an important consideration. The annual draw needs to be large enough to have meaningful programmatic impact that justifies the amount tied up in principal in perpetuity.

Examples of recent endowments in public libraries:

- *Los Altos Library Endowment* (501(c)3) – For facilities and outreach vehicles. Approximately \$8.7M that recently funded \$335,500 for a library patio expansion project.
- *Darien Public Library, Darien, CT* (itself a 501(c)3) – *Suzanne McGraw Children's Librarian Endowment* – funds a permanent children's librarian position. Approximately \$2.2M fully funds salary, benefits and other expenses of one full-time professional librarian specializing in early literacy.
- *New York Public Library, NY, NY* (itself a 501(c)3) – *Pasculano Family endowment* to permanently endow adult education programs including English language learning, workforce development, digital tech literacy, and more. \$50M (across multiple locations).
- *Friends of the San Francisco Public Library* (501(c)3)– Among other things oversees 5 restricted endowment funds totaling \$5,279,737 in FY25 to support programs and services. In FY25 the total appropriation of endowment funds for expenditures was \$198,694.

Sources:

<https://www.investopedia.com/terms/e/endowment.asp>

<https://www.adlercolvin.com/wp-content/uploads/2017/12/An-Introduction-to-the-Law-of-Endowments.pdf>

<https://www.councilofnonprofits.org/running-nonprofit/fundraising-and-resource-development/endowments>

<https://www.lalendow.org/about>

<https://www.darienlibrary.org/suzanne-mcgraw-librarian>

<https://www.nypl.org/press/lynne-and-richard-pasculano-create-50-million-endowment-new-york-public-library>

<https://www.friendssfpl.org/financials.html>

Prepared by: Christopher Platt, Library Director

Reviewed by: Christopher Platt, Library Director