

## PUBLIC ADVISORY REGARDING COVID-19 AND PUBLIC PARTICIPATION

Consistent with Executive Order No. N-29-20 issued by Governor Newsom on March 17, 2020, and the County of Santa Cruz Health Services Agency Shelter In Place Public Health Order dated March 31, 2020, the regular meetings of the:

### **LIBRARIES FACILITIES FINANCING AUTHORITY (LFFA) AND THE LIBRARY JOINT POWERS AUTHORITY (LJPA) BOARD ON THURSDAY, June 4, 2020 AT 6:00 PM**

**This meeting will be held via Zoom teleconference ONLY**

Board Members and Library Staff Members will be participating remotely via videoconference.

#### **Public Participation:**

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

For those wishing to participate via Zoom you can join from a PC, Mac, iPad, iPhone or Android device by entering or clicking on the following URL: <https://zoom.us/j/97430180268>

For those joining using a telephone only, please call:

1 833 548 0276 (Toll Free) or 1 833 548 0282 (Toll Free)

1 877 853 5247 (Toll Free) or 1 888 788 0099 (Toll Free)

Slowly enter the webinar ID of 974-3018-0268

The meetings will be recorded and posted for viewing after the meetings on the Santa Cruz Public Libraries website [www.santacruzpl.org](http://www.santacruzpl.org)

#### **How to comment on agenda items via email before the meeting:**

Members of the public may provide public comment by sending comments via email to the Library Board Clerk at [clerk@santacruzpl.org](mailto:clerk@santacruzpl.org)

- Identify the agenda item number in the subject line of the email.
- Emailed comments should be a maximum of 500 words, which corresponds to approximately 3 minutes of speaking time.
- Each emailed comment will be read aloud for up to three minutes.
- Emails received by [clerk@santacruzpl.org](mailto:clerk@santacruzpl.org) outside of the comment period outlined above will not be included in the record.

#### **How to comment on agenda items via Zoom, during the meeting and prior to the close of public comment on an item:**

-Using the Q&A feature of the Zoom teleconference participant panel identify the agenda item and then type your comment. (For example: "Item #2 - I think this plan is an excellent use of resources")

**How to comment on agenda items via telephone, during the meeting and prior to the close of public comment on an item:**

- Call 831-427-7713
- Identify the agenda item
- The representative will type your comment
- Your comment will be read aloud

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



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

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

**THURSDAY JUNE 4, 2020**

**CLOSED SESSION - 5:30 PM**

*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.*

Labor Negotiations  
[Cal. Govt. Code § 54957.6.]

**REGULAR MEETING – 6:00 PM**

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

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

**2. ADDITIONAL MATERIALS**

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

**3. ADDITIONS AND DELETIONS TO AGENDA**

**REPORT OUT FROM TONIGHT'S CLOSED SESSION AND**

**REPORT OUT FROM CLOSED SESSION ON MAY 7, 2020**

**4. ORAL COMMUNICATION**

*Any member of the audience may address the Board on any matter either on or off the agenda that is within the Board's jurisdiction. Note, however, that the Board is not able to undertake extended discussion or act on non-agendized items. Such items can be referred to staff for appropriate action which may include placement on a future agenda. If you intend to address a subject that is on the Agenda, please hold your comments regarding that item until it is before the Board so that we may properly 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.*

**5. REPORT BY LIBRARY DIRECTOR**

A. Library Director's Report – June 2020 (PG.7-8)

**6. REPORT BY FRIENDS OF THE SANTA CRUZ PUBLIC LIBRARIES**

A. Friends of SCPL – Report (oral)

**7. REPORT BY LIBRARY ADVISORY COMMISSION (LAC)**

A. Commissioners' Report (oral)

**8. COMMENTS BY BOARD MEMBERS**

**9. CONSENT CALENDAR**

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

- A. Consider the May 7, 2020 LJPA Board Meeting Minutes  
Staff Recommendation: Approve the LJPA May 7 2020 Board Meeting Minutes (PG.9-12)
- B. Recent Articles about Santa Cruz Public Libraries.  
Staff Recommendation: Accept and File Recent Articles about SCPL (PG.13-43)

## 10. 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 20/21 SCPL Budget (PG.44-76)

Staff Recommendation:

1. Approve the FY 2021 budget with \$3.8 million in spending reductions and strategic use of the reserve;
2. Direct staff to closely monitor the impacts associated with COVID-19 Shelter in Place Order on the Santa Cruz Public Libraries and budget and provided financial updates at each Library Joint Powers Board meeting during FY2021.

### B. Public Service Hours Strategy (PG.77-78)

Staff Recommendation:

1. Empower the Library Director to determine branch hours through FY2021.
2. Empower the Library Director to schedule the opening and closure of branches for remodeling in order to maximize public service hours while the Library system manages this period of limited staffing.
3. Approve the closure of all Santa Cruz Public Libraries during the following periods to allow the unpaid furlough of staff as negotiated with the appropriate unions (\*contingent upon union approval in June 2020).
  - June 28-July 4, 2020
  - November 22-28, 2020
  - December 20, 2020 – January 2, 2021
  - March 21-27, 2021
  - May 24-30, 2021
4. Request staff to update the Joint Powers Board at each meeting on projected changes to the current schedule.

### C. City of Santa Cruz Early Retirement Incentive Program (PG.79-83)

Staff Recommendation: Review and approve the City of Santa Cruz Early Retirement Incentive Program for use with Santa Cruz Public Library staff during Fiscal Year 2021.

## 11. SCHEDULED UPCOMING MEETINGS

August 6, 2020	Downtown Branch Library	Anticipated Upcoming Agenda Items:
9:00 am	224 Church Street, Santa Cruz CA 95060	

## 12. ADJOURNMENT

Adjourned to the next regular meeting of the LJPA to be held on Thursday, August 6, 2020 at 9:00 am [immediately following the LFFA meeting] at the Downtown Branch Library Meeting Room located at 224 Church Street, Santa Cruz CA 95060 pending the current Health Orders at that time.

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

June 2020



## Library Director's Report to the JPA

The Library continues to evolve rapidly to meet the new challenges brought on by the health crisis. This month we started curbside service at our branches in Aptos, Scotts Valley and Downtown Santa Cruz to deliver books that patrons have had on hold since March. Our staff reached out personally to over 1300 patrons by phone to see how they are doing and to inform them of the Library's new curbside service and to see if they may need any other support from the Library. In June, we will expand our services to Felton and Live Oak. At that time, we will be responding to all new Library item requests. The Library is carefully following the guidelines established by the state for Libraries to provide curbside service.

It's important to note that even when our buildings closed in March, we have never stopped providing books, music, movies and learning resources through our virtual library. E-book use is up over 80% compared to this time last year. Additionally, we have offered great live programming for parents to assist with parenting and teaching during the crisis and we are now offering a wide range of adult and youth programming. Patrons can also return to these great programs, since many of them, including the successful Shelter in Faith program are recorded and available through the Library's YouTube channel.

Here are some of the programs we are now offering and plan to offer (but please visit our calendar online for a complete list):

### **Adult Virtual Programs**

#### CURRENT PROGRAMMING:

- [Tech Talks](#) - hands-on workshops to learn all about your mobile device - Multi-week series at 11 AM.
- [Trivia on Tap](#) - Fun team or solo competition while learning interesting tidbits of knowledge from the comfort of home.
- People & Stories - Correctional facilities inmates read stories and respond to discussion prompts through writing & art from their own life experiences.
- [Conversations for Change](#) - Monthly community conversations on timely topics bringing diverse perspectives together to find common ground, 2nd Tuesdays at 5:15 PM.
- [Arts & Crafts with Jenn](#) - recorded videos on Facebook.
- [At Home Yin Yoga](#) - Breathing, meditation, and yoga, Saturday 10 AM.
- [Virtual Book Discussion Groups](#).
- [Hidden Gems film club](#) - Watch & discuss a film - Monthly Sunday 7:30 PM.
- [Anna Reads](#) - Storytime for adults with weekly recorded chapters from Neil Gaimans Stardust.

COMING SOON:

- Virtual Summer Reading Program
- Community Resilience - Panel discussions with community groups about how we can help each other in this time of crisis.
- People & Stories Summer Reading Series - 8-week series open to public to read stories and discuss perspectives & life experiences.
- Collaborative Digital Art Community Quilt - Summer Reading Program activity - Community members create art squares (digital or physical with photos) to express their perspective and Imagine Our Story when combined.

**Youth Virtual Programming**

CURRENT PROGRAMMING:

Storytimes and other Programs recorded by SCPL Librarians:

- Preschool, Spanish Storytime
- Storytelling
- Stories for Bedtime
- DIY STEAM Projects
- DIY Craft Projects

Live Interactive Storytimes on Zoom Platform:

- Cuentame un Cuento,
- Toddler Time
- Preschool Storytime

COMING SOON:

- Virtual Summer Reading Program
- Additional Zoom Toddler and Preschool Storytimes
- Recorded Storytime for School Age Children
- Tales to Tails Pilot on FB Live
- Virtual Lego Challenge STEAM Program

Thank you for your continued support for the Santa Cruz Public Libraries.



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



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

**REGULAR MEETING MINUTES**

**Virtual Meeting**

**THURSDAY MAY 7, 2020  
9:00 A.M.**

**1. ROLL CALL**

**PRESENT:** Tina Friend, Jamie Goldstein, Martin Bernal, Carlos Palacios

**STAFF:** Library Director Susan Nemitz, Assistant Director Eric Howard, Assistant County Administrative Officer Nicole Coburn

**2. ADDITIONAL MATERIALS**

None

**3. ADDITIONS AND DELETIONS TO AGENDA**

The Agenda of May 7, 2020 was approved by consensus.

**4. ORAL COMMUNICATIONS**

None

**5. REPORT BY LIBRARY DIRECTOR**

Susan Nemitz reported on the current developments in the Library in the light of COVID-19 restrictions and resultant limitations to library operations.

**6. FRIENDS OF THE SANTA CRUZ PUBLIC LIBRARIES REPORT**

Executive Director Marsa Greenspan reported on the recent activities of the Friends of the Santa Cruz Public Libraries.

**7. REPORT BY LIBRARY ADVISORY COMMISSION (LAC)**

Bob White, Chair, reported on the recent LAC activities. He announced four newly appointed LAC Commissioners and thanked the outgoing Commissioners for their service.

**8. COMMENTS BY BOARD MEMBERS**

None

**9. CONSENT CALENDAR**

**RESULT: APPROVED CONSENT CALENDAR**

- A. Approved March 5, 2020 Board Meeting Minutes**
- B. Accepted and Filed Recent Articles about SCPL**
- C. Accepted and Filed Community Impact Measures for 3<sup>rd</sup> Qtr. 2019-2020**
- D. Accepted and Filed Financial Report for 3<sup>rd</sup> Qtr. 2019-2020**
- E. Accepted and Filed Incident Report for 3<sup>rd</sup> Qtr. 2019-2020**
- F. Accepted and Filed Work Plan for 3<sup>rd</sup> Qtr. 2019-2020**
- G. Accepted and Filed Library Sales Tax Revenue Update for 3<sup>rd</sup> Qtr. 2019-2020**
- H. Approved and Amended the FY 2019-2020 Operating Budget to Include Additional Revenues Totaling \$50,000. [UNANIMOUS]**

**MOVER:** Tina Friend  
**SECONDER:** Martin Bernal  
**AYES:** Goldstein, Friend, Bernal, Palacios

**10. GENERAL BUSINESS**

**A. FY 2020/2021 Workplan Proposal and Opening Plan**

Assistant Director Eric Howard gave an overview of the Workplan and explained the first phase of reopening the libraries. The Board expressed their praise of library management and staff and support of the plan.

<b>RESULT:</b>	<b>Approved the Library Work Plan for FY 2020/2021 and Requested Staff to Delay the Strategic Planning Process until FY 2021/2022. [UNANIMOUS]</b>
<b>MOVER:</b>	<b>Martin Bernal</b>
<b>SECONDER:</b>	<b>Tina Friend</b>
<b>AYES:</b>	<b>Goldstein, Friend, Bernal, Palacios</b>

B. FY 2020 and FY 2021 SCPL Budgets

Library Director Susan Nemitz presented the report provided to the Board and the Board discussed the report and its implications. The Board decided to revisit the budget in August due to uncertainty about Sales Tax.

<b>RESULT:</b>	<b>Received Report and Provided Direction</b>
	<ol style="list-style-type: none"> <li>1. <b>Considered the FY 2020 and FY 2021 budget update;</b></li> <li>2. <b>Authorized and ratified FY 2020 budget saving measures and strategic use of fund balances;</b></li> <li>3. <b>Approved budget principles, assumptions and timeline;</b></li> <li>4. <b>Directed staff to develop a FY 20/21 budget with \$3.8 million in spending reductions and strategic use of the reserve;</b></li> <li>5. <b>Directed staff to closely monitor the impacts associated with COVID-19 Shelter in Place Order on the Santa Cruz Public Libraries and budget.</b></li> </ol> <p><b>With the following addition: that the Board revisit the budget in August to make further adjustments if needed and to ask Staff for an alternative more conservative baseline recommendation at that time [UNANIMOUS]</b></p>
<b>MOVER:</b>	<b>Carlos Palacios</b>
<b>SECONDER:</b>	<b>Martin Bernal</b>
<b>AYES:</b>	<b>Goldstein, Friend, Bernal, Palacios</b>

C. City of Santa Cruz Overhead Services Agreement

<b>RESULT:</b>	<b>Authorized Terms of the FY 2021 City of Santa Cruz Overhead Services Agreement to be incorporated into the FY 2021 Library Budget. [UNANIMOUS]</b>
<b>MOVER:</b>	<b>Carlos Palacios</b>
<b>SECONDER:</b>	<b>Tina Friend</b>
<b>AYES:</b>	<b>Goldstein, Friend, Bernal, Palacios</b>

D. Subordination Agreement related to Library Leases by the County

Nicole Coburn gave a short explanation for the necessity of a Subordination Agreement.

<b>RESULT:</b>	<b>Approved the Execution by the Authority of a Subordination Agreement (Subordination of Library Lease Agreements). [UNANIMOUS]</b>
<b>MOVER:</b>	<b>Tina Friend</b>
<b>SECONDER:</b>	<b>Carlos Palacios</b>
<b>AYES:</b>	<b>Goldstein, Friend, Bernal, Palacios</b>

**11. ADJOURNMENT TO CLOSED SESSION –  
LABOR NEGOTIATIONS [Cal. Govt. Code § 54957.6.]**

Final Adjournment of the Library Joint Powers Authority Board (LJPA) at 10:17 a.m. to a Closed Session and then to the next regular meeting on June 4, 2020 at 6:00 p.m. [immediately following the LFFA meeting] at the Aptos Branch Library, 7695 Soquel Drive, Aptos CA 95003 pending the current Health Orders at that time.

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.

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



## STAFF REPORT

DATE: June 4, 2020  
TO: Library Joint Powers Authority Board  
FROM: Susan Nemitz, Library Director  
RE: Media Packet

### STAFF RECOMMENDATION

Accept and File the Media Packet for April 30 through May 28, 2020

### DISCUSSION

This Media packet covers the time period April 30 through May 28, 2020.

Attachment: Media Packet

Report Prepared by: Diane Cowen,  
Communications Manager

Reviewed and Forwarded by: Susan Nemitz, Library Director

## In the News and Media:

April 30 – May 28

*Regional Library News*

*Santa Cruz Sentinel*

**Rebecca Garcia, Mayor's Message | Watsonville Library adapts, continues to be resource during shelter in place**

By [REBECCA GARCIA](#) |

May 16, 2020 at 4:00 p.m.

I read my first novel at the age of 10. The novel was the “Grapes of Wrath” by John Steinbeck. I checked the book out from a satellite library that was across the street from where I lived. That book is relevant today in the age of COVID-19 because it focuses on the discrimination of the Okie (from Oklahoma) migrant farmworkers who would now be considered essential workers. The novel also taught me about the need to advocate for social justice. I am who I am today in part because the library had that novel for me to read. This illustrates how the library can have many influences on all members of our community. I would like to highlight a few programs that the Watsonville Library has had to initiate while we are in shelter in place during this pandemic.

Since March 16, the library has had to become creative in ways to continue serving our community because it closed. I will list several activities to describe what the library is now doing:

- The library website now has a “Virtual Library” for all. With your library card you can access eBooks, audio books, classes, databases and other reference resources.
- Patrons can request online books and materials through the library catalog or by leaving a phone message or a reference request. All materials are sanitized before given out. The library will also mail books/materials to those who cannot leave their home.
- There is a changed due date for all materials to May 30. Fines will not accrue and materials will not need to be returned until the library is opened.
- If community members do not have a library card they can apply and receive a library card number online.
- The library added resources for children. TumbleBooks offers a variety of different types of books; Health, Hygiene, and Everything in Between, Quick Reads, Graphic Novels, Read-Alongs, Tumble Tunes, and many others.
- In addition, the children’s library staff have created craft kits for young children which can be picked up a curbside at the library.

- That's not all. A Virtual Baby Lap Times has been created and is accessible on YouTube.
- If you are looking for books about COVID-19 to read to children or talk to them about it you can contact the NYC School Library System. It has a variety of books all free to download: <https://nycdoe.libguides.com/COVID>.

The Watsonville Public Library in partnership with the Santa Cruz Pubic Libraries offered a four-part series entitled, Shelter in Faith. The series brought together 16 Santa Cruz County leaders of diverse faith traditions, perspectives, and practices to help with sheltering in place. The four themes that were addressed were Crisis in Recovery, Grief and Loss, Separation and Connection, and Meaning and Productivity. I had the privilege of being the moderator for the Meaning and Productivity session. The four panelist included Buddhist, Islam, Christian, and Catholic. It was interesting to note how many of the panel member answers aligned to the other religions. The series took place via Zoom, but can now be found on YouTube.

The director and library staff are working to make plans for the reopening of the library to ensure that the public and the staff are safe from COVID-19. However, reopening the library is going to depend on the restrictions that they will need to put in place. For example they won't be allowing the meeting room and conference room to be available until social distancing restrictions are removed. Study rooms will only be used by only one person at a time. Some computers will have to be disabled to allow for 6 feet between users. Hours may need to be limited at first. However, the BiblioVan will be used to go out to the community especially the Senior Center to take books/materials to different locations. They are so many unanswered questions that need to be addressed before a full opening can take place. For updated information on what's available at the library, go to [www.watsonvillelibrary.org](http://www.watsonvillelibrary.org).

There are so many benefits to accessing the library. For me it was reading a book that influenced who I became. For you it could be accessing a free book for leisure reading, or accessing free internet, or it could be accessing legal forms. There are so many activities and opportunities provided by a library. Whatever the reason, the library is a valuable asset to our community. Be sure to support it and utilize it.

*Mayor's message is a Sunday column by Watsonville Mayor Rebecca Garcia, Santa Cruz Mayor Justin Cummings, Scotts Valley Mayor Randy Johnson and Capitola Mayor Kristen Petersen.*



New cost estimates, renderings shared for Santa Cruz downtown library plan



by [Kara Meyberg Guzman](#)

[MAY 7, 2020](#)

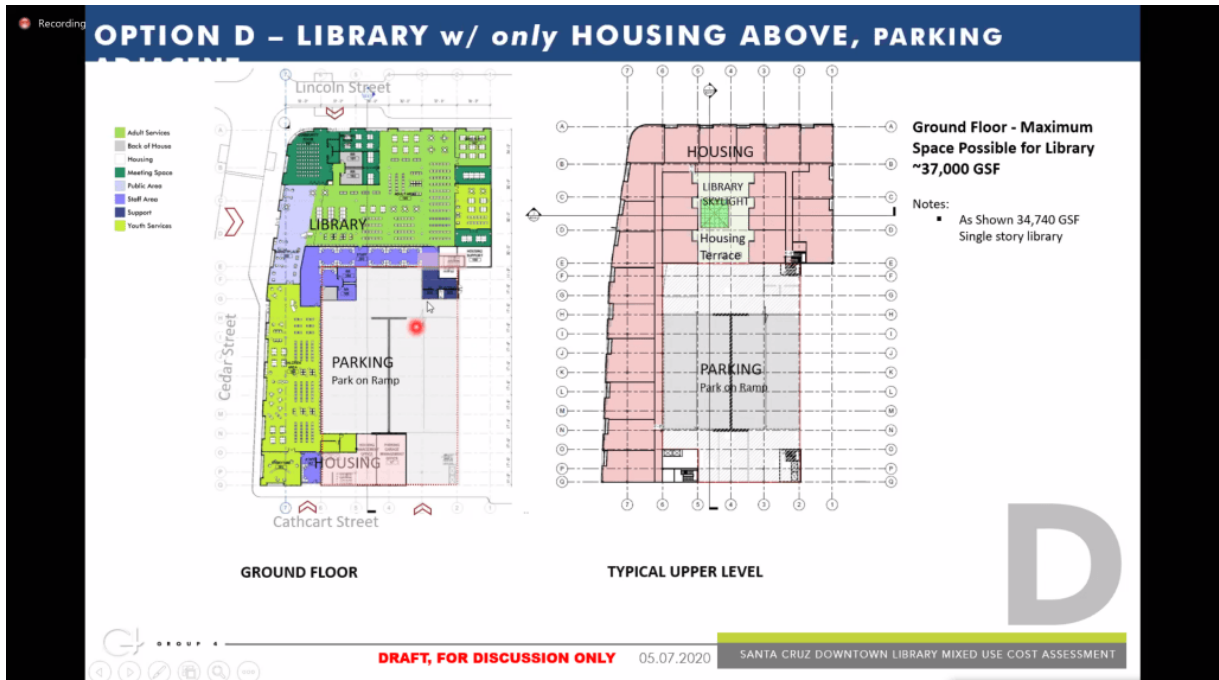
**SANTA CRUZ >>** New library cost estimates and renderings were given Thursday to a Santa Cruz City Council committee considering options for a downtown library overhaul.

The Santa Cruz City Council has until summer to make a decision. Otherwise it risks losing roughly \$27 million of Measure S bond money set aside for the project.

The city has hired consultants to investigate costs of two rough game plans: [a library remodel where it stands at 224 Church St.](#), or a rebuild of the library with housing and a garage at Cedar and Lincoln streets.

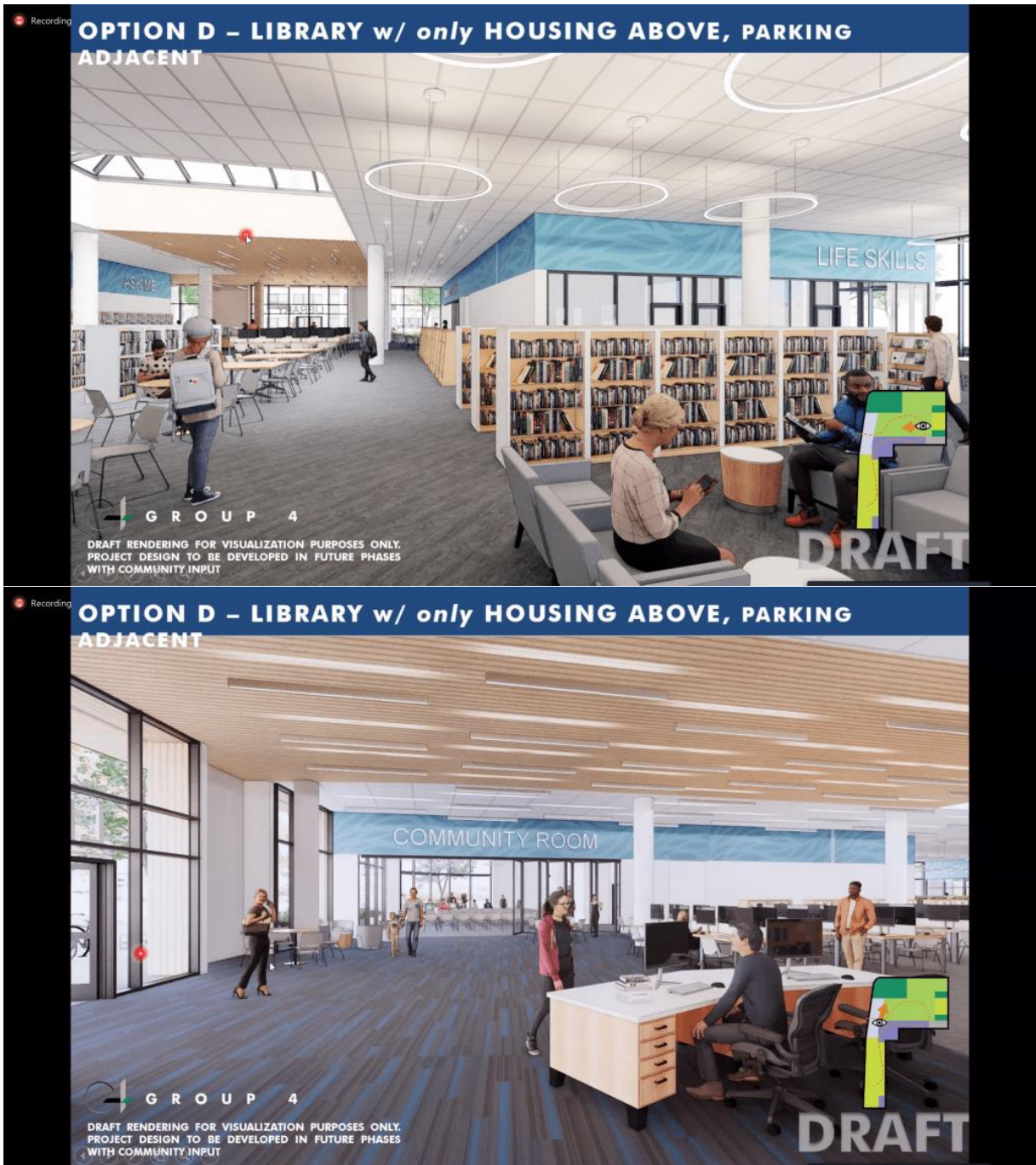
Thursday, in the committee's online meeting, the consultant Group 4 Architecture shared costs and draft renderings for a possible rebuild. The group considered two options:

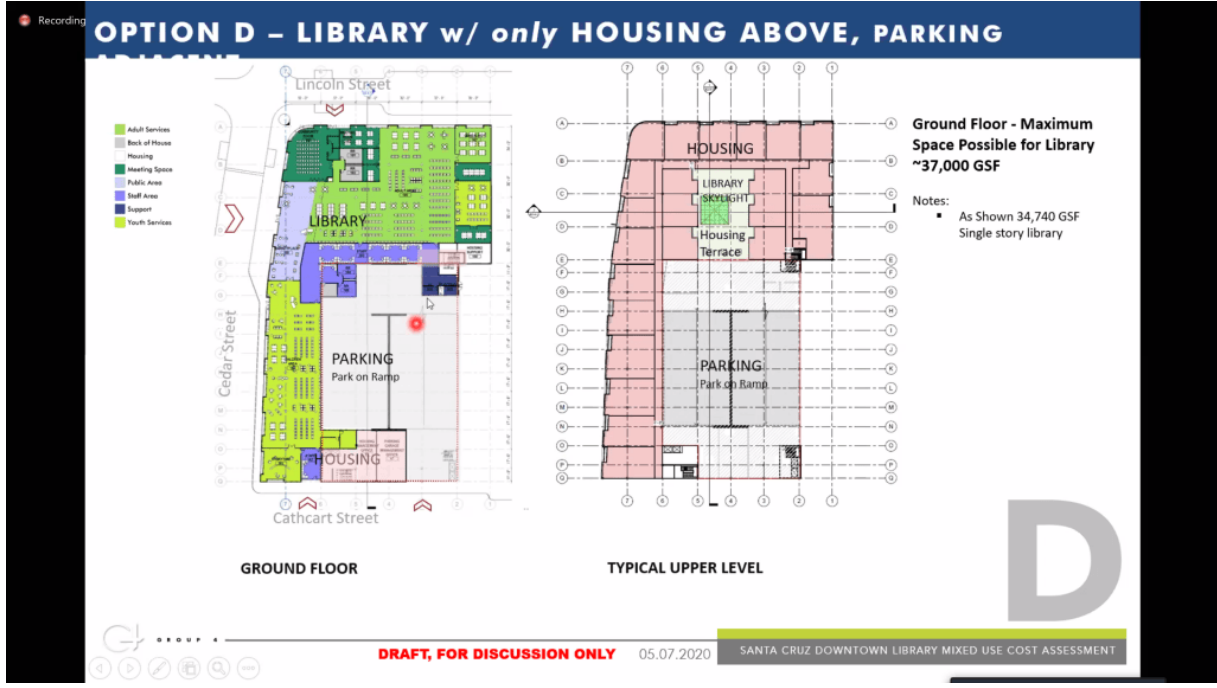
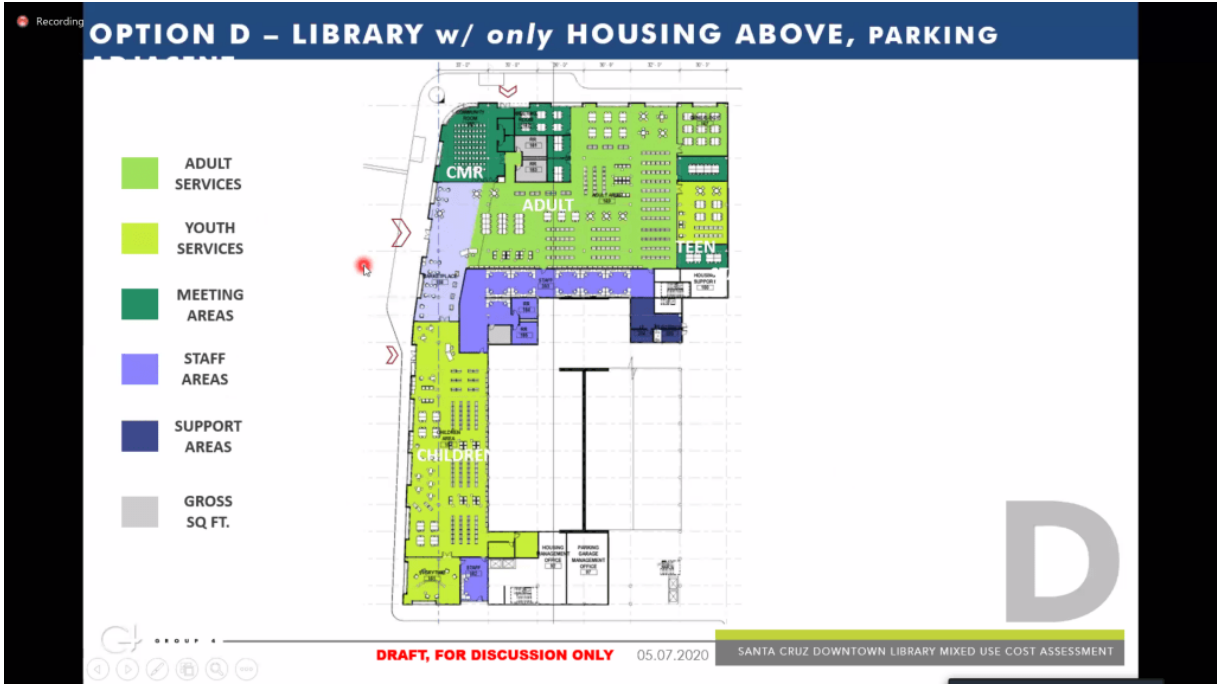
- A one-story library with housing and a parking garage above
- A one-story library with housing above and an adjacent garage.





These screenshots of Thursday's Zoom presentation show draft renderings of the new library option with housing above and a parking garage adjacent at Lincoln, Cedar and Cathcart streets.







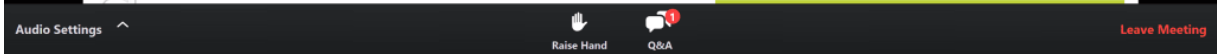
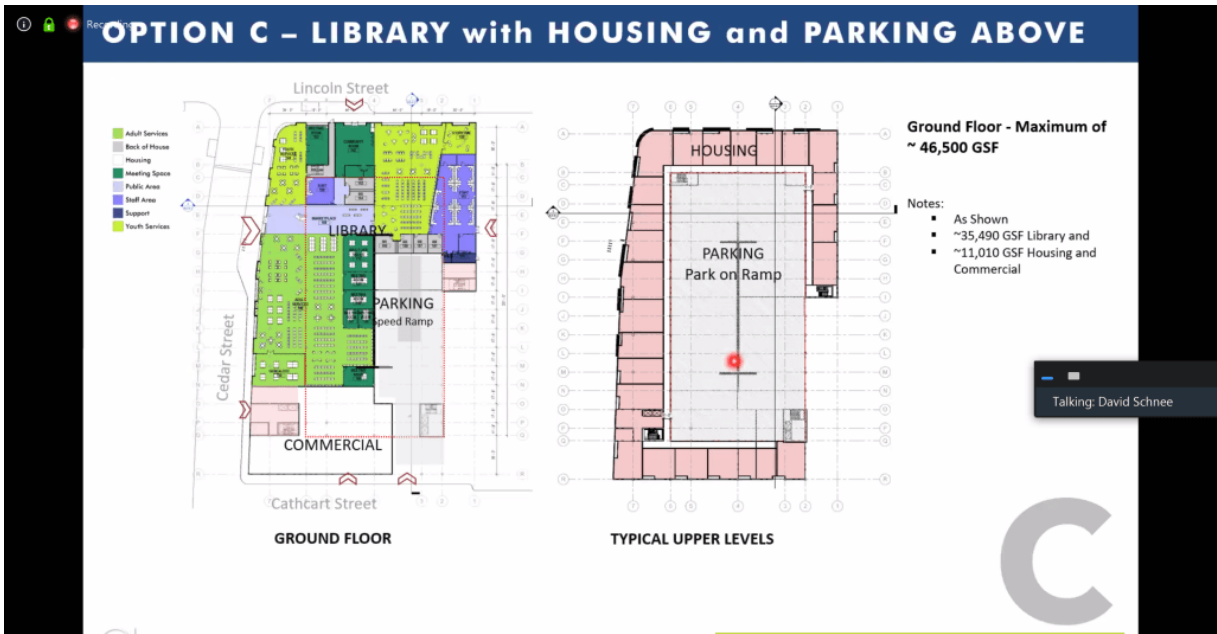
These screenshots of Thursday's Zoom presentation show draft renderings of the new library option with housing above and a parking garage adjacent at Lincoln, Cedar and Cathcart streets.

Both options would allow a library of about 35,000 square feet.

The initial designs shared Thursday were based on a \$27 million budget. That's assuming the city would receive about \$3 million in developer fees from a planned affordable housing project above the garage. If the city were to raise more money from developer fees — which it could, if some of the units were market rate — then the library's floor plan could be larger. For comparison, the existing library is about 44,000 square feet. A renovated library at the current site would be about 30,300 square feet.

A new library with housing and parking above would allow the largest possible library, of up to 44,000 square feet, depending on how much the city could raise.





The following screenshots from Thursday’s Zoom meeting show initial renderings of a new library with housing and a parking garage above, on Cedar Street, between Lincoln and Cathcart streets.



Audio Settings ^

Raise Hand

Q&A

Leave Meeting





## OPTION C – LIBRARY with HOUSING and PARKING ABOVE

- ADULT SERVICES
- YOUTH SERVICES
- MEETING AREAS
- STAFF AREAS
- SUPPORT AREAS
- GROSS SQ FT.

Talking:

Question and...
DRAFT, FOR DISCUSSION ONLY
05.07.2020
SANTA CRUZ DOWNTOWN LIBRARY MIXED USE COST ASSESSMENT

## OPTION C – LIBRARY with HOUSING and PARKING ABOVE

- Adult Services
- Back of House
- Housing
- Meeting Space
- Public Area
- Staff Area
- Support
- Youth Services

**Ground Floor - Maximum of ~ 46,500 GSF**

Notes:

- As Shown
- ~35,490 GSF Library and
- ~11,010 GSF Housing and Commercial

Talking: David Schnee

Audio Settings
Raise Hand
Q&A
Leave Meeting



The following screenshots from Thursday’s Zoom meeting show initial renderings of a new library with housing and a parking garage above, on Cedar Street, between Lincoln and Cathcart streets.

The details for an affordable housing project above the library have not been decided. Bonnie Lipscomb, the city’s economic development director, said at Thursday’s meeting that one of the city’s housing goals outlined by the Housing Blueprint Subcommittee is to maximize affordable housing on city parcels.

“So our goal would be to have an affordable housing project,” Lipscomb said. “With that said I think one of the considerations that council could weigh is that we would get a higher amount of air rights fee, basically the cost that a developer pays to build on the land above the library, is going to be higher for a market rate project than it would be for an affordable housing project, which we would already likely put some city funding in to make that happen.

“So I think there is a balance, if one of the goals is to maximize or increase the square footage of the actual library, you know, up to the 35,000-to-40,000 square feet, then one consideration or tradeoff could be to take a certain percentage of those affordable units and have those be market rate, so we could have that additional funding coming in through an air rights fee.”

Group 4 Architecture is expected to release a final report to the city council committee of Mayor Justin Cummings, Vice Mayor Donna Meyers and Councilmember Sandy Brown in the coming weeks. That committee will make a recommendation to the city council. The city council is expected to decide on a library plan by June. The COVID pandemic has slowed some processes, city staff said.



Recording

## COST METHODOLOGY - FAIR SHARE COST SHARING

**MIXED USE OPTIONS**  
Library cost model carries all library costs and fair share of appropriate building systems

Category	Library Fair Share
Foundations	Slab on grade Foundations – proportionate by area
Superstructure	Columns, proportionate by building area
Enclosure	Ground floor perimeter 50% of common walls
Roofing & Waterproofing	100% Courtyard/skylight Parking level extra waterproofing
Interior Construction	100% including acoustical separations
Stairs / Elevators	None
Interior Finishes	100%
MEP/FP	Share of building service

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DRAFT, FOR DISCUSSION ONLY
05.07.2020
SANTA CRUZ DOWNTOWN LIBRARY MIXED USE COST ASSESSMENT

Recording

## CONSTRUCTION IMPACT

- Existing Library would have to be closed during renovation.
- Existing library can remain open during construction while a new library adjacent to existing or on Cedar street is constructed.

	EXISTING SITE		CEDAR STREET MIXED USE	
	A New Library	B Renovate Existing Library	C Library w/ Housing and Parking Above	D Library w/ <i>only</i> Housing Above. Parking Adjacent
Construction Impact	OPEN	CLOSED or temporary	OPEN	OPEN

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DRAFT, FOR DISCUSSION ONLY
05.07.2020
SANTA CRUZ DOWNTOWN LIBRARY MIXED USE COST ASSESSMENT

The following slides are screenshots of Thursday’s Zoom meeting of the Santa Cruz City Council Downtown Library Subcommittee.

## POTENTIAL LIBRARY SIZE

- For a constant budget of \$27M each option generates a different size library
- Mixed Use Options air rights fee will increase size of Library

	EXISTING SITE		CEDAR STREET MIXED USE	
	A New Library	B Renovate Existing Library	C Library w/ Housing and Parking Above	D Library w/only Housing Above and Parking Adjacent
Library Base Area from \$27M	19,000 GSF	30,360 GSF	30,300 GSF	29,660 GSF
With \$3M Air Rights Fee Applied	N/A	N/A	5,190 GSF	5,080 GSF
<b>Total</b>	<b>19,000 GSF</b>	<b>30,360 GSF</b>	<b>35,490 GSF</b>	<b>34,740 GSF</b>
Maximum Floor Area Available for Library	19,000 GSF	30,360 GSF	44,000 GSF	37,000 GSF

DLAC Program proposed 46,788 GSF



DRAFT, FOR DISCUSSION ONLY

05.07.2020

SANTA CRUZ DOWNTOWN LIBRARY MIXED USE COST ASSESSMENT

## MIXED USE HOUSING AIR RIGHTS FEE

Mixed Use Development -

- Affordable Housing land and/or air rights fee to City
- Inclusion of market rate housing may increase affordability or fee applicable to the library
- Typically \$50K-\$100K/unit

Affordable Housing Potential

~20-25 units/floor

~3-5 housing floors

~60-120 unit potential

Air rights fee in the \$3M - \$6M range

Future Council decision about how much of air rights fee to be applied to the library.

Each \$1M air rights = additional ~1,700 square feet more library



DRAFT, FOR DISCUSSION ONLY

05.07.2020

SANTA CRUZ DOWNTOWN LIBRARY MIXED USE COST ASSESSMENT

## COST METHODOLOGY

- Apples-to-Apples comparison
- Same level of finish as Option B- Renovation of Existing Library
- Add Alternates – options to improve quality and size of Library
- Only Library Estimated – No cost modeling for housing or parking

	EXISTING SITE		CEDAR STREET MIXED USE	
	A New Library	B Renovate Existing Library	C Library w/ Housing and Parking Above	D Library w/only Housing Above Parking Adjacent
Library Cost per Square Foot	Not in Study	\$576.97/SF	\$577.08/SF	\$589.82/SF



DRAFT, FOR DISCUSSION ONLY

05.07.2020

SANTA CRUZ DOWNTOWN LIBRARY MIXED USE COST ASSESSMENT

## COST METHODOLOGY - FAIR SHARE COST SHARING

MIXED USE OPTIONS  
Library cost model carries all library costs and fair share of appropriate building systems

Category	Library Fair Share
Foundations	Slab on grade Foundations – proportionate by area
Superstructure	Columns, proportionate by building area
Enclosure	Ground floor perimeter 50% of common walls
Roofing & Waterproofing	100% Courtyard/skylight Parking level extra waterproofing
Interior Construction	100% including acoustical separations
Stairs / Elevators	None
Interior Finishes	100%
MEP/FP	Share of building service



DRAFT, FOR DISCUSSION ONLY

05.07.2020

SANTA CRUZ DOWNTOWN LIBRARY MIXED USE COST ASSESSMENT

Recording

## CONSTRUCTION IMPACT

- Existing Library would have to be closed during renovation.
- Existing library can remain open during construction while a new library adjacent to existing or on Cedar street is constructed.

	EXISTING SITE		CEDAR STREET MIXED USE	
	A New Library	B Renovate Existing Library	C Library w/ Housing and Parking Above	D Library w/only Housing Above. Parking Adjacent
Construction Impact	OPEN	CLOSED or temporary	OPEN	OPEN

05.07.2020

DRAFT, FOR DISCUSSION ONLY

SANTA CRUZ DOWNTOWN LIBRARY MIXED USE COST ASSESSMENT



### Santa Cruz Public Libraries Present Virtual Book Club with Supervisor Ryan Coonerty

*Read and Discuss Extreme Economies: 9 Lessons from the World's Limits*

April 30, 2020 —SANTA CRUZ, CA—The Santa Cruz Public Libraries (SCPL), has arranged a very special book discussion with Supervisor Ryan Coonerty via Zoom from 4 – 5 p.m. on Sunday, May 17.

At SCPL, we believe that connecting our community with County Supervisors to discuss interesting books is a powerful way for us all to reflect on this crisis in a thoughtful, caring, and constructive way. Plus, it helps us all stay connected.

The book we will discuss is called *Extreme Economies: 9 Lessons from the World's Limits*, by Richard Davies. In a story-driven look at the future of the global economy, *Extreme Economies* explores how places that have been battered by powerful forces have succeeded or failed has much to teach us about our own communities. The book is available in ebook format from our digital library.

Zoom links and dial in phone numbers will be emailed to registered participants 1 day prior to the event. The event is free, but advanced registration is required.

Visit [bit.ly/readwithryan](http://bit.ly/readwithryan) to register or call us at 831-427-7713.

#### **ABOUT THE SANTA CRUZ PUBLIC LIBRARY SYSTEM:**

The Santa Cruz Public Libraries (SCPL) delivers information, education, enrichment and inspiration through a network of 10 neighborhood library branches, a web-based digital library, a Bookmobile and community-based programs. SCPL serves children, teens and adults with innovative programming, professional services and community facilities that

spark imagination and support discovery. Residents can explore a wide range of interests from academic research, book clubs and literacy programs to digital photography, locally-produced music and local history. Branch locations include Aptos, Boulder Creek, Branciforte, Capitola, Downtown Santa Cruz, Felton, Garfield Park, La Selva Beach, Live Oak and Scotts Valley. Learn more about SCPL at [SantaCruzPL.org](http://SantaCruzPL.org) or via Facebook, Instagram, Pinterest, Twitter and YouTube.

# GoodTimes

## Things To Do (Virtually) in Santa Cruz: May 6-12

Posted May 5, 2020

### GROUPS

**SHELTER IN FAITH: PART 2 – GRIEF AND LOSS** The Santa Cruz Public Libraries and the Watsonville Public Library have worked together to develop an inspiring online program series that brings the community together as we shelter in place. The new four-part series brings together Santa Cruz County leaders of diverse faith traditions, perspectives, and practices to help with sheltering in place. All programs in the series will take place via Zoom, with call-in numbers for those without internet access. Part 2: Grief and Loss, 3-4:30pm, Wednesday, May 6. Register at [bit.ly/SCPL-Faith2](http://bit.ly/SCPL-Faith2). This program offers the opportunity to find comfort and help for coping with grief and loss as faith leaders share helpful practices conducive to Sheltering in Place. Making sense and meaning out of challenging times is something we all need help with, and we're glad to bring the whole county together in a way that fosters community and shared understanding. Our county's libraries truly believe that bringing people of diverse backgrounds and perspectives together brings out the best outcomes for all of us. We invite you to join us as we all try to make sense of the pandemic and its repercussions, and perhaps generate a sense of hope and community in the process.

**SHELTER IN FAITH: PART 3 – SEPARATION AND CONNECTION** The Santa Cruz Public Libraries and the Watsonville Public Library have worked together to develop an inspiring online program series that brings the community together as we shelter in place. The new four-part series brings together Santa Cruz County leaders of diverse faith traditions, perspectives, and practices to help with sheltering in place. All programs in the series will take place via Zoom, with call-in numbers for those without internet access. Part 3: Separation and Connections, 10-11:30am, Monday, May 11. Register at [bit.ly/SCPL-Faith3](http://bit.ly/SCPL-Faith3). Learn how local faith communities are holistically approaching the need to find meaningful connection while engaging in physical separation. Making sense and meaning out of challenging times is something we all need help with, and we're glad to bring the whole county together in a way that fosters community and shared understanding. Our county's libraries truly believe that bringing people of diverse backgrounds and perspectives together brings out the best outcomes for all of us. We invite you to join us as we all try to make sense

of the pandemic and its repercussions, and perhaps generate a sense of hope and community in the process.

## **Things To Do (Virtually) in Santa Cruz: May 13-19**

### **GROUPS**

**SHELTER IN FAITH: PART 4 - MEANING AND PRODUCTIVITY** The Santa Cruz Public Libraries and the Watsonville Public Library have worked together to develop an inspiring online program series that brings the community together as we shelter in place. The new four-part series brings together Santa Cruz County leaders of diverse faith traditions, perspectives, and practices to help with sheltering in place. All programs in the series will take place via Zoom, with call-in numbers for those without internet access. Part 4: Meaning and Productivity, 3-4:30pm Wednesday, May 13. Register at [bit.ly/SCPL-Faith4](https://bit.ly/SCPL-Faith4). This program offers the opportunity to find comfort and help for coping with grief and loss as faith leaders share helpful practices conducive to Sheltering in Place. Making sense and meaning out of challenging times is something we all need help with, and we're glad to bring the whole county together in a way that fosters community and shared understanding. Our county's libraries truly believe that bringing people of diverse backgrounds and perspectives together brings out the best outcomes for all of us. We invite you to join us as we all try to make sense of the pandemic and its repercussions, and perhaps generate a sense of hope and community in the process.

May 1

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## Sheltering in Faith Starts May 4

Santa Cruz Public Libraries is introducing a new four-part series called Sheltering in Faith, which brings together Santa Cruz County leaders of diverse faith traditions, perspectives and practices to help with Sheltering in Place. The series includes:

- Crisis & Recovery: 10 – 11:30 a.m. Monday, May 4
- Grief & Loss: 3 – 4:30 p.m. Wednesday, May 6
- Separation & Connections: 10 – 11:30 a.m. Monday, May 11
- Meaning & Productivity: 3 – 4:30 p.m. Wednesday, May 13

Register to receive Zoom invitations on the Virtual Events Calendar at [santa-cruzpl.org/calendar](http://santa-cruzpl.org/calendar). ■



## Capitola Library Faces Power Pole Hurdle

written by [See Below](#) May 1, 2020





*By Jondi Gumz*

Rain delays and a problematic PG&E power pole mean the new Capitola library under construction will not be ready to open until the fall.



The contractor, Otto Construction, is making progress on the \$15.15 million project despite the COVID-19 crisis, which has shuttered many non-essential businesses.

“It’s starting to look pretty good,” said Steve Jesberg, Capitola’s public works director.

He got a 5-0 vote Thursday night from the City Council, authorizing him to pay PG&E up to \$400,000 to remove the power

pole at the corner of Wharf Road and Clares Street.

It’s just beyond the new library’s wide expanse of windows.

At the groundbreaking in November 2018, officials expected the 11,700-square-foot building would be complete in late 2019. The next date was for completion in May and now September or October.





*Removal of a problematic PG&E pole is holding up completion of the new Capitola Library. • Photo Credit: Jondi Gumz*

Delays were caused by rain and by discussions on what to do about the power pole.

The idea of undergrounding the utility lines was explored first, but that was too expensive, leaving removal of the power pole as the only option.

Meanwhile, PG&E — burdened by wildfire bills — filed for bankruptcy in 2019 and has been trying to find its way out ever since.

Jesberg said he had approached PG&E to get a cost estimate for the power pole relocation but never got one.

He said he expected PG&E to invoice the city, with the city required to pay upfront and the project starting eight to 10 weeks thereafter.

Previous city estimates put the cost at \$300,00 to \$400,000.

Jesberg had some good news: With some unexpected revenue and careful spending for furnishing and fixtures, about \$650,000 is left in the library project budget to cover the power pole expense.

With the city facing a \$2.2 million shortfall in hotel room tax revenue due to COVID-19 shutdowns, the council voted 4-1 to hire pollster Gene Bregman for \$15,000 to ask voters if they would support higher taxes.

The poll will ask about three options, raising the sales tax, raising the utility tax and extending Measure F, the 10-year increase in the sales tax by one-quarter percent for essential city services.

Councilwoman Yvette Brooks voted no. Councilman Ed Bottorff voted yes, but he questioned whether a higher sales tax would be a solution given the COVID-19 store shutdowns.



May 7, 2020 Newsletter

Check out the new [TEEN PAGE](#) at the library! For updates and school information go to the [Santa Cruz County of Education](#) site.

**2 Virtual Parenting Workshops**

Sponsored by [Santa Cruz Public Libraries](#)

We've scheduled 2 virtual parenting workshops led by experts from Parents Place, designed to help families cope during the Coronavirus crisis.

The virtual workshops are free, but registration is required in advance for each session.

**Managing Your Own Expectations: Letting Go and Staying Calm and Centered during Uncertain Times. For parents of preschool and elementary school aged kids.** Experience a workshop immersion in compassion cultivation based on the latest research on mindfulness and altruism. Explore strategies for strengthening self-compassion, connecting with others, and finding peace in difficult circumstances. This session will include meditation, self-reflection, and discussion about the relevance of these practical tools for self-care and parenting. **Sunday, May 17, 7-8pm.**

**Register:** <https://www.eventbrite.com/e/103191965948>

**Managing Frustration: Supporting Teens in a Shelter-in-Place World. For parents of Middle and High School kids.** Children may be experiencing higher levels of stress and frustration that stem from a disruption in daily routines. Challenging behaviors are increasing and parents may feel overwhelmed and anxious. Learn effective, nurturing strategies to build resiliency and coping skills in your children. **Sunday, May 17, 8-9pm. Register:** <https://www.eventbrite.com/e/103295293002>

## Santa Cruz Sentinel *News*

### Santa Cruz public libraries seek digital niche amid pandemic

Officials hope to launch limited book distribution in May



Santa Cruz County library patrons currently find themselves on the outside looking in on closed branches, like the new Felton branch that opened for the first time Feb. 22. With no community access to physical materials

since the shelter-in-place order, library staff is working on plans to gradually provide more services. (Shmuel Thaler — Santa Cruz Sentinel)

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

April 28, 2020 at 4:46 p.m.

*In the interest of public safety, all coronavirus coverage is being provided free to all readers. Please consider supporting your local reporting team with a subscription to Santa Cruz Sentinel.*

SANTA CRUZ — While the physical doors to local libraries have been locked tight during the past weeks of the coronavirus shelter-in-place order, local officials are finding ways to adapt to changing conditions.

During a recent video conference between the Sentinel and Santa Cruz Public Libraries management, Assistant Director of Libraries Eric Howard shared how the health crisis, while challenging to all, also is offering new opportunities.

“We even had somebody in one of our social media channels, we captured it, because they had said, did you guys know that there’s a library in Santa Cruz?,” Howard said. “And this was after we had closed the public facilities, they discovered us online and they were experiencing us that way.”

Coinciding with an updated website at [santacruzpl.org](http://santacruzpl.org), the Santa Cruz libraries prominently offers to direct online visitors to its “Download/Stream” page and its calendar of events is now headed by the title “Virtual Library.” Those browsing the website or calling and emailing library staff are able to browse a “community information database” at [santacruzpl.org/cid](http://santacruzpl.org/cid), a directory of countywide local resources, organizations and nonprofits including everything from food banks to senior resources to local health organizations. Those not familiar with how to download the libraries’ books, music, movies and other publications can seek out staff step-by-step assistance.

Existing community gathering events hosted by the libraries went online through interactive Zoom video conferencing beginning in mid-April, with offerings such as the Tech Talks and Conversations For Change series, as well as including interactive video links to “town hall” meetings with Santa Cruz County Board of Supervisors on the libraries’ events calendar. For children, the library offered pre-recorded story hours with the books’ authors initially, and has expanded offerings in the coming days, according to Regional Manager Heather Norquist. “We know it’s important for people who come to storytime to have that connection with their librarians at their local branches,” Norquist said. “And so, coming up, we started posting some recorded by our local librarians and those are posted on Facebook Live and we’re also going to be doing Zoom interactive virtual storytimes so kids can come to a storytime and actually interact with their library person.”

Next month, Santa Cruz Public Libraries is working to launch a soft physical book curbside pickup program, utilizing Centers for Disease Control and Prevention best health practices and guidance from the County of Santa Cruz Health Services Agency. The difficulty will lie, at least initially, in not being able to accept book returns, officials said.

In the meantime, the library system has loosened some of its program usage rules to allow access to services such as [Ancestry.com](http://Ancestry.com)’s genealogy site remotely, and not just inside physical branches. Library Director Susan Nemitz said some of the other notable changes to library services during the coronavirus outbreak has included Norquist’s introduction of a



“digital concierge” service to local schools, which offers assistance with library database use and other types of research.

“I think one of the things that I’ve loved as an outcome is increased relationship with the schools,” Nemitz said. “A lot of the public schools have lost libraries and librarians and I love this reconnection that’s happening. And I do believe that digital resources are incredibly expensive and so the public schools and public libraries need to work more closely together in order to give children in our community access to the things that they need. We’ve always been doing it, but I actually think this has been a great opportunity for us to rethink our relationship to the public schools and do better by them.”

#### **IF YOU GO**

- Virtual parenting workshops to cope with COVID-19, May 3 and May 17. Free in conjunction with Parents Place. Online registration required at [santacruzpl.org/news/post/1051](https://santacruzpl.org/news/post/1051).
- Shelter in Faith four-part series, May 4, 6, 11, 13. Free, in conjunction with Watsonville Public Library and leaders of diverse faith traditions. Public access by telephone and Zoom online video platform. Registration required at [santacruzpl.org/news/post/1050](https://santacruzpl.org/news/post/1050).
- Tech Talks “Zoom 101,” April 30 and May 7. Free.
- Library staff assistance: Daily 10 a.m. to 5 p.m. by phone at 831-427-7713, by text at 831-264-0647 and email at [santacruzpl.org/contact](mailto:santacruzpl.org/contact).

### **Draft cost study compares downtown Santa Cruz library options**



Branch manager James Lee II, left, shows visitors to the downtown library the antiquated forced air ventilation system during a tour organized by proponents of the downtown library mixed-use project. (Shmuel Thaler — Santa Cruz Sentinel)

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

May 10, 2020 at 4:00 p.m.

SANTA CRUZ — A city-hired design consultant team unveiled an early look at a proposed downtown library construction project, comparing “apples to apples” costs for two different locations.

“One of the key questions and the basic question was cost assessment because we know what the budget is \$27 million and change – \$17,000. How big a library can you get for that,” said Group 4’s David Schnee during Thursday’s live-broadcast remote meeting of the Santa Cruz City Council downtown library subcommittee. “To get that, we’re going to keep things even, apples to apples, the base-level quality and features.”

Group 4 offered a preliminary update to the public on its work specifically to assess the potential cost of building a new mixed-use library project on what is now a large city parking lot at Cedar, Cathcart and Lincoln streets. It was unclear how many attendees signed on for the “virtual” meeting on a topic that has been a hot-button issue politically for Santa Cruz in the last several years, but officials fielded more than a dozen questions from the public. The council subcommittee may make a formal recommendation on a new downtown library to the full City Council as early as June.

Leading up to the meeting, [Jayson Architecture presented a cost assessment](#) to the subcommittee in December for a version of the project that would remodel the library at its existing 224 Church St. site. To stay close to the library project’s budget, the on-site Church Street remodel calls for a reduction from the library’s existing 42,000-square-foot space to a two-story, 32,000-square-foot facility by demolishing one-story sections around the building’s perimeter. The firm also offered more than a dozen additional add-on features, about \$5 million extra that would still improve the building “to a low-medium quality facility and will lack many of the amenities the public has come to expect in a modern library,” according to Jayson Architecture principal Abraham Jayson’s executive report summary. Group 4’s mixed-use project assessment, when completed, similarly will include a list of “opportunities to enhance” the alternative Cedar Street project, Schnee said. Though the firm showed several concept drawings of how the new library project could look, Schnee stressed that those renderings were “very very very preliminary.”

“It’s done just to make sure we can get basic functionality to work, it’s something that we can have our cost estimators estimate and this is all just a placeholder,” Schnee said. “If any of these projects, renovation or any of these new ones were to go ahead, we would start with pretty much a blank canvas and we can get tons of broader community input.”

All versions of the library project will rely on some \$27 million in funds from 2016’s library facility bond Measure S as a primary financial cornerstone. The Church Street renovation project contemplated a two-story standalone building, while the latest mixed-use library project assessment includes housing units and a multi-story 400-space parking garage, meaning some of the library’s structural costs would be offset by the city, however.

Thursday's presentation contained descriptions of two possible mixed-use buildings, one in which the parking garage and housing are above the library, and a second version in which the housing is above and parking is adjacent to the library. In a cost-per-square-footage comparison, the renovation project compares similarly with the mixed-use library including parking above. The renovation project estimate is \$576.97 per square foot, and the mixed-use proposal is \$577.08, the consultants said. The project with parking to the side, due to its greater amount of windows along a longer street frontage, works out to about \$589.82, they said.

"Well, why aren't these even higher costs from the renovation? Well, we don't have the elevators, we don't have stairs — those are big savings," Schnee said. "We don't have any demolition costs. So, it is one of the reasons mixed-use projects happen, is because each of the different partners in a logical mixed-use can have some cost efficiencies."

## **Santa Cruz Sentinel** *Editorials*

### **Stephen Kessler | A letter to parking garage advocates**

May 27, 2020 at 5:00 a.m.

To Santa Cruz City Councilwoman Cynthia Mathews, City Manager Martín Bernal, Development Director Bonnie Lipscomb and anyone else who still believes that a block-long six-story building with a five-story parking garage on top and a library on the bottom is a better use of the Lot 4 site on Cedar Street between Lincoln and Cathcart than an open plaza: I wonder whether the coronavirus pandemic and its economic repercussions have changed your thinking about the need for another 300 parking spaces in the middle of downtown. It will likely be many years, if ever, before Santa Cruz recovers from the devastating impact the virus has had on local business, especially the restaurants, bars and live entertainment venues, which on weekend evenings used to draw the big crowds.

Even pre-COVID, available parking downtown exceeded existing demand. There may not have been a metered spot in front of the shop you were going to, but within a block or two you could find a space on the street or in a city lot or garage, and you could walk. So in light of what is likely to be a reduced demand for parking, how do you explain the alleged need for hundreds more parking spaces? What is it about a multistory garage that you find so irresistible—architecturally, environmentally, socially, esthetically and economically? Why would you wish to leave as your legacy such abominable evidence of your years in power? A public plaza, an open social and cultural space in a sunny south-facing location whose most beautiful and appealing feature is those big magnolias with their generous green planet-cooling shade, with dedicated space for the farmers market and Antique Faire—essentially what we have now but much improved by new landscape design and much, much cheaper to build than an ugly and instantly obsolete garage—seems such an obviously superior idea in every way that I'm baffled by your persistence in promoting your garage-library. And if you tell me that now "affordable housing" is the major component, then what was so urgent about building more parking?

Ah yes, the library, which you want to incorporate into your garage with "affordable housing" as window-dressing to sweeten the poison of your proposal. I understand your fiscal instinct to squeeze as much juice as possible out of available resources, but some ideas (as I've

argued before) are just bad to begin with and never should have made it out of whatever committee conceived them.

The library belongs where it is, grouped with City Hall and the Civic Auditorium, as a Civic Center complex which, when Center and Church Streets are closed for events, is also a pop-up plaza. With the imminent development of more multistory housing and commercial mixed-use buildings, downtown is going to need more open spaces, not fewer. To renovate the library where it is—a far more environmentally and fiscally sound option than constructing a giant garage, with or without a library—maintains the integrity of our Civic Center and will help to advance the proposed renovation of the Civic Auditorium.

If and when tourism and dining and entertainment and retail return to our downtown in whatever new forms they take, a plaza or commons where people can congregate for social interaction will be a far greater attraction for visitors (both local and out-of-town) than a monstrous block of concrete, no matter how nice a library is under it.

Soon the city council library subcommittee will submit its report to the council, presumably with recommendations. I hope they will see the “health in all policies” common sense of abandoning the ill-conceived garage and deciding to renovate our main library, even if it means raising additional money—perhaps from funds saved by scrapping the garage. Nobody knows what the future holds, but it’s a good bet that attractive open space will prove a far more practical investment than a concrete megalith meant to accommodate cars that are unlikely to materialize.

*Stephen Kessler’s column runs on Wednesdays and Saturdays.*

## Santa Cruz Sentinel *Letters to the Editor*

### **Letter | Killing garage plan will save city money**

April 30, 2020 at 7:00 a.m.

In the very near future, the main concern of the Santa Cruz city council will be how to cut the budgets of upcoming years, and avoid bankruptcy. The financial losses from the COVID-19 shutdown and the legacy of pension and healthcare commitments will burden the city for years to come.

Curt Simmons (Sentinel April 28) has laid out a pretty painless step for saving \$87 million: kill the parking garage/library plan. Moves like this might keep more cops on the beat, more teachers in the classroom, more firefighters on the job. What’s wrong with that?

— *Mark Chetkovich, Santa Cruz*

### **Letter | Library study not really apples to apples**

May 12, 2020 at 7:00 a.m.

While I appreciate their efforts, Group 4's draft proposal to build a library on the ground floor of a 5 – 6 story building, under housing and 400 plus parking spaces failed to meet the apples to apples test. Unlike the free-standing 2-story Jayson Architecture rebuild of our existing library, there were no visuals of the sheer mass of Group 4's proposal, which would fill an entire city block. All exterior visuals were street level, one looking north to blue shy, puffy clouds and birds on the wing.

Group 4 said it was presenting a bare bones library, but the visuals had carpeting, acoustic ceiling tiles, and wood panelling. Jayson's bare bones alternate truthfully omitted those enhancements. It now seems likely there will be no hoped for wow factor library, since lowered construction costs due to the new recession are being slowly eroded by COVID-19 safety regulations for construction crews.

— *Jean Brocklebank, Santa Cruz*

### **Letter | Large library downtown feels wrong**

May 18, 2020 at 5:00 a.m.

As both Jean Brocklebank (5/12) and Curt Simmons (7/14/19 & 4/28) point out in separate guest commentaries, the city's plans for a multipurpose garage/library/apartment building is not looking inviting. I mostly frequent the Live Oak library, but I do go to the Central branch almost always when I am downtown. I've been hoping that the city council would recognize that the entire county is affected by the decisions they make on this issue. I asked Cynthia Mathews a few years ago why she was so adamant about the destruction of public open space being considered. She said, "We need more parking." I drive downtown often and always find parking in short time. Public libraries, in my lifetime of use, are almost sacred places, restful oases of quiet, calm, limitless browsing, reading. A towering concrete monstrosity in the heart of our small urban center feels just plain wrong.

— *Susan Stuart, Santa Cruz*

### **Letter | Progressives are devoted to what's best for city**

May 18, 2020 at 5:00 a.m.

Stephen Kessler is hard to take on any given week but he outdoes himself this week trying to fit a round peg in a square hole, making the argument that progressives are actually conservatives. Kessler sees our city as an opportunity for unchecked development of fancy hotels, high rent buildings, new libraries built out of concrete that nobody needs or wants. Mr Kessler, that is the very definition of conservatism. Progressives, also referred to as liberals,



spend a lot of time and energy devoted to ensuring that everything we do in Santa Cruz is for the good of the community.

— *Erica Aitken, Santa Cruz*

### **Letter | City should respond to specific library issues**

May 20, 2020 at 7:00 a.m.

Thank you Rick Longinotti for so clearly laying out the specific issues and report citations for NOT building a new garage downtown. If the City staff and Council can respond to each specific issue you cite, stating why you or the consultants they hired are incorrect, that would help build trust in their contention that we do need a new garage. But I have seen nothing like that coming from the City so far. Why not? Especially now, Santa Cruz needs community-building. I want our leaders to show foresight and visionary leadership. Building trust is essential.

— *Coleen Douglas, Santa Cruz*

### **Letter | The system is in bad need of reform**

May 22, 2020 at 7:00 a.m.

Ms. Erica Aitken's letter, May 18, implies that Mr. Stephen Kessler is for "unchecked development," including the proposed downtown Santa Cruz library. Mr. Kessler is a critic of the library proposal. Building activity is said to be the hallmark of "conservatism." Really? Aitken claims Kessler is wrong about unintentional negative consequences, because progressives ("liberals") are "devoted to ensuring that everything we do in Santa Cruz is for the good of the community." It is not so black and white, but clearly it takes a lot of energy to deny reality and protect the Santa Cruz no-growth liberal paradise myth. Meanwhile, back at reality, we are experiencing progressively increasing controls, restrictions, taxes, housing prices, homelessness, and lackluster job opportunities. The system isn't progressive at all, it's in bad need of reform. Political idealism and tribalism is failing us all. Mr. Kessler's point is proven.

— *Michael Cox, Soquel*

### **Letter | Hotel, not library, for downtown spot**

May 23, 2020 at 7:30 a.m.

Don't waste tax dollars on the downtown library parking structure. Scrap that plan. Instead direct energy and resources to partner with private developer to construct a name brand hotel with conference facilities and sufficient parking for guests.

A hotel with 150 rooms or more will generate tax revenue in addition to the flow of tourist and meeting attendee dollars to the downtown restaurants and shops. As a plus a shuttle could be established to connect some of the other major hotels in Santa Cruz with the downtown hotel conference center.

— *Marios Cavadias, Santa Cruz*

## Santa Cruz Sentinel **Coastlines**

### **Coast Lines | Library mixed use update on Zoom**

SANTA CRUZ

The Libraries Facilities Financing Authority (LFFA) and Library Joint Powers Authority (LJPA) Board will meet from 9-10:30 a.m. Thursday on its YouTube page, [youtube.com/santacruzpl](https://www.youtube.com/santacruzpl). The public can also join the meeting via Zoom and phone. Visit <https://santacruzpl.libcal.com/event/6662034> to get the meeting link.

The Downtown Library Mixed Use Cost Assessment Update Meeting is from 4:30-5:30 p.m. Thursday. This Community Presentation from Group 4 Architects is an update on their progress with the Downtown Library Mixed Use Project Cost Assessment. This will be a virtual meeting via Zoom. Visit <https://santacruzpl.libcal.com/event/6691297> for Zoom meeting details.

There will be a future community meeting once the final report is ready. As before, the report will be available to the public prior to the meeting.

For more information about the Downtown Library City Council Subcommittee's work, visit the Downtown Library Council Subcommittee web page, <http://www.cityofsantacruz.com/government/city-council-subcommittees/downtown-library-3994>.

### **Coast Lines | Libraries host Virtual Book Club with county supervisor**

May 8, 2020 at 12:00 p.m.

SANTA CRUZ COUNTY

The Santa Cruz Public Libraries (SCPL), has arranged a book discussion with Santa Cruz County Supervisor Ryan Coonerty via Zoom from 4-5 p.m. May 17. The book we will discuss is called "Extreme Economies: 9 Lessons from the World's Limits," by Richard Davies. In a story-driven look at the future of the global economy, Extreme Economies explores how places that have been battered by powerful forces have succeeded or failed has much to teach us about our own communities. The book is available in ebook format from the digital library. Zoom links and dial in phone numbers will be emailed to registered participants one day prior to the event. The event is free, but advanced registration is required. Visit [bit.ly/readwithryan](https://bit.ly/readwithryan) to register or call 831-427-7713.



EARLY LOOK AT POTENTIAL NEW SC LIBRARY 05-12-20 08:05 3 S.S.

An early look at the proposed new library in downtown Santa Cruz has been prepared by a city-hired consultant team. The mixed-use library would be constructed on the city-owned parking lot at the intersection of Cedar, Cathcart and Lincoln Streets. The plan could go to the Santa Cruz City Council in June. An option to remodel the current downtown library (for the same budget) would mean a reduction in 10,000 square-feet of library space, and the loss of some amenities the public has come to expect in a modern library.

## Reviews

*No reviews for this period.*

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



## STAFF REPORT

DATE: June 4, 2020  
TO: Library Joint Powers Authority Board  
FROM: Susan M. Nemitz, Library Director  
RE: FY 2021 SCPL Budget

### RECOMMENDATION

1. Approve the FY 2021 budget with \$3.8 million in spending reductions and strategic use of the reserve;
2. Direct staff to closely monitor the impacts associated with COVID-19 Shelter in Place Order on the Santa Cruz Public Libraries and budget and provided financial updates at each Library Joint Powers Board meeting during FY2021.

### BACKGROUND

In ordinary times, the Library Joint Powers Board adopts an annual operating budget for the Santa Cruz Public Libraries that supports a detailed work plan consistent with the system's strategic plan and goals for the library system. In March, Cheryl Fyfe, the City of Santa Cruz's Acting Finance Director presented a revenue forecast for the Santa Cruz Public Libraries. The forecast showed that modest deficits in FY 2021 and FY 2022 that would be manageable by strategic use of fund balance until increased projected revenue from the Maintenance of Efforts funds became available in FY2022. The system had planned to maximize public services hours by redistributing staff across open facilities while branches temporarily closed for remodel or are replaced with funds from Measure S. The Libraries currently (as of March) have a \$2.9M budgeted reserve and \$1.8M in unrestricted fund balance.

## DISCUSSION

Unfortunately, we are not living in ordinary times. Because of the pandemic's impact upon the Libraries' services and funding, the framework for considering next year's budget has been abandoned and a new framework is in the process of being developed.

The COVID-19 Shelter in Place Mandate is having a major impact on the region's consumer spending. Expectations of sharp declines in major revenues such as Sales Tax, Transient Occupancy Tax, and Admission Tax, no matter how temporary, will place the Library in an immediate fiscal crisis. SCPL estimates a shortfall of approximately \$3.8 million in General Fund deficit in FY 2021. The revised General Fund projections incorporate sales tax revenue declines of 19.5% for FY 2021. Sales tax represents 53% of the Libraries' total revenue.

Projected revenue declines assume an easing or end of COVID-19 SIP Mandates within the first quarter of FY 2021. Since projected General Fund revenue losses relate to the length of the COVID-19 SIP Mandates, extending the return to normalcy will increase projected revenue losses proportionally. All forecasts are presented with a reasonable degree of uncertainty, but cities and counties have never been faced with an uncertainty to this degree. That information is constantly changing, including the length of the COVID-19 SIP Mandates and the availability of stimulus support from the State and/or Federal governments.

To address the projected FY 2021 General Fund deficit, it is recommended that the Joint Powers Board direct staff to develop a FY 2021 Budget with \$3.8M in reductions and or strategic use of the Libraries' one-time reserves.

The budget principles serve as a guide to our budget development and focuses on the Library's overall priorities for the upcoming year. These principles communicate a plan to both the Board and the community at large.

- Preserving excellent public service is necessary for the long-term health of SCPL.
- SCPL will maintain ten library sites.
- SCPL will utilize one-time funds to leverage or bridge activities not as a permanent solution.
- SCPL will examine its comparative advantage in offering services to avoid duplication.
- SCPL will work openly with staff, the Friends of the Library and key stakeholders to determine priorities.

Staff is recommending the following proposals for FY 2021, assuming a return to normal in the next few years:

- Continue hiring freeze (\$500,000)
- No longer use the services of the on call or temporary staff pool (\$776,000)
- Work with the City of Santa Cruz on a furlough program, early retirement incentives, voluntary time off, reductions in work assignments and/or reductions in pay (\$1M)
- Reduce hours of public services available at library branches and/or choose less expensive schedules (4-hour blocks, close two consecutive days a week, longer holiday closures, allow solo staffing, allow intermittent closing due to a lack of staffing) (Need to accomplish to achieve the above)

- Time opening and closures of branches under construction to maximize use of staff (Need to accomplish to achieve the above)
- Strategically use reserves (\$1.6M)

Given the uncertain nature of the current environment it is impossible for staff to put together, and for the Joint Powers Board to adopt, a budget for FY 2021 that adequately estimates revenues and expenditures. Accordingly, it is recommended that the JPB adopt a working budget that will likely have to be amended as the situation unfolds and more data is obtained.

The Library will continue to study major structural changes in the event this crisis worsens.

Attachment: FY 2021 Budget

Report Prepared by: Kira Henifin,  
Principal Management Analyst

Reviewed and Forwarded by: Susan Nemitz, Library Director

FY 2020-  
2021

# Santa Cruz Public Libraries Budget



# Santa Cruz Public Libraries

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June 4, 2020

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 2020-2021 budget request. Library staff have never worked harder to improve programs and services over the last twelve months in response to the Covid-19 pandemic and in anticipation of the physical changes to SCPL facilities. Over that period of time, they have:

1. Opened the amazing new Felton Library and Nature Discovery Park.
2. Continued to support fundraising for Capitola and La Selva Beach branches currently under construction.
3. Begun the bidding process for Boulder Creek and the system's first design/build project at Aptos.
4. Created schematic design documents for Garfield Park, Branciforte and Live Oak.
5. Worked with a subcommittee of the Santa Cruz City Council to determine the best approach for the Downtown Branch.
6. Continued to work with the Friends of the Library to assist them in raising \$3.6 million thus far on capital campaigns.
7. Pivoted the entire organization to offer digital content for home use, expand digital collections and created new virtual services for all ages.
8. Improved our K-12 partnerships with classroom visits through expanded digital resources for students, a digital concierge service for teachers and an educator library card.
9. Continued to address the digital divide by offering lap-tops for check out, digital literacy classes and partnered with the City of Santa Cruz on a virtual reality program on sea level rise.
10. Used part of the closure period to expand professional development for staff and trained staff to assist with 211.
11. Restructured the organization in order to provide curbside service.

In ordinary times, the Library Joint Powers Board adopts an annual operating budget for the Santa Cruz Public Libraries that supports a detailed work plan consistent with the system's strategic plan and goals for the library system. In March, Cheryl Fyfe, the City of Santa Cruz's Acting Finance Director presented a revenue forecast for the Santa Cruz Public Libraries. The forecast showed that modest deficits in FY 2021 and FY 2022 that would be manageable by strategic use of fund balance until increased projected revenue from the Maintenance of Efforts funds became available in FY2022. The system had planned to maximize public services hours by redistributing staff across open facilities while branches temporarily closed for remodel or are replaced with funds from Measure S. The Libraries currently (as of December) have a \$2.9M budgeted reserve and \$1.8M in unrestricted fund balance.

Unfortunately, we are not living in ordinary times. Because of the pandemic's impact upon the Libraries' services and funding, the framework for considering next year's budget has been abandoned and a new framework is in the process of being developed.

The COVID-19 Shelter in Place Mandate is having a major impact on the region's consumer spending. Expectations of sharp declines in major revenues such as Sales Tax, Transient Occupancy Tax, and Admission Tax, no matter how temporary, will place the Library in an immediate fiscal crisis. SCPL estimates a shortfall of approximately \$3.8 million in General Fund deficit in FY 2021. The revised General Fund projections incorporate sales tax revenue declines of 18.8% for FY 2021. Sales tax represents 53% of the Libraries' total revenue.

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To address the projected FY 2021 General Fund deficit, it is recommended that the Joint Powers Board direct staff to develop a FY 2021 Budget with \$3.8M in reductions and or strategic use of the Libraries' one-time reserves.

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Staff is recommending the following proposals for FY 2021, assuming a return to normal in the next few years:

- Continue hiring freeze (\$500,000)
- No longer use the services of the on call or temporary staff pool (\$776,000)
- Work with the City of Santa Cruz on a furlough program, early retirement incentives, voluntary time off, reductions in work assignments and/or reductions in pay (\$1M)
- Reduce hours of public services available at library branches and/or choose less expensive schedules (4-hour blocks, close two consecutive days a week, longer holiday closures, allow solo staffing, allow intermittent closing due to a lack of staffing) (Need to accomplish to achieve the above)
- Time opening and closures of branches under construction to maximize use of staff (Need to accomplish to achieve the above)
- Reduce materials budget (\$375,000)

- Reduced non-personnel expenditures (\$150,000)
- Strategically use reserves (\$1.5 million)

Given the uncertain nature of the current environment it is impossible for staff to put together, and for the Joint Powers Board to adopt, a budget for FY 2021 that adequately estimates revenues and expenditures. Accordingly, it is recommended that the JPB adopt a working budget that will likely have to be amended as the situation unfolds and more data is obtained.

The Library will continue to study major structural changes in the event this crisis worsens.

Sincerely,

Susan M. Nemitz  
Director



## **Mission – Vision**

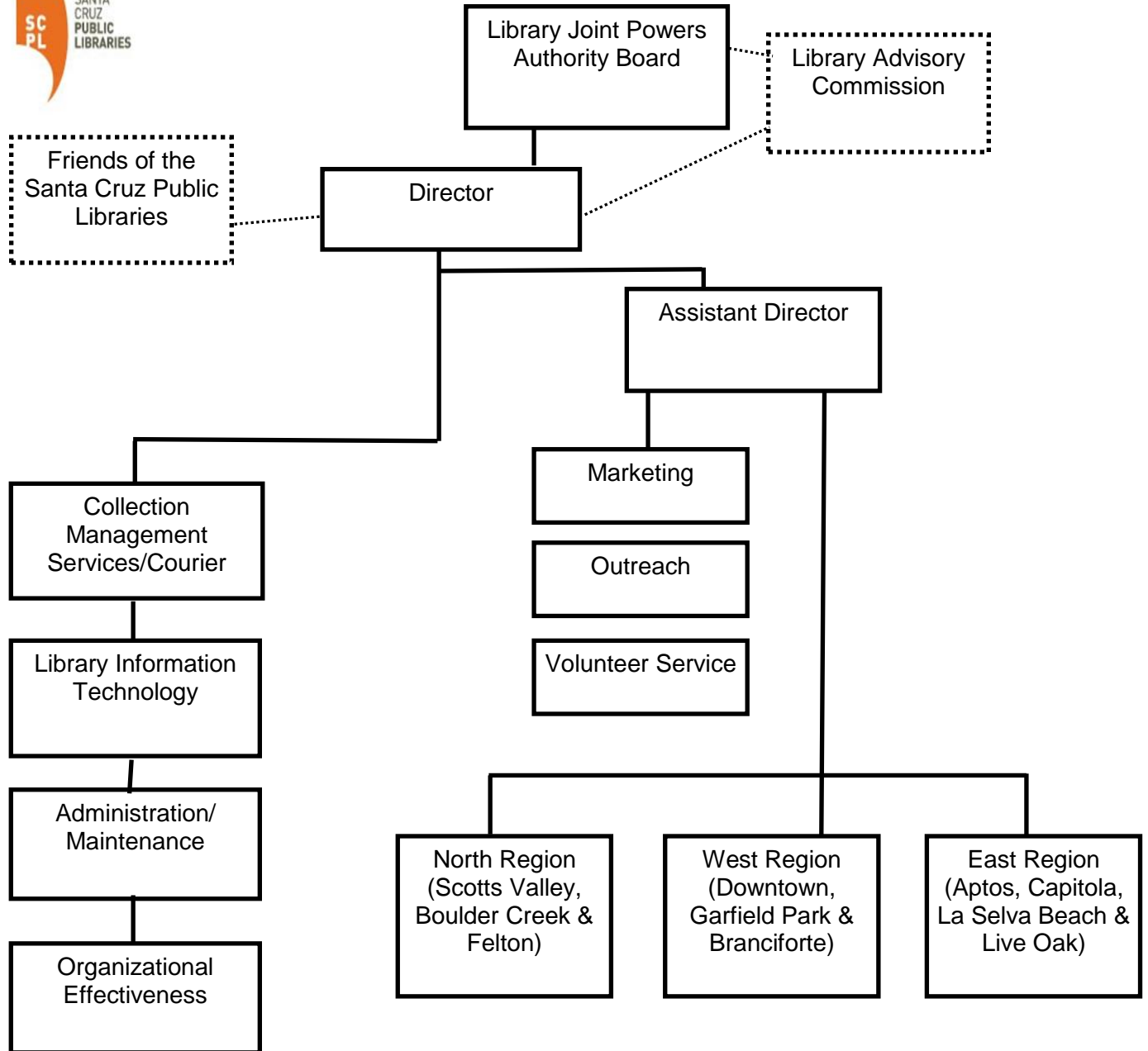
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### **Mission**

Connect, Inspire, Inform

### **Our Vision**

Transform lives & strengthen communities



## 2021 Goals

- Learning  
Develop programs, services, and collections that nurture the learning goals of children and adults
- Digital Inclusion  
Ensure that all residents have access to the training, devices, and internet they need to participate fully in community life.
- Transformative Spaces  
Create enticing and inspiring multipurpose learning zones that support community needs and interests.
- User Experiences  
Offer patron-centered services designed with input from residents so that each branch reflects its community.
- Organizational Capacity  
Enhance skills of staff, provide thoughtful stewardship of public resources, and pursue strategic partners in the community.



# FY 2021 Workplan

## 1. Learning

- Community Based Programming
- Life Literacy/Workforce Training
- K-12 Student Support

## 2. Digital Inclusion

- Technology Literacy
- Virtual Programming

## 3. Transformative Spaces

- Open Capitola, LSB, BC
- Close GP, B40, Aptos
- Decide DT
- Complete LO, SV

## 4. User Experiences

- a. Equity/Bilingual
- b. Internet

## 5. Organizational Capacity

- Reopen and Restructure Internal Operations
- Emergency Management
- Strategic Stewardship





## Benchmarks

**Measure Use:** cardholders, circulation, visits, database use, computer use, and program attendance.

**Measure Capacity:** number of public access computer, hours of computer and wireless use, type and number of technology programs.

**Measure Satisfaction:** Analyze findings and amend functions to improve patron satisfaction.

**Measure Partnerships:** Maintain current strategic partnerships and identify additional partners.



# **Governance, Funding, and Budget Overview**

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

## **Governance**

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

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

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

## **Library Advisory Commission**

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

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

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

## **Funding**

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

- The Cities of Santa Cruz and Watsonville contribute money from their general funds.

- Property taxes allocated for library services are collected by the County in the unincorporated areas and the Cities of Capitola and Scotts Valley
- A quarter cent sales tax designated for public library service is collected throughout the County

A Library Financing Authority divides these revenues between the Santa Cruz Public Libraries and the Watsonville Public Library, based on a population formula which gives Watsonville credit for serving people who live in the unincorporated area close to that city.

SCPL library services are provided through the Fourth Amendment of the Library Joint Powers Agreement with the funds made available by the Santa Cruz County Library Financing Authority.

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

### **Budget**

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

## Budget Overview

		2019	2020	2020	2021	2022
		<u>Actual</u>	<u>Adjusted Budget</u>	<u>Year End Estimate</u>	<u>Requested Budget</u>	<u>Projected Budget</u>
<b>Expenditures by Activity:</b>						
Personnel Services		10,548,931	11,144,206	10,038,310	11,993,508	12,353,313
Services, Supplies & Other Charges		2,815,645	3,682,594	3,166,037	3,290,866	3,251,357
Books & Materials		1,358,755	1,327,109	1,619,299	1,245,016	1,284,525
Capital Outlay		148,766	268,000	268,000	303,000	303,000
Total Budget - Expenditures		<u>14,872,097</u>	<u>16,421,909</u>	<u>15,091,646</u>	<u>16,832,390</u>	<u>17,192,195</u>
Estimated Budgetary Savings (Not Adopted)			-770,000			
Projected Actual Expenditures		<u>\$14,872,097</u>	<u>\$15,651,909</u>	<u>\$15,091,646</u>	<u>\$16,832,390</u>	<u>\$17,192,195</u>
<b>Activity Resources:</b>						
Taxes		8,490,129	8,262,750	7,948,766	6,913,172	8,636,040
Member Contributions		5,652,217	5,725,273	5,725,273	5,795,273	7,195,273
Charges for Services		4,640	4,640	4,640		
Fines and Forfeits		135,404	140,500	143,295	70,250	70,250
Donations & Trusts		67,853	129,993	129,993	41,023	35,000
Other Financing Sources		28,846	43,563	221,862	141,140	120,000
	Total Resources	<u>\$14,379,089</u>	<u>\$14,306,719</u>	<u>\$14,173,829</u>	<u>\$12,960,858</u>	<u>\$16,056,563</u>
<b>Sub Total Operational Savings or (Cost)</b>		<b>(\$493,008)</b>	<b>(\$1,345,190)</b>	<b>(\$917,817)</b>	<b>(\$3,871,532)</b>	<b>(\$1,135,632)</b>
Proposed Personnel Savings:						
Early Retirement					\$300,000	
Temporary Staff					\$776,000	
10% Salary Savings					\$700,000	
Vacant Positions					\$500,000	
Sub Total Personnel Savings					\$2,276,000	
Fund Balance Applied		\$ 493,008	\$ 1,345,190	\$917,817	(\$1,595,532)	(\$1,135,632)
<b>Total</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Reserve Funds</b>						
Fund Balance		<b>\$1,353,443</b>		<b>\$2,206,634</b>	<b>\$611,102</b>	<b>(\$524,530)</b>
20% Restricted Reserve		<b>\$2,861,344</b>		<b>\$2,861,344</b>	<b>\$2,592,172</b>	<b>\$3,211,313</b>
Capital Reserve		<b>\$455,513</b>		<b>\$462,091</b>	<b>\$462,091</b>	<b>\$462,091</b>

## Budget Overview

The Library FY 20/21 budget is projected to end the year with a \$3.8M deficit if left without proposed savings.

The revenue loss is significant, the Library Financing Authority is projecting a roughly 19.5% decrease in projected revenues for sales tax. Sales tax is one of the library's main sources of revenue making up over 50% of the library systems total revenue. The library is also projecting to see a decrease in fines collected. During this pandemic library fines have been forgiven. Library materials being returned presents a unique challenge including staff safety and quarantining returned items. Library patrons are being asked to hold onto their material until the library has worked out a safe return procedure for both the public and the staff. The projected loss is roughly \$70K from what was collected last fiscal year.

The Santa Cruz Public Libraries is proposing the following personnel cuts in order to help balance its budget. First, the Library is proposing a 10% salary cut to all regular library employees which would result in a savings of approximately \$700K. In addition, the Library will be offering retirement incentives which could result in further savings of approximately \$300K. Finally, the Library proposes to continue the freeze on the use of temporary workers resulting in a savings of \$776K. This combined with the Library's hiring freeze, for regular library positions, could result in the Library saving \$2.3M in personnel costs.

Given the revenue projections matched with the proposed personnel savings, the library would end FY 20/21 with a deficit of \$1.6M. The Library's current fund balance could absorb this deficit with funds remaining and the 20% reserve untouched.

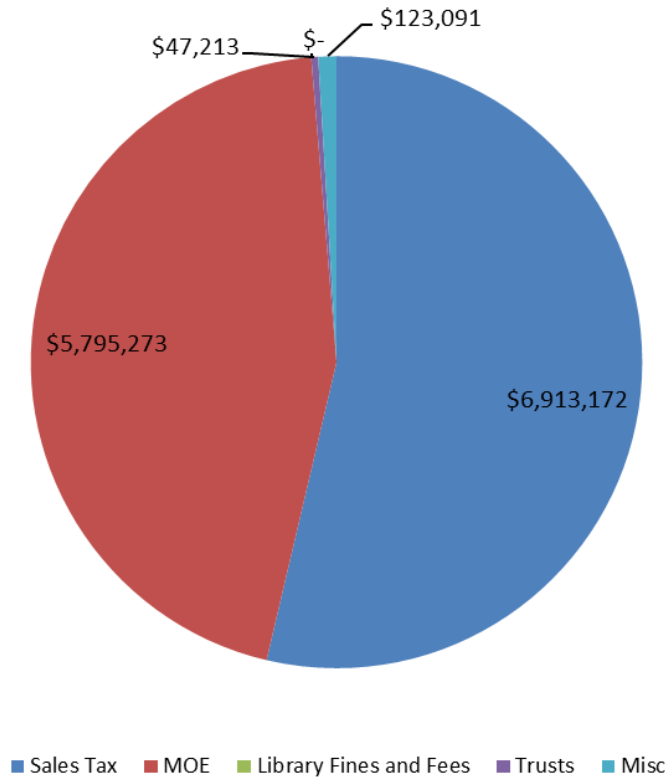
Looking forward to FY 21/22, the Library projects an increase in revenues. The increased sales tax revenues include a 1.4% increase over the LFA revenue projections from February 2020 (pre-COVID). The Library also anticipates receiving excess MOU funds to boost revenues in the amount of \$1.4M that would be available pending approval of the new MOU agreement which is set to expire June 2021. Finally, an increase of \$70K is projected from the City of Santa Cruz as part of the MOU agreement.

Also in the projections for FY 21/22 the Library would again employ the talents of temporary workers in order to help staff in all library facilities.

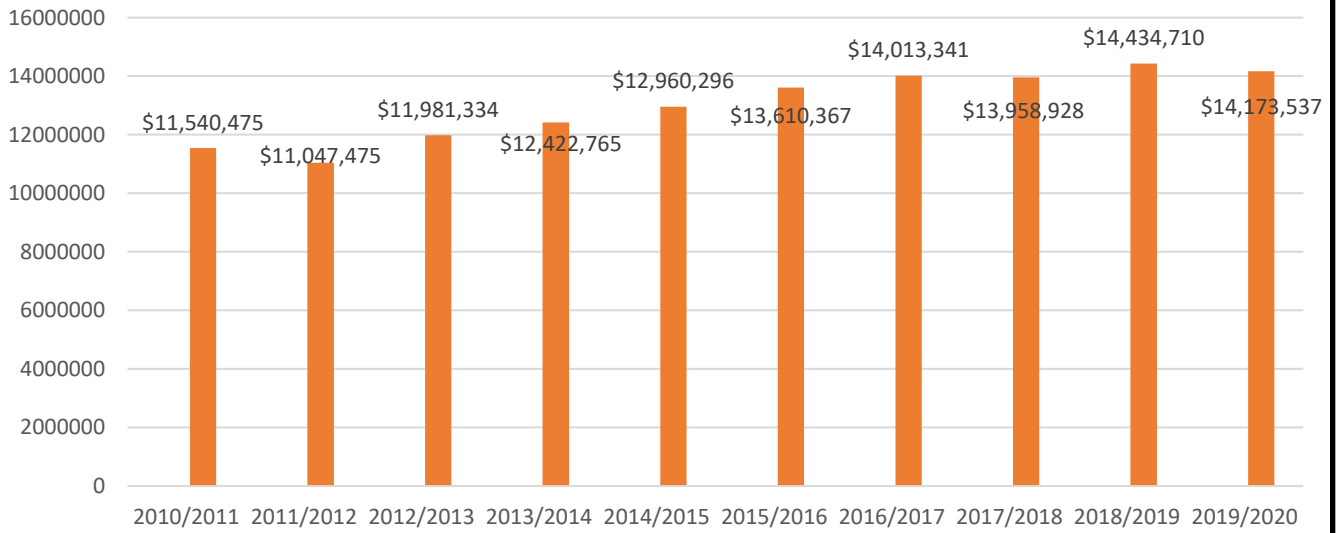
Fiscal Year 21/22 would end roughly \$500K in the red if no cost savings were applied.

**Revenue**

## 2020-2021 Revenue



## Revenue History





# Projected Library Revenues

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

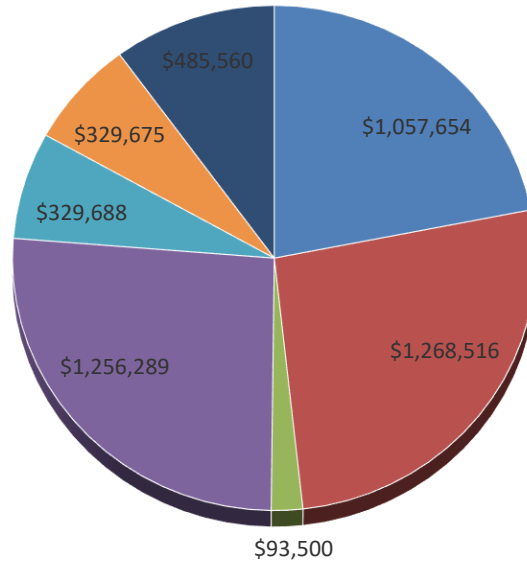
- The Cities of Santa Cruz and Watsonville contribute money from their general funds.
- Property taxes allocated for library services are collected by the County in the unincorporated areas and the Cities of Capitola and Scotts Valley.
- A quarter cent sales tax designated for public library service is collected throughout the County.
- The MOE agreement ends June 30, 2021 which at that time is expected to produce an excess of \$1.4M.

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

<b>Budget Development Revenue Balances</b>					
Title	2020 Ado Budget	2020 Adj Budget	2020 Year End Est	2021 Dept Request	Growth/Loss
<b>Fund 951 – Library Joint Powers Authority</b>					
Sales and use tax	\$ 8,311,763	\$ 8,262,750	\$ 7,948,766	\$ 6,913,172	-13.0%
Federal operating grants & contributions	\$ -	\$ -	\$ -	\$ -	-
Federal grants - other	\$ -	\$ 1,000	\$ 1,000	\$ -	-
State operating grants and contributions	\$ -	\$ -	\$ 14,301	\$ -	-
Local operating grants and contributions	\$ -	\$ -	\$ 2,000	\$ -	-
Maintenance of effort contributions	\$ 5,725,273	\$ 5,725,273	\$ 5,725,273	\$ 5,795,273	1.2%
Room rentals-library JPA	\$ 4,640	\$ 4,640			
Library fines	\$ 140,500	\$ 140,500	\$ 100,000	\$ 70,250	-29.8%
Pooled cash and investment interest	\$ 91,910	\$ 91,910	\$ 57,359	\$ 92,840	61.9%
Interest earnings - other	\$ 17,433	\$ 17,433	\$ 24,846	\$ 17,610	-29.1%
Donations - library	\$ 13,100	\$ 13,100	\$ 13,100	\$ 13,100	0.0%
Donations - library - Friends of the Lib	\$ 19,423	\$ 19,423	\$ 116,893	\$ 27,923	-76.1%
Miscellaneous operating revenue	\$ 8,500	\$ 8,500	\$ 147,935	\$ 8,500	-94.3%
Cash over/short	\$ -	\$ -	\$ 20	\$ -	-
Miscellaneous non-operating revenue	\$ -	\$ -	\$ 146	\$ -	-
From Library Private Trust Fund	\$ 22,190	\$ 22,190	\$ 22,190	\$ 22,190	
<b>Total Library Joint Powers Authority</b>	<b>\$ 14,354,732</b>	<b>\$ 14,306,719</b>	<b>\$ 14,173,829</b>	<b>\$ 12,960,858</b>	<b>-8.6%</b>
<b>Total</b>	<b>\$ 14,354,732</b>	<b>\$ 14,306,719</b>	<b>\$ 14,173,829</b>	<b>\$ 12,960,858</b>	

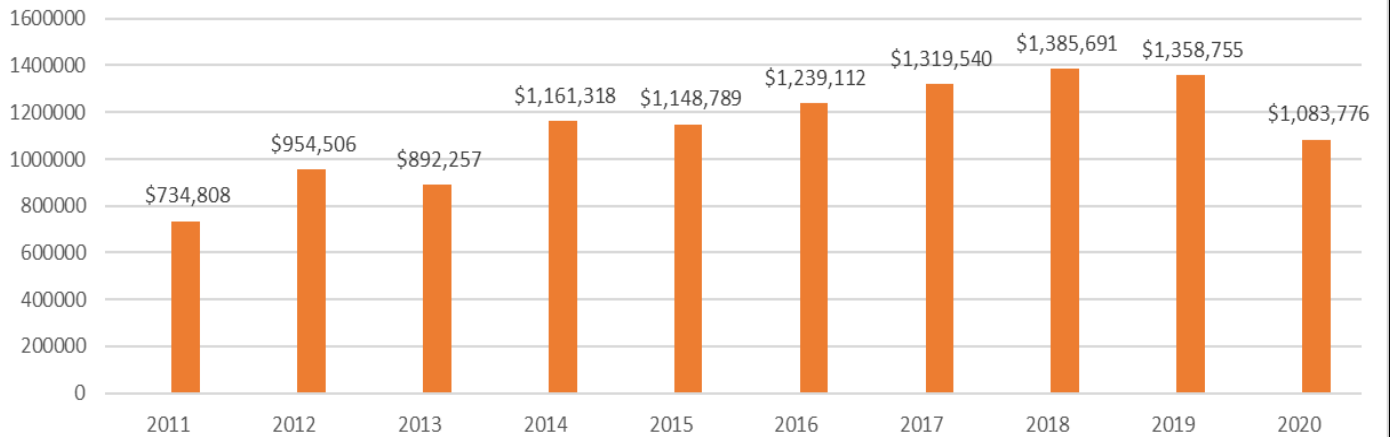
## **Non Personnel Expenditures**

### Non Personnel Expenditures by Library Function



- Information Technology
- Library Materials
- Staff Development
- Building O & M
- Supplies and Equipment
- System Services
- Administrative Services

### Collection Spending History (includes donations and trusts)



# System Operating Expenditures

Budget Development Expenditure Balances					
Title	2020 Ado Budget	2020 Adj Budget	2020 Year End Est	2021 Dept Request	% Change from YEE
Claims management services - outside	\$ 17,000	\$ 17,000	\$ 12,000	\$ 12,000	0.0%
Financial services - outside	\$ 462,438	\$ 486,438	\$ 486,438	\$ 485,560	-0.2%
Security patrols - City Hall	\$ -	\$ -	\$ -	\$ -	
Merchant bank fees	\$ 2,500	\$ 2,500	\$ 1,142	\$ 1,200	5.1%
Courier services	\$ 2,000	\$ 2,119	\$ 1,921	\$ 2,410	25.5%
Other professional & technical services	\$ 113,000	\$ 113,229	\$ 113,229	\$ 162,300	43.3%
Water, sewer and refuse	\$ 74,910	\$ 74,910	\$ 78,250	\$ 75,100	-4.0%
Hazardous materials disposal	\$ 1,000	\$ 1,000	\$ 1,000	\$ 500	-50.0%
Janitorial services	\$ 325,026	\$ 325,026	\$ 315,276	\$ 307,275	-2.5%
Equip annual inventory charge - internal	\$ 4,690	\$ 4,690	\$ 4,690	\$ 4,690	0.0%
Vehicle work order charges - internal	\$ 22,000	\$ 22,000	\$ 5,750	\$ 22,000	282.6%
Vehicle fuel island charges - internal	\$ 16,485	\$ 16,485	\$ 10,510	\$ 16,485	56.9%
Office equipment operation/maint	\$ 3,600	\$ 3,600	\$ 3,550	\$ 7,700	116.9%
Vehicle maintenance costs - outside	\$ 6,500	\$ 6,500	\$ 2,500	\$ 6,500	160.0%
Other equipment operation/maintenance	\$ 8,050	\$ 8,050	\$ 10,525	\$ 12,650	20.2%
Building and facility o & m - outside	\$ 343,303	\$ 293,303	\$ 301,707	\$ 191,412	-36.6%
Landscaping maintenance services	\$ 45,450	\$ 45,450	\$ 45,450	\$ 43,800	-3.6%
Software maintenance services	\$ 422,181	\$ 389,181	\$ 389,181	\$ 480,969	23.6%
Hardware maintenance services	\$ 32,000	\$ 32,000	\$ 32,000	\$ 43,000	34.4%
Equipment, building and land rentals	\$ 237,163	\$ 251,251	\$ 251,251	\$ 240,452	-4.3%
Equipment lease-outside	\$ -	\$ 12,000	\$ 16,000	\$ 18,000	12.5%
Travel and meetings	\$ 15,925	\$ 11,925	\$ 2,186	\$ 11,200	412.4%
Training	\$ 79,300	\$ 79,300	\$ 79,300	\$ 57,300	-27.7%
Telecommunications service - outside	\$ 176,385	\$ 176,385	\$ 176,385	\$ 221,385	25.5%
Liability insurance/surety bonds-interna	\$ 37,442	\$ 37,442	\$ 37,442	\$ 37,442	0.0%
Liability insurance/surety bonds-outside	\$ 48,000	\$ 68,000	\$ 68,000	\$ 68,000	0.0%
Advertising	\$ 19,130	\$ 19,130	\$ 19,130	\$ 31,570	65.0%
Dues and memberships	\$ 35,162	\$ 35,162	\$ 35,162	\$ 37,453	6.5%
Printing and binding-outside	\$ 24,600	\$ 24,600	\$ 24,600	\$ 32,600	32.5%
Postage charges	\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,000	0.0%
Office supplies	\$ 23,550	\$ 23,550	\$ 22,300	\$ 23,250	4.3%
Books and periodicals	\$ 1,324,459	\$ 1,636,603	\$ 1,616,603	\$ 1,223,093	-24.3%
Books and periodicals-grants & donations	\$ 2,650	\$ 2,696	\$ 2,696	\$ 21,923	713.2%
Safety clothing and equipment	\$ 12,560	\$ 12,560	\$ 15,050	\$ 13,910	-7.6%
Copier supplies	\$ 6,075	\$ 6,075	\$ 5,550	\$ 6,005	8.2%
Library functional supplies	\$ 141,500	\$ 141,500	\$ 141,500	\$ 171,500	21.2%
Janitorial supplies	\$ 25,250	\$ 25,250	\$ 26,200	\$ 24,750	-5.5%
Electricity	\$ 190,275	\$ 190,275	\$ 193,775	\$ 195,525	0.9%
Natural gas	\$ 29,450	\$ 29,450	\$ 36,000	\$ 27,550	-23.5%
Miscellaneous supplies and services	\$ 186,523	\$ 219,263	\$ 192,087	\$ 188,423	-1.9%
Loans and grants	\$ -	\$ -	\$ -	\$ -	
Refunded fees and fines	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	0.0%
Office furniture/equipment	\$ 18,000	\$ 18,000	\$ 18,000	\$ 18,000	0.0%
Vehicle equipment	\$ -	\$ -	\$ -	\$ 35,000	
Computer equipment	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	0.0%
Other capital outlay	\$ 50,000	\$ 100,000	\$ 100,000	\$ 100,000	0.0%
<b>Total Library Joint Powers Authority</b>	<b>\$ 4,744,532</b>	<b>\$ 5,122,898</b>	<b>\$ 5,053,336</b>	<b>\$ 4,838,882</b>	<b>-4.2%</b>
<b>Total</b>	<b>\$ 4,744,532</b>	<b>\$ 5,122,898</b>	<b>\$ 5,053,336</b>	<b>\$ 4,838,882</b>	

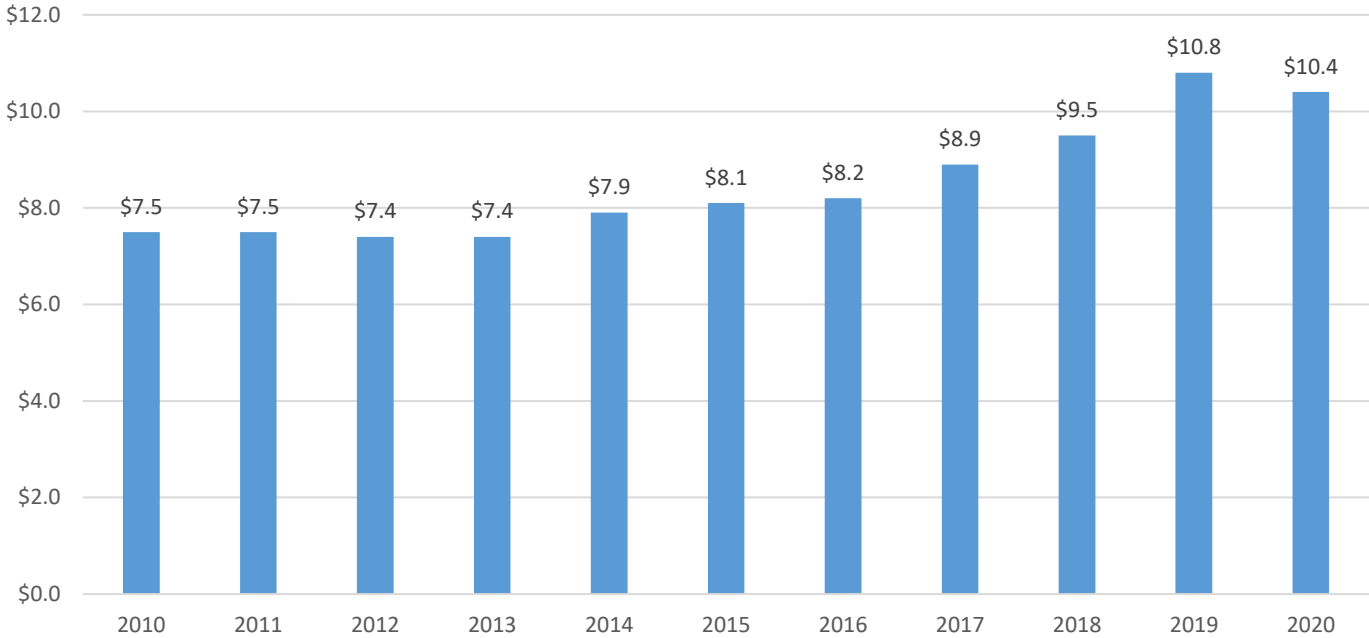
## **Personnel Expenditures**

# Personnel Expenditures

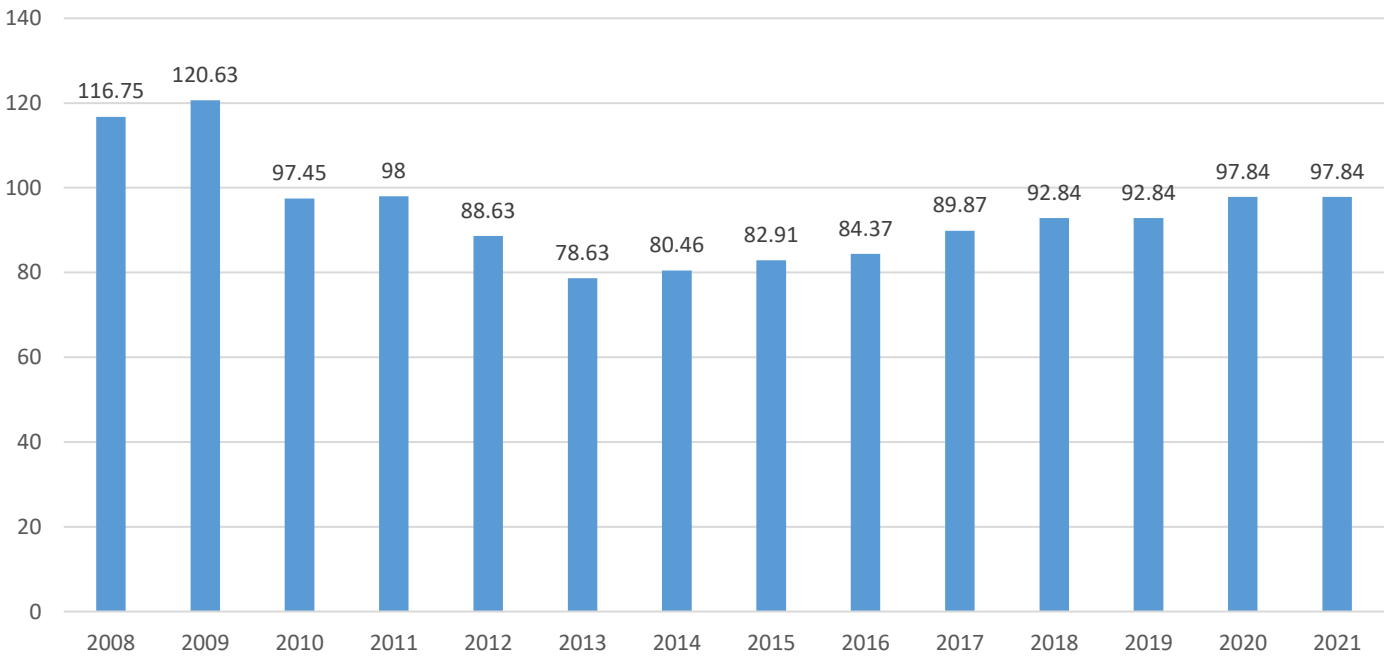
Budget Development Expenditure Balances					
Title	2020 Ado Budget	2020 Adj Budget	2020 Year End Est	2021 Dept Request	% Change from YEE
<b>Fund 951 – Library Joint Powers Authority</b>					
Regular full time	\$ 5,771,198	\$ 5,771,198	\$ 5,378,126	\$ 6,120,304	13.8%
Regular part time	\$ 935,597	\$ 935,597	\$ 804,575	\$ 1,087,356	35.1%
Overtime	\$ -	\$ -	\$ -	\$ 5,000	
Termination pay	\$ -	\$ -	\$ 38,716	\$ -	-100.0%
Temporary	\$ 826,000	\$ 826,000	\$ 640,000	\$ 826,000	
Other pay	\$ 947	\$ 947	\$ 3,038	\$ -	
Special vacation pay	\$ 15,399	\$ 15,399	\$ 36,498	\$ -	
Special sick leave pay	\$ 3,592	\$ 3,592	\$ -	\$ -	
Vehicle-phone-data allowance	\$ 3,384	\$ 3,384	\$ 3,195	\$ 2,964	-7.2%
Retirement contribution	\$ 441,806	\$ 441,806	\$ 379,667	\$ 463,762	22.1%
F.I.C.A.	\$ -	\$ -	\$ 36,966	\$ -	-100.0%
PERS unfunded liability	\$ 1,036,465	\$ 1,036,465	\$ 932,489	\$ 1,143,928	22.7%
PERS prepay adjustment	\$ -	\$ -	\$ -	\$ -	
PERS Unfunded payment	\$ 336,636	\$ -	\$ -	\$ -	
Group health insurance	\$ 1,401,982	\$ 1,401,982	\$ 1,216,646	\$ 1,670,638	37.3%
Group dental insurance	\$ 96,279	\$ 96,279	\$ 88,799	\$ 108,272	21.9%
Vision insurance	\$ 16,403	\$ 16,403	\$ 14,747	\$ 17,328	17.5%
Medicare insurance	\$ 90,888	\$ 90,888	\$ 98,315	\$ 101,184	2.9%
Employee assistance program	\$ 4,237	\$ 4,237	\$ 3,601	\$ 4,069	13.0%
Group life insurance	\$ 1,889	\$ 1,889	\$ 1,663	\$ 1,842	10.8%
Disability insurance	\$ 75,924	\$ 75,924	\$ 37,405	\$ 78,644	110.3%
SDI	\$ -	\$ -	\$ 2,102	\$ 30,739	1362.4%
Unemployment insurance	\$ 50,186	\$ 50,186	\$ 54,269	\$ 57,582	6.1%
Workers' compensation	\$ 256,390	\$ 256,390	\$ 267,493	\$ 273,893	2.4%
Temp employee benefits - budget only	\$ 115,640	\$ 115,640	\$ -	\$ -	
Intrafund labor - credit	\$ -	\$ -	\$ -	\$ -	
<b>Total Library Joint Powers Authority</b>	<b>\$ 11,480,842</b>	<b>\$ 11,144,206</b>	<b>\$ 10,038,310</b>	<b>\$ 11,993,508</b>	<b>19.5%</b>
<b>Total</b>	<b>\$ 11,480,842</b>	<b>\$ 11,144,206</b>	<b>\$ 10,038,310</b>	<b>\$ 11,993,508</b>	



### 10 Year Personnel Expenditure History



### FTE History



## Fines and Fees Schedule

The Library is recommending the following fee schedule.

Description	Current	Proposed FY 2019-2020
Overdue Item Fine	25¢per day	No change
Lost Fine	Varies Based on Item	No change
Collection Agency Fee	\$20.00	No change
Damaged Item Fine	Varies Based on Item	No change
Flashdrive Fee	\$5.00	No change
Headphone Fee	\$3.00	No change
Library Card Replacement Fee	\$2.00	No change
Meeting Room Fee	Varies	No change
Missing Parts Fine	Varies Based on Item	No change
Print/Photocopying Fee	15¢per page	No change
Test Proctoring Fee	\$40.00	No change
Inter Library Loan	None	No Change

Note: Fines are being waived due to COVID-19 crisis.

# Appendix A: Position Listing by Classification

<b>Library Personnel Profile</b>	<b>FY 2014 Amended Budget</b>	<b>FY 2015 Amended Budget</b>	<b>FY 2016 Amended Budget</b>	<b>FY 2017 Amended Budget</b>	<b>FY 2018 Adopted Budget</b>	<b>FY 2019 Adopted Budget</b>	<b>FY 2020 Adopted Budget</b>
Accounting Assistant I	1.25	1.25	1.25	1.38	1.50	1.50	1.50
Administrative Assistant I/II	3.55	3.18	3.18	3.53	3.53	3.53	3.53
Assistant Director of Libraries	-	-	-	1.00	1.00	1.00	1.00
Bookmobile Library Assistant	1.73	1.80	1.80	1.80	1.80	1.80	1.80
Building Maintenance Worker I	-	1.00	1.00	1.00	1.00		1.00
Building Maintenance Worker II	2.00	1.00	1.00	1.00	1.00	2.00	1.00
Courier/Driver	1.05	1.05	1.00	1.00	1.00	1.00	1.00
Director of Libraries	1.00	1.00	1.00	1.00	1.00	1.00	1.00
IT Specialist I/II	2.00	3.00	1.00	1.00	1.00	1.00	1.00
IT Specialist III	2.00	2.00	2.00	2.00	2.00	2.00	2.00
Librarian I/II	16.63	16.63	16.63	18.01	18.01	18.01	20.01
Librarian III	-	-	-	3.00	3.00	3.75	4.00
Library Assistant I	2.00	2.00	1.00	1.00	1.00	1.00	1.00
Library Assistant II	24.25	25.25	26.76	25.41	28.50	28.50	31.50
Library Assistant III	6.00	6.00	6.00	10.00	10.00	10.25	10.00
Library Assistant IV	1.00	2.00	2.00	2.00	2.00	2.00	2.00
Library Division Manager	3.00	3.00	3.00	1.00	1.00		
Library Information Specialist	5.00	5.00	5.00	5.00	5.00	5.00	5.00
Library Information Technology Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Library Specialist	3.00	2.00	2.00	2.00	2.00	2.00	2.00
Management Analyst	1.00	1.00	1.00	1.00	1.00		
Manager System Services and Support	1.00	1.00	1.00	-	-	-	
Network Administrator	-	-	-	-	-	-	
Network & Systems Administrator	-	-	2.00	2.00	2.00	2.00	2.00
Principal Management Analyst						1.00	1.00
Programmer Analyst I/II	-	-	1.00	1.00	1.00	1.00	1.00
Service Field Crew Leader	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Systems Administrator	-	-	-	-	-	-	
Systems Coordinator	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Volunteer Coordinator Assistant	-	0.75	0.75	0.75	0.50	0.50	0.50
	80.46	82.91	84.37	89.87	92.84	92.84	97.84

Note: In 2008 the FTE for the library system was 120.63.

## Appendix B:

### Trust Fund Narratives

#### FINKELDEY TRUST

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

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

Balance of  
Trust as of  
5/22/2020: \$9,200

Income: Interest earned is added to principal

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

#### DOROTHY A. HALE TRUST

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

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

Balance of  
Trust as of  
5/22/2020: \$47,606

Income: Interest earned is added to principal

Management: Held by the City Finance Department. Regional Manager, Laura Whaley, manages funds.

#### LEET-CORDAY TRUST

Donor: Robert Leet-Corday

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

Balance of  
Trust as of  
5/22/2020: \$99,233

Income: Interest earned is added to principal

Management: Held by the City Finance Department. DTN Regional Manager manages funds.

#### MCCASKILL TRUST – LOCAL HISTORY

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

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

Balance of  
Trust as of  
5/22/2020: \$223,676

Income: Interest earned is added to principal

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

#### MCCASKILL TRUST – VISUALLY IMPAIRED

Donor: See above

Terms: Half the City's share of the McCaskill Trust is to be used "in establishing and maintaining a Braille department in the City of Santa Cruz Public Library System and for the purpose of providing Braille books, materials, records, and tapes for use of persons with defective sight."

Anticipating major cuts in the Library's 1986-87 materials budget, the Library Board agreed in July that \$15,000 in income from this Trust should be used to support the purchase of large print and talking book tapes for adults and children during the current fiscal year. It has been approved that continuing after this, the money could be spent in any way that benefitted the visually impaired and was not limited to the purchase of Braille materials.

Balance of  
Trust as of  
5/22/2020: \$203,779

Income: Interest earned is added to principal

Management: Held by the City Finance Department. CMS Manager manages funds.

### JAMES MORLEY TRUST

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

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

Balance of  
Trust as of  
5/22/2020: \$13,730

Income: Interest earned is added to principal

Management: Held by the City Finance Department. Regional Manger manages funds.

### RICHARDSON TRUST

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

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

Balance of  
Trust as of  
5/22/2020: \$325,000

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

Management: Held by Comerica Bank. Check is received annually in May and that is appropriated into the Library's annual budget. CMS Manager manages this trust.

### WILLIAM COX SULZNER TRUST

Donor: William Cox Sulzner, also known as Lee Cox Sulzner, gave his estate to FSCPL to establish an endowment in his name.

Terms: "The net income of this fund shall be used to purchase mystery books, mystery tapes or other media, all of which shall bear my name as the donor."



Balance of  
Trust as of  
5/22/2020: \$143,000

Income: Interest only.

Management: FSCPL holds this trust. CMS Manager manages this trust.

### UTTER TRUST

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

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

Balance of  
Trust as of  
5/22/2020: \$232,549

Income: Interest Only

Management: FSCPL holds this trust. Held at Community Foundation of Santa Cruz County. Asst. Director manages these funds.

## Appendix C:

### Vehicle Replacement Schedule

<b>Library FY 20/21 Vehicle Replacement Schedule</b>						
<b>#</b>	<b>Department</b>	<b>Description</b>	<b>Replacement Cost</b>	<b>Year Acquired</b>	<b>Year of Replacement</b>	<b>Savings Need/Yr to Meet Replacement Date</b>
434	Courier	Ford Transit	\$45,000	2020	2030-31	\$4,500
528	Bldg Maint	Dodge Sprinter	\$45,000		2017-18	\$5,833
527	Bldg Maint	Ford Transit	\$35,000	2015	2024-25	\$3,500
529	Bldg Maint	Ford Transit	\$45,000	2019	2029-30	\$4,500
151	Outreach	Ford Escape Hybrid	\$35,000		2017-18	\$5,833
178	Outreach	Ford Escape Hybrid	\$35,000	2015	2024-25	\$3,500
531	Outreach	Frieghtliner	\$350,000	2016	2030-31	\$23,333
546	LIT	Ford Transit	\$35,000	2018	2028-29	
	Programs	Pedal Library	\$2,500	2016	2021-22	\$500
<b>TOTAL SAVINGS NEEDS PER YEAR</b>						<b>\$51,499</b>
<b>Savings Began in FY 11/12</b>						
**The Library System has chosen to abide by the City's vehicle replacement schedule which is defined as replacing vehicles every 100,000 miles or every 10 years.						

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



## STAFF REPORT

DATE: June 4, 2020  
TO: Library Joint Powers Authority Board  
FROM: Susan M. Nemitz, Library Director  
RE: Public Service Hours

### STAFF RECOMMENDATION

1. Empower the Library Director to determine branch hours through FY2021.
2. Empower the Library Director to schedule the opening and closure of branches for remodeling in order to maximize public service hours while the Library system manages this period of limited staffing.
3. Approve the closure of all Santa Cruz Public Libraries during the following periods to allow the unpaid furlough of staff as negotiated with the appropriate unions (\*contingent upon union approval in June 2020).
  - June 28-July 4, 2020
  - November 22-28, 2020
  - December 20, 2020 – January 2, 2021
  - March 21-27, 2021
  - May 24-30, 2021
4. Request staff to update the Joint Powers Board at each meeting on projected changes to the current schedule.

### Discussion

In 2016, the Library conducted a series of one-on-one community conversations, focus groups and surveys. Uniformly, residents of the area wanted Santa Cruz Public Libraries to be open longer hours. Staff created a tiered hour proposal based on public use and facility amenities.

Tier I – (small branch, limited space, low circulation) – 36 hours a week

Tier II – (midsize branch, full services) – Over 40 hours a week

Tier III – (large branch, full services, specialized services) – Over 50 hours a week

Recognizing that the system could not afford to have 7- day-a-week/morning-afternoon-evening public service hours at every branch, the model also ensured the full spectrum of hours across each region. Finally, the proposal also suggested that the Joint Powers Board approve Public Service hours by branch annually during the budget process.

As a result, in 2017, the Joint Powers Board approved a pilot program that expanded staffing and public services by 66 hours per week across the ten Santa Cruz branch libraries. The expansion was very popular with patrons and resulted in increases in use of Library programs and services. In 2018, the Board approved the continuation of these hours.

The development of Measure S projects that replace or remodel existing branches has also affected staffing and public service hours. As branches close for construction, staff is reallocated and hours extended to nearby library sites. In May of 2018, the Capitola Branch Library closed for construction, and Capitola staff were reassigned to the Aptos and Live Oak Branch libraries where hours of service were extended. Over the last three years, modifications of hours and redistribution of staff have also occurred at Boulder Creek, Felton, La Selva Beach and Scotts Valley. In FY 2021, SCPL expects Capitola and La Selva Beach to open, Boulder Creek to remain closed, and Branciforte, Garfield Park and Aptos to close for constructions.

The Covid-19 situation has also dramatically changed the Library's approach to public service hours, services and staffing. SCPL is in the midst of a reopening plan, approved by the Joint Powers Board last month, that is dependent upon the community's performance on a series of public health criteria. Libraries, as community gathering place, are greatly affected by the pandemic. It may be several months before our facilities are widely open to the public. Access to the buildings may grow and wane based upon the behavior of the virus in the community.

Complicating these matters even further, the Library needs to make significant reductions to spending in FY2021. Last month, SCPL ended its use of on-call and temporary staff. This will save nearly \$800,000 annually but removes 62 public service staff members from the workforce. In addition, the Library is recommending a 10% reduction in payroll costs by implementing a defined, six-week closure (employee furlough) over the fiscal year. The Library has also frozen all vacant positions and with Board approval, will offer early retirement incentives to eligible staff. The scope of these measures will result in a significant contraction of available staff and will require a major restructuring of how the staff provides services.

Based upon the complexity of staffing branches in the current environment, the Library Director is requesting delegated authority to set public service hours over the next fiscal year. Staff will be allocated to:

1. Maximize hours available for public service.
2. Coordinate regionally to provide full services.
3. Consider consequences of decisions on underserved populations.
4. Provide staffing in buildings based on health protocols that require physical distancing restrictions.

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



## STAFF REPORT

DATE:                June 4, 2020  
TO:                    Library Joint Powers Authority Board  
FROM:                Susan Nemitz, Library Director  
RE:                    City of Santa Cruz Early Retirement Incentive Program

### STAFF RECOMMENDATION

Review and approve the City of Santa Cruz Early Retirement Incentive Program for use with Santa Cruz Public Library staff during Fiscal Year 2021.

### DISCUSSION

On May 26, 2020 that Santa Cruz City Council approved a Retirement Incentive Program. The purpose of the Retirement Incentive Program is to incentivize employees to retire early to reduce salary and benefit costs during a budget crisis and to avoid other, more onerous, personnel reductions. To achieve the desired salary savings, position(s) of comparable salary and benefit costs will be frozen for one year for each incentive awarded. If the retirement does not result in significant net cost savings, creates staffing levels that cannot provide adequate service, or has a negative impact on departmental operations, the application for the Program may be denied.

To qualify, employees must be eligible to retire. Employees who request a full retirement beginning on or before September 1, 2020, unless a later date is approved at the discretion of the City Manager, may elect one of the following incentives. Incentives will be pro-rated for part-time, regular employees.

- 1) Maintain retiree medical plan coverage at Employee rate for 24 months following retirement (if not eligible for Medicare) for an amount not to exceed \$20,000.

-OR-

- 2) One-time \$20,000 lump sum payment to be paid in the final paycheck.

## **PROCEDURE**

- 1) Employees will be required to submit a Retirement Incentive Request/Agreement by June 5, 2020 making a commitment to retire by September 1, 2020 if approved for participation in the program. This will ensure that the salary savings can be considered in the FY2021 budget to potentially reduce personnel cuts in other areas. The City Manager has the discretion to approve a later date if it is in the best interests of the City.
- 2) Applications to participate in the Retirement Incentive Program shall be submitted in writing to the employee's supervisor or department head using the attached Retirement Incentive Request/Agreement.
- 3) The employee's supervisor shall review and make a statement regarding the workload impact, anticipated cost savings, and a recommendation regarding the request. The request shall then be forwarded to the department head.
- 4) The department head shall review the employee's request and the supervisor's statement. Utilizing the criteria for approval, the department head will either approve or deny the application. If approved, the department head will forward it to the City Manager for final review and approval. The department head is responsible for ensuring that offering a Retirement Incentive to the employee is consistent with the conditions and intent of the program.
- 5) Upon approval by the City Manager, the employee will be notified via e-mail.
- 6) After June 12, 2020, once a Retirement Incentive form is approved by the City Manager, it is binding upon the employee except in cases where unforeseeable circumstances change causing undue hardship to the employee should he/she retire when indicated. These will be examined on a case by case basis.



LJPA  
June 4, 2020

Attachment:

City of Santa Cruz Early Retirement Incentive – Resolution

Reviewed and Forwarded by: Susan Nemitz, Library Director

RESOLUTION NO. NS-

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTA CRUZ ESTABLISHING THE  
EARLY RETIREMENT INCENTIVE PROGRAM  
FOR CITY EMPLOYEES

WHEREAS, the City Council has determined that in this time of a fiscal emergency due to the COVID-19 pandemic, it is necessary to create position vacancies and elimination to achieve reductions in salary and benefit costs; and,

WHEREAS, the Early Retirement Incentive Program may encourage City employees to voluntarily retire and vacate their positions; and,

WHEREAS, the purpose of the Retirement Incentive Program is to incentivize employees to retire early to reduce City salary and benefit costs during a budget crisis and help reduce other personnel reductions. Use of this Program is strictly an effort to achieve salary savings and shall not be considered or construed as due to a lack of work.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Santa Cruz establishes the Early Retirement Incentive Program (Program) as follows:

1. All Regular (non-temporary) employees who are eligible to retire may be eligible for the Program under certain circumstances.
2. Employees who are approved for the Program and retire, can chose to either: a) participate in the City's retiree medical plan, the city will pay the employee's share of the retiree medical plan cost for twenty-four months following retirement for an amount not to exceed \$20,000 or, b) a one-time lump sum of \$20,000 upon retirement from the City.
3. To achieve the desired salary savings, position(s) of equal or greater salary and benefit costs will be frozen for one year for each incentive awarded.
4. The City Manager may deny the employee's participation in the Program if it is determined the retirement does not result in significant net cost savings to the City, creates staffing levels that cannot provide adequate service, is critical to the organization or has a negative impact on departmental operations.
5. The City Manager will have the authority to promulgate an administrative directive for the administration of this program.

LJPA  
June 4, 2020

PASSED AND ADOPTED this 26<sup>th</sup> day of May, 2020, by the following vote:

AYES:

NOES:

ABSENT:

DISQUALIFIED:

APPROVED: \_\_\_\_\_  
Justin Cummings, Mayor

ATTEST: \_\_\_\_\_  
Bonnie Bush, City Clerk Administrator