

Chair Carlos Palacios
Vice Chair Jamie Goldstein
Board Member Martin Bernal
Board Member Tina Shull



**SANTA CRUZ CITY/COUNTY LIBRARIES
JOINT POWERS AUTHORITY BOARD
REGULAR MEETING**

**[IMMEDIATELY FOLLOWING THE SANTA CRUZ LIBRARIES
FACILITIES FINANCING AUTHORITY (LFFA)]**

THURSDAY JUNE 6, 2019

6:00 P.M.

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

**CLOSED SESSION –
IMMEDIATELY FOLLOWING THE REGULAR MEETING**

An announcement regarding the items to be discussed in Closed Session will be made prior to the Closed Session. Members of the public may, at this time, address the Board on closed session items only. There will be a report of any final decisions during the next Open Session Meeting.

[Cal. Govt. Code §54957.6] Labor Negotiations
Joint Powers Authority Board's Contract Discussion with the Library Director

1. CALL TO ORDER / ROLL CALL

Board Members Jamie Goldstein, Carlos Palacios, Martin Bernal and Tina Shull

2. PRESENTATIONS

3. ADDITIONAL MATERIALS

Additional information submitted after distribution of the agenda packet.

4. ADDITIONS AND DELETIONS TO AGENDA

5. ORAL COMMUNICATION

Any member of the audience may address the Board on any matter either on or off the agenda that is within the Board's jurisdiction. Note, however, that the Board is not able to undertake extended discussion or act on non-agendized items. Such items can be referred to staff for appropriate action which may include placement on a future agenda. If you intend to address a subject that is on the Agenda, please hold your comments regarding that item until it is before the Board so that we may properly address all comments on that subject at the same time. In general 3 minutes will be permitted per speaker during Oral Communication; A MAXIMUM of 30 MINUTES is set aside for Oral Communications at this time.

6. REPORT BY LIBRARY DIRECTOR

A. Library Director's Report – June 2019 (PG.5-8)

7. REPORT BY FRIENDS OF THE SANTA CRUZ PUBLIC LIBRARIES

A. Friends of SCPL – Report (oral)

8. REPORT BY LIBRARY ADVISORY COMMISSION (LAC)

A. Commissioners' Report (oral)

9. COMMENTS BY BOARD MEMBERS

10. CONSENT CALENDAR

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

- A. Minutes of May 2, 2019
RECOMMENDED ACTION: Approve Minutes. (PG.9-11)
- B. Articles about Santa Cruz Public Libraries.
RECOMMENDED ACTION: Receive Articles. (PG.12-34)
- C. Library Financial Dashboard Report – March
RECOMMENDED ACTION: Receive Report. (PG.35-48)
- D. 2018/19 3rd Qtr. Library Sales Tax Revenue Update
RECOMMENDED ACTION: Accept Report (moved from LFFA agenda) (PG.48A – 48B)

11. 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.

- A. FY 2019-2020 Draft Budget
RECOMMENDED ACTION: Approve revised Draft Budget FY 19/20 (PG.49-55)
- B. Confidentiality of Library Records and Patron Data Privacy Policy
RECOMMENDED ACTION: Approve Policy (PG.56-63)
- C. Collection Development Policy
RECOMMENDED ACTION: Review Collection Development Policy (PG.64-81)
- D. Library Security Cameras Policy
RECOMMENDED ACTION: Review Library Security Cameras Policy (PG.82-84)
- E. La Selva Beach Library Lease Agreement and Sub-Lease
RECOMMENDED ACTION: Approve LSB Library Lease Agreement (PG.85-108)

12. SCHEDULED UPCOMING MEETINGS

August 1, 2019	Downtown Branch Library	Upcoming Agenda Items:
At 9:00 am	224 Church Street, Santa Cruz, CA 95060	Approve Collection Development Policy
		Approve Library Security Cameras Policy

13. ADJOURNMENT TO CLOSED SESSION

An announcement regarding the items to be discussed in Closed Session will be made prior to the Closed Session. Members of the public may, at this time, address the Board on closed session items only. There will be a report of any final decisions during the next Open Session Meeting.

[Cal. Govt. Code §54957.6] Labor Negotiations
Joint Powers Authority Board's Contract Discussion with the Library Director

LJPA
June 6, 2019

Adjourned to a Closed Session of the Library Joint Powers Authority Board immediately following the public meeting and then to the next regular meeting of the LJPA to be held on Thursday August 1, 2019 at 9:00 a.m. [immediately following the LFFA meeting] at the Downtown Branch Library, located at 224 Church Street, Santa Cruz, CA 95060.

The Santa Cruz City-County Library System does not discriminate against persons with disabilities. Out of consideration for people with chemical sensitivities, we ask that you attend fragrance free. Upon request, the agenda can be provided in a format to accommodate special needs. Additionally, if you wish to attend this public meeting and will require assistance such as an interpreter for American Sign Language, Spanish, or other special equipment please call the Library Administration Office at (831)427-7706 at least five days in advance so that we can arrange for such special assistance, or email library_admin@santacruzpl.org.

June 2019

Library Director's Report to the JPAB

Staffing

No changes

Library

SCPL's 2019 Summer Reading Program, *A UNIVERSE OF STORIES*, begins June 1st and runs through August 10th. The entire program has been revamped to be more inclusive and to put an even greater focus on reading. Studies have shown that reading just 5 books over the summer can significantly reduce Summer Slide – a term for the learning loss experienced over the summer school break. SCPL will offer 3 kickoff events around the area to celebrate. This year SCPL has a new online platform for families and individuals to track their reading over the summer. The platform allows readers to add reviews and claim reward. It also includes a mobile app. Paper reading logs are available to those who prefer to track their reading that way.

Regional Manager for East County Libraries, Heather Norquist, won an award for her continuing responsiveness to the needs of special education students who visit the Live Oak Branch Library. This honor was presented by the Santa Cruz County Office of Education (SCCOE) Special Education Local Plan Area in Santa Cruz.



Library Advisory Commission

The Commission reviewed the Confidentiality of Library Records policy, the Security Cameras policy and the Collection Development Policy. They reviewed the 2019-20 Library Budget request.

Friends

A small group of Friends has completed a strategic plan and identified committees to begin work on their objectives. The plan includes improving the Friends infrastructure through MOU's, base level funding, and strengthening the Board. They are also developing a major gifts committee and program and a book donations and sales committee.

The Aptos Library was honored to become the first Santa Cruz Public Library location to be selected as an Envirotokens recipient, one of New Leaf Markets charitable giving and community programs.

Toddler Time • Early Literacy activities for ages 0-3

- Monday 10am Live Oak
- Tuesday 10am Branciforte
- Thursday 10am Aptos
- Thursday 10am Scotts Valley
- Friday 10am Downtown
- Monday 10am Garfield Park
- Tuesday 10:30am Scotts Valley
- Wednesday 11am Live Oak
- Friday 10am Downtown
- Aptos
- La Selva Beach
- Boulder Creek
- Los Lunas
- 5:30pm Live Oak

Kids & Teens Ongoing Programs

- Monday 2:30-4pm Downtown
- Tuesday 2-4pm Scotts Valley
- Thursday 3-4:30pm Boulder Creek
- Saturday 11am-4pm Branciforte
- Saturday 11am-1pm Garfield Park
- Saturday 1:30-4:30pm La Selva Beach
- 1st Saturday 1-3pm Aptos
- Sunday 1-4:30pm Live Oak

- Tuesday 10:30am Family Stories & Activities • all ages
- Wednesday 10:30am
- Wednesday 11am
- Los Lunas 5:30pm

- Arts & Crafts • (all ages)
 - Tuesday 2:30-4pm Downtown
 - Wednesday 2-4pm Scotts Valley
 - Thursday 3-4:30pm Boulder Creek
 - Saturday 11am-4pm Branciforte
 - Saturday 11am-1pm Garfield Park
 - Saturday 1:30-4:30pm La Selva Beach
 - 1st Saturday 1-3pm Aptos
 - Sunday 1-4:30pm Live Oak

***R.E.A.D. Reach Every Amazing Detail** One-on-one reading comprehension help for grades 2 - 12 by appointment only: 831-427-7717 or pro@santacruzpl.org

STEM/STEAM

- Wednesday 3-5pm Downtown
- Wednesday 3-5pm La Selva Beach
- Wednesday 3-5pm
- Wednesday 3-5pm
- Wednesday 3-4:30pm Live Oak
- Wednesday 3-4:30pm
- Thursday 2-4pm Aptos
- Thursday 2-4pm La Selva Beach
- Thursday 2-4pm July 11-July 25
- Friday 3-4:30pm Branciforte

LEGO CLUBS Ages 7+

- 1st & 3rd Tuesday 3:15-4:45pm Scotts Valley
- Tuesday 3:30-5pm Boulder Creek

CHESS CLUBS Ages 6-18

- Tuesday 3:30-4:30pm Aptos
- Saturday 2-3:30pm Downtown (except 1st Sat.)
- Saturday 3:30-5pm Scotts Valley

MAKE & Explore

- Friday 2-4pm Children's Museum of Discovery
- Friday 2-4pm Read to a therapy animal by appointment. To register, email tales@tails@santacruzpl.org or call 831-427-7717.
- 1st & 3rd Monday 3:30-4:30pm Aptos
- 2nd & 4th Wednesday 3:30-4:30pm Boulder Creek
- 2nd & 4th Saturday 2:40-3:40pm Branciforte
- 1st & 3rd Friday 10-11:30am Downtown
- 2nd & 4th Thursday 3-4pm Felton
- 1st & 3rd Friday 4-5:30pm Garfield Park
- 1st & 3rd Friday 3-4pm La Selva Beach
- 2nd & 4th Tuesday 3:30-4:30pm Live Oak
- 2nd & 4th Tuesday 4-5pm Scotts Valley

ONGOING PROGRAMS

SUMMER library programs run June 1-July 31st. MOST PROGRAMS will break in AUGUST. Please check the online calendar for details.

Teens & Adults

- Arts & Crafts
 - Monday Knitting Live Oak
 - Monday Knitting Scotts Valley
 - 1st & 3rd Wed Ribbon Arts Guild 10am-1pm Scotts Valley
 - 1st Saturday Arts & Crafts Workshop 2-4pm Scotts Valley
- Book Discussion Groups
 - 1st Wednesday Capitola Group 10-11am Aptos
 - 3rd Wednesday Branciforte Group 1:30-2:30pm Branciforte
 - 3rd Wednesday Evening Nonfiction 6-7pm La Selva Beach
 - 4th Wednesday Reading/Redwoods 6:15-7:30pm Felton
 - 2nd Thursday Adult 18+ Group 10:30-11:30am La Selva Beach
 - 2nd Thursday Coed Challenging Chapters 1-2:30pm Aptos
 - 3rd Thursday Boulder Creek 11am-12pm Boulder Creek
 - 4th Thursday Passionate Readers 10:30-11:30am La Selva Beach
 - Last Thurs Genre Book Group 7-8:30pm Scotts Valley
 - 2nd Friday Live Oak Group 2-3pm Live Oak
- Community Poetry Circle
 - 1st Saturday 10am-12pm Downtown
 - 2nd Saturday 1-3pm Aptos
 - 3rd Saturday 2-4pm Scotts Valley
- Games
 - 1st & 3rd Wed Board in the Library 6:30-8:30pm Scotts Valley
 - 2nd & 4th Sat Board in the Library 12-5pm Scotts Valley
 - Thursday Trivia on Tap 6-7pm Steel Bonnet Brewing Co. SV
- Genealogy
 - Genealogical Society Lectures 1st Tue 1-3pm Downtown
 - Genealogy Research Group 3rd Wed 10:30am-12pm La Selva Beach
- Movies
 - Movie Discussion Club 3rd Tue 1-2pm La Selva Beach
 - Hidden Gems Film Club 4th Tue 6-8pm Aptos
 - Indie/Documentaries 1st Wed 5:30-7pm La Selva Beach
 - Movie Matinée 4th Fri 10am-12pm La Selva Beach
- One-on-One Tech Tutoring
 - Sunday 1-3pm Downtown
 - Monday 4-6pm Downtown
 - Wednesday 11am-12pm Aptos
- Munching with Mozart
 - 3rd Thu 12:10-12:50pm Downtown
- Citizen Science
 - 1st Thu 6:30-8:00pm Downtown
- Armchair Travel Adventures
 - 1st Thu 10:30am-12pm La Selva Beach
 - 2nd & 4th Sat 10-11am Scotts Valley
 - 4th Wed 6:30-8pm Scotts Valley
- Yin Yoga for All
 - Writers' Open Mic Night

Follow us @SantaCruzPL

Share Using #SCPLSummerReads

A UNIVERSE OF STORIES

SC PL SANTA CRUZ PUBLIC LIBRARIES

Summer Reading Program 2019

A summer library program for everyone! Little ones through age 18 may register to read (or listen) and receive a \$10 certificate for Atlantis Fantasyworld. Kids and teens who read earn a free BOOK, a free game of bowling, and raffle tickets for a chance to win amazing prizes from participating businesses. Adults 18 or older earn a free book from the FRIENDS of the library plus up to 3 raffle tickets to win great prizes in a separate drawing.

Register at: santacruzpl.org/srp

EVENTS CALENDAR

June 1st - July 31st 2019



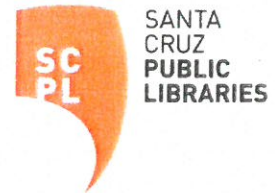
santacruzpl.org/srp

DAILY SPECIAL EVENTS

Saturday June 1 Kids Book Sale Seabright: 20th Century Cultural Hub 11 am	1 - 4 pm	Downtown Branciforte	All ages Adults				Adults Family Family
Sunday June 2 Kids Book Sale	1 - 4 pm	Downtown	All ages				Ages 12+
Monday June 3 Tech Talks: Smartphone 101	10:30-12pm	Aptos	Adults				Family Family Grade 4-12 Ages 12+ Family
Tuesday June 4 Discovering Great Summer Reads Musical Me Storytime Musical Me Storytime	10 am 10:30 am 11 am	Live Oak Scotts Valley Live Oak	Adults Kids 0-6 Kids 0-6				Branciforte Boulder Creek Live Oak
Wednesday June 5 Musical Me Storytime	10:30 am	Live Oak	Kids 0-6				Branciforte Boulder Creek Live Oak
Thursday June 6 Musical Me Storytime Decorate a Canvas Bag Last Day of School Party Citizen Science: Black Holes	10:30 am 11 am-12 pm 12:30-5 pm 6:30-9 pm	Aptos Garfield Park Boulder Creek Downtown	Kids 0-6 Kids 5+ Kids 5+ Adults				Branciforte Aptos La Selva Beach
Saturday June 8 Author Talk: Climate Abandoned Sunday June 9 Summer Reading Kickoff Event! West Region 11am - 3pm Nikki Botocki Musical Acrobatics+ 11am-3pm	1-2:30pm 10:30am-12pm	La Selva Beach San Lorenzo Park	Ages 12+ All ages				La Selva Beach Aptos
Monday June 10 Tech Talks: Essential Apps for Travel	10:30-12pm	Aptos	Adults				Adults
Tuesday June 11 Oliver the Parrot Storytime Science Tellers "Aliens"	1pm 1pm	Branciforte Felton	All ages Kids 6+				Branciforte Aptos La Selva Beach
Wednesday June 12 Jose Luis Orozco: Musician	10:30am	Scotts Valley	All ages				Scotts Valley
Thursday June 13 Decorate a Bag Map Your Neighborhood Intelligent Cannabis Use for Seniors	3-5pm 6-7pm 6-7:30pm	Live Oak Branciforte Aptos	Family Adults Adults				Live Oak Branciforte Aptos
Saturday June 15 Summer Reading Kickoff Event! East Region 11am - 2pm Coventry and Kaluza	12-1pm	Anna Jean Cummings Park	All ages				Anna Jean Cummings Park
Glimpses of World History SLV Community Band Concert	1-2:30pm 6-7pm	La Selva Beach Boulder Creek	Adults All ages				La Selva Beach Boulder Creek
Sunday June 16 Summer Reading Kickoff Event! North Region 12pm - 3pm James Henry: Musician	1-2pm	Highlands Park	All ages				Highlands Park
Monday June 17 Tech Talks: Photo Management	10:30-12pm	Aptos	Adults				Aptos
Tuesday June 18 Tiny Tiny Bookmaking	1-4pm	Live Oak	Ages 6+				Live Oak
Wednesday June 19 Jose Luis Orozco: Musician Stars of Poetry	10:30am 1-3pm	Downtown Scotts Valley	All ages Ages 12+ All ages				Downtown Scotts Valley
Traveling Lantern Theater Santiago the Magician	2pm 4pm	Boulder Creek	All ages				Boulder Creek
Thursday June 20 Musical Me Storytime James Henry: Musician James Henry: Musician James Henry: Musician	11am 10:30am 12:30pm 2:30pm	Branciforte Live Oak Garfield Park Felton	Ages 0-6 All ages All ages All ages				Branciforte Live Oak Garfield Park Felton
Saturday June 22 Teen Game Day	1-4pm	Aptos	Ages 12-18				Aptos
Monday June 24 Tech Talks: Storage and Backups Oliver the Parrot	10:30-12pm 10:30am	Aptos Garfield Park	Adults All ages				Aptos Garfield Park
Tuesday June 25 Michael Stroud: Magician NorCal Bats NorCal Bats	10:30am 10:30am 12:30pm	La Selva Beach Live Oak Garfield Park	All ages Ages 6+ Ages 6+				La Selva Beach Live Oak Garfield Park
Michael Stroud: Magician Michael Stroud: Magician NorCal Bats	1pm 3pm 3:30pm	Aptos Branciforte Boulder Creek	All ages All ages Ages 6+				Aptos Branciforte Boulder Creek
Wednesday June 26 Jose Luis Orozco: Musician	5pm	Live Oak	All ages				Live Oak
Thursday June 27 Musical Me Storytime	10:30am	Downtown	Kids 0-6				Downtown
Friday June 28 Oliver the Parrot	10am	Aptos	All ages				Aptos
Saturday June 29 Decorate a Canvas Bag Summer Book Sale	1-2:30pm 10am-4pm	Branciforte Scotts Valley	Ages 3+ All ages				Branciforte Scotts Valley
Sunday June 30 Author Talk: Climate Abandoned	1:30-3pm	Downtown	Ages 12+				Downtown
Wednesday July 3 Stars of Poetry	1-3pm	Downtown	Ages 12+				Downtown
Saturday July 6 Origami Club	1-3pm	Aptos	All ages				Aptos
Sunday July 7 ACT: Advisory Council of Teens 2-4pm	2-4pm	Aptos	Ages 12-18				Aptos
Monday July 8 Tech Talks: Smartphone 101	10:30-12pm	Scotts Valley	Adults				Scotts Valley
Tuesday July 9 Oliver the Parrot Storytime	10:30am	Scotts Valley	All ages				Scotts Valley
Wednesday July 10 Young Writers Workshop Santiago the Magician	1-2:30pm 4pm	La Selva Beach Scotts Valley	Grade 4-12 All ages				La Selva Beach Scotts Valley
Thursday July 11 Oliver the Parrot Perry Yan: Magician Perry Yan: Magician Perry Yan: Magician	10:30am 10:30am 12:30pm 3pm	Downtown Live Oak Garfield Park Felton	All ages All ages All ages All ages				Downtown Live Oak Garfield Park Felton
Friday July 12 Composing Together Composing Together	12:30pm 3pm	Scotts Valley Aptos	Family Family				Scotts Valley Aptos
Monday July 15 Tech Talks: Privacy & Security Cascada de Flores: El Abuelo Cascada de Flores: El Abuelo	10:30-12pm 2pm 5:30pm	Scotts Valley Scotts Valley Live Oak	Adults Family Family				Scotts Valley Scotts Valley Live Oak
Tuesday July 16 Shakespeare SC Lecture	6-8pm	Downtown	Ages 12+				Downtown
Wednesday July 17 Cascada de Flores: El Abuelo Coventry & Kaluza Young Writers Workshop Stars of Poetry	11am 11am 1-2:30pm 1-3pm	Branciforte Boulder Creek La Selva Beach Downtown Scotts Valley	Family Family Grade 4-12 Ages 12+ Family				Branciforte Boulder Creek La Selva Beach Downtown Scotts Valley
Thursday July 18 Finger Painting	10am-12pm	Live Oak	Kids 0-6				Live Oak
Saturday July 20 Glimpses of World History	1-2:30pm	La Selva Beach	Adults				La Selva Beach
Monday July 22 Tech Talks: Photo Management	10:30-12pm	Scotts Valley	Adults				Scotts Valley
Tuesday July 23 Tom Noddy's Bubble Magic Tom Noddy's Bubble Magic Tom Noddy's Bubble Magic	11am 2pm 4pm	Branciforte Aptos La Selva Beach	All ages All ages All ages				Branciforte Aptos La Selva Beach
Wednesday July 24 Young Writers Workshop (series)	1-2:30pm	La Selva Beach	Grade 4-12				La Selva Beach
Thursday July 25 Build & Paint a Rocket Jungle James: Reptiles Jungle James: Reptiles Jungle James: Reptiles	10am-12pm 11am 2pm 5pm	Live Oak Felton Community Hall Downtown La Selva Beach	Family All ages All ages All ages				Live Oak Felton Community Hall Downtown La Selva Beach
Saturday July 26 Teen Game Day	1-4pm	Aptos	Ages 12-18				Aptos
Monday July 29 Tech Talks: Storage & Backup	10:30-12pm	Scotts Valley	Adults				Scotts Valley
Tuesday July 30 Fratello Marionettes: Mother Goose Fratello Marionettes: Aladdin Fratello Marionettes: The Frog Prince	10:30am 1pm 3:30pm	La Selva Beach Downtown Scotts Valley Live Oak	All ages All ages All ages Ages 8+				La Selva Beach Downtown Scotts Valley Live Oak
Wednesday July 31 Young Writers Workshop (series)	1-2:30pm	La Selva Beach	Grade 4-12				La Selva Beach
Stars of Poetry: Performance	1-3pm	Downtown	Ages 12+				Downtown
Saturday August 10 Last day to sign out of program	10am-5pm	All Branches	All ages				All Branches
Sunday September 1 Last day to redeem book coupons for Friends of the Library Book & Lobby Sales							
Monday September 2 Last day to redeem Atlantis Fantasyworld \$10 gift certificates							

*Pre-registration Required • 831-427-7717 • www.santacruzpl.org

Chair Carlos Palacios
Vice Chair Jamie Goldstein
Board Member Martin Bernal
Board Member Jenny Haruyama



**SANTA CRUZ CITY/COUNTY LIBRARIES
JOINT POWERS AUTHORITY BOARD
(LJPA)**

REGULAR MEETING MINUTES

**THURSDAY MAY 2, 2019
9:00 A.M.**

1. ROLL CALL

PRESENT: Martin Bernal, Carlos Palacios, Jamie Goldstein, Nicole Coburn (Alternate)
STAFF: Library Director Susan Nemitz

2. PRESENTATIONS

Local History at the Library with Jessica Goodman, Deborah Lipoma, Ann Young and Genealogy Volunteer Dancy Girot.

3. ADDITIONAL MATERIALS

Financial Forecast – Marcus Pimentel, Finance Director

4. ADDITIONS AND DELETIONS TO AGENDA

The Agenda of May 2, 2019 was approved by consensus.

5. ORAL COMMUNICATIONS

None

6. REPORT BY LIBRARY DIRECTOR

Library Director Susan Nemitz reported on the current developments in the Library.

7. FRIENDS OF THE SANTA CRUZ PUBLIC LIBRARIES REPORT

Vivian Rogers, Executive Director, reported on the recent activities of the Friends of the Santa Cruz Public Libraries.

8. REPORT BY LIBRARY ADVISORY COMMISSION (LAC)

Cindy Jackson, Chair, reported on the activities of the LAC.

9. COMMENTS BY BOARD MEMBERS

None

10. CONSENT CALENDAR

RESULT: APPROVED CONSENT CALENDAR

- A. Approved Minutes of March 7, 2019**
- B. Received Articles about Santa Cruz Public Libraries**
- C. Received Community Impact Measures for 3rd Qtr. 2018-19**
- D. Received Financial Report for 3rd Qtr. 2018-19**
- E. Received Security Incidents Log for 3rd Qtr. 2018-19**
- F. Received Work Plan for 3rd Qtr. 2018-19**
- G. Received Letter from a concerned citizen**
[UNANIMOUS]

MOVER: Jenny Haruyama
SECONDER: Nicole Coburn
AYES: Bernal, Goldstein, Coburn, Haruyama

11. GENERAL BUSINESS

- A. FY 2019-2020 Draft Budget Presentation by Library Director Susan Nemitz.
The Board discussed the draft budget and posed a number of questions to be resolved before adopting the budget as presented. Finance Director Marcus Pimentel offered additional information and explanation.

The Felton Library steering committee made a statement on the proposed open hour schedule for Felton.

- B. Confidentiality of Library Records and Patron Data Privacy Policy
The Board reviewed the draft policy and made two suggestions.

12. ADJOURNMENT

Final Adjournment of the Library Joint Powers Authority Board (LJPA) at 11:10 a.m. to the next Regular Meeting Thursday June 6, 2019 at 6:00 p.m. [immediately following the Libraries Facilities Financing Authority (LFFA) meeting] at the Boulder Creek Branch Library, located at 13390 West Park Ave., Boulder Creek, CA 95006.

ATTEST: _____
Helga Smith, Clerk of the Board

All documents referred to in these minutes are available in the Santa Cruz Public Libraries – Library Headquarters Office, 117 Union Street, Santa Cruz, CA 95060.



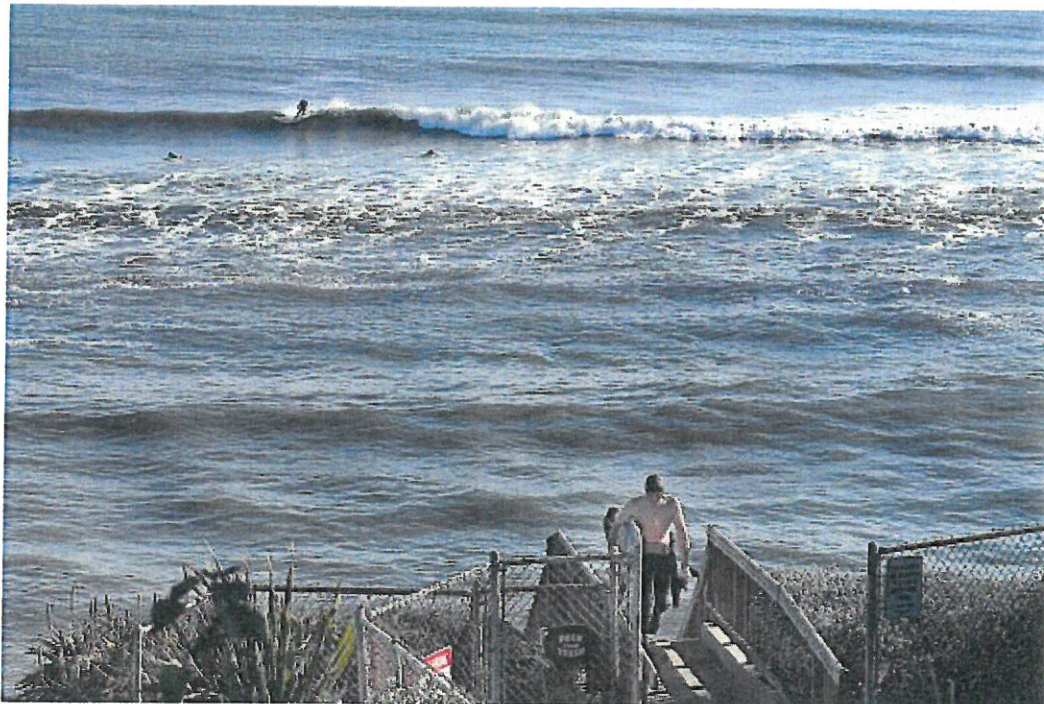
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PUBLIC LIBRARIES
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In the News and Media:

April 15 – May 30

Santa Cruz Sentinel *News*

Coastal access battles play out near and far to Santa Cruz



A surfer leaves Privates surf break on the stairway leading to Opal Cliffs Neighborhood Park. (Dan Coyro — Santa Cruz Sentinel file)

By [JESSICA A. YORK](#) | jyork@santacruzsentinel.com | Santa Cruz Sentinel

PUBLISHED: April 15, 2019 at 5:24 pm | UPDATED: April 15, 2019 at 6:38 pm

SCOTTS VALLEY — Gary Redenbacher knew he was posing a trick question when he asked who in his audience knew of or had visited a private California beach.

“There’s no such thing as a private beach in California, although people try to make you think that there is a private beach,” said Redenbacher, a Scotts Valley-based attorney. “That’s part of the reason why we have a battle going on, because hyper-wealthy people are trying to turn the beach, which is public, into their own private domain.”

Redenbacher, a guest speaker Thursday at the Scotts Valley branch library for Santa Cruz Public Library’s “Legally Speaking” series, counts himself among the legal professionals battling in the past 50 years to “pry open these ‘private’ beaches, as they like to call them.”

The most powerful tool used to require public access in recent California history has been the 1976 Coastal Act. Just up Highway 1 from Santa Cruz has been the Martins Beach battle, serving as a demonstration case in the face-off between public access and private property right.

Redenbacher has served as one of the attorneys suing billionaire Sun Microsystems co-founder Vinod Khosla to retain clear public access to Martins Beach.



Well-maintained Opal Cliffs Park is situated on the bluff above Opal Cliffs Neighborhood Beach, more commonly known as Privates. (Dan Coyro — Santa Cruz Sentinel file)

On a smaller scale, a similar public rights battle petered out along Santa Cruz County’s coastline late last year, though the process to improve public access to the so-called “Privates” surf break, down the road from Pleasure Point, remains months away from completion. Mark Massara, a

long-time San Francisco-based attorney for the recreation district, [also represented the Surfrider Foundation](#) in its fight to maintain access to Martins Beach.

Less clear has been the fate of Santa Cruz County's former Red, White and Blue beach, along Highway 1 between Wilder Ranch and the Cotoni-Coast Dairies National Monument. Owners of the approximately 175 acres of private agricultural ranchland straddling Highway 1, 4 miles outside Santa Cruz city limits, recently took the land, offering the most direct access to Red White and Blue, off the market and are "in contract" with a potential buyer, according to Land Trust of Santa Cruz County Executive Director Stephen Slade.

Unlike some of his peers representing the Surfrider Foundation, Redenbacher's legal strategies on behalf of Friends of Martins Beach Khosla to retain public access to Martins Beach have remained [largely unsuccessful in court](#). Khosla purchased the 52 acres of land — including the only public access road, Martins Beach Road — between Martin's Beach and Highway 1, in 2008. In the wake of a 2014 [Surfrider lawsuit ruling](#) in San Mateo County Superior Court and subsequent legal proceedings, however, Khosla is required to obtain a California Coastal Commission permit before locking up the land's private access to the beach.

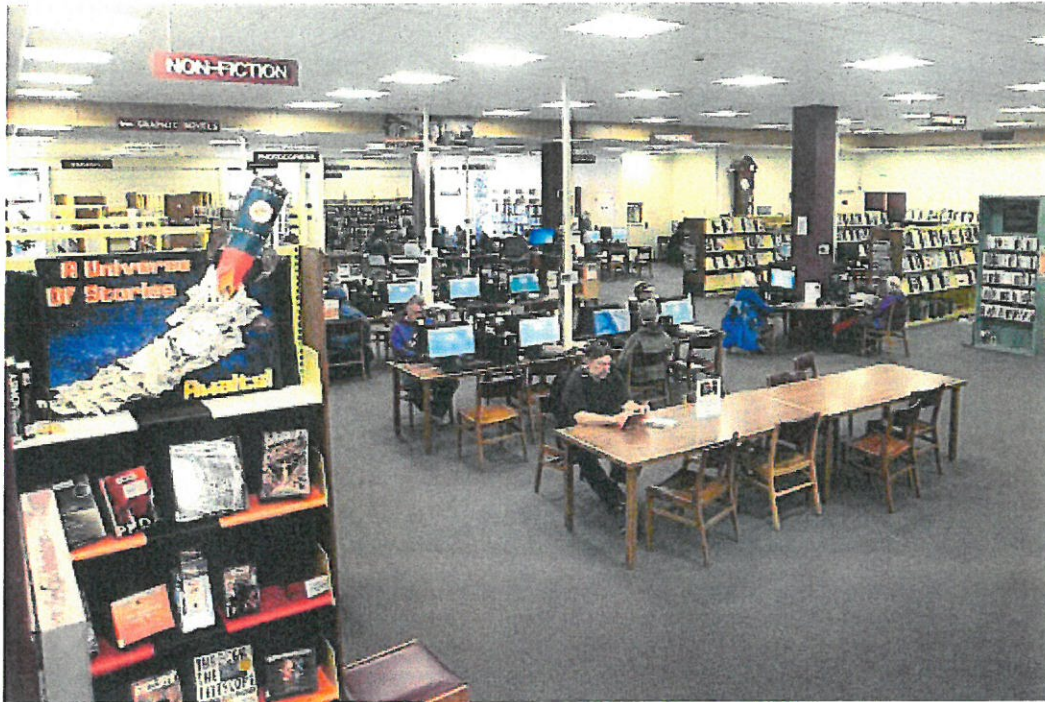
Closer to home, the Opal Cliffs Recreation District is [in the process of complying](#) with similar public access-related Coastal Commission orders. The recreation district has agreed to cease charging beach-goers \$100 a year for keys to a locked gate barring entry to the beach, with limited allowances for private fundraiser events. Per [a November agreement](#) with the Santa Cruz County Planning Department and the Coastal Commission, the district consented after a lengthy battle to apply for a Coastal Permit that improved daytime public access through Opal Cliffs Park.

County Planning Director Kathy Molloy said that recreation district board members [have been delayed](#) in replacing the district's 9-foot wrought-iron locking gate, due to financial issues. She said district officials are working out an agreement with the county Parks Department over gate operation duties and gate design. County Parks plans to offset a portion of the gate replacement costs, using public access improvement funding from coastal property owners.

"There was a little bit of a lull there in terms of progress, but they're picking up the pace," said Molloy, predicting the district would not meet the original Memorial Day deadline.

Santa Cruz may reassess downtown library project

Proposal would allow additional review of \$37 million plan



The future of the Downtown Branch of the Santa Cruz Public Libraries remains in limbo as lawmakers regroup on a proposed library-garage structure project. (Dan Coyro — Santa Cruz Sentinel)

By [JESSICA A. YORK](#) | jjork@santacruzsentinel.com | Santa Cruz Sentinel

May 12, 2019 at 5:30 pm

SANTA CRUZ — After nearly eight months of silence on a [conceptually approved](#) downtown library and parking garage project, the Santa Cruz City Council will consider taking a step back to regroup.

On Tuesday afternoon, the council will weigh a proposal co-authored by Vice Mayor Justin Cummings and Councilwomen Sandy Brown and Donna Meyers to form a new council subcommittee that would revisit six months of work done in 2017 by the 10-member Downtown Advisory Committee. The proposal gives the new committee, inviting community input and involvement, through October to come up with a recommendation.

As proposed, the \$37 million five-story mixed-use structure would take over a city-owned parking lot at Cathcart and Cedar streets that hosts the weekly Farmers Market. The project, [highlighted by the citizen library panel](#) as the most cost-effective way for the Downtown library to move forward, would combine a ground-level library below hundreds of parking spaces and,

potentially, affordable housing units. Several grassroots community groups rallied against the project, citing concerns ranging from environment and health to location and convenience.



The Santa Cruz City Council will consider Tuesday forming a new ad hoc committee to review a future Santa Cruz Public Libraries — Downtown Branch project. (Dan Coyro — Santa Cruz Sentinel)

Tuesday’s requested formal “time-out” on an already stalled effort brings together Cummings, who joined fellow Councilman Drew Glover in opposing the project during their respective council campaigns last year, with past project supporter Meyers, elected at the same time. Separately, Brown and Councilman Chris Krohn have aired public concerns with the project.

On Friday, asked about her co-sponsoring the proposal, Meyers said a lot has changed in the past year and that the city had an opportunity to reconsider the project while educating the community.

“There’s a lot of pieces to the story that we can delve a little deeper, kind of dust everything off, and I think there’s enough out there and enough confusion, as we mentioned in that agenda report, that I think it would be a service to the community to have a little more breathing room with all this,” Meyers said.

PROJECT IMPACTS

Referring to a combative March council [study session on transportation issues](#), Meyers said she appreciated hearing new information on the city’s needs for additional downtown parking, but

said she was not sure she was “completely convinced that we don’t need new parking downtown” after speaking with area businesses. For Meyers, big questions also remain for the downtown library branch’s future. During a May 7 council budget hearing, Meyers questioned Santa Cruz Public Libraries Director Susan Nemitz on the impacts of a long-term closure of the library, a reality of remodeling or rebuilding the facility at its current 224 Church St. site instead of a new location.

Out of the county’s 10-branch library system, the downtown site is the largest and serves as a sort of “warehouse” for other branch material transfers, Nemitz said. She estimated that opening a temporary library during construction would cost about \$375,000.

“I’m not recommending temporary libraries in every other case, because they’re costly and then you end up spending your bond money on a temporary facility and not on the building, and the building lasts for 30 years,” Nemitz said. “But, if we have to close this, I’m not sure we can, without real disruptions to services at all 10 branches.”

With the help of the 2016 voter-approved Measure S library facilities bond, some \$31.3 million has been set aside for the downtown library work. Remaining funding is spread to jurisdictions across the county for similar library facility projects. While the Downtown Branch remains in limbo, library officials are holding community input meetings for two other city library branches this month. Those meetings include Garfield Park Branch: 7 to 8:15 p.m. Wednesday, Circle Church gym, 111 Errett Circle, and Branciforte Branch: 6:30 to 7:45 p.m., May 22, Branciforte Branch, 230 Gault St.

IF YOU GO

What: Santa Cruz City Council meeting.

When: 12:30 and 7:30 p.m., Tuesday.

Where: Santa Cruz City Council Chambers, 809 Center St.

At issue: Library-garage project, wastewater fee increases.

Disruptive audience ordered to leave Santa Cruz City Council meeting

Nazi salutes directed at council members

By [JESSICA A. YORK](mailto:jjork@santacruzsentinel.com) | jjork@santacruzsentinel.com | Santa Cruz Sentinel

PUBLISHED: May 15, 2019 at 4:38 pm | UPDATED: May 15, 2019 at 4:42 pm

SANTA CRUZ — Several community members, angry at limited time available for public comment Tuesday night, responded with repeated Nazi salutes and chants of “shame” and “this is what democracy looks like.”

Sparking pushback with enforcement of the council’s 30-minute oral communication policy, Santa Cruz Mayor Martine Watkins responded to council meeting disruptions by calling two separate recesses, emptying the City Council chamber for both. Councilmen Chris Krohn and Drew Glover did not stay for the remainder of the meeting, after the second break. The two council members had backed a motion to extend public comment for 15 minutes to accommodate about eight people still waiting in line, but did not gain the council majority’s support.

“I’m going to go ahead and speak. This is how you care about the public,” said resident Abbi Samuels, who was among those speakers cut off. “You took 15-minute breaks or more and you’re still.... Obviously, you don’t care about the public.”

Prior to the public outcry, some 14 speakers addressed a variety of concerns to the City Council, including homelessness concerns and status of city middle-management group labor negotiations. Five speakers focused on defending Glover’s character in the face of recent [allegations made during a homeless civil rights lawsuit](#) in federal court last month by [Deputy City Attorney Reed Gallogly](#).

The commotion also came after a unanimous Santa Cruz City Council vote earlier in the day to form a panel to consider alternatives to a controversy-laden proposed new mixed-use parking garage/library project. The council subcommittee, potentially comprised of motion authors Vice Mayor Justin Cummings and Councilmembers Sandy Brown and Donna Meyers, has until October to return with a recommended library project for the full council to consider.

After general oral communications, the evening agenda’s single item was a public hearing on city plans to increase customer wastewater rates for five years, beginning July 1. Only city staff members and a Sentinel reporter were allowed back inside the chamber, while others were left to watch the short remainder of the meeting via outdoor television monitors. Three speakers were allowed into the room, one at a time, to comment, an opportunity which Samuels used to speak about Glover while occasionally interjecting the word “wastewater.” From outside, Samuels, Robert Norse and Elise Casby yelled “heil, Hitler” and repeatedly threw their arms into the air in the derogatory salute in front of chamber windows. Norse, using the same controversial gesture, was ejected from council meetings and subsequently arrested in 2002 and 2004, instances that led to his unsuccessful [2012 federal jury lawsuit](#) and subsequent appeals against the City of Santa Cruz.

Remaining city business

The council later voted to approve the new wastewater rates, averaging an additional \$3 a month for single-family home customers through 2023. Minus Krohn and Glover, Cummings then requested that the council reconsider plans approved earlier in the evening to discuss in open session on June 11 city ordinances seen as having a disproportionate effect on residents without homes. Though data about related arrests and stay-away orders will be provided directly to council members, as directed by a Feb. 12 council vote, public discussion will be delayed until after the council's annual July break, per the council's subsequent vote Tuesday.

Prior to a regularly scheduled afternoon recess, Glover explained his desire to have a date-certain goal for the council discussion.

"If we don't address these things before the end of the break, that will be another month and two weeks before we get to address it," Glover said. "So, the logic is lost on me, with regards to talking about time and the compaction of meetings and the need to focus on budget when we would be disproportionately criminalizing the most vulnerable people in our community and there is already, as has been mentioned, council direction to have this data presented."

REGISTER-PAJARONIAN

MONDAY, APRIL 29, 2019

New Capitola Library edges skyward



Work moves forward on the new Capitola Branch Library at the corner of Clares Street and Wharf Road. — Tarmo Hannula/Register-Pajaronian

By: TARMO HANNULA -
Posted Apr 25, 2019

CAPITOLA — Construction work is marching ahead on the new Capitola Branch Library at the corner of Clares Street and Wharf Road. After the previous library was demolished at the start of the year, the new structure is moving skyward.

“We’re about 10 percent through construction,” said Steve Jesberg, Capitola Public Works Director. “We got started January and, yes, there were some delays due to rain. Most of the foundation has been poured and we’re making great progress. We’re still on target to be done a year from now.”

Jesberg said that there are no major changes yet. Workers did find some “small issues underground.” But they were straightened out and the project continued as planned.

“The contractor is doing a great job,” Jesberg said.

Otto Construction out of Sacramento and Monterey is heading up the project.

An estimated 60,000 people visited the library each year, making it one of the busiest in the county. But the aging mobile structure was never meant to be a permanent home for the Capitola Library, and it was showing its age before it was torn down.

At the groundbreaking ceremony Mayor Mike Termini said the project’s start was a long time coming.

“In a universe of great days, this is the greatest,” he said.

The overall cost of the 11,700 square-foot, single-story library is the \$13.1 million. The new library will be a significant leap from the comparatively puny 4,300 square-feet of the former one.

“The big part of this project is the community support we have seen,” Jesberg said. “We got about \$600,000 from our community, including residents and businesses. It’s just phenomenal, the support we’ve received for our new library.”

Four major donors each kicked in \$50,000 and about 20 donors rounded up between \$10-15,000 each, Jesberg said.

Measure S, which voters passed in 2016 to fund library construction and upgrade projects throughout Santa Cruz County, provided \$10 million, while the city’s general fund and redevelopment money made up \$2.6 million, Capitola City Manager Jamie Goldstein said.

Gayle Ortiz, who sits on the fundraising committee, said that silent fundraising efforts in the run-up to the campaign garnered \$550,000 from such donors as the George Ow family and Marc Monte.

The new library will include such amenities as a community room, an expanded children’s wing, study and reading rooms, reading “nooks,” an outdoor reading deck, a fireplace and a space for teens.

For information, or to make a donation, visit capitolalibraryfriends.org.

Editor's Note: This article will publish in the April 26 edition of the Register-Pajaronian.

Watsonville Rotary awards \$30,000 to local nonprofits



Watsonville Rotary Club granted \$30,000 to 17 local nonprofit organizations serving at-risk children and youth in the Pajaro Valley on Wednesday. — Contributed

By: JOHANNA MILLER - Updated: 5 days ago

Posted May 24, 2019

WATSONVILLE — Watsonville Rotary celebrated a milestone in its philanthropic work on Wednesday at the club’s luncheon meeting at the Elk’s Lodge.

Representatives from 17 different nonprofit organizations were present to receive a total of \$30,000 in community grants—the largest amount in Watsonville Rotary’s history. Grant award checks, ranging from \$950 to \$2,000, were distributed in a special presentation.

Mike Milward, Watsonville Rotary Club President, explained how the money was raised through last year’s various fundraising events. The club’s first-ever Maine Lobster Feast played a vital role in raising the funds.

“The Lobster Feast was very successful,” Milward said. “More than we expected. It really helped us in securing this money, which will go on to help a lot of youth in this community.”

Rotary grants are awarded every year to local nonprofits, in particular those which support youth in the Pajaro Valley. The groups that were awarded this year spanned from schools and libraries to college prep programs and arts education organizations. Awardees were selected by Watsonville Rotary's Grants Review Committee.

"Our club is committed to supporting our youth—especially those at risk," Milward said. "We are so glad we can partner with these groups who share that goal."

The Grants Review Committee evaluates each organization's strengths in the following priorities: 1) Preventing youth/gang violence; 2) Encouraging youth to stay in school; 3) Offering educations and skills development to guide students in the pursuit of happy, productive lives.

Among the many recipients on Wednesday were representatives from Second Harvest Food Bank. Julio Andrade, who runs the food bank's Youth, Inc. program, expressed his gratitude to Watsonville Rotary and to the other organizations.

"We are so thankful for this community's support," Andrade said. "I'm so happy and excited for our youth to be invested in; it's really inspiring to see."

Community Grants for Fiscal Years 2018-2019:

- Court Appointed Special Advocates
- Ceiba Public Schools Foundation
- Ecology Action
- Friends of Santa Cruz Public Libraries (La Selva Summer Reading Program)
- Jovenes Sanos
- Live Like Coco Foundation
- Music in May
- New School Community Day School
- Nourishing Generations Educational Project
- O'Neill Sea Odyssey
- Pajaro Valley Shelter Services
- Santa Cruz Symphony Association (Youth concerts)
- Fairgrounds Foundation (Careers in Ag Mentorship)

- Second Harvest Food Bank
- Watsonville Ivy League Project
- Your Future Is Our Business
- Youth Now



TUESDAY, MAY 7, 2019

New Capitola Library edges skyward



An artist's rendering shows what the new Capitola Branch will look like. Courtesy Santa Cruz Public Library

By: TARMO HANNULA - Updated: 4 days ago

Posted May 3, 2019

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The new library will include such amenities as a community room, an expanded children’s wing, study and reading rooms, reading “nooks,” an outdoor reading deck, a fireplace and a space for teens.

For information, or to make a donation, visit capitolalibraryfriends.org.

Santa Cruz Sentinel *Government Corner*

LIVE OAK

Santa Cruz Public Libraries and the County of Santa Cruz will host an open house related to the proposed Live Oak Library Annex at Simpkins Family Swim Center from 7 to 8 p.m. Tuesday, Live Oak Elementary School Multipurpose Room, 1916 Capitola Road.

Information: Damon Adlao, 831-454-2160.

Santa Cruz Sentinel *Editorials*

Stephen Kessler | Imagining a better downtown Santa Cruz May 17, 2019 at 5:00 pm



Downtown parking garage rates have been increased to help pay for a proposed new library/parking garage, even as Santa Cruz city leaders grapple with whether or not to move forward. (Dan Coyro — Santa Cruz Sentinel file)

By **[STEPHEN KESSLER](#)** |
Santa Cruz Sentinel

Santa Cruz city and library officials still eager to build their Taj Garage “mixed-use” five-story block-long parking-library-thing are always talking about a big-picture plan for downtown, of which the garage is just one component. At the same time, they claim that the seismically sound existing library cannot be affordably renovated but they haven’t yet decided what to do with that building once the library has been moved out. This strikes me as either incompetent planning or outright deception, as if they are hiding from the public their intentions for that property.

Councilwoman Cynthia Mathews is recused from voting on the garage-library but evidently not from campaigning aggressively for it despite her conflict of interest—she owns property nearby—that disqualifies her from deliberations at council meetings. The ethics and legality of her political activity on behalf of the mixed-use chimera is a question for another column.

Meanwhile, city officials have spoken of “decommissioning” two existing downtown two-story garages to be replaced elsewhere by their dream mega-garage. Which raises the question of why one or both of the existing two-story garages can’t be rebuilt a few stories taller. On the same physical footprint city planners could increase downtown parking capacity by raising the profile of these garages to match the rising skyline of new apartments that give downtown its increasingly urban density.

The big new residential complexes at either end of Pacific Avenue and the one planned for the corner of Pacific and Laurel (and the supposedly “affordable” one next door to that) will continue to alter the low-rise small-town feel of our city, and I don’t see anything wrong with that, especially when the alternative is higher density in the neighborhoods and suburbs. As in most cities, taller buildings should be clustered in central commercial districts where foot traffic would bring customers into ground-floor stores, cafes and restaurants.

In such an urban environment it is crucial to have architectural breaks where open space exists to make the landscape more livable. Sunlight, trees, pathways, benches, shapely landscaping naturally complement the solid constructed space surrounding it. The human activity drawn to one is drawn to the other, creating a self-reinforcing dynamic of beneficial social and economic energy.

The obvious place for such a break in the vertical skyline is the block where the city has its sights set on the aforementioned garage and where anti-automobile activists envision a town commons designed organically around the mature magnolias, incorporating some parking and space for the weekly farmers market already operating there as well as other community cultural and social events.

The closest thing we have to such a square is Mission Plaza Park in front of Holy Cross Church, but that is just beyond downtown in a noncommercial neighborhood. An open space of that kind, kitty-corner from Mathews’s conflicted property, from Lincoln to Cathcart streets along Cedar, could be the central draw of a newly revitalized downtown. A library with park-like space adjacent could be equally attractive and inviting. But a library underneath a monstrous garage would be an insult to the city—and to the library—while destroying the most promising open space remaining amid the constant need for higher-density housing.

Whether you’ve just arrived and reside in one of the new developments or have lived here for generations and watched the dramatic changes over recent decades, given the reality of the

demand, ask yourself what kind of downtown you'd like to see in the years to come—one organized around the automobile with a humongous garage at its center, or one that places parking where it is already only higher, and is otherwise designed for pedestrians and outdoor cultural life.

City and garage-library advocates claim that their monster is the only affordable option, but it's just a matter of political will to design alternative concepts at comparable budgets, save and renovate the library where it is, rethink parking needs and adjust to fit reality, and create a common gathering place where tourists and locals alike could feel at home.

Santa Cruz Sentinel *Letters to the Editor*

Letter | We did not vote for a parking garage

May 11, 2019 at 5:00 pm

Santa Cruz City Councilmembers, you are being lobbied hard for the parking garage and, heaven forbid, a buried library.

As one voice, in solidarity with others: Please don't be influenced by the developer's money. We did not vote for a parking garage.

If you must continue down this path, I will encourage and support a ballot initiative to preserve the Farmer's Market, and we will win.

If you care about Santa Cruz, listen to the people and not the persons with the money.

The legacy of your tenure depends on making good and often, tough decisions. Please buck staff and make original, independent decisions, in line with the will of the people. You will stand head and shoulders above any other council if you vote with the people.

If this garage goes through we, the people, will refer to it as the Meyers-Mathews Monster. As nice as that sounds, please don't do it!

— *Lee Brokaw, Santa Cruz*

Santa Cruz Sentinel *Coastlines*

CHP offers Start Smart class for young drivers, parents | Coast Line

April 17, 2019 at 6:00 pm

APTOS

CHP offers Start Smart class

Newly licensed teenage drivers and their parents/guardians are invited to attend and participate in a free two-hour long Start Smart class aimed at helping the teen drivers become more aware of the responsibilities that accompany the privilege of being a licensed California driver, 6-8 p.m. May 8 at Aptos Branch Library, 7695 Soquel Drive. Reserve a spot by calling 831-662-0511.

CHP officers will speak directly to those in attendance through candid conversations, discussing topics such as collision avoidance techniques along with collision causing elements such as excessive speed, DUI and distracted driving.

Additionally, the class helps make teens and parents aware of the responsibilities they face and teaches what precautions to take to stay safe including the importance of seat belt safety, passengers in the vehicle and what to do when involved in a collision.

Friends of the Santa Cruz Public Library hold spring book sale | Coast Line

April 20, 2019 at 6:00 pm

SANTA CRUZ

Library friends hold spring book sale

The Friends of the Santa Cruz Public Library will host its Big Book Sale May 24-25 at Santa Cruz Civic Auditorium, 307 Church St.

The sale will include more than 10,000 gently used books of all kinds, most priced \$1-\$3.

The sale schedule:

- 2-4 p.m. May 24: Friends of the Santa Cruz Public Library member only. From 4-8 p.m., the sale will be open to everyone.
- 10 a.m. to 6 p.m. May 25: Open to everyone with a bag of books selling for \$5 a bag or three bags for \$10.

For more information, emailfriends@fscpl.org or visit www.fscpl.org.

Santa Cruz Library book fair welcomes readers of all ages | Coast Line

April 21, 2019 at 11:00 am

SANTA CRUZ

Book fair welcomes readers of all ages

The downtown branch of the Santa Cruz Public Library invites children, their parents and teachers, to the Santa Cruz Book Fair for kids of all ages from 1-3:30 p.m. April 28 at the library, 224 Church St.

The event kicks off the 100th anniversary of Children's Book Week, the longest-running national celebration of books for young people and the joy of reading. The theme for this year's celebration is Read Now — Read Forever.

Eight local authors will read from their books for kids and teens in the upstairs meeting room of the library. Books will be available for sale and autograph. Or check them out from the library. A percentage of the proceeds will be donated to the Friends of the Santa Cruz Library.

Admission is free, with refreshments provided and a raffle with multiple winners. The fair will feature both fiction and nonfiction, including picture books, middle grade books for ages 8-12, and young adult books for teens.

For information about the event and a reading schedule, visit lindacovella.com/santa-cruz-book-fair/ or the library's website santacruzpl.org.

Frank Zwart to speak about early days at UCSC | Coast Line

May 11, 2019 at 4:00 pm

SANTA CRUZ

Frank Zwart to speak about early days at UCSC

The Santa Cruz Public Library System's Spring 2019 Local History Series continues with "Imagining and Making a University Campus at Santa Cruz" from 11 a.m. to 12:30 p.m. May 25 at the Downtown Library, 224 Church St. This event is sponsored by the City of Santa Cruz, Historic Preservation Commission.

Frank Zwart will take us behind the scenes to the early days of UCSC to illuminate the creative and political forces behind the new UC campus at Santa Cruz. Zwart was UCSC's campus architect from 1988 until his retirement in 2010. He is an alumnus of UCSC and of the School of Architecture at Princeton University.

The Spring Local History series brings local historians of note specializing in different geographic areas of the county for lively discussions, classes on doing your own research, plus Q & A.

Speaker Kathy Nielsen talks about a genealogy road trip | Coast Line

May 19, 2019 at 4:00 pm

SANTA CRUZ

Speaker talks about a genealogy road trip

Kathy Nielsen will speak about “Preparing for a Genealogy Road Trip” before the Genealogical Society of Santa Cruz County from 1-3 p.m. June 4 on the second floor of the Santa Cruz Downtown Public Library, 224 Church St.

Nielsen is a reference librarian at the California History Room at the Monterey Public Library. Her free lecture will cover how to begin planning for a trip within U.S., Canada and abroad.

For information, call 831-427-7707 ext. 5794 or visit www.scgensoc.org.

Learn about Library Annex at open house | Coast Line

May 23, 2019 at 4:00 pm

LIVE OAK

Learn about Library Annex at open house

Members of the public are invited to an open house to learn more about a proposed Live Oak Library Annex at Simpkins Family Swim Center. The meeting is from 7-8 p.m. May 28, Live Oak Elementary School Multipurpose Room, 1916 Capitola Road, Santa Cruz and will be an open house format with an informal presentation that will help guide the conceptual design for new library services and programming in the heart of Live Oak. Spanish translation will be provided.

For information, call 831-454-2160.

Library event examines Seabright | Coast Line

May 26, 2019 at 5:00 pm

SANTA CRUZ

Library event examines Seabright

The Santa Cruz Public Library System Spring 2019 Local History Series concludes with “Seabright: Santa Cruz Cultural Hub in the early 20th Century” from 11 a.m. to noon June 1 at the Branciforte Library, 230 Gault St.

Attendees will discover how early 20th century female artists, architects, and activists made Seabright a dynamic cultural hub and tourist mecca. Building on this culture of activism, 1960s environmentalists ensured the creation of Seabright Beach. Presenter Traci Bliss, a fifth generation Santa Cruzan, is an award-winning emerita professor of education. She co-authored

the popular Arcadia book Santa Cruz's Seabright and writes about women in California's environmental history.

For information, visit santacruzpl.libcal.com.

Santa Cruz Sentinel *Calendar of Events*

Calendar of Events | April 18-24, 2019

MUSIC

Munching with Mozart: A free monthly noontime concert series the third Thursday of each month at the Santa Cruz Library, Downtown Branch. Hear local musicians play classical pieces. Munching With Mozart and Friends is sponsored by the Friends of the Santa Cruz Public Libraries and the Santa Cruz County Branch of the Music Teachers' Association of California.

Visit www.fscpl.org.

Calendar of Events | May 9-15, 2019

Legally Speaking; Labor Law: A free monthly series of discussions with Q & A on various legal and financial life event topics. In the series, Santa Cruz County Bar Association recommended lawyers and finance/business professionals answer questions about the most frequently experienced legal issues faced by people in the community. These discussions will take place at various locations throughout the county on the second Thursday of the month, 6-7 p.m. Thursday, Santa Cruz Downtown Library – Upstairs Meeting Room, 224 Church St., Santa Cruz. The final event in this series will cover Labor Law, with Gretchen Reganhardt & Lizett Rodriguez (CRLA).

Calendar of Events | May 16-22, 2019

EVENTS

Play it Forward Santa Cruz: An all-ages festival of creative playshops, feel-good music and fun experiences demonstrating how play can transform lives and strengthen communities, noon to 4 p.m. Sunday, Loudon Nelson Community Center, 301 Center St., Santa Cruz. Play It Forward features a series of "playshops" led by local community organizations such as the Santa Cruz Warriors, the MAH Museum Santa Cruz, Sweaty Sheep Santa Cruz, CASA of Santa Cruz County, Math with Jamear, Bike Santa Cruz County, Boys & Girls Clubs Of Santa Cruz County CA, Laird's Academy of Martial Arts, Santa Cruz WALTZ – page, Shared Adventures, Santa Cruz County Animal Shelter, Surfrider, and more. In addition to a full schedule of playshops, attendees can enjoy live music with the Coffee Zombie Collective, Kusanga Marimba, and the Kuumbwa Jazz Honors Band. Discretion Brewing, Santa Cruz Mountain Brewing, and MJA Vineyards will be pouring beer and

wine while Food Trucks offer up some tasty bites. Visit the event website at santacruzpl.org/playitforward for the schedule and more information.

MUSIC

Munching with Mozart: A free monthly concert series, noon to 1 p.m. Thursday at Santa Cruz Library, Downtown Branch, 224 Church St. Hear local musicians play classical pieces. Visit www.fscpl.org.

POINT REYES LIGHT

Honor system allows library patrons to borrow sensitive-topic books

By Teresa Mathew <https://www.ptreyeslight.com/article/honor-system-allows-library-patrons-borrow-sensitive-topic-books>

04/17/2019

If you've been browsing in the teen section of the library recently, you may have noticed an unusual sign: "STEAL THESE BOOKS..." it begins. But the Marin County Free Library system isn't encouraging theft. It is trying to give patrons a chance to read books about sensitive topics without fear, embarrassment or parental reprisal. Fairfax librarian John Elison first brought up the idea of an honor system collection in 2013, when he came to Marin from the Santa Cruz Public Library. "It took time to get people on board," he said, but the Marin County Free Library's new West Marin branch manager, Raemona Little-Taylor, has been "super supportive." Books in the honor system are not barcoded and cannot be tracked, and the titles cover a variety of tough topics, including suicidal ideation, self-harm, emancipation, drug and alcohol abuse, grief, bullying sex, coming out as gay or transgender, and abortion. The program comes at a time when libraries around the country are instituting various programs—classes on financial literacy, late-fee amnesty programs, career counseling—to appeal to wider demographics and to ensure that libraries continue to serve as an information hub. Serious discussion about the Marin program began among the library's teen committee last year, and the honor system went live early this year. Working with Clara McFadden, the library's selector, Mr. Elison put together a list of titles that people can feel "freer to take home and read," said Stinson Beach librarian Kerry Livingston. "These are books that [patrons] might be embarrassed about. They're a little controversial—they might expose them to other people." Titles at the Stinson Beach library include "Doing it: Talking About Sex" and "I Have an Alcoholic Parent. Now What?" Bigger libraries like Fairfax have 30 to 40 such books, though most of the West Marin branches have fewer than 10. Mr. Elison noted that the books were not solely intended for teens, though they do reside in the teen section. "If we had somebody suffering from drug addiction or self-harm or [who was] concerned about coming out,

whether they are 13 or 30, that person would be able to [take a book],” he said. The honor system collection is “hugely important,” Mr. Elison added, because it protects the privacy of patrons. “When it comes to these extremely delicate and hard issues, we want to ensure that every teen and patron feels safe finding the information they need to make their way through,” he said. Teenagers are often “very concerned about appearance and what people think of them,” he said, and thus might be hesitant to approach a librarian to check out a book on a sensitive subject. Unsurprisingly, the program has received little feedback from its target demographic, but both Mr. Elison and Ms. Livingston said they have noticed titles slipping from the shelves, and parents and educators have commended the system. “It’s really okay if they don’t come back,” Ms. Livingston said, though she added, “it’s great if they do so another person can borrow them.”

Reviews

Library branches are frequently reviewed and rated on sites like Yelp, Google+, and Facebook.

Google+ Reviews

Scotts Valley received a 5 Star Review on April 25

Love your library! The staff has been very kind and helpful to me and to others as I look around. My Grandsons love coming here.☑ Reading is pure fun to them and they will do anything to get a book read to them. The entrance to the building is very inviting (although I admit to being startled by the tiger. Grandsons thought that was funny!) Thank you for the efforts of everyone in keeping this library so friendly, helpful and nice!

Downtown received a 5 Star Review on May 10

i think the down town i library is great all the cds of rock music and also the dvds r great alsoand the books r great greatto readyim really in to short playsand and poety thanks for the down town 1

Yelp Reviews

Scotts Valley received a 2 Star Review on April 20

When this library was designed one very important thing was left out: a place for QUIET. People go to a library to read, to study, to think. This is not allowed at the new Scotts Valley Library where NOISE prevails. It's like a combination social hall and daycare center where there are loud conversations, loud group meetings (the meeting rooms are stifling boxes in the center of the place where the meeters keep the doors open so everyone can hear), children yelling and shrieking, and people talking on cell phones. There is no separate place, as there should be, for people to get away from this cacophony. The only place that might be for this purpose is wide open at the top and is often used for events

(more noise). On the good side, there are books. And comfortable chairs. And decent Internet access. If you don't mind constant noise, you might like the place.

Live Oak received a 5 Star Review on May 29

Lorena was so helpful! I was on vacation and got a job offer and they needed me to complete an application. She helped me so much - printed and scanned to a thumb drive so I could attach to an email. Will be forever grateful! Beautiful library too. Thank you Lorena!!

Social Media

Facebook post about Play It Forward Santa Cruz event: This was the best library event I have ever attended! Thanks for all the great kid activities, bands, food trucks, and local winery and brewery selections!

TO: Library Joint Powers Authority Board
 FROM: Marcus Pimentel, City of Santa Cruz Finance Director 05/14/19
 RE: Library Financial Dashboard Report for the Quarter ended March 2019



Mar 19 Report
Preliminary,
Unaudited

Contained herein is the preliminary, UNAUDITED Library Financial Dashboard summary report for the month ended March 2019. At month's end, the NET operating results were \$108,558 with year-to-date net operating results of \$36,557. In general, preliminary revenues are ahead of the budget target by 1.0% and expenditures are under budget by 1.5%.

Net Operations (major accounts)	Last Quarter Results			Fiscal Year to Date	Annual Adj. Budget FY 2018/19	Percent of Budget Comparison YTD Actuals	Months completed	Positive / (Negative)
	January	February	March					
Revenue:								
(1) Sales Tax	\$ 743,616	\$ 673,661	\$ 719,990	\$ 6,543,592	\$ 8,113,910	80.6%	75.0%	5.6%
MOE - Member Contributions	468,325	471,273	471,273	4,238,507	5,655,273	74.9%	75.0%	(0.1%)
Other Revenue	34,708	36,071	12,253	194,499	680,207	28.6%	75.0%	(46.4%)
TOTAL REVENUES	\$ 1,246,650	\$ 1,181,005	\$ 1,203,516	\$ 10,976,599	\$ 14,449,390	76.0%	75.0%	1.0%
Expenditures:								
(2) Payroll	\$ 696,320	\$ 750,684	\$ 750,719	\$ 7,669,586	\$ 10,133,492	75.7%	72.6%	(3.1%)
Books (w/Grants)	135,667	85,402	69,751	1,094,792	1,524,502	71.8%	75.0%	3.2%
Janitorial Services	25,505	26,547	23,695	198,709	266,276	74.6%	75.0%	0.4%
Building and Facility	28,401	15,087	17,412	166,864	259,803	64.2%	75.0%	10.8%
Rent (Equip. Building, Land)	20,663	20,663	20,998	184,979	243,943	75.8%	75.0%	(0.8%)
Utilities	33,781	26,938	63,727	321,251	444,540	72.3%	75.0%	2.7%
(3) Other expenditures	44,427	238,626	148,656	1,303,861	2,016,166	64.7%	75.0%	10.3%
TOTAL EXPENDITURES	\$ 1,028,084	\$ 1,163,948	\$ 1,094,959	\$ 10,940,042	\$ 14,888,722	73.5%	75.0%	1.5%
Net Gain / (Loss)	\$ 218,566	\$ 17,057	\$ 108,558	\$ 36,557	\$ (439,332)			

Key Balance Sheet items	Last Quarter Results			Fiscal Year to Date	Annual Adj. Budget FY 2018/19	Percent of Budget Comparison YTD Actuals	Months completed	Positive / (Negative)
	January	February	March					
(4) Equipment Reserve	452,418	453,152	453,152	4,238,507	5,655,273	74.9%	75.0%	(0.1%)
(4) 20% Reserve	2,889,878	2,889,878	2,889,878	194,499	680,207	28.6%	75.0%	(46.4%)
Fund Balance-Beginning Available	1,143,988	1,361,820	1,378,877	10,976,599	14,449,390	76.0%	75.0%	1.0%
Net Change in Fund Balance	218,566	17,057	108,558	36,557	(439,332)			
(5) Fund Balance-Ending Available	1,362,554	1,378,877	1,487,435	11,013,156	14,010,062	78.6%	75.0%	3.6%

Notes:

- (1) For sales tax, September, December, March, and June include the State's estimated revenue plus any balances for actuals vs. estimates for the prior 3-months (true-up). The subsequent months (October, January, April, and July) tend to be lower as they contain the lower state estimates. For January 2019, all agencies across the State received one-time, higher than normal Sales Tax receipts due to the delays in tax filings over the prior quarter. Delays were the result of complications from the creation of new tax reporting systems by the newly created California Department of Tax and Fee Administration.
- (2) For the current fiscal year, the following months have more than two pay periods, which will create higher monthly payroll costs: November and May. The month's completed % is adjusted to reflect year-end accrual of the last pay period. For the month ended in July, a \$689,911 CalPERS paydown of the Library's portion of the unfunded pension liability was recorded.
- (3) For the month ended in March, the four largest expenditures within 'Other expenditures' included: [Financial services - outside at \$50k], [Library functional supplies at \$24k], [Software maintenance services at \$15k], and [Hardware maintenance services at \$14k].
- (4) The Library's reserves were changed on September 1, 2016 to: (1) reduce from 2 months to 15% the primary reserve and (2) formally establish a capital reserve with a target balance of \$400,000 (formally the informal reserve for fleet/equipment replacement). On November 2, 2017, the Library's reserves were increased from 15% to 20%.
- (5) Ending Available Fund Balance is unaudited and before consideration of remaining contractual encumbrances (administrative support, legal, janitorial, equip & material purchases, etc.).

Financial Status Balances

Criteria: Summarize By = Report,Fund,Object,Account; As Of = 3/31/2019; Period = 0,1,12; Fund = 951

	1/31/2019	2/28/2019	3/31/2019	Acct	Title
	Month-To-Date Actual	Month-To-Date Actual	Month-To-Date Actual		
Expenditures					
Fund 951 -- Library Joint Powers Authority					
Object 51000 -- PERSONNEL SERVICES					
	389,235.63	386,175.92	389,433.77	51110	Regular full time
	60,429.06	60,852.20	60,530.82	51111	Regular part time
	350.48	0.00	150.91	51114	Overtime
	415.23	479.06	365.10	51115	Termination pay
	154,334.07	156,082.75	158,215.51	51122	Temporary
	278.12	63.09	3.06	51130	Other pay
	25.70	2,239.87	0.00	51132	Special vacation pay
	175.00	282.00	282.00	51150	Vehicle-phone-data allowance
	26,686.46	26,448.63	26,527.15	51201	Retirement contribution
	3,490.14	3,398.92	3,628.95	51202	F.I.C.A.
	56,098.92	55,598.57	55,834.61	51203	PERS unfunded liability
	51,554.12	104,559.63	101,848.26	51210	Group health insurance
	3,748.86	7,606.70	7,478.40	51212	Group dental insurance
	625.49	1,263.70	1,244.56	51213	Vision insurance
	7,161.35	7,056.16	7,074.71	51214	Medicare insurance
	311.40	307.94	307.94	51215	Employee assistance program
	70.62	142.25	140.10	51220	Group life insurance
	2,700.26	2,700.94	2,712.31	51221	Disability insurance
	3,905.97	3,876.96	3,876.22	51230	Unemployment insurance
	19,949.82	19,794.25	20,014.14	51240	Workers' compensation
	(85,226.54)	(88,245.75)	(88,949.04)	51910	Intrafund labor - credit
Total PERSONNEL SERVICES	750,683.79	750,683.79	750,719.48		
Object 52000 -- SERVICES					
	500.41	575.24	623.49	52131	Claims management services - outside
	(3,975.22)	39,213.50	49,698.91	52135	Financial services - outside
	111.30	123.84	109.86	52150	Merchant bank fees
	189.46	201.75	191.33	52155	Courier services
	3,556.76	1,200.00	4,671.11	52199	Other professional & technical services
	6,612.82	6,195.65	6,681.52	52201	Water, sewer and refuse

Financial Status Balances

Criteria: Summarize By = Report,Fund,Object,Account; As Of = 3/31/2019; Period = 0,1,..12; Fund = 951

1/31/2019		2/28/2019		3/31/2019		Title
Month-To-Date Actual	Month-To-Date Actual	Month-To-Date Actual	Month-To-Date Actual	Month-To-Date Actual	Acct	
Expenditures						
Fund 951 -- Library Joint Powers Authority						
Object 52000 -- SERVICES						
0.00	1,276.50	0.00	0.00	52202		Hazardous materials disposal
25,505.30	26,547.13	23,695.05	52211			Janitorial services
4,396.93	2,544.90	3,672.98	52226			Vehicle work order charges - internal
1,178.81	810.49	896.66	52227			Vehicle fuel island charges - internal
1,733.11	35.00	0.00	52240			Office equipment operation/maint
264.98	0.00	1,951.11	52244			Other equipment operation/maintenance
28,400.86	15,087.14	17,411.65	52246			Building and facility o & m - outside
1,516.00	1,516.00	1,516.00	52247			Landscaping maintenance services
38,209.03	72,049.95	15,067.41	52248			Software maintenance services
0.00	0.00	13,819.92	52249			Hardware maintenance services
20,663.00	20,663.00	20,998.00	52261			Equipment, building and land rentals
467.40	25.00	0.00	52302			Travel and meetings
1,013.68	5,704.95	2,408.00	52304			Training
6,590.97	2,888.77	40,950.87	52403			Telecommunications service - outside
3,120.00	3,120.00	3,120.00	52932			Liability insurance/surety bonds-interna
1,821.26	210.00	75.00	52960			Advertising
1,200.00	0.00	75.00	52961			Dues and memberships
732.63	60.09	2,424.24	52972			Printing and binding-outside
Total SERVICES	143,809.49	200,048.90	210,058.11			
Object 53000 -- SUPPLIES						
400.57	630.35	607.64	53101			Postage charges
1,254.49	636.78	2,196.30	53102			Office supplies
135,130.94	84,361.95	69,376.74	53106			Books and periodicals
536.16	1,040.35	374.05	53107			Books and periodicals-grants & donations
2,652.55	(926.50)	285.21	53108			Safety clothing and equipment
11,288.33	16,230.01	23,888.26	53112			Library functional supplies
2,845.35	1,801.69	2,533.45	53113			Janitorial supplies
14,283.97	11,918.98	10,145.35	53311			Electricity

Financial Status Balances

Criteria: Summarize By = Report,Fund, Object, Account; As Of = 3/31/2019; Period = 0, 1, .. 12; Fund = 951

	1/31/2019 Month-To-Date Actual	2/28/2019 Month-To-Date Actual	3/31/2019 Month-To-Date Actual	Acct	Title
Expenditures					
Fund 951 -- Library Joint Powers Authority					
Object 53000 -- SUPPLIES	6,292.77	5,934.93	5,949.71	53312	Natural gas
Total SUPPLIES	174,685.13	121,628.54	115,356.71		
Object 54000 -- OTHER MATERIALS AND SERVICES					
Total OTHER MATERIALS AND SERVICES	9,281.64	3,874.51	8,014.69	54990	Miscellaneous supplies and services
Object 56000 -- OTHER CHARGES	0.00	25,000.00	0.00	56960	Loans and grants
Total OTHER CHARGES	128.11	128.92	53.93	56995	Refunded fees and fines
Object 57000 -- CAPITAL OUTLAY	111.29	0.00	1,175.40	57401	Office furniture/equipment
Total CAPITAL OUTLAY	3,860.16	62,582.93	10,755.63	57402	Vehicle equipment
Total Library Joint Powers Authority	1,163,947.59	1,163,947.59	1,094,958.55	57409	Computer equipment
Total Expenditures	1,028,084.69	1,163,947.59	1,094,958.55		
Revenues					
Fund 951 -- Library Joint Powers Authority					
Object 41000 -- TAXES	743,616.47	673,661.26	719,990.19	41211	Sales and use tax
Total TAXES	743,616.47	673,661.26	719,990.19		
Object 43000 -- GRANTS					
Total GRANTS	468,325.47	471,272.75	471,272.75	43311	Maintenance of effort contributions
Object 44000 -- CHARGES FOR SERVICES	2,320.00	0.00	0.00	44630	Room rentals-library JPA
Total CHARGES FOR SERVICES	2,320.00	0.00	0.00		

Financial Status Balances

Criteria: Summarize By = Report,Fund, Object, Account; As Of = 3/31/2019; Period = 0, 1, ..12; Fund = 951

Revenues	1/31/2019	2/28/2019	3/31/2019	Acct	Title
	Month-To-Date Actual	Month-To-Date Actual	Month-To-Date Actual		
Fund 951 -- Library Joint Powers Authority					
Object 45000 -- FINES AND FORFEITS					
	0.00	137.00	0.00	45131	Library fines
Total FINES AND FORFEITS	0.00	137.00	0.00		
Object 46000 -- MISCELLANEOUS REVENUES					
	2,826.18	1,999.44	2,343.31	46190	Interest earnings - other
	13,236.58	0.00	0.00	46303	Donations - library
	3,000.00	25,000.00	0.00	46309	Donations - library - Friends of the Lib
	13,325.62	9,935.93	9,910.12	46910	Miscellaneous operating revenue
Total MISCELLANEOUS REVENUES	29,388.38	36,935.37	12,253.43		
Object 49000 -- OTHER FINANCING SOURCES					
	0.00	(1,001.53)	0.00	49122	From Library Private Trust Fund
Total OTHER FINANCING SOURCES	0.00	(1,001.53)	0.00		
Total Library Joint Powers Authority	1,246,650.32	1,181,004.85	1,203,516.37		
Total Revenues	1,246,650.32	1,181,004.85	1,203,516.37		
Total	218,565.63	17,057.26	108,557.82		

General Ledger Balances

Criteria: Summarize By = Report,Fund,Object,Account; As Of = 3/31/2019; Period = 0,1,..12; Fund = 93*, 95*, 96*

Acct	Title	Beginning Balance	Year-To-Date Debits	Year-To-Date Credits	Ending Balance
Fund 931 -- McCaskill - Local History					
Object 11000 -- Cash and investments					
11101	Pooled cash	225,443.87	3,152.43	0.00	228,596.30
11901	Allow for FV of invest w/City-cur unstr	(1,459.12)	0.00	0.00	(1,459.12)
Total Cash and investments		223,984.75	3,152.43	0.00	227,137.18
Object 12000 -- Receivables - current					
12101	Pooled cash interest receivable	898.60	0.00	898.60	0.00
Total Receivables - current		898.60	0.00	898.60	0.00
Object 31000 -- Fund balance					
31999	Budgetary fund balance	0.00	3,986.78	0.00	3,986.78
Total Fund balance		0.00	3,986.78	0.00	3,986.78
Object 32000 -- Net assets					
32311	Net assets held in trust-library prog.	(224,883.35)	0.00	0.00	(224,883.35)
Total Net assets		(224,883.35)	0.00	0.00	(224,883.35)
Object 33000 -- Control accounts					
33110	Revenue control	0.00	898.60	3,152.43	(2,253.83)
33410	Appropriations control	0.00	0.00	3,986.78	(3,986.78)
Total Control accounts		0.00	898.60	7,139.21	(6,240.61)
Total McCaskill - Local History		0.00	8,037.81	8,037.81	0.00
Fund 932 -- McCaskill - Visually Impaired					
Object 11000 -- Cash and investments					
11101	Pooled cash	210,779.82	2,947.36	0.00	213,727.18
11901	Allow for FV of invest w/City-cur unstr	(1,363.09)	0.00	0.00	(1,363.09)
Total Cash and investments		209,416.73	2,947.36	0.00	212,364.09
Object 12000 -- Receivables - current					
12101	Pooled cash interest receivable	852.60	0.00	852.60	0.00
Total Receivables - current		852.60	0.00	852.60	0.00
Object 32000 -- Net assets					
32311	Net assets held in trust-library prog.	(210,269.33)	0.00	0.00	(210,269.33)
Total Net assets		(210,269.33)	0.00	0.00	(210,269.33)

General Ledger Balances

Criteria: Summarize By = Report,Fund,Object,Account; As Of = 3/31/2019; Period = 0,1,12; Fund = 93*, 95*, 96*

Acct	Title	Beginning Balance	Year-To-Date Debits	Year-To-Date Credits	Ending Balance
Fund 932 -- McCaskill - Visually Impaired					
Object 33000 -- Control accounts					
33110	Revenue control	0.00	852.60	2,947.36	(2,094.76)
Total Control accounts		0.00	852.60	2,947.36	(2,094.76)
Total McCaskill - Visually Impaired		0.00	3,799.96	3,799.96	0.00
Fund 933 -- Estate Proceeds - Finkeldey					
Object 11000 -- Cash and investments					
11101	Pooled cash	9,145.97	127.88	0.00	9,273.85
11901	Allow for FV of invest w/City-cur unstr	(58.53)	0.00	0.00	(58.53)
Total Cash and investments		9,087.44	127.88	0.00	9,215.32
Object 12000 -- Receivables - current					
12101	Pooled cash interest receivable	37.52	0.00	37.52	0.00
Total Receivables - current		37.52	0.00	37.52	0.00
Object 31000 -- Fund balance					
31999	Budgetary fund balance	0.00	40.47	0.00	40.47
Total Fund balance		0.00	40.47	0.00	40.47
Object 32000 -- Net assets					
32311	Net assets held in trust-library prog.	(9,124.96)	0.00	0.00	(9,124.96)
Total Net assets		(9,124.96)	0.00	0.00	(9,124.96)
Object 33000 -- Control accounts					
33110	Revenue control	0.00	37.52	127.88	(90.36)
33410	Appropriations control	0.00	0.00	40.47	(40.47)
Total Control accounts		0.00	37.52	168.35	(130.83)
Total Estate Proceeds - Finkeldey		0.00	205.87	205.87	0.00
Fund 934 -- Whalen Estate - Felton Branch					
Object 11000 -- Cash and investments					
11101	Pooled cash	96,418.30	1,348.23	0.00	97,766.53
11901	Allow for FV of invest w/City-cur unstr	(610.50)	0.00	0.00	(610.50)
Total Cash and investments		95,807.80	1,348.23	0.00	97,156.03
Object 12000 -- Receivables - current					
12101	Pooled cash interest receivable	397.29	0.00	397.29	0.00
Total Receivables - current		397.29	0.00	397.29	0.00

General Ledger Balances

Criteria: Summarize By = Report,Fund,Object,Account; As Of = 3/31/2019; Period = 0,1,12; Fund = 93*, 95*, 96*

Acct	Title	Beginning Balance	Year-To-Date Debits	Year-To-Date Credits	Ending Balance
Fund 934 -- Whalen Estate - Felton Branch					
Object 32000 -- Net assets					
32311	Net assets held in trust-library prog.	(96,205.09)	0.00	0.00	(96,205.09)
	Total Net assets	(96,205.09)	0.00	0.00	(96,205.09)
Object 33000 -- Control accounts					
33110	Revenue control	0.00	397.29	1,348.23	(950.94)
	Total Control accounts	0.00	397.29	1,348.23	(950.94)
	Total Whalen Estate - Felton Branch	0.00	1,745.52	1,745.52	0.00
Fund 935 -- Robert Leet-Corday Estate					
Object 11000 -- Cash and investments					
11101	Pooled cash	96,930.23	1,355.38	0.00	98,285.61
11901	Allow for FV of invest w/City-cur unrstr	(613.74)	0.00	0.00	(613.74)
	Total Cash and investments	96,316.49	1,355.38	0.00	97,671.87
Object 12000 -- Receivables - current					
12101	Pooled cash interest receivable	399.39	0.00	399.39	0.00
	Total Receivables - current	399.39	0.00	399.39	0.00
Object 32000 -- Net assets					
32311	Net assets held in trust-library prog.	(96,715.88)	0.00	0.00	(96,715.88)
	Total Net assets	(96,715.88)	0.00	0.00	(96,715.88)
Object 33000 -- Control accounts					
33110	Revenue control	0.00	399.39	1,355.38	(955.99)
	Total Control accounts	0.00	399.39	1,355.38	(955.99)
	Total Robert Leet-Corday Estate	0.00	1,754.77	1,754.77	0.00
Fund 936 -- Morley Estate-La Selva Branch					
Object 11000 -- Cash and investments					
11101	Pooled cash	13,410.98	187.52	0.00	13,598.50
11901	Allow for FV of invest w/City-cur unrstr	(84.92)	0.00	0.00	(84.92)
	Total Cash and investments	13,326.06	187.52	0.00	13,513.58
Object 12000 -- Receivables - current					
12101	Pooled cash interest receivable	55.26	0.00	55.26	0.00
	Total Receivables - current	55.26	0.00	55.26	0.00

General Ledger Balances

Criteria: Summarize By = Report,Fund,Object,Account; As Of = 3/31/2019; Period = 0,1,12; Fund = 93*, 95*, 96*

Acct	Title	Beginning Balance	Year-To-Date Debits	Year-To-Date Credits	Ending Balance
Fund 936 -- Morley Estate-La Selva Branch					
Object 31000 -- Fund balance					
31999	Budgetary fund balance	0.00	13,260.00	0.00	13,260.00
	Total Fund balance	0.00	13,260.00	0.00	13,260.00
Object 32000 -- Net assets					
32311	Net assets held in trust-library prog.	(13,381.32)	0.00	0.00	(13,381.32)
	Total Net assets	(13,381.32)	0.00	0.00	(13,381.32)
Object 33000 -- Control accounts					
33110	Revenue control	0.00	55.26	187.52	(132.26)
33410	Appropriations control	0.00	0.00	13,260.00	(13,260.00)
	Total Control accounts	0.00	55.26	13,447.52	(13,392.26)
	Total Morley Estate-La Selva Branch	0.00	13,502.78	13,502.78	0.00
Fund 937 -- Hale Trust-Scotts Valley Branch					
Object 11000 -- Cash and investments					
11101	Pooled cash	46,500.69	650.21	0.00	47,150.90
11901	Allow for FV of invest w/City-cur unrstr	(294.43)	0.00	0.00	(294.43)
	Total Cash and investments	46,206.26	650.21	0.00	46,856.47
Object 12000 -- Receivables - current					
12101	Pooled cash interest receivable	191.60	0.00	191.60	0.00
	Total Receivables - current	191.60	0.00	191.60	0.00
Object 32000 -- Net assets					
32311	Net assets held in trust-library prog.	(46,397.86)	0.00	0.00	(46,397.86)
	Total Net assets	(46,397.86)	0.00	0.00	(46,397.86)
Object 33000 -- Control accounts					
33110	Revenue control	0.00	191.60	650.21	(458.61)
	Total Control accounts	0.00	191.60	650.21	(458.61)
	Total Hale Trust-Scotts Valley Branch	0.00	841.81	841.81	0.00
Fund 938 -- Anna Gruber Living Trust					
Object 11000 -- Cash and investments					
11101	Pooled cash	(51.42)	1,001.53	0.20	949.91
	Total Cash and investments	(51.42)	1,001.53	0.20	949.91

General Ledger Balances

Criteria: Summarize By = Report,Fund,Object,Account; As Of = 3/31/2019; Period = 0,1,12; Fund = 93*, 95*, 96*

Acct	Title	Beginning Balance	Year-To-Date Debits	Year-To-Date Credits	Ending Balance
Fund 938 -- Anna Gruber Living Trust					
Object 12000 -- Receivables - current					
12101	Pooled cash interest receivable	(116.34)	116.34	0.00	0.00
Total Receivables - current		(116.34)	116.34	0.00	0.00
Object 31000 -- Fund balance					
31999	Budgetary fund balance	0.00	1,095.35	0.00	1,095.35
Total Fund balance		0.00	1,095.35	0.00	1,095.35
Object 32000 -- Net assets					
32311	Net assets held in trust-library prog.	167.76	0.00	0.00	167.76
Total Net assets		167.76	0.00	0.00	167.76
Object 33000 -- Control accounts					
33110	Revenue control	0.00	0.20	116.34	(116.14)
33210	Expenditure/expense control	0.00	0.00	1,001.53	(1,001.53)
33410	Appropriations control	0.00	0.00	1,095.35	(1,095.35)
Total Control accounts		0.00	0.20	2,213.22	(2,213.02)
Object 39000 -- Other equity/net asset accounts					
39110	General journal clearing	0.00	47.76	47.76	0.00
Total Other equity/net asset accounts		0.00	47.76	47.76	0.00
Total Anna Gruber Living Trust		0.00	2,261.18	2,261.18	0.00
Fund 951 -- Library Joint Powers Authority					
Object 11000 -- Cash and investments					
11101	Pooled cash	3,579,902.54	11,798,399.16	11,314,410.78	4,063,890.92
11901	Allow for FV of invest w/City-cur unstr	(26,572.25)	0.00	0.00	(26,572.25)
Total Cash and investments		3,553,330.29	11,798,399.16	11,314,410.78	4,037,318.67
Object 12000 -- Receivables - current					
12101	Pooled cash interest receivable	16,464.02	0.00	16,464.02	0.00
12190	Other interest receivable	1,579.97	17,398.94	16,635.60	2,343.31
12201	Taxes receivable - current	654,698.74	6,543,591.81	6,478,300.36	719,990.19
12301	Accounts receivable - billed	9,705.86	0.00	9,705.86	0.00
12303	Accounts receivable - booked	465,439.42	4,244,402.03	4,238,568.70	471,272.75
Total Receivables - current		1,147,888.01	10,805,392.78	10,759,674.54	1,193,606.25

General Ledger Balances

Criteria: Summarize By = Report,Fund,Object,Account; As Of = 3/31/2019; Period = 0,1..12; Fund = 93*, 95*, 96*

Acct	Title	Beginning Balance	Year-To-Date Debits	Year-To-Date Credits	Ending Balance
Fund 951 -- Library Joint Powers Authority					
Object 14000 -- Other current assets					
14290	Prepaid expenses - other	689,911.42	0.00	689,911.40	0.02
	Total Other current assets	689,911.42	0.00	689,911.40	0.02
Object 21000 -- Payables					
21101	Accounts payable	(272,420.42)	2,930,318.89	2,729,856.82	(71,958.35)
21105	Manual accounts payable	(8,397.15)	8,397.15	0.00	0.00
21504	Use tax payable	(653.28)	4,574.94	4,335.97	(414.31)
	Total Payables	(281,470.85)	2,943,290.98	2,734,192.79	(72,372.66)
Object 31000 -- Fund balance					
31591	Committed - cash flow/unexpected expend	(1,982,478.15)	0.00	0.00	(1,982,478.15)
31701	Fund Balance - Unassigned	(3,127,180.72)	0.00	0.00	(3,127,180.72)
31998	Budgetary reserve for encumbrances	0.00	1,268,840.28	1,627,502.37	(358,662.09)
31999	Budgetary fund balance	0.00	845,259.36	699,014.87	146,244.49
	Total Fund balance	(5,109,658.87)	2,114,099.64	2,326,517.24	(5,322,076.47)
Object 33000 -- Control accounts					
33110	Revenue control	0.00	10,760,349.88	21,749,284.60	(10,988,934.72)
33210	Expenditure/expense control	0.00	11,827,342.29	887,300.98	10,940,041.31
33310	Estimated revenue control	0.00	681,219.85	315,886.34	365,333.51
33410	Appropriations control	0.00	17,795.02	529,373.02	(511,578.00)
33510	Encumbrances control	0.00	1,627,502.37	1,268,840.28	358,662.09
	Total Control accounts	0.00	24,914,209.41	24,750,685.22	163,524.19
Object 39000 -- Other equity/net asset accounts					
39110	General journal clearing	0.00	22,276,039.33	22,276,039.33	0.00
	Total Other equity/net asset accounts	0.00	22,276,039.33	22,276,039.33	0.00
	Total Library Joint Powers Authority	0.00	74,851,431.30	74,851,431.30	0.00
Fund 956 -- Library JPA - Technology					
Object 11000 -- Cash and investments					
11101	Pooled cash	5,104.63	71.37	0.00	5,176.00
11901	Allow for FV of invest w/City-cur unrstr	(32.32)	0.00	0.00	(32.32)
	Total Cash and investments	5,072.31	71.37	0.00	5,143.68

General Ledger Balances

Criteria: Summarize By = Report,Fund,Object,Account; As Of = 3/31/2019; Period = 0,1..12; Fund = 93*, 95*, 96*

Acct	Title	Beginning Balance	Year-To-Date Debits	Year-To-Date Credits	Ending Balance
Fund 956 -- Library JPA - Technology					
Object 12000 -- Receivables - current					
12101	Pooled cash interest receivable	21.03	0.00	21.03	0.00
Total Receivables - current		21.03	0.00	21.03	0.00
Object 31000 -- Fund balance					
31701	Fund Balance - Unassigned	(5,093.34)	0.00	0.00	(5,093.34)
Total Fund balance		(5,093.34)	0.00	0.00	(5,093.34)
Object 33000 -- Control accounts					
33110	Revenue control	0.00	21.03	71.37	(50.34)
Total Control accounts		0.00	21.03	71.37	(50.34)
Total Library JPA - Technology		0.00	92.40	92.40	0.00
Fund 958 -- Library JPA - General Capital Assets					
Object 17000 -- Capital assets					
17210	Infrastructure	579,683.02	0.00	0.00	579,683.02
17211	Accumulated depreciation - infrastruc	(334,655.91)	0.00	0.00	(334,655.91)
17320	Lease improvements - buildings	2,018,031.67	0.00	0.00	2,018,031.67
17321	Accumulated deprec - lease imp-buildings	(1,770,096.15)	0.00	0.00	(1,770,096.15)
17510	Machinery and equipment	2,335,746.77	0.00	0.00	2,335,746.77
17511	Accumulated depreciation - M&E	(1,744,704.04)	0.00	0.00	(1,744,704.04)
17710	Software	3,983.14	0.00	0.00	3,983.14
17711	Accumulated amortization-software	(3,983.14)	0.00	0.00	(3,983.14)
17910	Construction in progress	71,353.85	0.00	0.00	71,353.85
Total Capital assets		1,155,359.21	0.00	0.00	1,155,359.21
Object 31000 -- Fund balance					
31701	Fund Balance - Unassigned	12,109.00	0.00	0.00	12,109.00
Total Fund balance		12,109.00	0.00	0.00	12,109.00
Object 32000 -- Net assets					
32103	Invest in cap assets pr to 4/1/02-Librar	(1,291,588.96)	0.00	0.00	(1,291,588.96)
32106	Investment in capital assets - Library	124,120.75	0.00	0.00	124,120.75
Total Net assets		(1,167,468.21)	0.00	0.00	(1,167,468.21)
Total Library JPA - General Capital Assets		0.00	0.00	0.00	0.00

General Ledger Balances

Criteria: Summarize By = Report,Fund,Object,Account; As Of = 3/31/2019; Period = 0,1,12; Fund = 93*, 95*, 96*

Acct	Title	Beginning Balance	Year-To-Date Debits	Year-To-Date Credits	Ending Balance
Fund 960 -- Felton Branch Reserve					
Object 11000 -- Cash and investments					
11101	Pooled cash	1,213.76	16.97	0.00	1,230.73
11901	Allow for FV of invest w/City-cur unrstr	(7.69)	0.00	0.00	(7.69)
Total Cash and investments		<u>1,206.07</u>	<u>16.97</u>	<u>0.00</u>	<u>1,223.04</u>
Object 12000 -- Receivables - current					
12101	Pooled cash interest receivable	5.00	0.00	5.00	0.00
Total Receivables - current		<u>5.00</u>	<u>0.00</u>	<u>5.00</u>	<u>0.00</u>
Object 31000 -- Fund balance					
31701	Fund Balance - Unassigned	(1,211.07)	0.00	0.00	(1,211.07)
Total Fund balance		<u>(1,211.07)</u>	<u>0.00</u>	<u>0.00</u>	<u>(1,211.07)</u>
Object 33000 -- Control accounts					
33110	Revenue control	0.00	5.00	16.97	(11.97)
Total Control accounts		<u>0.00</u>	<u>5.00</u>	<u>16.97</u>	<u>(11.97)</u>
Total Felton Branch Reserve		<u>0.00</u>	<u>21.97</u>	<u>21.97</u>	<u>0.00</u>
Fund 961 -- Library JPA - Vehicle Replacement					
Object 11000 -- Cash and investments					
11101	Pooled cash	445,048.24	6,223.16	0.00	451,271.40
11901	Allow for FV of invest w/City-cur unrstr	(2,817.96)	0.00	0.00	(2,817.96)
Total Cash and investments		<u>442,230.28</u>	<u>6,223.16</u>	<u>0.00</u>	<u>448,453.44</u>
Object 12000 -- Receivables - current					
12101	Pooled cash interest receivable	1,833.78	0.00	1,833.78	0.00
Total Receivables - current		<u>1,833.78</u>	<u>0.00</u>	<u>1,833.78</u>	<u>0.00</u>
Object 31000 -- Fund balance					
31701	Fund Balance - Unassigned	(444,064.06)	0.00	0.00	(444,064.06)
Total Fund balance		<u>(444,064.06)</u>	<u>0.00</u>	<u>0.00</u>	<u>(444,064.06)</u>
Object 33000 -- Control accounts					
33110	Revenue control	0.00	1,833.78	6,223.16	(4,389.38)
Total Control accounts		<u>0.00</u>	<u>1,833.78</u>	<u>6,223.16</u>	<u>(4,389.38)</u>
Total Library JPA - Vehicle Replacement		<u>0.00</u>	<u>8,056.94</u>	<u>8,056.94</u>	<u>0.00</u>

General Ledger Balances

Criteria: Summarize By = Report,Fund,Object,Account; As Of = 3/31/2019; Period = 0,1,.12; Fund = 93*, 95*, 96*

Acct	Title	Beginning Balance	Year-To-Date Debits	Year-To-Date Credits	Ending Balance
Fund 962 -- Library JPA Trusts					
Object 11000 -- Cash and investments					
11101	Pooled cash	17,507.01	244.81	0.00	17,751.82
11901	Allow for FV of invest w/City-cur unstr	(86.70)	0.00	0.00	(86.70)
Total Cash and investments		17,420.31	244.81	0.00	17,665.12
Object 12000 -- Receivables - current					
12101	Pooled cash interest receivable	72.15	0.00	72.15	0.00
Total Receivables - current		72.15	0.00	72.15	0.00
Object 33000 -- Control accounts					
33110	Revenue control	0.00	72.15	244.81	(172.66)
Total Control accounts		0.00	72.15	244.81	(172.66)
Total Library JPA Trusts		17,492.46	316.96	316.96	17,492.46
Total		17,492.46	74,892,069.27	74,892,069.27	17,492.46



County of Santa Cruz

COUNTY ADMINISTRATIVE OFFICE

701 OCEAN STREET, SUITE 520, SANTA CRUZ, CA 95060-4073
831) 454-2100 • FAX: (831) 454-3420 • TDD/TTY: CALL 711
CARLOS J. PALACIOS, COUNTY ADMINISTRATIVE OFFICER

May 10, 2019

TO: Each Member of the Board of Directors of the Library Financing Authority

2018-19 3rd QUARTER LIBRARY SALES TAX REVENUE UPDATE

Dear Members of the Board of Directors:

The purpose of this letter is to provide an update on the Library Sales Tax actual receipts for the 3rd quarter of 2018-19.

Library Sales Tax actual receipts for the 3rd quarter totaled \$2,755,632. In addition, the April payment totaled \$937,724. This results in a 2018-19 fiscal year to date estimated total of \$10,622,521, or \$30,451 (0.3%) more than the 2018-19 adopted budget, and is a \$276,551 (2.7%) increase from 2017-18 actual receipts, as shown in the attached history. This is an improvement over the estimate provided in January due to back payments related to the State's problems with its new computer systems.

This office will provide an update in June as part of the next regular meeting of the Library Financing Authority. If you have any questions, please call me at 454-2100.

Sincerely,

Nicole Coburn
Assistant County Administrative Officer

Attachment

cc: Library Director, Santa Cruz City/County Library System
Library Director, Watsonville Library
County Administrative Officer
City Managers
Auditor-Controller-Treasurer-Tax Collector
Finance Director, City of Santa Cruz
Finance Director, City of Watsonville

SERVING THE COMMUNITY – WORKING FOR THE FUTURE

Library Sales Tax Receipts - Quarterly and Annual

Year	Quarter	Quarterly Actual	Estimate **	Annual		
				Actual / Estimate **	Change over Prior Year	% Change over Prior Year
2008-09 *	1	2,112,168				
2008-09	2	2,125,649				
2008-09	3	1,795,098				
2008-09	4	1,570,743				
2009-10	1	1,783,988		\$7,603,658	(\$750,287)	-8.98%
2009-10	2	1,764,882				
2009-10	3	1,747,693				
2009-10	4	1,650,856				
2010-11	1	1,845,994		\$6,947,419	(\$656,239)	-8.63%
2010-11	2	1,944,408				
2010-11	3	1,784,248				
2010-11	4	1,738,035				
2011-12	1	1,977,610		\$7,312,685	\$365,266	5.26%
2011-12	2	2,017,194				
2011-12	3	1,926,748				
2011-12	4	1,878,232				
2012-13	1	2,067,292		\$7,799,784	\$487,098	6.66%
2012-13	2	2,213,276				
2012-13	3	2,073,641				
2012-13	4	2,010,230				
2013-14	1	2,308,067		\$8,364,440	\$564,656	7.24%
2013-14	2	2,271,714				
2013-14	3	2,211,364				
2013-14	4	2,082,934				
2014-15	1	2,321,923		\$8,874,079	\$509,639	6.09%
2014-15	2	2,338,481				
2014-15	3	2,295,975				
2014-15	4	2,183,913				
2015-16	1	2,458,685		\$9,140,291	\$266,212	3.00%
2015-16	2	2,516,897				
2015-16	3	2,378,260				
2015-16	4	2,244,832				
2016-17	1	2,503,646		\$9,598,675	\$458,384	5.01%
2016-17	2	2,571,786				
2016-17	3	2,487,745				
2016-17	4	2,334,143				
2017-18	1	2,650,310		\$9,897,319	\$298,645	3.11%
2017-18	2	2,701,663				
2017-18	3	2,548,173				
2017-18	4	2,445,825				
2018-19	1	2,621,108		\$10,345,970	\$448,651	4.53%
2018-19	2	3,060,073				
2018-19	3	2,755,632				
2018-19	4					
2018-19 Total Receipts Net of Audit Fee		2,185,708		\$10,622,521	\$276,551	2.67%
				\$10,618,721		

History for additional years going back to Fiscal Year 1997-98 is available upon request.

* The amount for the 1st quarter of 2008-09 includes the cost of the Measure R Election. Estimated cost of the election was \$275,000. Actual cost of the election was \$198,267.

** Bold Amounts are Estimated

Chair Carlos Palacios
Vice Chair Jamie Goldstein
Board Member Martin Bernal
Board Member Tina Shull



STAFF REPORT

DATE: June 6, 2019
TO: Library Joint Powers Authority Board
FROM: Susan Nemitz, Library Director
RE: FY 19/20 Budget

RECOMMENDATION

Approve FY 19/20 Library Budget.

DISCUSSION

Last month, the Joint Powers Authority Board requested that staff review the budget assumptions and reduce the FY2020 projected excess expenditures by half. Staff is recommending:

- Withdrawal of request for PERS unfunded liability (\$336,000)
- Reduction of nonpersonnel budget (\$50,000)
- Postponement of the hiring of 5 new staff until September for Felton and March for Capitola (\$174,000).

These proposals would require the use of \$654,000 of unrestricted fund balance in FY2020.

The Board also requested further conversations around public service hours over the next year. Because of the closure of six branches within the next year, public service hours will vary. Hours by branch were developed by looking at public use, staffing and work rules, and geographical access by region. Over the several months, most adjacent, open branches will receive additional staff and public hours in an attempt to service patrons whose branch is temporarily closed.

DATE	BRANCH	SUN	MON	TUE	WED	THURS	FRI	SAT	TOTAL # OF HRS
Current	Aptos	closed	10-8	10-8	10-8	10-8	10-5	10-5	54
	Boulder Creek	closed	closed	10-6	10-6	10-6	10-5	10-5	38
	Branciforte	closed	closed	10-6	10-6	10-6	11-5	11-5	36
	Capitola	closed	closed	closed	closed	closed	closed	closed	closed
	Downtown	1-5	10-8	10-8	10-8	10-8	10-5	10-5	58
	Felton	12-5	closed	11-6	11-6	11-6	12-5	12-5	36
	Garfield Park	closed	10-5	11-6	11-6	11-6	1-5	10-2	36
	La Selva Beach	closed	closed	10-7	10-7	10-6	12-5	12-5	36
	Live Oak	1-5	10-7	10-7	10-7	10-7	10-5	10-5	54
	Scotts Valley	closed	10-7	10-7	10-7	10-7	10-5	10-5	50
									398

DATE	BRANCH	SUN	MON	TUE	WED	THURS	FRI	SAT	TOTAL # OF HRS
November 1st	Aptos	closed	10-8	10-8	10-8	10-8	10-5	10-5	54
	Boulder Creek	closed	closed	10-6	10-6	10-6	10-5	10-5	38
	Branciforte	closed	closed	10-6	10-6	10-6	11-5	11-5	36
	Capitola	closed	closed	closed	closed	closed	closed	closed	closed
	Downtown	1-5	10-8	10-8	10-8	10-8	10-5	10-5	58
	Felton	closed	closed	closed	closed	closed	closed	closed	closed
	Garfield Park	closed	10-5	11-6	11-6	11-6	1-5	10-2	36
	La Selva Beach	closed	closed	closed	closed	closed	closed	closed	closed
	Live Oak	1-5	10-7	10-7	10-7	10-7	10-5	10-5	54
	Scotts Valley	closed	10-7	10-7	10-7	10-7	10-5	10-5	50
									326

DATE	BRANCH	SUN	MON	TUE	WED	THURS	FRI	SAT	TOTAL # OF HRS
February 1st	Aptos	closed	10-8	10-8	10-8	10-8	10-5	10-5	54
	Boulder Creek	closed	closed	closed	closed	closed	closed	closed	closed
	Branciforte	closed	closed	closed	closed	closed	closed	closed	closed
	Capitola	closed	closed	closed	closed	closed	closed	closed	closed
	Downtown	1-5	10-8	10-8	10-8	10-8	10-5	10-5	58
	Felton	10-5	10-7	10-7	10-7	10-7	closed	10-5	50
	Garfield Park	closed	closed	closed	closed	closed	closed	closed	closed
	La Selva Beach	closed	closed	closed	closed	closed	closed	closed	closed
	Live Oak	1-5	10-7	10-7	10-7	10-7	10-5	10-5	54
	Scotts Valley	closed	10-7	10-7	10-7	10-7	10-5	10-5	50
									266
DATE	BRANCH	SUN	MON	TUE	WED	THURS	FRI	SAT	TOTAL # OF HRS
June 1st	Aptos	closed	closed	closed	closed	closed	closed	closed	closed
	Boulder Creek	closed	closed	closed	closed	closed	closed	closed	closed
	Branciforte	closed	closed	closed	closed	closed	closed	closed	closed
	Capitola	closed	10-8	10-8	10-8	10-8	10-5	10-5	54
	Downtown	1-5	10-8	10-8	10-8	10-8	10-5	10-5	58
	Felton	10-5	10-7	10-7	10-7	10-7	closed	10-5	50
	Garfield Park	closed	closed	closed	closed	closed	closed	closed	closed
	La Selva Beach	closed	closed	closed	closed	closed	closed	closed	closed
	Live Oak	1-5	10-7	10-7	10-7	10-7	10-5	10-5	54
	Scotts Valley	closed	10-7	10-7	10-7	10-7	10-5	10-5	50
									266



June 6, 2019

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

Dear Board Member:

Thank you for giving the Santa Cruz Public Libraries the opportunity to convey the fiscal year 2019-2020 budget request. Measure S funds and strategic investments in operations will provide the opportunity for SCPL to transform its building and services to meet the changing needs of the residents of Santa Cruz County and inspire the next generation to grow and prosper in this community.

Library staff have been working diligently to improve programs and services over the last twelve months in anticipation of the upcoming physical changes. Over that period of time, they have:

- Worked closely with JPA jurisdictions and community members to design and begin construction of new libraries in Felton and Capitola and create remodeling programs for La Selva Beach, Boulder Creek, Garfield Park, Branciforte and Live Oak.
- Led a citizen committee process to define the scope of services and siting recommendation for the Downtown Branch Library and received Council endorsement.
- Assisted in the development of scope documents and partnership agreements with County Parks and Recreation for the creation of a Live Oak Annex at the Simpson Swim Center.
- Participated in the development of criteria documents for a design/build process at the Aptos Branch.
- Eliminated fines on children's materials and developed a new summer reading program, partnership with the schools, STEAM activities, and kids programs for underserved populations.
- Replaced all VOIP hardware.
- Completed a Digital Skills refresh program for staff.
- Completed the LibAnswers software deployment to support a redesigned reference service model, created a customer service commitment and a finished a Collections Development plan. All in support of a new service model.
- Completed Round II of an employee innovation program and funded seventeen local projects focusing on transforming programs and services and empowering staff.

Santa Cruz Public Libraries

- Worked with the friends on infrastructure development, strategic planning, work planning and budgeting. Between the Friends and the chapters, over \$3 million has been raised or pledged for the benefit of SCPL in the last 18 months.

The revenue outlook for the Santa Cruz Public Libraries remains mixed. The libraries rely heavily on sales tax revenue, an increasingly volatile revenue in environments with a declining sales tax base and potential for an economic slowdown. The libraries also utilize property tax revenue that is not being allocated to SCPL based upon a prior five-year agreement between the LFA Board Members. In FY2022, at the end of this agreement, there is likely to be an additional \$1.6 million in this fund.

The expenditure outlook is also of concern as staffing, pension and health care costs are expected to grow significantly in the near future. Two years ago, the Library recommended just under 5 FTE be added to fund a pilot program that added 72 hours a week in additional public service hours. The plan was to absorb this cost using the fund balance. This has been unnecessary as fund balances have grown even with the additional staff, a higher budgeted reserve, and prepayments of pensions. The Library would like to call the pilot a success and move on to explore future needs.

A recent history of conservative budget assumptions has resulted in a large fund balance. The JPA Board increased the budget reserve from 15% to 20% of revenue. They have assumed a \$400k annual capital equipment reserve account. Projections still estimate an unreserved fund balance for this system of over \$1 million.

Because of the increased revenue projected for FY22, SCPL is requesting a significant investment in 5 FTE to fill the expanded hours and services needed at the Felton and Capitola branches when they open this fiscal year. Staff needs to be hired and trained in advance of the grand openings. The library recommends the strategic use of fund balance for two years until MOE funds become available in FY 2022.

SCPL would also like to add \$50,000 a year for eight years to the facility maintenance budget again using fund balance to bridge until FY 2022.

- | | |
|--|-----------|
| 1. The Library needs an additional 5.0 FTE staff | \$350,000 |
| 2. Capital Maintenance (Year 1) | \$ 50,000 |

The next two years are likely to be a period of chaos as the construction of buildings require a constant shifting of staffing and public service hours. The JPA has agreed to annually review public service hours by branch and allocate staffing by use. This proposal requires three changes in hours over the fiscal year as four branches close for construction and two branches open.

The full 2019-2020 Work Plan goals are being completed and will be provided in the August JPA Board packet. Broadly, the work plan will focus on reframing the Library's service model and improving the user experience while making progress on the system's building and remodeling plans.

Thank you for giving me the opportunity to serve the Santa Cruz Public Libraries. The system has made huge strides and is poised for even greater success.

Thank you,

Susan M. Nemitz
Director, Santa Cruz Public Libraries

Santa Cruz Public Libraries

Budget Overview

	2018 <u>Actual</u>	2019 <u>Adjusted Budget</u>	2019 <u>Estimated Actual</u>	2020 <u>Requested Budget</u>	2021 <u>Projected Budget</u>
Expenditures by Activity:					
Personnel Services	9,464,611	10,133,492	10,835,485	11,480,842	11,825,267
Services, Supplies & Other Charges	4,051,769	4,497,931	4,435,709	4,526,532	4,571,797
Capital Outlay	181,410	202,800	202,800	218,000	218,000
Total Budget - Expenditures	13,697,790	14,834,223	15,473,994	16,225,374	16,615,064
Estimated Budgetary Savings (Not Adopted)		(770,000)	(770,000)	(770,000)	(770,000)
Projected Actual Expenditures	\$13,697,790	\$14,064,223	\$14,703,994	\$15,455,374	\$15,845,064
Activity Resources:					
Taxes	8,038,819	8,113,910	8,238,827	8,262,750	8,378,429
Member Contributions	5,582,224	5,655,273	5,655,273	5,725,273	5,725,273
Charges for Services	4,640	4,640	4,640	4,640	4,640
Fines and Forfeits	193,649	140,500	140,463	140,500	140,500
Donations & Trusts	59,831	437,047	110,202	32,523	35,000
Other Financing Sources	123,247	98,020	234,232	117,843	120,000
Total	\$14,002,410	\$14,449,390	\$14,383,637	\$14,283,529	\$14,403,842
Sub Total Operational Savings or (Cost)	\$304,620	\$385,167	(\$320,357)	(\$1,171,845)	(\$1,441,222)
Proposed Savings (PG.24)				\$517,000	
Unrestricted Balance Applied			(\$320,357)	(\$654,845)	(\$1,441,222)
Total Operational Savings	\$304,620	\$385,167			
Reserve Funds					
Unrestricted Fund Balance	\$2,361,083		\$2,040,726	\$1,385,881	\$0
20% Restricted Reserve	\$2,770,182		\$2,879,655	\$2,870,946	\$2,880,7
Capital Reserve	\$446,252		\$452,418	\$458,669	\$465,006

Chair Carlos Palacios
Vice Chair Jamie Goldstein
Board Member Martin Bernal
Board Member Tina Shull



STAFF REPORT

DATE: June 6, 2019
TO: Library Joint Powers Authority Board
FROM: Susan Nemitz, Library Director
RE: Confidentiality of Library Records & Patron Data Privacy Policy

RECOMMENDATION

Approve Policy

DISCUSSION

The Confidentiality of Library Records and Patron Data Privacy Policy has generated a lot of interest and discussion. The draft has been reviewed by METIS, SCPL Systems Team, the Library Advisory Commission, and Santa Cruz City Council.

The goal of the policies is to ensure the Library complies with sections of the State of California Public Records Act which protects patron data, particularly use data, while informing users what data is collected and how that data is used.

This work has generated other administrative tasks such as creating a data breach procedure, completing security audits of vendors and annually publishing a list for our users of software vendors or Econtent providers that have any access to Library data.

Attached:

- 1) LJPB Policy #303
- 2) Excerpt from State of California Public Records Act
- 3) Excerpt from Computer Fraud and Abuse Act of 1986

**Policy Title: CONFIDENTIALITY of LIBRARY RECORDS & PATRON DATA
PRIVACY POLICY**

Policy Statement:

The Santa Cruz City County Library System (“SCPL”) complies with all sections of the State of California Public Records Act (Protection of Library Circulation and Registration Records, Government Code Title 1, Division 7, Chapter 3.5).

SCPL shall not disclose any registration, circulation, requests for reference information and Internet use records of library users to any person (except for a person acting within the scope of his or her duties within the administration of the library), or to any local, state, or federal agency except by order of the appropriate superior or federal court. SCPL may also disclose such information for authorized law enforcement investigations in emergency circumstances.

Santa Cruz Public Libraries adheres to the following best practices for securing patron data:

- Gather only the data SCPL considers necessary to perform the specific service.
- Keep the data only as long as SCPL deems it is needed to provide the service.
- Limit access to the data to those who use it in the performance of their duties.

Data Privacy:

The Santa Cruz Public Library System is committed to protecting the privacy of customers staff, donors, and other contacts.

In order to protect library patron’s data, SCPL requires customers to enter a unique Username and Password each time they want to access their account information.

Credit card information provided for fines and fees or services is used only for that intended purpose, and is transmitted via encryption, to a credit card processor. SCPL complies with all PCI-DSS standards.

NOTICE

SCPL strives to keep SCPL users informed of the policies governing the amount and retention of personally identifiable information, and about why that information is needed for the provision of library services.

Whenever SCPL policies change, notice of those changes shall be disseminated to SCPL users via the Library’s website.

SCPL endeavors to avoid creating any unnecessary records, and to avoid retaining records not needed for providing or improving library services.

CHOICE & CONSENT

SCPL will only collect personal information for the administration of library services. Administrative services includes creation of hold records, fine billing and collection, marketing of library programs/services and creation of organizational statistics such as SCPL circulation, website visits and Wi-Fi use.

Patrons may choose to provide additional data such as preserving their circulation records to maintain personal reading lists or receive reading suggestions. If a patron voluntarily chooses to provide additional information, this information will be considered confidential.

SCPL will not sell, license or disclose personal information to any third party without patron consent, unless SCPL is compelled to do so by law.

SIGN-UP LISTS FOR COMPUTER WORKSTATIONS & ELECTRONIC COMPUTER RESERVATIONS

At some library branches, sign-up lists are maintained on paper to manage access to computer workstations. Those lists are shredded at the end of each day. In branches where a computerized reservation system is used, there is no electronic tracking of workstation use.

INFORMATION COLLECTED AND STORED AUTOMATICALLY

When a patron visits the SCPL website and browses through the web site, reads pages, or downloads information, certain information will be automatically gathered and stored electronically about the visit but not about the patron. This information does not identify individuals personally. SCPL automatically collects and stores only the following information about the website visit:

- The Internet domain and IP address from which access to our web site is gained;
- The type of browser and operating system used to access the Library's site;
- The date and time of access to the Library's site;
- The pages visited and for how long; and
- The address of the website from which the initial visit to www.santacruzpl.org was launched, if any.

SCPL uses this information to help it make its website more useful to visitors and to learn about the number of visitors to its site and the types of technology its visitors use.

LINKS TO OTHER SITES

SCPL's website contains links to purchase digital resources and other sites. The Santa Cruz Public Library System is not responsible for the privacy practices of these other sites, which may be different from the privacy practices described in this policy.

PATRON CIRCULATION RECORDS

SCPL maintains information provided by its customers from the registration form they complete when they register for a library card. SCPL does not use a paper process to collect and track customer circulation records. It is done electronically. When an item is checked

out, that item is then tied to that customer's record in the library's electronic system. However, the moment that library material is returned to the library, the link between the customer and the material is broken – SCPL's system does not continue to retain information on such returned materials except as needed for payment of fines.

NETWORK SECURITY

For network security purposes and to ensure that the SCPL networks and Internet service remains available to all users, SCPL uses software programs to monitor network traffic to identify unauthorized attempts to upload or change information, or otherwise cause damage to the SCPL network. If such monitoring reveals evidence of possible abuse or criminal activity, system personnel may provide the results of such monitoring to appropriate officials. SCPL does not attempt to identify individual users or their usage habits, however, SCPL recognizes that it may be compelled to identify such information, or disclose it, pursuant to an authorized law enforcement investigation or prosecution.

Unauthorized attempts to upload information or change information on this service are strictly prohibited and may be punishable under the Computer Fraud and Abuse Act of 1986 and 18 U.S.C. Sec. 1001 and 1030. Except for the above purposes, no other attempts are made to identify individual users.

SECURITY MEASURES

Security measures involve both managerial and technical policies and procedures to protect against loss and the unauthorized access, destruction, use, or disclosure of the data. Managerial measures include internal organizational procedures that limit access to data and ensure that those individuals with access do not utilize the data for unauthorized purposes. Technical security measures to prevent unauthorized access include encryption in the transmission and storage of data; limits on access through use of passwords; and storage of data on secure servers or computers that are inaccessible to un-authenticated users.

SCPL permits only authorized SCPL staff with assigned confidential passwords to access personal data stored in SCPL's computer system for the purpose of performing work within the administration of the library.

ENFORCEMENT & REDRESS

SCPL conducts regular privacy audits in order to ensure that all library programs and services are enforcing SCPL's privacy policy. Library users who have questions, concerns, or complaints about the library's handling of their private information should file written comments with the Director of the Library System. SCPL will attempt to respond in a timely manner.

PRIVACY & CONFIDENTIALITY OF LIBRARY RECORDS

The Santa Cruz Public Library System respects the right of privacy of all its customers regarding the use of this Library System. Library records are protected under California Government Code, Title 1, Division 7, Sections 6250-6270, Chapter 3.5.

REVISIONS

SCPL reserves the right to change or modify this privacy statement at any time. If SCPL revises this privacy statement, changes will be posted on the Library's homepage.

REVIEW SCHEDULE

This policy will be reviewed every three years.

Adopted: February 7, 2006

Revised: November 1, 2010

DRAFT

Excerpt from State of California PUBLIC RECORDS ACT

(Protection of Library Circulation and Registration Records)
(Government Code title 1, Division 7, Chapter 3.5)

Cal. Gov. Code Sec. 6254. Records exempt from disclosure requirements.

Except as provided in Sections 6254.7 and 6254.13, this chapter does not require the disclosure of any of the following records:

(j) Library circulation records kept for the purpose of identifying the borrower of items available in libraries, and library and museum materials made or acquired and presented solely for reference or exhibition purposes. The exemption in this subdivision shall not apply to records of fines imposed on such borrowers.

Cal. Gov. Code Sec. 6254.5 Disclosure of otherwise exempt records; Exceptions.

Notwithstanding any other law, if a state or local agency discloses a public record that is otherwise exempt from this chapter, to a member of the public, this disclosure shall constitute a waiver of the exemptions specified in Sections 6254, 6254.7, or other similar provisions of law. For purposes of this section, "agency" includes a member, agent, officer, or employee of the agency acting within the scope of his or her membership, agency, office, or employment.

This section, however, shall not apply to disclosures:

(a) Made pursuant to the Information Practices Act (Chapter 1 (commencing with Section 1798) of Title 1.8 Part 4 of Division 3 of the Civil Code) or discovery proceedings.

(b) Made through other legal proceedings or as otherwise required by law.

(c) Within the scope of disclosure of a statute that limits disclosure of specified writings to certain purposes.

(d) Not required by law, and prohibited by formal action of an elected legislative body of the local agency that retains the writings.

(e) Made to any governmental agency that agrees to treat the disclosed material as confidential. Only persons authorized in writing by the person in charge of the agency shall be permitted to obtain the information. Any information obtained by the agency shall only be used for purposes that are consistent with existing law.

Cal. Gov. Code Sec. 6255. Withholding records from inspection; Justification; Public interest.

(a) The agency shall justify withholding any record by demonstrating that the record in question is exempt under express provisions of this chapter or that on the facts of the particular case the public interest served by not disclosing the record public clearly outweighs the public interest served by disclosure of the record.

Cal. Gov. Code Sec. 6267. Confidentiality of patron use records of any library supported by public funds; Exceptions; "Patron use records".

All patron use records of any library which is in whole or in part supported by public funds shall remain confidential and shall not be disclosed by a public agency, or private actor that maintains or stores patron use records on behalf of a public agency, to any person, local agency, or state agency except as follows:

(a) By a person acting within the scope of his or her duties within the administration of the library.

(b) By a person authorized, in writing, by the individual to whom the records pertain, to inspect the records.

(c) By order of the appropriate superior court.

As used in this section, the term "patron use records" includes the following:

(1) Any written or electronic record, that is used to identify the patron, including, but not limited to, a patron's name, address, telephone number, or e-mail address, that a library patron provides in order to become eligible to borrow or use books and other materials.

(2) Any written record or electronic transaction that identifies a patron's borrowing information or use of library information resources, including, but not limited to, database search records, borrowing records, class records, and any other personally identifiable uses of library resources information requests, or inquiries.

This section shall not apply to statistical reports of patron use nor to records of fines collected by the library.

Excerpt from COMPUTER FRAUD and ABUSE ACT of 1986

18 USCS §1030. Fraud and related activity in connection with computers

(a) Whoever—

(1) having knowingly accessed a computer without authorization or exceeding authorized access, and by means of such conduct having obtained information that has been determined by the United States Government pursuant to an Executive order or statute to require protection against unauthorized disclosure for reasons of national defense or foreign relations, or any restricted data, as defined in paragraph y. of section 11 of the Atomic Energy Act of 1954, with reason to believe that such information so obtained could be used to the injury of the United States, or to the advantage of any foreign nation willfully communicates, delivers, transmits, or causes to be communicated, delivered, or transmitted, or attempts to communicate, deliver, transmit or cause to be communicated, delivered, or transmitted the same to any person not entitled to receive it, or willfully retains the same and fails to deliver it to the officer or employee of the United States entitled to receive it;

(2) intentionally accesses a computer without authorization or exceeds authorized access, and thereby obtains—

(A) information contained in a financial record of a financial institution, or of a card issuer as defined in section 1602(n) of title 15, or contained in a file of a consumer

reporting agency on a consumer, as such terms are defined in the Fair Credit Reporting Act (15 U.S.C. 1681 et seq.);

(B) information from any department or agency of the United States; or

(C) information from any protected computer;

(3) intentionally, without authorization to access any nonpublic computer of a department or agency of the United States, accesses such a computer of that department or agency that is exclusively for the use of the Government of the United States or, in the case of a computer not exclusively for such use, is used by or for the Government of the United States and such conduct affects that use by or for the Government of the United States;

(4) knowingly and with intent to defraud, accesses a protected computer without authorization, or exceeds authorized access, and by means of such conduct furthers the intended fraud and obtains anything of value, unless the object of the fraud and the thing obtained consists only of the use of the computer and the value of such use is not more than \$5,000 in any 1-year period;

(5)(A) knowingly causes the transmission of a program, information, code, or command, and as a result of such conduct, intentionally causes damage without authorization, to a protected computer;

(B) intentionally accesses a protected computer without authorization, and as a result of such conduct, recklessly causes damage; or

(C) intentionally accesses a protected computer without authorization, and as a result of such conduct, causes damage and loss.

(6) knowingly and with intent to defraud traffics (as defined in section 1029) in any password or similar information through which a computer may be accessed without authorization, if—

(A) such trafficking affects interstate or foreign commerce; or

(B) such computer is used by or for the Government of the United States;

(7) with intent to extort from any person any money or other thing of value, transmits in interstate or foreign commerce any communication containing any—

(A) threat to cause damage to a protected computer;

(B) threat to obtain information from a protected computer without authorization or in excess of authorization or to impair the confidentiality of information obtained from a protected computer without authorization or by exceeding authorized access; or

(C) demand or request for money or other thing of value in relation to damage to a protected computer, where such damage was caused to facilitate the extortion;

shall be punished as provided in subsection (c) of this section.

Chair Carlos Palacios
Vice Chair Jamie Goldstein
Board Member Martin Bernal
Board Member Tina Shull



STAFF REPORT

DATE: June 6, 2019
TO: Library Joint Powers Authority Board
FROM: Susan Nemitz, Library Director
RE: Collection Development Policy

RECOMMENDATION

Review attached Draft Policy

DISCUSSION

The Collection Development Policy is a guiding document for SCPL's collection, and a fundamental component of a library service model. It guides staff in decision-making regarding the selection and management of the collection. It sets the nature and the scope of the collection, identifying selection criteria for physical and digital collections, and provides guidance on what formats the library collects. It also provides guidance for collection maintenance, outlining how items are replaced, mended, or withdrawn from the collection. This policy will be used to guide budgeting decisions and allocate resources. This will also be an important document for Collection Management staff as they determine the collections for new and newly remodeled libraries in the next few years.

Highlights:

- The Library maintains a relevant and engaging collection of materials diverse in content and format.
- Though not an archival collection, there are special holdings for local history.
- Collection Development staff use their training, knowledge, expertise, and decision support software to select materials that satisfy the educational, informational, and entertainment needs of the community.
- Library staff continually evaluate new technology and formats to determine when to remove outdated formats and when to enter the market for new products and formats.
- A Library of Things, or non-traditional library materials collection, is described.
- The Library's collection is a living, changing entity and collection maintenance helps to keep the collections current, attractive, responsive, diverse, and useful to the needs of the community.
- A formal process is identified to assure that complaints or requests for reconsideration are handled in a consistent and timely manner.

Attached:
Collection Development Draft Policy



Collection Development

JPAB Policy#

Adopted:

Five-year Review Schedule:

Introduction

The Santa Cruz Public Libraries collection includes material to satisfy the educational, informational, and entertainment needs of the community. Acknowledging the diverse nature of the community it serves, Santa Cruz Public Libraries (the Library) attempts to fulfill this function by seeking material in various formats that best represent the needs and interests of its users.

The Library maintains a relevant and engaging collection of materials diverse in content and format. Though not an archival collection, there are special holdings for local history, both county and state, and a substantial genealogical collection.

Inclusion of items in the collection will be influenced by the need to provide basic knowledge of various subject matters to the community, such as educational materials for children and young adults, and lifelong learning of the adult population, and to satisfy the current and anticipated reading, listening, viewing, and learning preferences of the community. The Library strives to treat individual users fairly and does not give preference to the perceived importance of one user's inquiry over another.

The Library adheres to the philosophies embodied in the ALA's Library Bill of Rights, Freedom to Read Statement, Freedom to View Statement, Code of Ethics, Core Values of Librarianship Statement, and other guiding documents in serving the public and in determining the development of its collection.

Responsibility for Selection

The authority and responsibility for the selection of library materials rests ultimately with the Library Director. Under their direction, the collections are professionally selected by assigned library staff. The public and all staff members are encouraged to recommend materials for consideration.

Selection Criteria

Santa Cruz Public Libraries seeks to develop an outstanding collection by selecting material that reflects the educational, informational, and entertainment needs of the community. Selection decisions are made within the limitations of the available space and funding, and within the scope

of this Collection Development Plan. Materials will be selected based upon their value as a whole. Selection does not imply endorsement of either the content or viewpoint of the material. More detailed information on the Library's collection can be found in Appendix A.

Collection development staff use their training, knowledge, expertise, and decision support software along with the following general criteria to select materials for the collection.

- Relevance to the Library Mission, Vision, and Strategic Plan
- Current and anticipated interests and needs of the community
- Extent of publicity, critical review, and current or anticipated demand
- Current or historical significance of the author, director, or subject
- Relevance to the existing collection's strengths and weaknesses
- Contribution to the diversity and scope of the collection
- Reputation and qualifications of the author, creator, publisher, or issuing body, with preference generally given to titles vetted in the editing and publishing industry
- Artistic merit, literary value, or major award recipient
- Suitability of format to Library circulation, use, and durability
- Date of publication or release
- Price, availability, and Library materials budget

Generally excluded from selection:

- Textbooks and curriculum-related works unless they are considered useful to the general reader as an introduction to a subject and their presentation is superior to other sources
- Scholarly and technical materials that are carried by academic or special libraries
- Items having removable media such as memorabilia, patterns, stickers, or toys unless the book is usable without these items
- Puzzle or workbooks that encourage filling in blanks
- Materials that are publicized solely through infomercials or personal websites and authoritative and evaluative information about them is lacking

Exceptions are made for materials whose content is within the scope of the Special Collections area and meet its criteria.

Gifts

Book and media donations can be made to the Friends of the Santa Cruz Public Libraries. Gifts to the Friends of the Santa Cruz Public Libraries are governed by the policies set forth on their website at <http://fscpl.org/>. In general, gifts of materials are not added to the Library's collection, though staff may occasionally add unique items that meet the Library's selection criteria and which cannot be acquired through the usual means.

Related Document: Gifts Policy; JPAB Policy #309

Inter-Library Loan

If an item is not included in the Library's collection, and does not meet the selection criteria, it may be available to borrow from another library system through the Inter-Library Loan process.

Related Document: Inter-Library Loan Policy; JPAB Policy #320

Selection Criteria for eResources

Electronic resources, or eResources, are collections that are stored and displayed digitally and accessed via computers or other electronic devices. Online databases extend the collection by providing timely and versatile access to information in electronic format. Databases are also used by library staff to enhance and supplement reference services. Many of the databases contain specialized information beyond the scope of the Library's print collections; others have information that does not exist in print format. Some databases duplicate print sources which are carefully evaluated for retention with consideration to cost, frequency of use, and ease of access to library users.

Due to the special nature of electronic resources in comparison to traditional print and audiovisual materials, additional selection criteria are necessary. In some instances, the cost benefits of online versus print access or a combination purchase of the two formats will be evaluated.

Electronic resources can change rapidly, so the Library's eResources are evaluated and are added or removed from the collection on an annual basis. To facilitate evaluation of existing electronic resources, the staff will monitor the usage of the electronic resources through monthly statistical gathering. Reports of negative changes or lack of use will result in reevaluating the continuation of the subscription. This evaluation process will occur prior to the annual budgeting process.

The criteria that will be used to evaluate electronic resources include:

- Cost
- Quality and breadth of content
- Anticipated demand
- Usage (i.e. statistics)
- User feedback
- Ease of use
- Remote access
- Accessibility
- Access to equipment required to use resource
- Currency and accuracy
- Access to archival information
- Reduction of space requirements over print products
- Reduction in number of copies of a print source when purchased for multiple locations

New or Emerging Formats

Library staff continually evaluate new technology and formats to determine when to remove outdated formats and when to enter the market for new products and formats.

The following criteria will be considered when adding new formats:

- Impact on equipment, budget, staff, storage, and space
- Demand for format in community
- Durability of format for library use
- Availability of current and future funding
- Ease of use by customers and staff
- Accessibility of material and relevant technology
- Quality of production or reproduction
- Suitability to be circulated or housed in a sturdy, safe and convenient manner
- Availability of technical support and staff training
- Ownership of product

The library may stop collecting formats due to factors such as obsolescence, availability of product, declining use, or licensing issues. This might include discontinuation of ordering new or replacement copies, redistribution, and removal of existing collection from within the system. Materials in obsolete formats may be retained until wear, irrelevancy, disuse, or preference or availability of other formats dictates their removal from the collection.

Languages included in Collection

Non-English language collections are developed depending upon the local demographics and the identified need for substantial material in a particular non-English language.

See Appendix A for more information on Spanish language collections.

Maintenance of Collection

Collection maintenance is part of the ongoing evaluation of collections by collection development staff and is undertaken with as much care and consistency as the initial selection process. The Library's collection is a living, changing entity and collection maintenance helps to keep the collections current, attractive, responsive, diverse, and useful to the needs of the community. Great care is taken to retain or replace items that having enduring value to the community.

Last Copy

The last copy of a work in the Santa Cruz Public Library system is evaluated in terms of its value to the community, with consideration to the following:

- Condition
- Local interest
- Part of a series
- Reputation of author, publisher, producer, and/or illustrator
- Best available work on subject
- Alternative accessibility
- Continued and anticipated demand

Replacement

Replacement of withdrawn materials is not automatic. The decision to replace is influenced by:

- Availability of existing copies and formats in the system
- Popular interest
- Coverage in the subject area
- Cost and availability

Mending

The decision to mend materials is made with consideration to the same factors involved in replacement. In addition, the following should influence the decision to mend:

- Historical significance and preservation
- Feasibility of mending
- Cost of mending vs. cost of replacement

Withdrawal

Collection Development staff are responsible for regular evaluation of collections in their selection area.

Those materials determined to no longer fit the criteria for inclusion are withdrawn from the collection. An item will be transferred or removed for one or more of the following reasons:

- Physical condition
- Accuracy, currency, and relevance of information
- Accessibility of other formats
- Subject or title adequately provided by other materials in the collection
- Ease of borrowing materials from another library system
- Date of last circulation and number of circulations
- Number of copies exceeds demand
- Cost of maintenance of the material is infeasible

Generally, withdrawn materials are given to the Friends of the Santa Cruz Public Libraries for resale, sent to established literacy partners, or discarded if not deemed suitable for reuse.

The authority to withdraw materials from the collection lies with the Collection Development staff who use their professional expertise in assessing the needs of the community and the content of

the collection. Branch staff may withdraw and discard materials unfit for public use, such as those whose condition may compromise other items in the collection (including moldy or water damaged items), and those otherwise damaged beyond repair, as long as they communicate with the Selector if it is a "last copy."

Materials Reconsideration Process

A formal process has been developed to assure that complaints or requests for reconsideration are handled in a consistent and timely manner.

A patron who has a complaint or comment about library materials should initially be referred to appropriate staff such as: the branch manager, a librarian, or the staff member in charge at the time. If the patron wishes, the patron can fill out the Request for Reconsideration of Material Form (see Appendix B). These forms are reviewed by professional staff who will consider the material in relation to the library's mission statement and the selection criteria of this collection development plan. Until this review is completed, the material in question will remain in circulation. A written response will be sent within 30 days of receipt of the form.

A patron who wishes to comment further about a specific item has the following options:

- They may write a letter to the Director of Libraries, who will review the documentation and respond in writing.
- If still concerned, they may write an appeal of the Director of Libraries' decision to the Chair of the Library Joint Powers Authority Board.

Collections, including Special/Local Collections

Children's Collection

Audiobooks

Audiobooks are selected for children and are provided in a variety of formats, including compact disc, Playaway, and digital formats. They consist primarily of fiction, with some nonfiction, fairy tales, poetry, and other subjects to meet current demand. Award winning titles are included whenever possible. Emphasis is placed on acquiring unabridged works.

Beginning Chapter Books

Beginning chapter books are intended for newly independent readers. They have more text, engaging story lines, and fewer pictures than beginning reader books. They are shorter, and less complex than chapter books intended for middle grade readers. The beginning chapter books are indicated by a star sticker on the spine of the book, and can be shelved separately or interfiled with juvenile fiction.

Beginning Readers

Beginning readers are books that have a controlled vocabulary for beginning readers. This collection varies in reading levels. Some titles feature reading skills development, including phonics, while many are traditional story structure. Reading levels are provided by the publisher, and not the library.

Biography

The Biography collection contains a diverse range of life experiences from contemporary and historical figures. This collection supports reading for pleasure, as well as providing materials that support school curriculum.

Board Books

These books are intended for the very youngest in our community, and help to introduce early literacy skills. The pages and cover are paperboard, and sized to fit the hands of babies and toddlers.

Book Discussion Kits

Book Discussion Kits are a SCPL branded bag with 8 paperback copies of titles, and an accompanying book discussion guide. Titles are mostly middle grade fiction.

Braille Collection

The Braille collection consists mainly of picture book titles, nonfiction titles, and chapter books in Braille format. Some titles are transcribed in braille, with alternating pages of print and illustrations, and Braille.

Fiction

The juvenile fiction collection consists of chapter books for independent readers. Some titles also work well as read alouds. Emphasis is on new and popular titles for children, with effort being made to complete series, and have a collection of classic literature. Included in the J Fiction collection are mystery and science fiction.

Graphic Novels

Graphic novels are selected with an emphasis on new and popular titles. Hardcover is chosen whenever possible.

Kids Illustrated Fiction / Picture Books for Older Readers

These books fit the standard picture book format of 32 pages, though have levels of sophistication that best suits older readers, roughly 3rd grade and up. Some have shorter texts typical of most picture books, while others have lengthier amounts of text with higher reading levels, while still fully illustrated.

Large Type

Books in Large Type format are selected for children. The collection includes popular fiction.

Magazines

The Library subscribes to a variety of magazines that appeal to children and their caregivers. Additionally, digital magazines are provided to enhance print subscriptions.

Music

The music collection is selected to meet the educational and recreational needs of children. The collection consists of a variety of genres, including sing alongs, lullabies, and music created specifically for children. Formats include CD and digital music.

Nonfiction

The nonfiction collection supports reading for pleasure, as well as providing materials that support school curriculum. The Library strives to maintain a well-rounded nonfiction collection that offers diverse viewpoints on a variety of subjects and issues. The nonfiction collection is not designed to be comprehensive in any subject.

Parenting Collection

A small collection of books related to the caregiving and parenting of children ages 0-5 is kept in the children's area of the library for ease of access for parents and caregivers of young children.

Picture Books

Picture books are fully illustrated books that are generally 32 pages in length. The text is often brief, and the primary audience for this collection is toddlers through second graders.

Read-along Kits

Read-along Kits are books with an accompanying audio disc, or with an embedded digital audio player, such as VOX books. These books allow young children to listen to the story as they see the words and pictures on the page. The majority of the Read-along Kits are picture books, and also include nonfiction, folk and fairy tales, and biographies.

Read-to-me Kits

Read-to-me Kits are themed reading kits for young children and their caregivers that come in a canvas bag. Included in the bags are picture books organized around different themes such as Transportation, Wild Animals, Gardening, Science, and more. Sensitive topics such as Moving, Death, and Divorce are also available.

Reference

Some materials such as dictionaries, atlases, and general knowledge encyclopedias are kept in Juvenile Reference for students to use while in the library. When a newer edition is ordered, the previous edition can be made circulating, if it is still a useful resource.

Spanish

The Library has a growing collection of materials in Spanish and bilingual English and Spanish. Fiction, nonfiction, biography, and audiobook formats are included in this collection. Spanish and bilingual youth materials are interfiled with English language materials and labeled with a green sticker on the spine.

Videos

The video collection is selected to meet the educational and recreational needs of children. The collection consists of popular feature films, television series, and educational films. Emphasis is on highly rated current films of broad family appeal, and videos created specifically for a younger audience. Formats include DVD and digital video formats.

Young Adult Collection

Audiobooks

Audiobooks are selected for teens and are provided in a variety of formats, including compact disc, Playaway, and digital formats. Emphasis is on selecting titles in digital format. The audiobook collection consists of fiction and nonfiction in subject areas to meet current demand. Emphasis is placed on acquiring unabridged works whenever possible.

Fiction

Emphasis is on new and popular titles for teens, with effort being made to complete series. Classic literature written for a teen audience is included, though most titles that are considered classics are in the adult collection.

Graphic Novels

Graphic novels and manga are selected for teens, with emphasis on new and popular titles. Hardcover is chosen whenever possible.

Large Type

Books in Large Type format are selected for teens. The collection includes popular fiction.

Magazines

The Library subscribes to a variety of magazines that appeal to teens. Additionally, digital magazines are provided to enhance print subscriptions.

Nonfiction

The nonfiction collection supports the information needs of teens. Most of the nonfiction that supports middle school and high school curriculums is included in the juvenile or adult collections. Emphasis for the teen collection is on health and social issues. Some copies of titles that may have sensitive content are included in the Teen Self-Help Collection. These books are “check-out optional,” meaning that a title does not need to be checked out if a borrower wants to read it, but is sensitive to the title showing on their library account, or if they are hesitant to interact with staff regarding the title. The nonfiction collection is not designed to be comprehensive in any subject.

Adult Collection

Audiobooks

Audiobooks are provided in a variety of formats, including compact disc, Playaway, and digital formats to meet the lifelong learning needs of adults. They consist of fiction, mystery, science fiction, romance, and westerns. Also included is nonfiction, especially science and technology, politics, language instruction, and other subjects to meet current demand. Emphasis is placed on acquiring unabridged works whenever possible.

Biography

The Biography collection contains a diverse range of life experiences from contemporary and historical figures.

Book Discussion Kits

Book Discussion Kits are a SCPL branded bag with 8 paperback copies of titles, and an accompanying book discussion guide. The primary audience for these kits are local book groups. They are available for browsing at the Downtown Library, and are available to request to any library.

Californiana

The Californiana collection at the Downtown Library is an in-depth collection of circulating books on the history and development of Californiana and its counties and cities. This collection has some overlap with the Local History collection, and both collections complement each other.

Part of this collection is a locked-case (non-circulating) collection of books of rare and artistic value related to California, including a unique, comprehensive collection on the Panama Pacific International Exposition of 1915.

This collection has been carefully curated over the years to maintain quality, consistency, and historic value. This collection is non-floating so that patrons can expect to find the collection in a single location. This collection comprises a large number of donations from the [Preston Sawyer collection](#), and is a valuable community resource.

The objective of the Californiana collection is to meet the information needs of non-scholarly users (students up through the secondary and community college levels, and interested adult readers) in their investigation of the Central Coast region, and California's history and people. The focus of the collection is historical. Materials of current usefulness such as travel guides are not included. However, travel accounts of historic interest (more than fifty years old) are included.

Current artistic and literary works involving California are placed in the general collection, but before any item of California interest is weeded, it is evaluated for inclusion in the Californiana collection.

Areas of particular strength are:

- Central Coast Native Americans
- Gold Rush
- Earthquakes
- Politics/Social Issues
- California Missions
- Water/Land Development/Agriculture
- Ethnic Groups/Family History
- Natural History/Environment/Marine Biology

Histories and other works on individual California cities, counties, and regions are acquired and maintained in the following order of priority:

1. Central Coast Region
2. Northern California
3. Southern California

Support for the development and maintenance of the Californiana and Local History collections is provided by the McCaskill Trust for Local History, which is a restricted library system endowment.

Fiction

Emphasis is on new and popular titles for adult readers, with effort being made to complete series, and have a collection of classic literature. Included in the Fiction collection are mystery, science fiction, romance, and westerns.

Genealogy

The Genealogy collection is owned and maintained by the Genealogical Society of Santa Cruz County. They regularly purchase new items and accept donated private collections. The collection is included in SCPL's catalog. SCPL staff is responsible for cataloging and withdrawing materials in this collection. Materials in the Genealogical Society collection do not circulate.

Government Documents

Santa Cruz Public Libraries are not part of the Federal Depository Program and therefore do not collect or keep federal government documents. However, local agencies rely on the public library to hold local documents that may no longer be held by the agency, and SCPL recognizes the value of the information in these documents and strives to maintain a collection of local agency documents.

Publications from local government agencies are accepted and held to meet the public review requirements of the local agencies. These documents are available to the public for review during the required review period in the library. Documents available for review may not be checked out or taken out of the library. Staff may ask to hold an I.D. (or equivalent) while the document is being used. The purpose of this is not for identification purposes, but rather to be held as collateral for the document.

The Downtown Library is the primary holding location for local documents that are no longer in their public review period. These documents are cataloged and available for reference use at the Downtown Library.

Documents from the following geographies are collected in this order of priority:

1. Local (the cities of Santa Cruz, Scotts Valley, and Capitola, and the unincorporated areas of the SCPL service area).
2. State (concerning Santa Cruz County and/or the Monterey Bay)
3. Federal (concerning Santa Cruz County and/or the Monterey Bay)

Documents are retained in the library collection until it is determined by the Documents Librarian that they no longer serve a purpose. We anticipate this to be a rare occurrence, as documents from previous decades often provide valuable information about the natural resources, the culture, and the demographics of the region.

Graphic Novels

Graphic novels are selected for adults, with emphasis on new and popular titles. Hardcover is chosen whenever possible.

Large Type

The adult collection of large type books is shelved separately for ease of browsing. The collection includes popular fiction and bestselling nonfiction.

Law Library

The Santa Cruz County Law Library is a publicly accessible library specializing in legal resources. They select materials for their collection. The collection is included in SCPL's catalog. SCPL staff is responsible for cataloging and withdrawing materials in this collection.

Leased Books

The Library meets the high demand of new and popular books by supplementing the collection with leased copies. Once high interest has waned, most of these copies are returned to the vendor. Some copies are added to the regular collection as needed.

Library of Things, or Non-traditional library materials

The Library of Things is a collection of non-traditional library materials intended to provide diverse opportunities for learning and engagement. This collection may include items such as telescopes, equipment, science and technology kits, and assistive devices. The library staff expects these types of collections to grow and our community can expect more "things" that will nurture the learning goals of children and adults, increase digital inclusion, facilitate lifelong learning, and increase opportunities to be inspired. The Collection Development staff will select materials to be included based on the anticipated needs of library patrons. The library will use circulation data and community suggestions to guide future selections for this collection. Items will be subject to the same collection maintenance criteria as other materials in the library. Due to the economic value of the items in the Library of Things, a Lending Agreement may need to be signed by a borrower before checkout.

Local Collections

One identified path on the Strategic Plan is to offer patron-centered services designed with input from residents so that each branch reflects its community, and Local Collections allow branches to have non-floating collections that are a reflection of their local community. These collections will be proposed by a Regional Manager, and approved by the library management team. Current Local Collections include the Special Needs Resource Center at the Scotts Valley Library, the Inclusive Children's Collection at the Live Oak Library, and Veterans Connect at the Downtown Library.

Local History

The Library recognizes the value in maintaining information about the history of the Santa Cruz region, and strives to collect, store, preserve, and make accessible materials in varying formats which record and facilitate the study of the history and people of Santa Cruz County.

The objective of the local history collection is to aid patrons in learning about the Santa Cruz region. Materials collected include: books, videos, city directories, and school yearbooks. News clippings and magazine articles, pamphlets and brochures, photographs and postcards, maps, papers, and reports will be collected with the intent to digitize for the local history portion of the Library's website.

The Library will acquire new materials as they are published, and older materials to supplement and replace worn copies in the current collection.

The collection is historical, not archival, in the sense that archives are materials people, organizations, or companies accumulate over the course of a lifetime or career or while conducting business; diaries, letters, scrapbooks, and artwork are not included.

Last copies of irreplaceable material (or unlikely to be easily accessible elsewhere) are retained as non-circulating items. Items may be kept even if they are in poor condition or of questionable literary quality if they contain unique and important information. Once digitized, the original physical material may be kept, as the original document provides context and helps facilitate research.

Support for the development and maintenance of the Californiana and Local History collections is provided by the McCaskill Trust for Local History, which is a restricted library system endowment.

Lucky Day Books

The Library meets the high demand of new and popular books by supplementing the collection with Lucky Day copies. These copies do not fill holds requests and are displayed at each library so that patrons may find that it is their "lucky day" by finding an available title that they would otherwise have to wait for. These Lucky Day copies are similar to the leased books as they can be returned to the vendor after demand has waned.

Maps

The Library maintains a map collection, with the emphasis being on maps of local historical significance. Some road maps and State or National Parks maps are included in the collection, though are not being actively acquired.

Microform

A collection of microfilm and microfiche is located at the Downtown Library. Microform readers are available. The emphasis of the microfilm collection is local. Many extinct periodical titles are available on microfilm. The Library continues to film current local periodicals including the Santa Cruz Sentinel, for their expected future historical importance.

Music

The music collection is selected to meet the educational and recreational needs of adults. The collection consists of a variety of genres. Formats include CD and digital music.

Nonfiction

The nonfiction collection supports the lifelong learning of our users by satisfying their informational needs and recreational interests. The Library strives to maintain a well-rounded nonfiction collection that offers diverse viewpoints on a variety of subjects and issues. The nonfiction collection is not designed to be comprehensive in any subject.

Paperback

A paperback collection is available for those readers who prefer this format, and to accommodate those titles only published in the "mass market" paperback format. The

paperback collection includes classics, movie tie-ins, Westerns, science fiction, romance, mystery, and fiction.

Periodicals

The Library subscribes to hundreds of print magazines and newspapers covering a wide variety of topics. The periodical collection includes popular reading magazines, a wide selection of business and trade publications, and magazines of local interest. Also included are newspapers published locally, as well from major geographic areas of interest to the community.

Subscriptions are reviewed and renewed on an annual basis. Additionally, digital magazines are provided to enhance print subscriptions.

Reference

Materials in the Reference Collection are characterized by their ability to provide information and to summarize, condense, or give a comprehensive overview of a topic. These materials generally include bibliographies, indexes, directories, dictionaries, statistical compendia, atlases, biographical dictionaries, and almanacs. They remain in the library to be available to all patrons. The Downtown Library has the most comprehensive Reference Collection which includes a Consumer Reference collection with buying guides and general consumer information.

SoundSwell

SoundSwell is a streaming database of local music that library cardholders can download for free. It was created through a partnership between the Santa Cruz Public Libraries and the Santa Cruz Rehearsal Studios. The intent of this collection is that it will become a comprehensive discovery tool for finding local music as well as a robust historical archive of the local music scene in Santa Cruz County. In addition to the streaming database, the Downtown Library has a collection of SoundSwell music CDs available for circulation.

Spanish

The Library has a growing collection of materials in Spanish. Fiction, nonfiction, biography, audiobook, and DVD formats are included in this collection. Adult materials are shelved separately for ease of browsing.

Videos

The video collection is selected to meet the educational and recreational needs of adults. The collection consists of popular feature films, television series, as well as documentaries, instructional, and educational films. Videos include film classics, highly rated current films of broad family appeal, or potential cultural, historical, or aesthetic significance. Formats include physical and digital video formats.

Appendix B

SCPL Request for Reconsideration of Material Form

Santa Cruz Public Libraries has established a Collection Development Plan and has a procedure for gathering input about items in the collection. Completion of this form is the first step in that procedure. If you wish to request reconsideration of a resource, please return the completed form to Library staff.

Date: _____

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: (optional) _____ Email: (optional) _____

Do you represent self? _____ Or an organization? _____ Name of Organization: _____

Resource on which you are commenting:

- Book Magazine/Newspaper Digital Resource
 Video Audiobook Other

Title: _____

Author/Producer: _____

What brought this material to your attention? _____

Have you examined the entire resource? If not, what sections did you review? _____

What concerns you about the material? _____

What action are you requesting the committee consider? _____

Chair Carlos Palacios
Vice Chair Jamie Goldstein
Board Member Martin Bernal
Board Member Tina Shull



STAFF REPORT

DATE: June 6, 2019
TO: Library Joint Powers Authority Board
FROM: Susan Nemitz, Library Director
RE: Library Security Cameras Policy

RECOMMENDATION

Consider the Library Security Camera Policy for August Board approval

DISCUSSION

The Library strives to maintain a safe and secure environment for its staff and patrons. SCPL is proposing the use of security cameras in new and remodeled library facilities to provide staff tools to manage the security of library buildings. The purpose of this policy is to outline the Santa Cruz Public Libraries' use of security camera equipment as it relates to interests of privacy, public safety, and protection of property for library patrons, staff, and service providers.

Staff unions have requested a Meet and Confer process that will take place this summer so library administration can address employee concerns over the use of cameras in the workplace.

Attached:
Security Cameras Policy

Library Security Cameras Policy

JPAB Policy #

Approved:

Five-year Review Schedule:

Purpose of cameras

The Library strives to maintain a safe and secure environment for its staff and patrons. Selected areas of the Library premises (including indoor and outdoor areas) are equipped with video security systems. No audio will be recorded. The Library's video security system is used for the protection and safety of patrons, employees, and Library property. This does not imply or guarantee that any or all cameras will be recording images, or be monitored in real time, twenty-four hours a day, seven days a week. Cameras will not be installed for the purpose of monitoring staff performance.

Location of cameras

Reasonable efforts will be made to safeguard the privacy of patrons and employees. Video cameras will not be positioned in areas where there is a reasonable expectation of privacy such as in restrooms. The video cameras will be positioned to record only those areas specified by the Library Director and will complement other measures to maintain a safe and secure environment in compliance with Library policies. Camera locations will not be changed or added without the permission of the Library Director.

Signage

Signs will be posted at the Library entrances informing the public and staff that security cameras are in use.

Access to live video

Although not continuously observed, live video feeds may be monitored by Library employees during the course of their regular duties to manage activity in the Library buildings and on the Library premises. The Library shall make reasonable efforts to ensure that such live video is viewed in secure areas and is not available for public viewing. Because cameras will not be continuously monitored, the public and staff should take appropriate precautions for their safety and for the security of their personal property. Santa Cruz Public Libraries System is not responsible for loss of or damage to property, or personal injury.

Access to stored video

Stored images will not be reviewed by Library staff, except when specifically authorized by the Library Director or designee because of a report of an illegal activity, or the compromise of the protection and safety of patrons, employees and/or Library property. Images from the Library video security systems are stored digitally. The Library shall make reasonable efforts to ensure that such retained video records are stored in a secure manner. The Library will retain all recorded images in compliance with any retention schedules mandated by applicable local or state laws and regulations.

Use/disclosure

Video records may be shared with authorized Library employees when appropriate or, upon approval by the Director.

In the event of a search warrant, which is executable immediately, Library Administration will comply with the search warrant and consult with legal counsel. Upon receipt of a subpoena or other court order, or where otherwise required by law, Library Administration shall consult with legal counsel to determine if the document is in proper form and that good cause for its issuance in a court of proper jurisdiction is demonstrated. If not, Library Administration shall insist any defect be remedied before releasing records which contain patron or staff information.

Video records may contain personally identifiable information about an individual who has used any library service or borrowed any library materials, and will be accorded the same level of confidentiality and protection provided to library users by Santa Cruz Public Libraries System policy on confidentiality and privacy.

Confidentiality/privacy issues limit the general public from viewing security camera footage that contains patron information. If the Library receives a request from the general public to inspect security camera footage which contains patron information, the general public will be advised to file a police complaint.

Violations of this policy will be reported to the Santa Cruz Public Libraries JPA.



STAFF REPORT

AGENDA: June 6, 2019

TO: Library Joint Powers Authority Board

FROM: Betsey Lynberg, Director of Capital Projects for the County of Santa Cruz

SUBJECT: La Selva Beach Library Lease Agreement and Sub-Lease

RECOMMENDATION

Approve the proposed attached sub-lease that is intended to be in place until the County of Santa Cruz and Santa Cruz Public Libraries enter into a sub-lease based on a uniform lease agreement once it has been completed.

DISCUSSION

The County of Santa Cruz and the La Selva Beach Recreation District have completed negotiations for a new lease for the La Selva Beach Library (see attached lease agreement). The new lease agreement includes an initial 15-year term and two 15-year options, with a rental amount of \$1 per year plus usage costs for the 2,206 square foot library building and shared use of the adjacent 900 square foot patio adjacent to the library building. The library will also have the opportunity to use the courtyard and community building located on the La Selva Beach Recreation District property.

Similar to the prior lease, this lease requires the County, or SCPL as the sub-lessee, to provide for most of the major maintenance of the library facility as well as a cost share of minor property maintenance, utilities, insurance, security, and stipends for long-term septic and parking lot maintenance. The total initial amount of the additional charges is \$1,774 per month. Payment under the prior lease, executed in 1995, was \$600 per month, which is substantially lower than the actual costs of operating the facility. The new monthly payment reimburses the La Selva Beach Recreation District for its actual costs of operating the facility and will be adjusted annually as necessary to align with actual costs.

As previously contemplated by both the County and SCPL, the new lease agreement allows for a sub-lease to SCPL for operation of the La Selva Beach Library. Although the ownership and lease/sub-lease arrangement is unique to the La Selva Beach Library location, the new lease terms are substantially similar to the draft lease terms for jurisdiction-owned library sites as considered by the SCPL Board on March 7, 2019. The County Board of Supervisors will consider the lease on June 11, 2019.

Since the new term of the lease commences July 1, 2019, the County requests that the Library Joint Powers Authority Board consider approving a sub-lease to ensure that the

operational expenses for the La Selva Beach Library facility are assumed by the SCPL as soon as possible. The recommended action acknowledges the lease agreement negotiated between the County and the La Selva Beach Recreation District as the master lease for the La Selva Beach Library, setting the terms of the sub-lease between the County and SCPL.

COUNTY OF SANTA CRUZ

La Selva Beach Library

316 Estrella Avenue, La Selva Beach, CA

SUBLEASE AGREEMENT

THIS SUB-LEASE IS MADE THIS _____ DAY OF _____, 20___, between the **COUNTY OF SANTA CRUZ** as "Lessee" and **SANTA CRUZ PUBLIC LIBRARIES** as "Sub-Lessee". The parties all agree that the purpose of this Sub-Lease Agreement is to ensure the operation and maintenance of the 2,206 square foot La Selva Beach branch library at 316 Estrella Avenue, La Selva Beach, CA. This Sub-Lease includes the attached and incorporated Exhibits "A" thru "B". Wherefore, the parties hereby agree as follows:

TERMS

1. Sub-Lessee shall assume all rights and responsibilities of the Lessee defined in the attached lease between the County of Santa Cruz and the La Selva Beach Recreation District attached hereto as Exhibit "A" (the Master Lease).
2. Sub-Lessee agrees to all of the terms and conditions of the Master Lease, including the conditions of use, rent and building maintenance provided therein.
3. The term if this Sub-Lease shall be the same as the Master Lease.
4. Sub-Lessee agrees to the insurance provisions attached hereto as Exhibit "B".
5. Sub-Lessee shall indemnify, defend and hold harmless Lessee, its officers, agents, employees and invitees from and against any claims, damages, costs, expenses, or liabilities (collectively "Claims") arising out of or in any way connected with this Sub-Lease Agreement including, without limitation, claims for loss or damage to any property, or for death or injury to any person or persons, but only in proportion to and to the extent that such Claims arise from the negligent or wrongful acts or omissions of Sub-Lessee, its officers, agents, employees, invitees, and tenants.

SIGNATURE PAGE TO FOLLOW

EXECUTION AND SIGNATURES:

In WITNESS WHEREOF,

Lessor has executed this Agreement as of the ____ day of _____, 20____.

Lessee has executed this Agreement as of the ____ day of _____, 20____.

SANTA CRUZ PUBLIC LIBRARIES	COUNTY OF SANTA CRUZ
_____ Date	Matt Machado, Director Department of Public Works _____ Date
_____ Date	APPROVED AS TO FORM: _____ Office of County Counsel Date
_____ Date	APPROVED AS TO INSURANCE: _____ Risk Management Date
_____ Date	RECOMMENDED FOR APPROVAL: _____ Real Property Date
_____ Date	RECOMMENDED FOR APPROVAL: _____ Date

LEASE AGREEMENT

THIS LEASE IS MADE THIS _____ DAY OF _____, 20____, between LA SELVA BEACH RECREATION DISTRICT as "Lessor" and the COUNTY OF SANTA CRUZ as "Lessee". This Lease includes the attached and incorporated Exhibits "A" thru "B_". This Lease is intended to replace the existing Agreement between Lessor and Lessee, as well as the Santa Cruz City and County Library System. The parties all agree that the purpose of this Lease Agreement is to assure the maintenance of the branch library in La Selva Beach. Wherefore, the parties hereby agree as follows:

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13. **EXECUTION & SIGNATURES**

1. **PREMISES**

1.1 **Location**

Lessor leases to Lessee that certain space, where the La Selva Beach library branch is currently located, consisting of approximately 2,206 square feet of office space commonly known as 316 Estrella Ave, La Selva beach, CA, being a portion of Lessor's building located on County of Santa Cruz APN 045-171-30, in the State of California, and further described in the attached Exhibit A, together with appurtenances, all hereinafter referred to as "Premises". To the extent that the Lessee has funds to also improve and enlarge a patio area adjacent to the existing Library branch, an approximate 900 square foot patio area ("patio area") will be included as part of the Premises for Lessee's non-exclusive use. Lessor and Lessee acknowledge that the patio area is part of the public park areas of the Lessor and is also used extensively by community members as part of the existing park area. Lessor and Lessee acknowledge that during library hours of operation, the Lessee has the right to use the patio for public library program uses. The parties further agree that to the extent formal library or community events are held in part on the Florido lawn and the adjacent patio area, the parties will cooperate in terms of the use of the space to further the best use of the patio area for community purposes. It is also understood that the Lessee will be able to utilize from time to time the adjoining club house conference room for library special events assuming it is not otherwise being used for a scheduled event.

1.2 **Tenant Improvements**

Lessee intends to improve the Premises by installing/erecting all those improvements as listed in Exhibit "B" attached.

2. **TERM**

2.1 **Term**

This Lease shall have a term of Fifteen (15) years.

2.2 **Possession Dates**

Lessee is currently in possession of the Premises pursuant to the above-referenced Agreement, but this new Lease will be effective on July 1, 2019, superseding the old Agreement. Lessee shall surrender possession of the Premises back to Lessor on the 30th day of June, 2034, unless Lessee exercises the option(s) set forth in Par 2.4 below, in which case Lessee shall surrender possession at the end of said option(s).

2.3 **Holding Over**

Should Lessee hold over said Premises after this Lease has expired, such holding over shall be deemed a tenancy from month to month at the last applicable rental rate plus 10 percent (including Additional Rents) payable under this Agreement, on the same terms and conditions as in this Agreement, absent a new agreement at that time.

2.4 Option(s)

Lessee shall have two fifteen (15) year option periods. In order to exercise said option(s), Lessee shall provide Lessor written notice of its exercise of the option no later than one (1) year before the existing Lease term expires.

3. RENT

3.1 Amount

Base Rent for the Premises shall be one dollar per year.

Additional Rent: In addition to the Base Rent specified in this Paragraph 3.1, Lessee shall also pay as "Additional Rent" 33.3% of the actual annual Operating Expenses of Lessor, plus \$100/ month for maintenance of septic (septic maintenance stipend) and \$150/ month for maintenance of the Florida parking area used by the Lessee and others (parking area stipend). Lessor shall maintain a fund into which it shall deposit each septic maintenance stipend and parking maintenance stipend for the purpose of maintaining septic and the Florida parking area. The Operating Expenses of Lessor include all expenses of Lessor to maintain the Premises, including by way of example, Lessor's total annual expenses for insurance, gas, electricity, heating, water*, landscaping, pest control and trash/ recycling or other expenses reasonably related to the Library-Clubhouse complex. . At the outset of this Lease, the Additional Rent shall be \$1,774 per month, as shown in the attached Exhibit B. Within three months of each anniversary of the effective date of this Agreement during the term, Lessor shall provide Lessee with a written reconciliation of actual Operating Expenses for the preceding year. Starting on July 1, 2021 and thereafter on July 1 of each year during the term of this Agreement, the Additional Rent will be recalculated based on the 33.3% of the prior calendar year's actual Operating Expenses of Lessor, plus the parking maintenance stipend and septic maintenance stipend, which will be adjusted annually to the same percentage (up or down) as the Operating Expenses adjust. *The water expense will not include the Lessor's water expenses for parts of the Lessor's property not adjacent to Library.

3.2 Late Payments

Lessee hereby acknowledges that late payments by Lessee to Lessor of rent will cause Lessor to incur costs not contemplated by this Lease, the exact amount of which will be extremely difficult to ascertain. Such costs include, but are not limited to, processing and accounting charges, and late charges, which may be imposed, on Lessee by the terms of any mortgage or trust deed covering the Premises. Accordingly, if any

installment of rent shall not be received by Lessor within ten (10) calendar days after such amount shall be due, then, without any requirement for notice to Lessee, Lessee shall pay to Lessor a late charge equal to six percent (6%) of such overdue amount. The parties hereby agree that such late charge represents a fair and reasonable estimate of the costs Lessor will incur because of late payment by Lessee. Acceptance of such late charge by Lessor shall in not constitute a waiver of Lessee's default regarding such overdue amount, nor prevent Lessor from exercising any of its other rights and remedies. This Paragraph 3.2 becomes effective the fourth month following the Commencement Date and any Amendments to this Lease.

3.3 Quiet Enjoyment

Lessor warrants to Lessee that this Agreement constitutes a binding obligation of Lessor, does not conflict with any existing agreement binding on Lessor, and that no consent is required for the execution and delivery of this instrument by Lessor or for its performance. Lessor further warrants that if Lessee shall pay all rental and other sums as provided herein to be paid by Lessee and perform all the covenants of this Lease to be performed by Lessee, then Lessee shall, during the term hereof, freely, peaceable and quietly occupy and enjoy the full possession of the Premises. Lessee knows Lessor rents out the Clubhouse and courtyard for private party events and such use of the Clubhouse and courtyard will not constitute a violation of Lessor's covenant hereunder. During any construction phase of Lessee's improvements, alterations, or additions to the building on the subject premises, Lessee and its contractor shall not interfere with Lessor's clubhouse operations and rentals, or with the Lessor's parkland on Florida. Further, Lessee shall indemnify and hold Lessor, its employees and directors, harmless from any injuries or property damage caused by Lessee's contractors or subcontractors. Lessee shall require its contractors and subcontractors to name Lessor, including its employees and directors, as Additional Insureds on its contractor liability insurance and worker's compensation insurance policies. Lessee shall also protect Lessor from any and all Mechanics liens recorded or filed related to Lessor's property.

3.4 Tax Allocation

Lessee shall be liable for all taxes levied against personal property, trade fixtures and other property placed on the Premises by Lessee, and if any such taxes are levied against Lessor or Lessor's property and Lessor pays the taxes or if the assessed value of Lessor's property is increased by the placement of such property or trade fixtures of Lessee, and Lessor pays the taxes based on the increased assessment, Lessee shall pay upon demand to Lessor the taxes so levied or that proportion of taxes resulting from the increased assessment. Lessee shall pay all increases in taxes levied or assessed against the land on which the building and parking lot are located and said tax shall be prorated on the basis of the number of square feet occupied by Lessee in the building in relation to the total square footage of the entire building up to a 2% increase per year in accordance with Proposition 13. Lessee shall not be liable for any perorations resulting from sale of the property, which result in a higher tax base.

3.5 Utilities

Lessor shall be responsible to provide gas, heat, electricity, trash and recycling, septic, landscaping, shared parking on Florida expenses and water, which may be furnished to or used, in or about the Premises during the term of this Lease and pass those costs along to the Lessee as Additional Rent as described in Section 3.1.

Lessee shall provide its own janitorial service for the Premises,

4. USE

4.1 County Use

Lessee shall use said Premises as a Public Library, and related purposes and for no other purpose. In the event of financial problems of the County or the Library system, Lessee will permit Lessor to continue to maintain the public library branch open in the discretion of Lessor, including allowing the Lessor to use volunteer members of the community to keep the library open.

4.2 Compliance with Laws

Lessee shall not permit anything to be done in or about the Premises that will, conflict with any law, statute, ordinance or governmental rule or regulation now in force or that may hereafter be enacted or promulgated. Lessee shall comply, at its sole cost and expense, promptly with all current and future laws, statutes, ordinances and governmental rules, regulations or requirements that relate to or affect the condition, use, occupancy, repair, change or alteration of the Premises, including any structural changes required by law. For the purposes of this Paragraph, "structural changes" is defined as any change, alteration, addition, repair or improvement involving the removal or alteration of any part of the roof, a floor, a load bearing wall, column or girder, or other support of the Premises.

4.3 Assignment & Sublease

Except pursuant to a contemplated agreement for the operation of a public library on the Premises, Lessee shall not assign or transfer this Lease or any interest therein, nor sublet the whole or any part of the Premises without the written consent of Lessor. To the extent any assignment or sublease would change the use of the Premises from being a public library or otherwise cause financial insecurity for Lessor's purposes herein, Lessor shall not be required to consent to such changes or any such assignment or sublease. Except as otherwise provided in this Agreement, Lessee shall not make or permit any alterations, additions to, or repairs in or upon the Premises without first obtaining Lessor's prior written consent. Neither this Lease nor any interest therein shall be assignable or transferable in any proceedings in execution against Lessee, or in any voluntary or involuntary proceedings in bankruptcy, or insolvency taken by or against Lessee, or by process of any law applying to such proceeding without the written consent of Lessor.

5. REPAIRS AND MAINTENANCE

5.1 Lessee Obligations:

Lessee acknowledges that it already is in possession of the Premises and acknowledges that the Premises are in good and tenable condition. During the term of this Lease, Lessee will, at its own cost and expense, maintain and keep in good order the Premises, including all Lessee improvements, alterations, and furnishings, exposed interior plumbing, and make all repairs and replacements of whatsoever kind or nature, either to the exterior or interior of said Premises. To the extent any water pipes or other utilities require maintenance or repair beyond the Premises' exterior, Lessor shall be responsible for such expenses. r

5.2 Fixtures

After (i) submitting to Lessor plans and specifications showing the proposed action, and (ii) obtaining Lessor's written consent, and (iii) obtaining all applicable governmental permits, Lessee may install in the Premises such fixtures, equipment, and partitions as Lessee may see fit; and if not in default hereunder may remove the same from the Premises at any time during the term of this Lease; provided however, that any installation and removal of such fixtures, equipment, and partitions shall be done in a careful, workmanlike manner and will not interfere with the use of the Premises as a library.

5.3 Other Alterations

After (i) submitting to Lessor plans and specifications showing the proposed action, and (ii) obtaining all applicable governmental permits, and (iii) obtaining Lessor's consent, Lessee shall have the right at any time, at Lessee's sole cost, to install carpet, paint, or wallpaper to the interior of the Premises, install security and restricted access systems, and make other modifications to the Premises to suit Lessee's needs.

5.4 Lessor Obligations

Lessor, at Lessor's sole expense, shall keep in good order, condition, and repair any portions of the building unrelated to the Lessee improvements, alterations, and fixtures, set forth in Exhibit B or any other Lessee improvements, alterations and fixtures. Lessor's responsibility includes the Florida parking area, any systems lying outside the Premises, which are unrelated to the Lessee improvements set forth in Exhibit B or any other Lessee alterations, improvements or fixtures. The obligations of the preceding sentence shall extend to the portions of any such system or structures lying outside the Premises. Lessor shall not be obligated to repair any improvements or fixtures made by the Lessee. Lessee will be obligated to maintain such improvements or fixtures in good condition, reasonable wear and tear excepted. To the extent Lessor makes repairs to portions of the Premises as required hereunder, those expenses will be applied to the formula for the Additional Rent set forth in Paragraph 3.1 and apportioned pursuant to that formula as a shared expense in the same proportion as set forth therein and applied to future Additional Rent costs. To the extent that Lessor is required to make repairs under this section that solely benefit the Library (as opposed to the Clubhouse-Library complex), the parties agree to meet to discuss how those repairs costs should be allocated between the Lessor and Lessee given that no rent is being paid other than the shared expenses set forth in Exhibit B.

Except as to the improvements made by Lessee, Lessor shall also be responsible for repairs, which relate to or arise out of:

- A. Structural or other latent defects in or of the Premises or the building;
- B. Violations of ordinances, laws, regulations and orders of governmental authorities applicable to the construction or structure of the Premises, or Lessor's building, except to the extent solely caused by Lessee's use or occupancy of the Premises;
- C. The negligence or intentional act of the Lessor, its employees, agents, other tenants, invitees, or contractors;
- D. Any breach by Lessor of any of the conditions, terms, or obligations of Lessor under this Lease, or
- E. Causes outside the Premises over which the Lessee has no control.

F. Except as to improvements, alterations or fixtures made by Lessee, Lessee shall notify Lessor (as specified in section 12.9 of this Lease) of any repairs required of Lessor under this paragraph. Lessor shall have sixty (60) days after written notice from Lessee to commence to perform its obligations to make repairs under this section, except that Lessor shall commence performance of such obligations immediately after such notice if the nature of the problem presents a hazard, emergency, or substantial interference with Lessee's conduct of its service to the public. Lessor shall diligently pursue such repairs to completion. If Lessor fails to perform its obligations to immediately repair or cure a problem which presents a hazard, emergency, or substantial interference with Lessee's conduct of its services to the public after sixty (60) days written notice of such defect, Lessee may terminate the Lease and be thereby released from all obligations thereunder. If Lessor does not perform its obligations under this paragraph, or does not show reasonable due diligence, Lessee may, in its discretion perform such obligations (subject to all necessary building codes and permits) and shall then have the right to be reimbursed for its actual expenditures in performing Lessor's obligations. However, in doing so Lessee shall not be entitled to reimbursement for repairs that will take longer than three months to reasonably complete or exceed the cost of two years' rent, based on the rent (including Additional Rent) then in effect at the time notice is provided to Lessor. If Lessor does not reimburse Lessee within sixty (60) days after Lessee's written demand accompanied by documentation of charges, Lessee may withhold from future rent the sum the Lessee has expended, until the Lessee is reimbursed in full. However, Lessee will not withhold rent if Lessor disputes that Lessor is obligated under this Lease to perform such repairs.

If Lessor does not believe that repairs are required, Lessor must provide, within 30 days of receipt of initial notice by Lessee, a written response in good faith, which demonstrates reasonable grounds for non-repair. If Lessee disagrees, the parties will endeavor in good faith to resolve the dispute amicably. In the event they are unable to resolve the dispute, they agree to hire a mutually agreed upon mediator to hold a

mediation to resolve the dispute. The expenses of the mediation will be shared equally among the parties. In no circumstances is the Lessor obligated to make repairs or reimburse Lessee for repairs that will take longer than three months to reasonably complete or exceed the cost of two years rent, based on the rent (including Additional Rent) then in effect at the time notice is provided to Lessor; provided, however that in the event Lessor does not make such repairs, Lessee is entitled to terminate this Agreement.

6. DAMAGE AND DESTRUCTION

6.1 Damage

If the Premises are damaged by Lessor or its employees or agents, Lessor shall, within thirty days, repair and rebuild the Premises if the damage prevents Lessee's use and occupancy of all or a part of the Premises. If the Premises cannot be completely restored within this period, Lessor shall commence work and pursue it diligently to completion.

If the Premises are damaged by Lessee or its employees or agents, Lessee shall, within thirty days, repair and rebuild the Premises. If the Premises cannot be completely restored within this period, Lessee shall commence work and pursue it diligently to completion.

If the Premises are damaged other than by Lessor or Lessee or their respective employees or agents, and the damage prevents Lessee's use and occupancy of all or a part of the Premises, and the Lessor does not repair and rebuild the Premises within thirty days (or such longer period as reasonably necessary to repair and rebuild the Premises), Lessee may at its discretion repair the damage or terminate this Agreement.

6.2 Destruction

If the Premises are destroyed before or during the term of this Lease, then Lessor or Lessee may terminate this Lease and neither party shall have any further rights or obligations under this Lease, except Lessee for any previously due and unpaid rent, and Lessor for any unearned rents paid in advance by Lessee. The Premises shall be deemed "destroyed" if repairs or reconstruction will cost seventy-five percent (75%) or more of the value of the Premises at the time of the damage. If the parties continue the Lease, then Lessor shall promptly repair and rebuild the Premises if allowed under State and local laws and regulations.

6.3 Payment of Rent and Other Charges

If Lessee is temporarily unable to occupy any portion of the Premises for a period of time, then Lessee shall continue to pay rent, utilities, janitorial services and all other periodic payments required by this Lease, reduced by the proportionate reduction of useable interior space of the Premises.

7. INSURANCE AND INDEMNITY

7.1 Lessee's Obligations

Lessee hereby agrees to indemnify Lessor and to save it harmless from any liability, claim for damages, or attorney's fees incurred by reason of any personal injury or death to any person, including any of Lessee's employees, agents, licensees or invitees, or any injury to property of any kind whatsoever, and to whomever belonging, including Lessee, from any cause or causes whatsoever, in any way connected with Lessee's use of the Premises, during the term of this Agreement or any extension thereof or any occupancy by Lessee hereunder. This indemnity shall include the obligation to defend Lessor from any such lawsuits or claims filed. Lessee's obligation under this paragraph shall not apply if such liability, loss, cost, damage or expense arises out of or relates: to the negligent or intentional act of Lessor, or its employees, agents, contractors, or prior tenants of the Premises, or to a breach by the Lessor of any of the Lease's terms, conditions or obligations of Lessor, or to any structural or latent defect in the Premises not caused by Lessee or its contractors, agents or employees.

7.2 Lessor's Obligations

Lessor shall indemnify, defend, and hold Lessee harmless from any liability, claim or damages, or attorney's fees incurred because of any personal injury or death to any person(s) or injury to property arising out of Lessor's operations obligations, acts or omissions in any way connected with the Premises. This indemnity shall include the obligation to defend Lessee from any such lawsuits or claims filed. Lessor's obligations under this paragraph shall not apply if such liability, loss, cost, damage or expense arises out of or relates: to the negligent or intentional act of Lessee, or its employees, agents, contractors, or prior tenants of the Premises, or to a breach by the Lessee of any of the Lease's terms, conditions or obligations of Lessee, or to any structural or latent defect in the Premises not caused by Lessor or its contractors, agents or employees.

7.3 Mutual Obligations Limited

A party's obligation under this paragraph to indemnify, defend, and hold another harmless shall be limited to the sum that exceeds the amount of insurance proceeds, if any received by the party being indemnified.

7.4 Lessee Liability Insurance

Lessee has purchased and maintains a liability policy with a self-insured retention deductible of one million dollars (\$1,000,000.00) with upper limits of twenty-five million dollars (\$25,000,000.00). Lessor shall be named as additional insured, and a certificate or other evidence of such coverage shall be provided to Lessor to demonstrate compliance with this material requirement.

7.5 Lessee Property Insurance

During the entire lease term, Lessee shall obtain and maintain a property insurance policy for fire and extended coverage for fixtures and contents in the Premises in the minimum amount of the replacement value of said fixtures and contents Lessor shall be the named beneficiary of said insurance as to the Premises' building.

7.6 Limited Mutual Release

The parties hereby release each other and their respective authorized representatives, from any claims for damage to any person or to the Premises, or other improvements in which the Premises are located, and to the fixtures, personal property, and improvements or alterations in or on the Premises and other improvements in which the Premises are located, that are caused by or result from risks insured against under any insurance policies carried by any party hereto and in force or effect at the time of any such damage. Each party shall cause any insurance policy or self-insurance program obtained by it to provide that all right of recovery by way of subrogation against any party to this Agreement in connection with any damage covered by any such policy or program is waived. No party shall be liable to another for any damage caused by fire, earthquake or any of the risks insured against under any insurance policy or program required by this Lease, except to the extent of the applicable deductible or self-insured retention deductible

8. LESSOR ENTRY AND SIGNAGE

8.1 Lessor's Right to Enter

Lessor or its duly authorized representatives or agents may enter upon said Premises at reasonable times during the term of this Lease for determining whether Lessee complies with the terms and conditions of the Lease or for any other purpose incidental to the rights of Lessor. Such rights include the right to show the Premises to prospective purchasers, lenders, appraisers, inspectors, engineers, etc. at reasonable times after prior notice to Lessee.

8.2 Lessor's Right To Place Signs

At any time within six (6) months of the termination of the Lease, Lessor may place any usual or ordinary "To Let" or "To Lease", or "For Sale" signs on the Premises. Lessor agrees not to place or allow to be placed any political signs on or about the Premises.

9. SURRENDER OF PREMISES

9.1 Lessee Obligation

At the expiration or termination of this Lease, Lessee will surrender the Premises to Lessor in good condition except for reasonable wear and tear and damage by the elements or acts of God. Lessee further agrees to remove all signs that have been

placed on said Premises by Lessee, and to repair and restore the Premises to same condition prior to the placement of the signs except for reasonable wear and tear and damage by the elements or acts of God.

10. DEFAULT AND RE-ENTRY

10.1 Lessor's Option

If Lessee is in default of any of the terms or conditions under this Lease, Lessor may demand performance in writing. If thirty (30) days elapse after such notice and no performance has occurred, then Lessor shall have the right to declare the Lease forfeited, and to re-let the Premises. It is understood and agreed that each and all of the remedies given Lessor under this Lease are cumulative and that the exercise of one right or remedy by Lessor shall not impair its right to any other remedy.

11. Estoppel Certificates.

11.1. **Lessee's obligation to provide Estoppel Certificates.** Within ten (10) days after a written request by Lessor, Lessee shall execute and deliver to Lessor an estoppel certificate indicating to a prospective lender, mortgagee or purchaser any exceptions to the reasonably requested statements provided therein.

12. Subordination, Nondisturbance and Attornment.

12.1. **Automatic Subordination.** This Lease is subject and subordinate to:

- a) The lien of any mortgage, deeds of trust, or other encumbrances ("Encumbrances") of the building and real property;
- b) All present and future Encumbrances of the building and real property;
- c) All renewals, extensions, modifications, consolidations and replacements of the items described in (a)-(b) herein;
- d) All advances made or hereafter to be made on the security of the Encumbrances.

Despite any other provisions of this Paragraph, any Encumbrance holder may elect that this Lease shall be senior to and have priority over that Encumbrance whether this Lease is dated before or after the date of the Encumbrance. No such subordination shall be effective unless and until Lessee has received a nondisturbance agreement from the holder of the Encumbrance or Lessor in a recordable, commercially reasonable form.

13. MISCELLANEOUS:

13.1 Construction:

This Lease shall be construed under California Code of Civil Procedure § 17. The captions of this Lease shall have no effect on its interpretation. The unenforceability, invalidity, or illegality of any provision of this Lease shall not render any other provision unenforceable, invalid, or illegal.

13.2 Successors Bound:

This Lease shall be binding upon the heirs, executors, administrators, successors and assigns of the parties.

13.3 Time is of Essence:

Time is of the essence with regard to this Lease and as to all covenants, conditions, agreements and obligations herein contained.

13.4 Duly Authorized Representative:

Each individual executing this Lease on behalf of such party represents and warrants that he or she is duly authorized to execute and deliver this Lease on behalf of said party.

13.5 Reasonable Consent:

Whenever consent or approval of either party is required, that party shall not unreasonably withhold such consent or approval, except that the use of the Premises must continue to be for a public library and any refusal to consent by Lessor to any change of use is agreed in advance to be reasonable.

12.6 Subordination

This Lease is and shall be subordinate to any mortgage now of record or recorded after the date of the Lease affecting the Premises and Lessee agrees that it will execute, acknowledge, and deliver upon request all documentation reasonably necessary to subordinate this Lease to such mortgage. Each holder of any such mortgage shall agree in writing that, so long as Lessee performs its obligations under this Lease, that (i) Lessee shall enjoy peaceful possession of the Premises, (ii) the holder of any such mortgage shall not disturb or interfere with Lessee's rights hereunder, and (iii) any purchaser at a foreclosure sale shall accept and acquire the premises subject to this Lease.

13.6 Lease Subject to Approval

This Lease is subject to the approval of the Santa Cruz County Board of Supervisors, and does not bind Lessee until the Board approves it.

13.8 Notices

Any communications under this Lease by either party to the other shall be in writing and shall be delivered personally or sent by prepaid registered mail addressed as below; a party may change its notification address by giving notice to the other party. A facsimile may be transmitted so long as a hard copy is delivered or mailed within 24 hours. The Parties addresses are as follows:

Lessor:

La Selva Beach Recreation District
314 Estrella Avenue
La Selva Beach, CA 95076
831-461-5165
Email: lsbrd@cruzio.com
Fax: 831-xxx
With a copy to then-existing Chair of the Board

Lessee:

County of Santa Cruz
DPW Real Property Section
701 Ocean Street, Room 410
Santa Cruz, CA 95060
Tel: 831-454-2160
Fax: 831-454-2385

13.9 Joint and Several Liability

If there is more than one Lessor, the obligations imposed under this Lease shall be joint and several.

13.10 Amendment

This Lease may only be amended in writing and signed by both Lessor and Lessee.

13.11 Integrated Agreement

Every agreement, representation, warranty or understanding regarding the Premises and the terms of this Lease have been merged into this Lease document, which shall be conclusively accepted as the full agreement between the parties.

13.12 Governing Law and Venue

This Lease shall be construed under the law of the State of California, and the venue for any legal action shall only be in the County of Santa Cruz, State of California.

13.13 No Future Breach

Waiver by either party of a breach of any obligation under this Lease shall not be consent to any future breach.

14. EXECUTION AND SIGNATURES:

In WITNESS WHEREOF,

Lessor has executed this Agreement as of the _____ day of _____, 20_____.

Lessee has executed this Agreement as of the _____ day of _____, 20_____.

<p>LA SELVA BEACH RECREATION DISTRICT</p>	<p>COUNTY OF SANTA CRUZ</p>
<p>Ashley Winn Chair of the La Selva Beach Recreation District</p> <p><i>Ashley Winn</i> <i>5/8/19</i></p> <p>_____ Date</p>	<p>Matt Machado, Director Department of Public Works</p> <p>_____ Date</p>
<p>James Rhodes Secretary of the La Selva Beach Recreation District</p> <p><i>J Rhodes</i> <i>5/8/19</i></p> <p>_____ Date</p>	<p>APPROVED AS TO FORM:</p> <p><i>J. Rhein</i> <i>5/16/19</i></p> <p>Office of County Counsel Date</p>
	<p>APPROVED AS TO INSURANCE:</p> <p><i>Eschby</i> <i>5/16/19</i></p> <p>Risk Management Date</p>
	<p>RECOMMENDED FOR APPROVAL:</p> <p><i>Travis Cary</i> <i>5-16-19</i></p> <p>Real Property Date</p>
	<p>RECOMMENDED FOR APPROVAL:</p> <p>_____ Date</p>

EXHIBIT A



PROJECTED LIBRARY EXPENSES BASED ON 2018-19 BUDGET

CATEGORY	TOTAL EXPENSE	ONE THIRD OF EXPENSE	PER MONTH
PG&E	\$4,500	\$1,500	\$125
LANDSCAPING	\$16,800	\$5,599	\$467
WATER	\$5,070	\$1,690	\$141
TRASH & RECYCLING	\$10,500	\$3,500	\$292
INST RANGE*	\$8,500	\$2,833	\$236
PEST CONTROL	\$1,000	\$333	\$28
ELECTRITY	\$8,400	\$2,800	\$233

SUBTOTAL \$54,866 \$18,287 \$1,524
 PARKING MAINTENANCE STIPEND \$100
 SEPTIC MAINTENANCE STIPEND \$150
TOTAL \$1,774

* COMPREHENSIVE PACKAGE FOR LIABILITY, PROPERTY & EXCESS COVERAGE

EXHIBIT B
INSURANCE REQUIREMENTS

INSURANCE REQUIREMENTS

Without limiting Sub-Lessee's indemnification obligations to County under this Sub-Lease, Sub-Lessee shall provide and maintain for the duration of this Lease insurance against claims for injuries to persons or damages to property which may arise from or in connection with the Sub-Lessee's operation and use of the leased Premises. The cost of such insurance shall be borne by the Sub-Lessee.

1. Minimum Scope of Insurance

Coverage shall be at least as broad as:

- A. Commercial General Liability, Occurrence form, Insurance Services Office Form CG0001.
- B. Automobile Liability covering all owned, non-owned and hired auto, Insurance Services Office form CA0001.
- C. Workers Compensation, as required by State of California and Employer's Liability Insurance.
- D. Property Insurance against all risk or special form perils, including Replacement Cost coverage, without deduction for depreciation, for Sub-Lessee's merchandise, fixtures owned by Sub-Lessee, any items identified in this Sub-Lease as improvements to the Premises constructed and owned by Sub-Lessee, and the personal property of Sub-Lessee, its agents and employees, including coverage for earthquake and flood.

2. Minimum Limits of Insurance

Lessee shall maintain limits no less than:

- A. Commercial General Liability including Premises, Operations, Products and Completed Operations, Contractual Liability and Independent Contractors: \$1,000,000 per occurrence for bodily injury, personal injury and property damage. The General Aggregate limit shall be \$2,000,000 and shall be a Per Location Aggregate. Fire Damage Limit (Any One Fire) \$300,000 and Medical Expense Limit (Any One Person) \$5,000.
- B. Automobile Liability: \$1,000,000 each accident for bodily injury and property damage. Coverage will include contractual liability.
- C. Employers Liability: \$1,000,000 each accident for bodily injury or disease. Coverage shall include a waiver of subrogation endorsement in favor of County of Santa Cruz.

D. Property: Full replacement cost with no coinsurance penalty provision.

3. Deductibles and Self-Insured Retentions

Any liability deductible or self-insured retention must be declared to and approved by the County's Risk Manager. The property insurance deductible shall not exceed \$5,000 per occurrence and shall be borne by Sub-Lessee.

4. Other Insurance Provisions

The general liability and automobile liability policies are to contain, or be endorsed to contain the following provisions:

A. Additional Insured Endorsement

Any general liability policy provided by Sub-Lessee shall contain an additional insured endorsement applying coverage to the County of Santa Cruz, the members of the Board of Supervisors of the County and the officers, agents, employees and volunteers of the County, individually and collectively.

B. Primary Insurance Endorsement

For any claims related to this Sub-Lease, the Sub-Lessee's insurance coverage shall be primary insurance as respects the County, the members of the Board of Supervisors of the County and the officers, agents, employees and volunteers of the County, individually and collectively. Any insurance or self-insurance maintained by the County, the members of the Board of Supervisors of the County, its officers, officials, employees, or volunteers shall be excess of the Sub-Lessee's insurance and shall not contribute with it.

C. Notice of Cancellation

Each required insurance policy shall be endorsed to state that coverage shall not be canceled by either party, except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the County at the address shown in section of Lease entitled "Notices".

GENERAL PROVISIONS

5. Qualifying Insurers

All required policies of insurance shall be issued by companies which have been approved to do business in the State of California by the State Department of Insurance, and which hold a current policy holder's alphabetic and financial size category rating of not less than A- VII according to the current Best's Key Rating guide, or a company of equal financial stability that is approved in writing by County's Risk Manager.

6. Proof of Insurance

Sub-Lessee shall, as soon as practicable following the placement of insurance required hereunder, but in no event later than the effective date of the Contract, deliver to County certified copies of the actual insurance policies specified herein, together with appropriate separate endorsements thereto, evidencing that Sub-Lessee has obtained such coverage for the period of the Contract. Thereafter, copies of renewal policies, and appropriate separate endorsements thereof, shall be delivered to County within thirty (30) days prior to the expiration of the term of any policy required herein.

7. Failure to Obtain or Maintain Insurance; County's Remedies

Sub-Lessee's failure to provide insurance specified or failure to furnish certificates of insurance, amendatory endorsements and certified copies of policies, or failure to make premium payments required by such insurance, shall constitute a material breach of the Sub-Lease, and County may, at its option, terminate the Sub-Lease for any such default by Sub-Lessee.

8. No Limitations of Obligations

The foregoing insurance requirements as to the types and limits of insurance coverage to be maintained by Sub-Lessee, and any approval of said insurance by the County are not intended to and shall not in any manner limit or qualify the liabilities and obligations otherwise assumed by Sub-Lessee pursuant to the Sub-Lease, including, but not limited to, the provisions concerning indemnification.

9. Review of Coverage

County retains the right at any time to review the coverage, form and amount of insurance required herein and may require Sub-Lessee to obtain insurance reasonably sufficient in coverage, form and amount to provide adequate protection against the kind and extent of risk which exists at the time a change in insurance is required.

10. Self-Insurance

Sub-Lessee may, with the prior written consent of County's Risk Manager, fulfill some or all of the insurance requirements contained in this Sub-Lease under a plan of self-insurance. Sub-Lessee shall only be permitted to utilize such self-insurance if in the opinion of County's Risk Manager, Sub-Lessee's (i) net worth, and (ii) reserves for payment of claims of liability against Lessee, are sufficient to adequately compensate for the lack of other insurance coverage required by this Sub-Lease. Sub-Lessee's utilization of self-insurance shall not in any way limit liabilities assumed by Sub-Lessee under this Sub-Lease.

11. Sub-Sublessees' Insurance

Sub-Lessee shall require any sub-sublessee, of all or any portion of the Premises to provide the insurance coverage described herein prior to occupancy of the Premises.

12. Waiver of Subrogation

Sub-Lessee and County waive all rights to recover against each other or against any other

tenant or occupant of the building, or against the officers, directors, shareholders, partners, employees, agents or invitees of each other or of any other occupant or tenant of the building, from any Claims (as defined in the Article entitled "Indemnity") against either of them and from any damages to the fixtures, personal property, Sub-Lessee's improvements, and alterations of either County or Sub-Lessee in or on the Premises and the Property, to the extent that the proceeds received from any insurance carried by either County or Sub-Lessee, other than proceeds from any program of self-insurance, covers any such Claim or damage. Included in any policy or policies of insurance provided by Sub-Lessee shall be a standard waiver of rights of subrogation against County by the insurance company issuing said policy or policies.