

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, MAY 6 AT 9:00 AM**

This meeting will be held via Zoom teleconference ONLY

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

Public Viewing:

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

Public Participation:

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:

Please click the link below to join the webinar:

<https://zoom.us/j/99743781414>

For those wishing to participate via Zoom using a telephone only, please call:

Or One tap mobile :

US: +16699006833,,99743781414# or +12532158782,,99743781414#

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Dial(for higher quality, dial a number based on your current location):

US: +1 669 900 6833 or +1 253 215 8782 or +1 346 248 7799 or +1 301 715 8592 or +1 312 626 6799 or +1 929 205 6099 or 877 853 5247 (Toll Free) or 888 788 0099 (Toll Free) or 833 548 0276 (Toll Free) or 833 548 0282 (Toll Free)

Webinar ID: 997 4378 1414

International numbers available: <https://zoom.us/j/99743781414>

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

There are four ways to comment during meetings. All comments must be received prior to the close of public comment on that agenda item:

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

Members of the public may provide public comment by sending comments via email to the Library Board Clerk at clerk@santacruzpl.org

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

2. How to comment on agenda items during the meeting and prior to the close of public comment on an item, via the Zoom Q&A feature:

- Type your comment using the Q&A feature found on the Zoom teleconference control bar.
- Identify the agenda item first, then type your comment
- Your comment will be read aloud

3. How to comment aloud on agenda items, during the meeting and prior to the close of public comment on an item, via the Zoom “raise hand” feature:

If you are accessing the meeting using the Zoom app and computer audio:

- Use the “raise hand” icon found on the Zoom teleconference control bar
- The moderator will announce your name or the last 3 digits of your phone number
- Unmute yourself using the microphone icon
- Identify the agenda item
- Introduce yourself using your first and last name.
- You will have three minutes of speaking time.

If you are accessing the Zoom teleconference using telephone audio:

- Press *9 to raise your hand during the comment period for that agenda item.
- The moderator will announce your name or the last 3 digits of your phone number when it is your turn.
- Unmute yourself using *6 – to toggle the mute/unmute.
- Identify the agenda item
- Introduce yourself using your first and last name.
- You will have three minutes of speaking time.

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



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

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

THURSDAY MAY 6, 2021

9:00 A.M.

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 Closed Session of March 4, 2021

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 – April 2021 (p.6-8)

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. CORRESPONDENCE BY PUBLIC (P.9-10)

10. CONSENT CALENDAR

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

- A. Consider the March 4, 2021 LJPA Board Meeting Minutes
Staff Recommendation: Approve the March 4, 2021 Board Meeting Minutes (p.11-13)
- B. Recent Articles about Santa Cruz Public Libraries.
Staff Recommendation: Accept and File Recent Articles about SCPL (p.14-49)
- C. Community Impact Measures for 3rd Qtr. FY 2020-2021
Staff Recommendation: Accept and File 3rd Qtr. Community Impact Measures for FY 2020-2021 (p.50-54)
- D. Financial Report for 3rd Qtr. FY 2020-2021
Staff Recommendation: Accept and File 3rd Qtr. Financial Report for FY 2020-2021 (p.55-63)
- E. Incident Report for 3rd Qtr. FY 2020-2021
Staff Recommendation: Accept and File 3rd Qtr. Incident Report for FY 2020-2021. (p.64-66)
- F. Work Plan for 3rd Qtr. FY 2020-2021
Staff Recommendation: Accept and File 3rd Qtr. Work Plan for FY 2020-2021 (p.67-70)
- G. Library Sales Tax Revenue Update for 1st Qtr. FY 2020-2021
Staff Recommendation: Accept and File Library Sales Tax Revenue Update for 3rd Qtr. FY 2020-2021 (p.71-73)
- H. Letter from Anna Esho – Build America's Library Act

Staff Recommendation: Accept and File Letter from Anna Esho (p.74)

I. Annual Sole Source Vendor Purchasing Approvals

Staff Recommendation: Approve Sole Source Vendor List for Purchases Made which Exceed \$100,000 annually (p.75-76)

11. GENERAL BUSINESS

Other Business items are intended to provide an opportunity for public discussion of each item listed. The following procedure is followed for each Business item: 1) Staff explanation; 2) Board questions; 3) Public comment; 4) Board deliberation; 5) Decision.

A. Next Steps for Reopening the Library

Staff Recommendation: Review and endorse the Plan for a Phased Reopening (p.77-78)

B. Restoration of Base Level Funding to Begin the Process for Restoring Santa Cruz Public Libraries Hours and Services

Staff Recommendation: Approve the immediate restoration of base level funding for personnel expenditures in order to begin the process of reinstating Library hours to pre-pandemic levels and to provide basic levels of Library services. (p.79-83)

C. FY2022 Santa Cruz Public Library Budget Recommendation

Staff Recommendation: Accept the Proposed 2021-2022 Joint Powers Authority (JPA) Budget and recommend placing the approval of the final budgets on the June 2021 JPA agenda. (p.84-121)

12. SCHEDULED UPCOMING MEETINGS

June 3, 2021	Virtual Meeting	Anticipated Upcoming Agenda Items:
5:00 pm		Approval of FY 2022 Budget Request

13. ADJOURNMENT

Adjourned to the next regular meeting of the LJPA to be held on Thursday, June 3, 2021 at 5:00 pm [immediately following the LFFA meeting] via Zoom teleconference.

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

April 2021

Library Director's Report to the JPA

New Hires:

Temp to Regular: Paul Williams, LA II at SV
Temp to Regular: Alejandra Ruiz, LA II at LIV

Retirements:

Donna Barber, LA II at APT
Melinda Pasquinucci, LA II at FEL

April 4-10 was National Library Week. Volunteers from the Library Advisory Commission brought cookies to each of the branches to thank them for their service. Patrons were encouraged to write in and share their photos.

My father was a young teenage Spanish immigrant in New York in the 1930s. When he wasn't working odd jobs, taking care of his younger brother and single mother or going to public school, he was at the public library. It was safe and he could concentrate and learn about almost anything. In the 1950s, he required my brother and me to spend at least two hours a week at the public library. During the summer we would check out books and he would quiz us on the contents to make sure we read them. When my daughter was born in 1995, we were always going to the library (Live Oak, Capitola, and Aptos branches). She has grown up with a passion for reading and writing. Now, as an old guy, one of my favorite things to do is stop off at the Aptos library and read newspapers and magazines and occasionally check out books.

We all extend our deepest gratitude for the ability to make use of the public library system over almost 100 years collectively. Our lives have been immeasurably enriched by the experience.

Thank you again. William Juncosa





SCPL began to offer Book Bundles, a pilot program that launched on 3/22 and is designed to support emerging and young readers. Book Bundles contain several books curated by SCPL librarians and prepared for Grab and Go collection by Downtown branch staff. All staff were encouraged to attend a training on "Compassionate Patron Engagement: The Pandemic, Homelessness, and Mental Health" on Thursday, April 8 offered by the Pacific Library Partnership.

Every year on April 22, Earth Day marks the anniversary of the birth of the modern environmental movement in 1970. This year, SCPL announces a pilot project designed to place Earth Day Kits into the hands of patrons. Volunteers are creating 400 Grab and Go kits for delivery to branches by April 14. Each kit will include native wildflower seeds and potting mix. Patrons are encouraged to use recycled containers as pots.

Making recent news headlines was the decision by Dr. Seuss Enterprises, the company that manages the authors estate, to cease publication of six of Dr. Seuss titles. In a statement, the business said that the books portray people in ways that are hurtful and wrong. SCPL has five of the six titles in the collection. Most, as of mid-March, have seen holds lists. Library staff held a discussion of the issue on April 12.

- SCPL has not weeded these titles because the Dr. Seuss titles have been continuously popular for decades, and rank high in popularity.
- These titles will be removed from the collection when their condition becomes poor.
- We acknowledge that many books include stereotypes, but we will not censor or pull them from use. We will be intentional in how we use books in story times and book displays.
- The Library's collection is a living, changing entity and collection maintenance helps to keep the collections current, attractive, responsive, diverse, and useful to the needs of the community.

The Santa Cruz Public Libraries has been selected to be one of ten libraries in the State to participate in the California Libraries Cultivating Race, Equity and Inclusion Initiative (CREI). CREI is a cohort-based collaborative experience. Participating libraries build action plans to grow equity in library service delivery and the communities we serve. The goal of CREI is to catalyze a statewide network of libraries and library staff committed to racial equity and inclusion for all. Jesse Silva and Susan Nilsson will serve as SCPL's representatives.

Bruce Cotter has accepted the position of Executive Director with the Friends of the Santa Cruz Public Libraries. Bruce has extensive non-profit experience, has experience with the Santa Cruz Public Libraries from his time on the Library Advisory Commission and experience with the Friends from his time on the Board. He will be leading the Friends as they continue with the Capital Campaign for Aptos, Branciforte and Garfield Park Branches. The LAC will be seeking a new member.

Congratulations to Jesse Silva and Susan Nilsson on their acceptance into the California Libraries Cultivating Race, Equity and Inclusion Initiative (CREI) to represent SCPL!

CREI is a cohort-based collaborative experience. Participating libraries build action plans to grow equity in library service delivery and the communities we serve. The goal of CREI is to catalyze a statewide network of libraries and library staff committed to racial equity and inclusion for all.

The Library was awarded \$5,000 to explore new ways of engaging immigrant communities from California Humanities.

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



STAFF REPORT

DATE: May 6, 2021
TO: Library Joint Powers Authority Board
FROM: Susan Nemitz, Library Director
RE: Written Communications

STAFF RECOMMENDATION

Accept Communications from the public to the LJPA

DISCUSSION

Reviewed and Forwarded by: Susan Nemitz, Library Director

Library governance

Inbox



Judi Grunstra <judiriva@hotmail.com>

Thu, Mar 11, 12:02 PM
(7 days ago)

to Susan, howarde@santacruzpl.org, clerk@santacruzpl.org

Dear Susan, Eric, and Members of the JPA/LFFA and LAC:

As I watched the March 4 JPA meeting discussion during Agenda Item 10, I sensed your frustration with what seems to be an unwieldy governance arrangement. Some time ago I researched library boards in California, and learned that most boards are either administrative or advisory, but Santa Cruz County was one of the rare instances where the library board was given both those functions.

Some of us who regularly attend JPA meetings have observed that there seems to be an ongoing struggle of how to proceed to access a considerable amount of money, requiring a labyrinthine path through multiple boards (LFA in addition to the JPA/LFFA). We wonder if this is the way other library systems operate. Is funding in other public library systems provided by taxes and an MOE?

It seems extremely difficult for the average person (i.e. tax-payer and library user) to understand. Where is the "transparency"? Where is the accountability?

Judi Grunstra, librarian
Jean Brocklebank, library patron

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



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

REGULAR MEETING MINUTES

Virtual Meeting

**THURSDAY MARCH 4, 2021
5:00 P.M.**

1. ROLL CALL

PRESENT: Tina Friend, Jamie Goldstein, Martin Bernal, Nicole Coburn (Alternate for Carlos Palacios)

STAFF: Library Director Susan Nemitz, Assistant Director Eric Howard

2. ADDITIONAL MATERIALS

None

3. ADDITIONS AND DELETIONS TO AGENDA

The Agenda of March 4, 2021 was approved by consensus.

Report out from Closed Session on February 4, 2021: The Board discussed the performance evaluation of the Library Director and no reportable action was taken.

4. ORAL COMMUNICATIONS

None

5. REPORT BY LIBRARY DIRECTOR

Susan Nemitz reported on the recent activities of the Library.

6. FRIENDS OF THE SANTA CRUZ PUBLIC LIBRARIES REPORT

Martin Gomez reported on the recent activities of the Friends of the Santa Cruz Public Libraries

7. REPORT BY LIBRARY ADVISORY COMMISSION (LAC)

Lindsay Bass, Chair, reported on the recent LAC meeting, February 22, 2021.

8. COMMENTS BY BOARD MEMBERS

None

9. CONSENT CALENDAR

RESULT: APPROVED CONSENT CALENDAR

A. Approved the February 4, 2021 Board Meeting Minutes

B. Accepted and Filed Recent Articles about SCPL

C. Reviewed and Accepted Prepared Library Audit – Annual Financial Report for FY2020 [UNANIMOUS]

MOVER: Tina Friend

SECONDER: Nicole Coburn

AYES: Friend, Goldstein, Bernal, Coburn

10. GENERAL BUSINESS

A. Library FY 2022 Budget Planning Issues

The Board discussed the staff recommendations and gave direction.

A Staff member related her experience of working under the present conditions and the stress she and her colleagues are subjected to.

11. Adjournment to Closed Session

RESULT:

1. To authorize the Library Director, for purposes of budgeting, to plan for a 1-year MOE Agreement Extension with an increase of \$320,000, knowing that there are parallel processes to seek approvals through all Councils and the Board of Supervisors.
To direct staff to work with the Chair and Board members to come up with a scope and process to develop the successor 5-year MOE Agreement and for that process to be completed by December 2021.
 2. To authorize staff to develop budget proposals to strategically reduce the size of library fund balance to \$500,000, bringing it down by \$1.5 million.
 3. To approve the current budget estimate for City of Santa Cruz overhead services inflated by 5% as per prior years.
 4. To direct staff to review and return to the Board with a facilities capital set-aside budget recommendation that is an increase from the current \$100,000 but not as high as \$400,000, and also to consider the use of the fund balance to help fund the facilities master fund.
To direct staff to develop a plan to address agreements for the ongoing capital maintenance for all branches.
 5. Direct staff to work with finance support of the City of Santa Cruz to really understand the numbers of the fund balance cycle.
- [UNANIMOUS]

MOVER: Tina Friend
SECONDER: Jamie Goldstein
AYES: Friend, Goldstein, Bernal, Coburn

Final Adjournment of the Library Joint Powers Authority Board (LJPA) at 6:50 p.m. to the next regular meeting on May 6, 2021 at 9:00 a.m. [immediately following the LFFA meeting] via Zoom teleconference.

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

In the News and Media:

February 22 – April 21

Santa Cruz Sentinel *News*

Capitola council approves nearly \$600,000 library contract change order
Staff cites PG&E wire conflict, explains project is still under budget



Work continues on the new library in Capitola. (City of Capitola — Contributed)

By [MELISSA HARTMAN](#) | mhartman@santacruzsentinel.com |

PUBLISHED: February 26, 2021 at 2:00 p.m. | UPDATED: February 26, 2021 at 4:23 p.m.

CAPITOLA — The Capitola City Council on Thursday night heard a report on and approved the contract change order for the city’s Branch Library Project in the amount of \$582,402.

Despite additional funding keeping the project under budget, this was still one of the more painful change orders Public Works Director Steve Jesberg has had to write, he admitted to the council. The last change order the council heard and accepted — the project’s 11th — was a much smaller amount at \$22,367 for “extra, unanticipated work” unrelated to this order, Jesberg said.

Staff said in its report that the contractor, Otto Construction, was due compensation because of delays caused by city-supplied documents and plans drawn up by Noll & Tam architects. The city’s architects sited the building too close to the wires because of paperwork provided by the city. As a result, the conflict with PG&E lines pushed the finish date from May 16, 2020 to March 30.

“(The) change order has been anticipated, but staff was unable to calculate the final impacts of the wire conflict until PG&E had completed their work to relocate the wires,” Jesberg said in his prepared report. “This work was completed in late October 2020.”

Jesberg said during the meeting that his project manager, in coordination with Otto Construction, is hoping for substantial completion of the project. The exterior of the building is 95% complete. The next installations include book stacks, some carpeting, signage and landscaping.

Jesberg’s latter thought is consistent with a report provided to the Santa Cruz County Library Advisory Commission on Monday. In the February Library Director Report, it was noted that the Capitola Branch Library was on track for a June 5 opening.

“Interior finishes are being completed. Furniture is arriving,” the director wrote. “The library is expected to have occupancy in April.”

The amendment to the project budget does not bring it over the original amount of \$15.2 million. In fact, including the contract change order, the total approved project cost is \$14,964,167, Jesberg wrote.

The public works director forecasted the change orders in a January interview with the Sentinel. But by reducing the scope of the work and accepting unanticipated costs — such as the wire conflict — as the project continued, the price of contracting was up but the total project cost was down.

With the current budget, the project has a remaining balance of nearly \$840,000, Jesberg calculated. But additional change orders, such as the one that will extend the contract date to March 30, are anticipated to come back to the council. That one will cost the city approximately \$325,000.

Branciforte library remodel contract awarded to JPB Designs

By [RYAN STUART](#) | rstuart@santacruzsentinel.com |

PUBLISHED: March 9, 2021 at 3:57 p.m. | UPDATED: March 10, 2021 at 5:43 a.m.

SANTA CRUZ – The Branciforte Library is poised to receive major upgrades.

The Santa Cruz City Council voted unanimously Tuesday to award the contract for the remodel of the Branciforte branch of the county’s library system to JPB Designs. The awarding of the contract was passed as part of the council’s consent agenda with no further discussion.

The remodel is budgeted to cost \$4,111,875, per the project summary. The project will consist of \$2.97 million in construction costs. The remainder of the budget will be in soft costs. Those are costs that are not included in the act of construction, such as fees, taxes and insurance.

The project will be primarily supported by Measure S funds, which voters approved in 2016. The bond designated \$67 million to be used to update the Santa Cruz County Public Library System. Of the total allocation, the City of Santa Cruz received \$31.25 million for libraries within city limits. Measure S will contribute \$3,811,875 to the remodel of the Branciforte branch. The remaining \$300,000 will be contributed by Friends of the Santa Cruz Public Libraries, a local organization that aims to support the county’s library system.

The remodel aims to update a number of aspects of the library, according to the plan from Jayson Architecture. The Branciforte branch will receive updated lighting, floors, furniture and plumbing. The remodel will also fix exposed electrical conduits and update the library's circulation desk. Additionally, the library will receive updates to its entrance as well as the exterior patio. In fact, the outdoor patio will be transformed into a reading area for children, according to the plan. The library will also see an expansion of the reading room, the adult section and the children's section. The teen section remains the smallest section, but it will double in size as the main entryway is shortened. There will also be the addition of a community room. Staff quarters, which dominated an entire corner of the library, will be cut to make room for the new room and the addition of a storage closet. The City Council approved the plan for the Branciforte library in January of last year.

Photographer's Eye gallery: Books and more

By [SHMUEL THALER](#) | sthaler@santacruzsentinel.com | Santa Cruz Sentinel | March 24, 2021 at 6:07 p.m.



A swirling sconce lights an area of the newly finished La Selva Beach branch library as library assistant Austin Frey staffs the information desk. The remodeled library, located on Estrella Avenue, reopened with Grab-and-Go services this week. The branch has a long history and is much beloved by its patrons. In 1950, The La Selva Beach Women's Club petitioned the county library system for a branch in the south county community and a makeshift "trial" branch was opened in a closet of the La Selva Beach Clubhouse. The facility was then moved into a room at the rear of the clubhouse in 1958. By 1960, the branch had issued more than 300 library cards. A bigger library, constructed by La Selva Beach Recreation District, and leased to the Santa Cruz Public Libraries system, opened in 1968, but then closed in 1978 due to financial reductions resulting from Proposition 13. Staffed only by volunteers for the next eight years, the branch reopened in 1979. In 2016, Santa Cruz County voters approved Measure S with 70% support to

repair, upgrade and modernize the library facilities in Santa Cruz, Aptos, Live Oak, Scotts Valley, Boulder Creek, Capitola, Felton and La Selva Beach. Combined with other funding sources, Measure S has or will provide new branches or remodeled branches throughout the system, including new buildings in Capitola and Felton. Grab-and-Go hours are 1-6 p.m. Tuesdays and Thursdays and noon to 5 p.m. Saturdays. The library's staff hopes to open for in person browsing and other services in the coming months as COVID-19 restrictions ease. (Shmuel Thaler – Santa Cruz Sentinel)





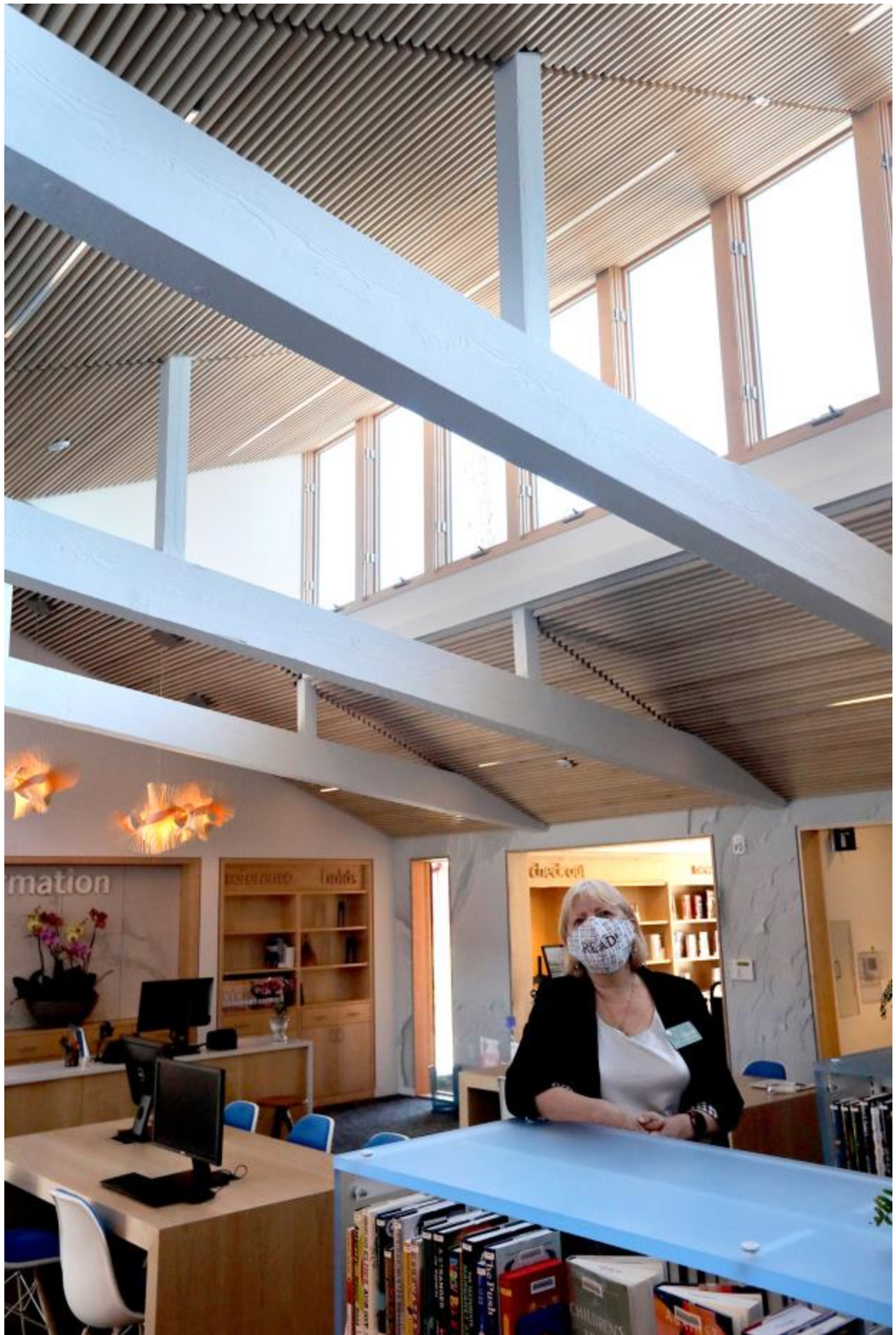




Photo | Story time at the Santa Cruz Library



By [SHMUEL THALER](mailto:sthaler@santacruzsentinel.com) | sthaler@santacruzsentinel.com | Santa Cruz Sentinel
April 4, 2021 at 3:00 p.m.

Lauren Willis enjoys story time in the sunshine with her son Hugh, 4, after one of their twice-weekly trips to get books at the downtown Santa Cruz library. (Shmuel Thaler – Santa Cruz Sentinel)

Andrew Carnegie visits his Santa Cruz Library | Ross Eric Gibson, Local History



At Union Station in Santa Cruz, Andrew Carnegie leaves the train, into a touring car, standing between his wife and daughter. (Contributed)

By [ROSS ERIC GIBSON](#) |

PUBLISHED: April 18, 2021 at 5:00 p.m. | UPDATED: April 19, 2021 at 6:30 p.m.

On the morning of March 11, 1910, a train pulling the palace car “Constitution” arrived at the Watsonville Junction station in Pajaro. The palace car belonged to Andrew Carnegie, a man called “the Iron Giant,” being the founder of Carnegie Steel and chief investor in the Pullman railcar company.

Awaiting him on the Pajaro platform was his Watsonville niece, Mrs. Donald McLean. She was welcomed aboard the train as a member of the party, where she greeted Carnegie’s wife Louise and 13-year-old daughter Margaret, who were also traveling with him. McLean was the mother-in-law of Scotsman Samuel Leask, head of the Santa Cruz library board. The Carnegies and McLean gathered in the rear observation car to enjoy the scenery, and discuss the earthquake they had experienced the night before at the Del Monte Hotel.

The train crossed the Pajaro River, into Watsonville. The town’s industrial district was made attractive by rows of fancy apple warehouses, designed, Carnegie was told, by William Weeks, the Watsonville architect who designed many of the Northern California Carnegie Libraries. Vast groves of apple trees coming into blossom showed the Pajaro Valley’s role as the nation’s new Apple-Growing Capital. They stopped in Aptos village, where H.A. Van Torchiana came aboard, president of the Santa Cruz Chamber of Commerce, as well as Consul to the Netherlands. In crossing the high railroad trestle over Capitola, the town appeared like a French or Italian fishing village.

Further on, Torchiana pointed with pride to the acres of flowers in the Capitola and Live Oak areas, where Santa Cruz was becoming a major bulb-growing center. Crowds were waving as they passed through Seabright Station, then the train crossed the San Lorenzo River into the Santa Cruz waterfront. Carnegie beheld the grand pavilions of the boardwalk, a railroad wharf, the first class Sea Beach Hotel and gardens, surrounded by Beach Hill villas. The train pulled into Union Station at 10:30 a.m., to vast cheering throngs.

Carnegie emerged waving. He'd been the Richest Man In The World when he sold Carnegie Steel to J.P. Morgan in 1901 for \$303.5 million. But Carnegie had been giving his money away like he was allergic to it, and funding worthy causes had reduced him to the world's second-richest man after John D. Rockefeller. Many folks with a fraction of his wealth would only associate with the elite. Yet here was Carnegie, without body guards, shaking hands and making small-talk with anyone who happened by.

The Carnegie family was ushered into an automobile occupied by Boardwalk and electric company founder Fred Swanton, mayor T.W. Drullard, and Carnegie's niece McLean. The motorcade first drove up Beach Hill to get a view of the harbor and casino. Then it came down Pacific Avenue, where both sides of the street were lined with spectators.

Library tour

The motorcade turned onto Church Street, reaching the Santa Cruz Carnegie Library at 11 a.m. (This was before Center Street was cut through, and the library site still bordered the large gardens of the F.A. Hihn estate). The library was decorated with flags and bunting, but this was gilding the lily, as the architecture was beautiful in its own right. The Richardsonian Romanesque structure was designed by William Weeks in 1904, and had the rustic look of the Cooper Street court house and Stanford University.

Thanks to declaring a school holiday, many in the crowd of well-wishers were children, the most frequent library users. Carnegie remarked that their sun-kissed faces showed they were healthy in both body and mind.

"There's no better country on earth for you to raise your children than here," he told Scottish-born Charlotte Thompson. "The local Santa Cruz schools are some of the best, but it is a debt to John Knox of Scotland, who gave us the world's first public schools."

Children expecting to see an "Iron Giant," may have been surprised at seeing a kindly man 5-foot 3-inches tall. Carnegie was almost as short as A.A. Taylor, the 4-foot 10-inches tall editor of the Santa Cruz Surf, a member of the entourage, but often mistaken for a precocious boy.

Carnegie took his wife's arm as he mounted the front steps of the library, and when someone noticed he was leaning on her, he said he'd sprained his knee several weeks ago, but now was recovered enough to climb again without pain. At the door, he was met by the trustees, and librarian Miss Minerva Waterman (who would serve from its 1904 opening until 1941).



The Santa Cruz Carnegie Free Library at 224 Church Street was designed in Richardsonian Romanesque style by Watsonville architect William Weeks. (Contributed)

“I remember this man,” said Carnegie shaking hands with Samuel Leask. “You persuaded me to increase the grant for this building to \$20,000. It looks like the money was well-spent!”

“Thank you, Mr. Carnegie,” Leask replied, and cupped his hand to his ear due to hearing loss.

Both Carnegie and Leask were born into poverty in Scotland. Carnegie came to Pennsylvania in 1848, working at age 13 as a factory bobbin boy, but on Saturdays he reveled in being given free access to a generous man’s private library. Leask on the other hand was living in extreme poverty while his father rented farmland from the Earl of Aberdeen. His Scottish education was sporadic, yet by age 13 Leask had learned Latin, advanced mathematics, and was reading Caesar’s Commentaries and Dickens. Leask emigrated in 1883, worked at Ford’s Department Store in Watsonville, then with \$10,000 in merchandise from Ford’s, started his own department store in Santa Cruz in 1892.

The library reception was rather informal and spontaneous, the committee introducing their benefactor, and allowed him to greet the public. Leask took Carnegie on a tour of the library, The natural history Free Museum at the Santa Cruz Carnegie Library, displayed the extensive



collection of lighthouse keeper Laura Hecox. (Contributed)

decorated with fragrant bouquets of daffodils and violets. He showed off its cozy reading rooms with paintings of local scenes, reading tables, and comfy chairs beside crackling fireplaces. Leask bragged that "Each and every library book is checked out an average of five times a year."

The library's Free Museum of natural history, was established in 1905 by Dr. Charles L. Anderson, a Santa Cruz County naturalist, who'd written numerous papers on the subject, and contributed specimens to various museums. Yet the exhibits were all the work of Laura Hecox, the lighthouse keeper, long displayed to visitors in one room of the lighthouse, but now donated by her to the Free Museum. It included a collection of stuffed birds, nests and eggs, gems, minerals, corals, sea shells, barnacles, sea stars, crabs, turtle and tortoise shells, Native American artifacts such as baskets and mortar and pestles, plus Alaskan and South Sea Island artifacts, furs and skins. Carnegie met Scotch settlers William and Sarah Williamson.

William had co-founded Williamson & Garrett Grocery on the Lower Plaza, one of the largest in Santa Cruz. The 1899 Public Library was on the second floor of the grocery, before it was moved to the Carnegie Library in 1904. When Carnegie learned the Williamsons were from Carnegie's hometown of Dumfries, Scotland, Carnegie told Sarah with an impish grin, "The best men in the world come from Dumfries!" Sarah quickly added, "and the best women, too!"

Carnegie recounted meeting Kaiser Wilhelm of Germany, who was a great admirer of Scottish kings Robert the Bruce, and William Wallace. Yet Wilhelm wondered why Carnegie didn't like

kings. Carnegie replied that the two men were praiseworthy for serving their people, not for being kings. Carnegie spoke of the democratic principles that libraries instill in the hearts of people. If Abraham Lincoln can come up from nothing, and rise to greatness through self-education, then knowledge is the power of equality.

Carnegie was so impressed when shown the work of the library staff, that he told one woman, "You're certainly in the ideal job here. Don't get married until you can't help it!" While a sexist comment by today's standards, this reflected the attitude of the day that a woman's career was over when she married, and it was actually rather progressive of Carnegie in encouraging a woman's career.

Motorcade

After the reception, the motorcade was loaded, and traveled up Walnut Street passed the onion-domed High School, then went along the California Street and Bay Street bluffs overlooking Neary Lagoon. As they went, it was learned one of the drivers was a Pittsburg employee of Carnegie's, who'd come to Santa Cruz for his first glimpse of the Iron Giant.

The motorcade went out West Cliff Drive to Lighthouse Point. Driving past the "Forest of Phelan Park" (now Lighthouse Field), they stopped at West Cliff and Woodrow, to admire the natural bridges from the Vue de l'Eau Cliff House. Further up West Cliff Drive was the famous Wave Motor where crashing waves forced saltwater up into a tank, used to water the dirt streets and kill the weeds. This was near the row of three natural bridges (now Natural Bridges State Park). Going inland brought them to San Vicente Lumber Mill (now Antonelli Pond), milling trees of incredible size. From there, they took Western Drive to Meder Street, then Bay Street up to High Street, passing the Henry Cowell Lime & Cement Company, then Spring Street to Highland Avenue to visit Torchiana's park-like estate, with its Inspiration Point overlooking the city. After that, they went passed Kron's Tannery on River Street, and up Highway 9 into the redwoods. Their wilderness adventure had just begun.

Editor's note: Part 2 in this series will run next week.

Ross Eric Gibson is a former history columnist for the San Jose Mercury News and Santa Cruz Sentinel.

Santa Cruz Public Libraries system reinvents celebrations

Capitola branch grand opening announced for June 12, will be online and in-person



A swirling sconce lights an area of the newly finished La Selva Beach branch library as library assistant Austin Frey staffs the information desk. The remodeled library, located on Estrella Avenue, reopened with Grab-and-Go services in March. Santa Cruz Public Libraries staff are planning a similar, partially-virtual grand opening for the Capitola library branch in mid-June. (Shmuel Thaler – Santa Cruz Sentinel file)

By [MELISSA HARTMAN](#) | mhartman@santacruzsentinel.com |

PUBLISHED: April 18, 2021 at 3:03 p.m. | UPDATED: April 19, 2021 at 6:28 p.m.

CAPITOLA — After Otto Construction workers hand over the keys to the new Capitola branch library at the end of the month, Santa Cruz Public Libraries staff will have six weeks to prepare the facility for its grand opening.

According to Library Director Susan Nemitz, the date for the opening has been announced — June 12.

“I’m excited to see the finish line coming up here, it’s been a long project,” Capitola Public Works Director Steve Jesberg said Friday. “The building is beautiful. I’ve been in it several times in the last couple of weeks. I’m very excited to get the public in there.”

Grand openings, the library system discovered with the recent reopening of La Selva Beach branch, have to be reinvented while COVID-19 and its effects on society continue to linger. In March, the La Selva branch event was entirely virtual. Instead of the normal buffet or cake, individually wrapped cookies purchased by the Friends of the La Selva Library were given out during the two weeks post-opening.



Work continues on the new library in Capitola. (City of Capitola — Contributed)

But Nemitz thinks that at least part of the Capitola opening could be in-person.

“The difficulty is, I think, that with a normal grand opening we’d end up with 2,000 people. But we won’t be able to do that,” Nemitz said. “It’ll be more of a controlled set of activities, some of which may be virtual but most of which tries to space (everyone) out and let them into the reopening.”

Nemitz predicts that though the ceremony may be more online than in-person, there will be events happening throughout the special day in mid-June as well as the week of the opening so that people can experience the facility — but maybe not all at once.

Speeches and the ribbon cutting may be virtual so hundreds of people are not congregated together, but to-go options like family arts and craft kits will be available at the facility so that people can explore its offerings both on Wharf Road and at home. Virtual and 3D tours will be offered to those who do not feel comfortable coming to experience the completion around others. After the opening, it’s still unclear what operations will be able to continue out of the Capitola location. Staff is meeting weekly to discuss what can and cannot be done.

“The governor keeps saying that on June 15 (everything) will be wide open. That feels a little optimistic as most of our staff is just starting to get vaccinated, but we are hoping we will be able to allow people into the library to use it,” she said.

Whatever the day looks like, it will be meaningful, Nemitz explained. The original library wasn't



even in a permanent building but in pods that were meant to be temporary.

Branch Manager Angie Lyons gets the bright and airy children's area of the new Felton library ready for the grand opening in February 2020. (Shmuel Thaler – Santa Cruz Sentinel)

“We really want to honor that this is a huge, huge event for this community,” the library director said. “To really finally reach and realize the dream of a physical facility that will last 50 years... that's a really big deal for the Capitola community.”

Progress at other branches

Besides the upcoming opening of the Capitola branch, the county's Measure S dollars — available through the \$67 million bond measure passed by 70% of voters on the June 2016 ballot — are being used all over.

An updated facilities report from Santa Cruz Public Libraries shows that construction for the new Aptos branch will begin in summer 2021 and conclude by late 2022. The Branciforte remodel is underway and should conclude early next year. In Boulder Creek, construction is already in progress; the branch should reopen this fall.

In addition, the Garfield Park branch has been turned over to the construction company, CRW Industries of Scotts Valley, and the remodel should be completed before the end of the year. Live Oak's branch is scheduled to close in the fall of 2021 for its remodel and reopen a few months later when the remodel is done. The Live Oak Annex branch construction is expected to begin this summer and be completed by summer 2022.

Finally, renovations at Scotts Valley's branch were previewed in mid-March as roof repair and HVAC installation were completed. However, the branch will close in the fall for seismic improvements and interior upgrades.

The downtown Santa Cruz branch is in the planning phase while city and library staff meet with property owners and representatives to figure out how to compose the library mixed-use project. The affordable housing element of the project as well as the architectural design of the multi-use facility is set to be public soon. Consultants will lead a study into what to do with the current library site once the new library site is finished.

Branches such as Felton and La Selva Beach are hosting the library system's Grab & Go lobby service, a replacement for the previous curbside pickup option. Library cardholders can make their requests online at santacruzpl.org and visit their nearest branch when items are ready. Then, items will be ready to grab from the lobby where cardholders can check them out themselves and leave for a quick transaction.

Santa Cruz Sentinel *Coastlines*

Coast Line | Scotts Valley library to host a March 11 virtual open house

March 3, 2021 at 8:00 a.m.

SCOTTS VALLEY

The City of Scotts Valley and Santa Cruz Public Libraries announced a virtual community open house to preview the Scotts Valley Branch Library renovations at 6 p.m. March 11 on Zoom.

Funded by Measure S, the Scotts Valley Library will see about \$3.75 million in updates and upgrades to enhance services to the community. The construction is scheduled for later this year.

Community members are invited to join the virtual open house.

During the meeting, the library design team will share a brief summary of the Scotts Valley Branch renovations and close with questions and answers.

To attend, visit bit.ly/3kHksF0.

Coast Line | Renovated Las Selva Beach Library preps for its reopening

March 10, 2021 at 10:00 a.m.

LA SELVA BEACH

Renovated library preps for its reopening

The Santa Cruz Public Libraries announced the reopening of the remodeled La Selva Beach Branch Library with two events.

A virtual grand reopening celebration is scheduled for 10 a.m. March 20 via Zoom and emceed by Santa Cruz County Supervisor Zach Friend. To register, visit santacruzpl.libcal.com.

Organizers remind those attending that registration is required.

The library will open for Grab & Go services at 1 p.m. March 23.

The La Selva Beach Branch is the second library in the Santa Cruz Public Library system to complete construction from Measure S funds. Renovations include replacements of single-pane windows and doors, a new heating and ventilation system, ADA-compliant restroom, new furniture and fixtures, and a new front entrance.

Donna Meyers, Mayor's message | More new libraries on the way



La Selva Beach library Branch Manager Galina Wells organizes the Grab-and-Go area of the remodeled branch earlier this year. (Shmuel Thaler – Santa Cruz Sentinel file)

By [DONNA MEYERS](#) |

April 10, 2021 at 2:00 p.m.

When I get a chance to look up from the endless emails and Zoom calls, I take a quick walk around the neighborhood to celebrate that spring has sprung here in Santa Cruz. Poppies are filling our fields and open spaces, the native columbine our peeking out on my favorite trail in Pogonip and the black walnut in the yard is starting to run with squirrels eager to devour the catkins.

This year I thought back to the opening of the Felton Library in late February. It was a cold but beautiful day and the whole community was there for the opening. Elected leaders, our library director, and dozens of kids waited eagerly to cut the ribbon and then rushed into the gleaming new library with the beautiful high ceilings, blown glass butterflies flying across the open room, and a cozy fireplace for reading by.

The room was immediately filled with families and it felt magical. This library was a shared living room for everyone. COVID was peaking its ugly head out into our society but had not yet fully landed, and so for a few hours the room filled and kids climbed into the cozy acorn baskets and settled in with a book – their parents chatting and catching up. That was in late February, by mid-March our lives would change dramatically.

In the past year though, even during the toughest of times, our community members and neighbors throughout the county have continued on with creating the most democratic of all places — new libraries. Guided by a Master Plan created in 2013 and supported by the voters in 2016, our community celebrated the opening of the new [La Selva Beach Library](#) on March 23. The City of Capitola will be opening its new library in the coming months and in the City of Santa

Cruz remodels have begun in two of the city’s most cherished libraries – Garfield Park and Branciforte.



Work continues on the new library in Capitola on Feb. 26. (City of Capitola — Contributed)

In January 2020, the Santa Cruz City Council approved the plans for these two branches and the Friends of Santa Cruz Public Libraries committed to raising funds for the completion of the full design for these branches.

As mayor this year I am thrilled to see these two neighborhood libraries begin their transformation. Both libraries are beloved in Santa Cruz, serving the westside and eastside neighborhoods and located blocks from our two elementary schools, Bayview Elementary and Gault Elementary. To check out the plan sets to see these new inspiring libraries beginning construction, visit santacruzpl.org/files/docs.

I remember the first time I walked into the Watsonville Public Library years ago and was inspired by the bright open spaces and amazing agricultural history collection. Like the Watsonville Library, these neighborhood libraries will be rooted in the themes of Santa Cruz and carry collections for our community to enjoy.

A new library shows a lot about a community – it shows we are investing in our youth, in our seniors, in our history and in all members of our community. I have always believed and know that libraries change lives. It couldn’t be more fitting to write this column as National Library Week is celebrated. The theme this year was “Welcome to Your Library” and it promoted the idea that libraries extend far beyond the four walls of a building – and that everyone is welcome to use their services. I write this article on “Take Action for Libraries Day” and indeed support this whole heartedly – see the ways you can help support the value of libraries for our community by taking action.

Some ways you can help:

- [Contact President Biden and members of Congress](#), and urge them to include the \$5 billion in funding for library facilities outlined in the Build America's Libraries Act in the upcoming infrastructure package. [#BuildLibraries](#)
- Share Libraries Transform's advocacy-themed because statements on social media.
- Invite elected officials to take a virtual tour of your library and highlight its value to the community.
- Remind your community how important it is to fund libraries and [urge Congress to support libraries in the FY22 federal budget](#).

And please follow the journey of our new libraries here in the City of Santa Cruz by tracking their progress and supporting the fundraising efforts for our beloved libraries.

I will be sure to have our library director present updates to the City Council and you will be hearing more about the Downtown Library in upcoming community planning efforts as well. To become a member of Friends of the Santa Cruz Public Libraries, visit fscpl.org. Please get involved to support our efforts at transforming libraries throughout Santa Cruz.

Mayor's message is a Sunday column written by Santa Cruz Mayor Donna Meyers.

Santa Cruz Sentinel Editorials

Guest Commentary | Santa Cruz County met the many challenges of a tough year

March 26, 2021 at 5:00 a.m.

By Carlos J. Palacios

We recently passed the one-year anniversary of the COVID-19 pandemic, an event that marked the beginning of a horrible year from which we are only now beginning to recover. At the time, Santa Cruz County was celebrating several successes, including the opening of the Felton Branch Library, Seacliff Skate Park and Chanticleer Park/LEO's Haven. We had put the finishing touches on the county's first-ever strategic plan, and established the first year-round homeless shelter system in county history.

The pandemic meant we could not pause to celebrate, and county government helped the community meet the challenge. The Health Services Agency worked tirelessly to protect the health and safety of residents, while the rest of county staff were called to service far beyond their usual roles to respond to the pandemic and, later, the devastating CZU Lightning Complex fire.

We knew the pandemic would worsen longstanding inequities, and we began meeting regularly with South County leaders while locating testing and vaccination services there first. The Board of Supervisors protected residents by establishing an eviction moratorium, placing restrictions on price gouging and providing rent support for tenants. We also met regularly with hospitals, secured personal protective equipment for healthcare workers, and met with employers to help them survive the pandemic. We oversaw the Great Plates program, delivering thousands of meals to local seniors isolating at home. We increased shelter beds by hundreds. We protected as many people as we could, even as county finances dwindled and we furloughed staff. Our commitment to the community has been unyielding.

And when the vaccines finally arrived, we moved quickly to distribute them as quickly and equitably as possible – Santa Cruz County has one of the highest per capita vaccination rates in California.

In August, we fought a devastating fire that burned a quarter of the county's land. We evacuated more than 60,000 people, putting thousands in hotels or at more than a dozen shelter sites. We also took in thousands of animals, and set up donation sites for fire survivors, managing and distributing tons of donated goods, food, pet supplies, bedding and more.

After the fires, we established the Office of Response, Recovery and Resiliency, and brought on help to quickly guide survivors and process rebuilding applications. We are pleased to have recently issued our first CZU fire rebuilding permit.

We worked to protect residents from debris flow, raising awareness and visiting impacted residents to share information. We worked with state and federal partners to remove toxic household and other fire debris at no cost to homeowners, and put implemented measures to protect watersheds and nurture environmental recovery.

Our other work never abated. We adapted and continued to provide community services. Our tireless staff at the Emergency Operations Center navigated more fires and storms, a massive debris flow evacuation and a Public Safety Power Shutoff. We also renovated the La Selva Beach library, oversaw implementation of the U.S. Census, established a new Housing for Health Division to address homelessness and ran a U.S. presidential election that included record turnout.

This has been a trying year for everyone. I want the residents of Santa Cruz County to know we are here for you. In this year of change, our commitment to residents is the one thing that is constant.

Carlos J. Palacios is the County Administrative Officer for Santa Cruz County.

Stephen Kessler | Commerce, housing density and public space

March 27, 2021 at 7:00 a.m.

In retrospect, for those of us who were here, the 20 years of the original Pacific Garden Mall (1969-1989) are remembered as a period of cultural and commercial renaissance in downtown Santa Cruz, a time when a sleepy conservative beach town where Republicans enjoyed the tranquility of retirement was transformed into a countercultural college town taken over by liberal activists, artists, entrepreneurs and politicians. A lot of those people, myself included, have poignant memories of coming of age in those heady days, and some still wish it could have stayed that way. But guess what: that town is long gone, and the transformation we were part of has been changed, again and again, by subsequent waves of newcomers and the perennial geophysical appeal of our little city and the increasingly urban pleasures it affords.

The restaurants, theaters, shops and sidewalks knocked sideways by a yearlong pandemic could be back on track to prosperity (if they've survived the blow) as soon as this summer. That impending resurrection gives us a chance, as after the 1989 earthquake, to re-imagine the city in the realistic light of its current desirability as a place to live and the attendant pressures of development. Housing is needed to accommodate people who want to reside and work here, whatever their occupation or income. If growth is arrested, as some "Save Santa Cruz" types desire, the increased exclusivity of the community will make it all the more unaffordable. A victim of its own success, Santa Cruz must now adapt to its attractiveness by making room for those who want to enjoy the advantages of a much bigger city on the intimate scale of a few square blocks.

In the days of the original Garden Mall, the two biggest buildings downtown were old hotels, the Saint George and the Palomar, which held many floors of low-rent apartments. The neighborhoods were steadily adding single-family homes, and the mall, revived by Chuck and Esther Abbott's botanical designs, was a bustling commercial zone that doubled as public space in its parklike layout. Unlike the ironically named Abbott Square of today, the Abbotts' curvy, leafy, leisurely main drag with its single snaky lane for automobiles between expansive promenades winding among benches and big planters with dozens of rare species of trees was a green oasis perfectly integrated into its commercial neighborhood. Stores' doors opened directly onto a shady rambla.

Alas, as the trees grew, the shade grew darker. The Capitola Mall with its vast parking lots and national chains became a rival attraction to the smaller, mostly local businesses downtown. An "undesirable transient element" gravitated to the tolerance and random pleasures of Pacific Avenue, alarming the tourists and suburbanites who were the merchants' customers, thereby alarming the merchants.

The Loma Prieta Earthquake solved that problem, and the enrubbled mall was resurrected as the straighter, more auto- and parking-friendly Pacific Avenue of today. Several large new multistory mixed-use apartment buildings have been added to the landscape with more on the way to meet the insatiable demand for housing and the expected revival of the local economy in a far more populous, pedestrian-friendly downtown. And public space, which the Garden Mall provided as a vital element of the merchant-customer relationship? What will downtown be like when the shadows are cast not by overgrown exotic trees but by five- and six- and seven-story concrete apartment complexes? Where will there be a spacious green break from chockablock buildings and commercial activity where visitors can hang out in the sun, under beautiful trees, where kids can play, or where an outdoor concert or festival can happen?

The last such open space downtown is Lot 4, where the Taj Garage-library-apartments are slated to replace the big magnolias and plane trees, obliterating nature. It's not too late to save that block and turn it into the public plaza we desperately need.

Let the City Council know your thoughts: citycouncil@cityofsantacruz.com.

This column is one in a continuing series on the library, Lot 4, open space and the future of downtown Santa Cruz.

Stephen Kessler | Downtown: Outward and upward

April 10, 2021 at 6:15 a.m.

Last Tuesday I attended (via Zoom) an open meeting of the Downtown Association devoted to a forum on post-pandemic recovery featuring representatives of seven major developments, each giving a brief presentation on what we can expect from their ambitious buildings. One of the projects, reconstruction of the Santa Cruz Warriors basketball arena as a multiuse community facility, is in the newly expanded downtown zone recently approved by the City Council to accommodate increased limits on height. The other six, all north of Laurel Street, if and when erected, will add some 1,000 units of new housing — some of them allegedly “affordable” (to whom, it is unclear) — and several buildings, with substantial footprints, five, six and seven stories tall.

The meeting was convened, or at least most widely announced, by Downtown Forward, the anonymously headed organization bearing the mark of former four-time mayor and six-time council member Cynthia Mathews, who launched it about three years ago to promote her beloved garage-library, belatedly amended with a façade of “50 units of affordable housing.” Housing was of course a major theme of all of Tuesday's presentations. Whether unlimited construction of housing could ever prove to be too much of a good thing appeared never to have occurred to any of the presenters, whose sincerity and good intentions were evident in their enthusiasm.

Santa Cruz Water Director Rosemary Menard has assured me that, thanks to greater efficiencies in conservation and storage, we have enough water to meet the increased demand bound to accompany the additional residences, restaurants and other businesses expected with the new construction. How this squares with the current drought and pending restrictions on water usage has yet to be explained to my satisfaction. But water aside — many of the new projects face our primary source of drinking water, the San Lorenzo River, and incorporate access to the river walk, thereby extending downtown to include the river's visual and recreational pleasures — the question of how much growth the urban core of the city can bear does not appear to have been asked. While my colleague Mark Primack has said that 1,000 units of affordable housing could be created practically overnight by zoning changes and the easing of some fees and regulations currently restricting new construction in the neighborhoods, the trend downtown is toward density and elevation.

Density, it is argued, will reduce traffic and make downtown more walkable. People will be able to work, shop, eat and socialize within a few square blocks and will have less need of automobiles.

For breaks from wall-to-wall walls, most of the new projects are designed with courtyards and patios and outdoor areas, some of them public, where people can enjoy the newly vertical landscape. But once filled in with commercial-residential buildings and concrete parking structures, public space except for sidewalks will be virtually nonexistent.

That's why I have argued repeatedly for the preservation of Lot 4, the "mixed-use" garage-library site, as a public plaza or town commons where shoppers and diners and locals and tourists and pedestrians of all persuasions may find relief from an increasingly crowded cityscape. I am not advocating a freeze on building or a halt to inevitable development. But I would ask whether development-on-steroids is really the healthiest kind of growth for our civic body. If zeal for growth-at-any-cost succeeds for the sake of more and more housing — the true affordability of which has yet to be convincingly demonstrated — we may end up with a grotesquely deformed, out-of-scale, overbuilt and musclebound downtown whose presumed "forward" movement will prove destructive of the small-town quality of life that was its main attraction.

Let me be clear: I am not nostalgic for some imagined paradise past, and this is not a plea to stop constructive innovation. It is simply an appeal to look around and imagine a more managed balance between manic indiscriminate aggrandizement and the common sense of moderate restraint.

Editorial | Santa Cruz chamber ready to embrace a new downtown

April 14, 2021 at 5:00 a.m.

By Casey Beyer

The ability to navigate the never ending cycle of change is a cornerstone of success for any organization or community. Change affects everybody, every business, every industry, every day. If you want to create a better future for your community and succeed in your professional and personal life, you must understand the driving forces of change and how to lead, embrace and manage it.

Change can be hard on community leaders and community stakeholders alike if you don't have a good understanding of the two primary forces of change: external forces and internal forces. External forces can be very challenging. These are changes that we usually don't choose. These include driving forces that shape change like technology, customer preferences, regulations, competitor moves, or supplier and sourcing instability. Disruptions are constantly challenging us to innovate and use adaptive management skills.

While internal forces can still be challenging, you have more control over these changes — at least most of the time. Any type of change can be hard. It can feel risky to change, so we tend to resist things that seem unfamiliar to us.

Earlier this week, I listened in on a Zoom meeting hosted by the Downtown Association (DTA) regarding development projects in the pipeline for downtown Santa Cruz. A couple of the projects are set to break ground this year or next — the old Taco Bell site at the corner of Pacific and Laurel and the Front Street River project. I want to mention specific projects that were the focus of the DTA's virtual event last week:

- 530 Front Street
- Pacific Laurel Front Street
- Pacific Station North Development
- Pacific Station South Development
- Front Street River Project
- Mixed Use Library Project
- Conceptual Discussion for the Warriors Arena

Every one of these projects brings a new vibrant energy to the downtown — more affordable housing, social outdoor gathering places that embrace the San Lorenzo River and link the downtown to our natural environment. Retail and additional commercial services, an improved

transportation center, health and dental services and a linkage of north downtown to the ocean were all central themes of the discussion.

These forward-thinking projects will have their naysayers who just don't like or want a next generation of development in Santa Cruz. There is a rating system that identifies walkable and bike-able developments. All of these projects rate in the 90 percent ratio — in other words, exactly what Santa Cruz needs.

One of the conceptual discussions was about the future of the Warriors Arena.

Since the Warriors landed in Santa Cruz eight years ago, the organization has been embraced by the community and the Warriors in return have been an outstanding corporate partner — giving back in so many ways using the arena as a community center for benefits. The Santa Cruz Warriors want a permanent home and the downtown business community is excited about the possibilities.

The Zoom meeting brought back memories of Santa Cruz's past — the 1955 flood that created the river levee and the reconstruction of Pacific Garden Mall after the 1989 Loma Prieta Earthquake — which reminds us that Santa Cruz continues to evolve over the decades.

Reactive people use a “wait and see” approach. They tend to hope the change will pass them by or go quickly. Change makes reactive people uncomfortable and they have a hard time seeing the possibility of benefits that might arise.

The proactive approach focuses on anticipating and preparing for inevitable changes that lie ahead and seeks to minimize threats and risks before they arise. Proactive people not only embrace change, but they tend to be change agents and change makers.

Change is always happening. We can either embrace change and focus our positive energy on a new downtown for the future or we can wallow in the past. These projects will bring about the change that Santa Cruz needs.

Casey Beyer is CEO of the Santa Cruz County Chamber of Commerce.

Santa Cruz Sentinel *Letters*

Letter | Kessler should keep writing about library

March 9, 2021 at 7:00 a.m.

No, Stephen Kessler, don't stop writing about the idiocy of the Taj Garage cum Library.

As a reader and borrower of books, I am perfectly content with the current library. I understand that many folks go to the library for computer access and other services, and to withdraw other media the library offers – or just for a warm, dry place to hang out on a rainy day.

The services provided by the existing system are stellar: I recently picked up a biography of photographer Margaret Bourke-White in a “little free library” box in my neighborhood. The bio was skimpy on examples of her work. The Downtown Library found two gorgeous photo books of Bourke-White's work at another branch, had them sent downtown where I picked them up. Combining the library with a multi-story parking garage away from the Civic Center demeans the library and makes no sense at all.

— *Jane Walton, Santa Cruz*

Letters | Kessler library column a fantasy; ‘time to let go’

March 30, 2021 at 6:00 a.m.

In his latest diatribe against the library plan (seven to date – how many more will the Sentinel print?), Kessler's idyllic projection about Lot 4 misses two obvious points. One, the '60s are gone, along with the romantic retrospective Kessler describes. Those were special times, but, as with

many reveries about “how things were,” it’s time to let go. More importantly, his fantasy about the parking lot being used by families ignores a painful reality – downtown is no longer family friendly, owing to the increasing number of unstable individuals performing scary acts in public, something no parent would want to subject their child to. If we had such a public space as Kessler describes in the heart of downtown, what guarantee is there it would not become another San Lorenzo Park? Let’s build a better library with housing and replace those magnolias with native trees. It’s time to move forward.

— *Steven McCarty, Santa Cruz*

Letter | Mixed Use project would revitalize downtown Santa Cruz

March 30, 2021 at 6:00 a.m.

I support the Mixed Use project for Lot 4. I believe it will become the new center of daytime activity for downtown. The state-of-the-art library will bring families downtown for a shared experience that will create new, long-lasting memories. Also the retention of outdoor dining and addition of new housing will increase the need for parking.

The commercial success of downtown will lie in viewing it as a whole, providing both daytime and nighttime activities.

Local customers will arrive via many forms of transportation. Out-of-town visitors will continue to drive here for the foreseeable future and even if they are in electric vehicles they will need to park them somewhere.

If we don’t provide easy access to adequate parking they will choose to go to other cities like Capitola or Carmel to spend their time and money and make new memories there instead of here. Build it and they will come.

— *Joe Ferrara, Santa Cruz*

Letter | Put unwanted mixed-use library plan to a vote

April 8, 2021 at 6:15 a.m.

We, the citizens of Santa Cruz do not need a high rise garage with a library and some residences attached. What we do need is a city plaza with the City Hall, Community Center and a modern library! This is a community matter.

Please consult us by putting the matter to a vote in a city-wide election.

— *Florence Orenstein, Santa Cruz*

Santa Cruz Sentinel *Coastlines*

Coast Line | April Tech Talks scheduled at Santa Cruz Public Libraries on Zoom

PUBLISHED: March 30, 2021 at 10:30 a.m. | UPDATED: April 1, 2021 at 2:53 p.m.

Learn more about using your phone or tablet with the Santa Cruz Public Libraries weekly series of Tech Talks starting April 8. All classes are free and run from 10 a.m. to 11 a.m. on Zoom.

Registration is required. The class offerings include:

- April 8: Android 101 covers the basics, plus tips and tricks. To register, visit bit.ly/SCPL-Tech408.
- April 15: iPhone 101 shares the basics and tips. To register, visit bit.ly/SCPL-Tech415.
- April 22. Save your sanity when it comes to passwords and password management for iPhone. To register, visit bit.ly/SCPL-Tech429.

- April 29: Learn about news feeds, news apps and local happenings for both Android and iOS. To register, bit.ly/SCPL-Tech422. If you are new to using Zoom, check out the [Zoom](https://www.zoom.us/join) tutorial at santacruzpl.org/digitallearning.

Coast Line | Santa Cruz Library offers book bundles for young readers

PUBLISHED: March 31, 2021 at 10:54 a.m. | UPDATED: March 31, 2021 at 10:56 a.m.

SANTA CRUZ

Library offers book bundle service

The Santa Cruz Public Libraries will offer a new Book Bundle service intended to keep kids reading with selections of great books for elementary school-aged youngsters.

You may request a maximum of one bundle per child at a time using the online form on the library's website or by calling 831-427-7713. Fill out a separate form for each book bundle.

Customized bundles will be available within seven business days, when you will be contacted to let you know that your order is ready for pickup. Your book bundle will be pre-packaged and pre-checked out to your account. Individual titles in your book bundles can't be substituted in the bundle, according to the library.

Book bundles are available only from the Downtown Santa Cruz Branch. They are available in the following categories: beginning readers, beginning chapter books, and juvenile fiction.

To request a book bundle, visit santacruzpl.org. For questions about the Book Bundles service, call 831-427-7713 or email K12@santacruzpl.org.

Coast Line | Library wildflower kits mark Earth Day

April 9, 2021 at 2:00 p.m.

SANTA CRUZ

Library wildflower kits mark Earth Day

In celebration of Earth Day, the Santa Cruz Public Libraries invites the community to grow your own native wildflowers. Wildflower kits and instructions will be available for Grab & Go pickup during service hours at all open library branches starting April 19.

For Grab & Go hours at the individual branches, visit santacruzpl.org.



Things To Do in Santa Cruz: March 10-16

COMMUNITY

SCOTTS VALLEY BRANCH LIBRARY RENOVATION: COMMUNITY OPEN HOUSE The city of Scotts Valley and Santa Cruz Public Libraries are pleased to announce a Virtual Community Open House to preview the Scotts Valley Branch Library Renovations. Funded by Measure S, the Scotts Valley Library will see about \$3.75 million in updates and upgrades to enhance services to the community. Construction is scheduled for later this year. Community members are invited

to join the Virtual Community Open House on Zoom: bit.ly/3kHksF0. During the meeting, the Library Design Team will share a brief summary of the Scotts Valley Branch Renovations and close with a Q&A session. Please join us for this early look at our Library's improvements! Thursday, March 11, 6pm.



Six-figure mistake: Flaw in Capitola Library plans sparked delays, cost taxpayers at least \$580,000

BY [ISABELLA CUETO](#) FEB 27, 2021 | 9:18 AM

The architecture firm hired by Capitola to design its new library made a critical mistake by setting the building too close to high-voltage wires next to the property line, officials say. Now, city leaders and taxpayers are getting a handle on what that error is costing.

The new Capitola Library should be ready to open by summer after two and a half years under construction.

But the library was supposed to be finished a year ago, in February 2020.

And — despite the project appearing on track to come in slightly under budget — a crucial design flaw that led to the bulk of those delays will cost taxpayers, Capitola leaders learned this week.

Just how much? At least \$582,402.

That's the amount the city council agreed to pay on Thursday for extra work caused by the design flaw. Public Works Director Steve Jesberg called it "one of the more painful" expenses related to library construction.

Beyond the \$582,402, there might be other extra library-related payments to come, according to city officials, though they're expected to be of a smaller scope.

'Something that should have been discovered'

The problems began when Noll & Tam, the Berkeley-based architecture firm hired by the city to design the new library, placed the building too close to electrical poles and high-voltage power lines near its property line.

Eaves that extended out from the roof of the 11,700-sq. ft. library in original renderings ended up crossing over into two separate safety buffers around high-voltage electrical wiring along Wharf Road.



The Capitola Library under construction. Electrical wiring that ran along the library site had to be restructured so the building wouldn't enter no-build buffers set by regulators.

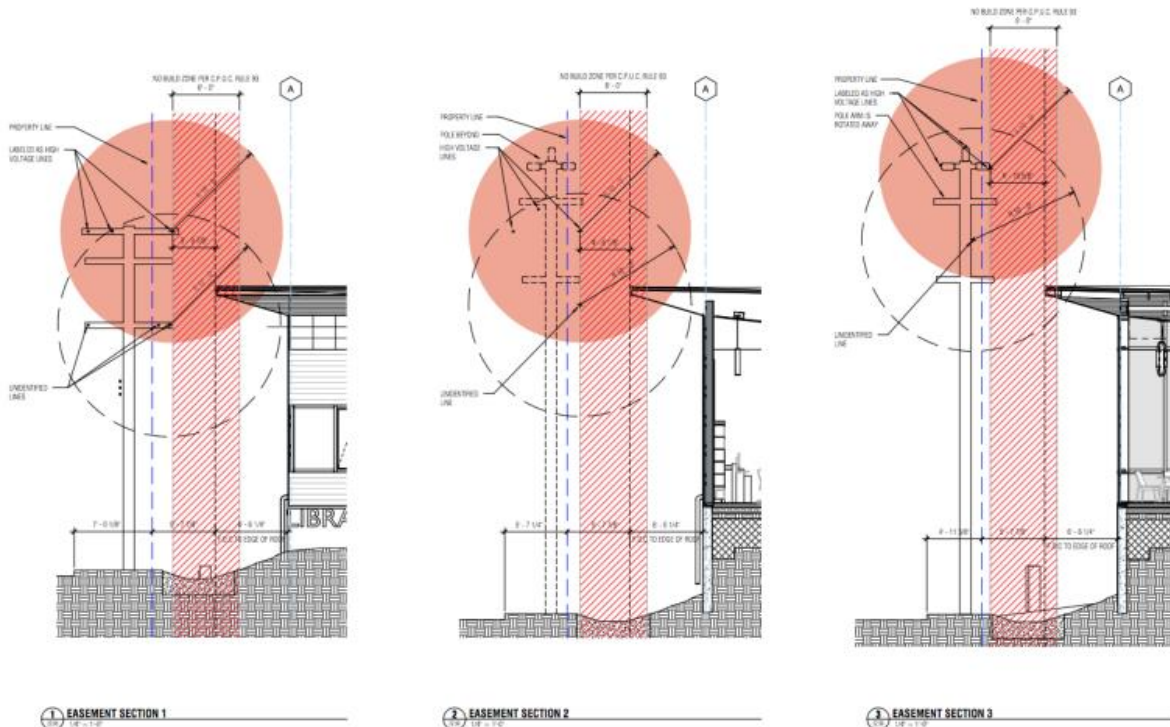
(Courtesy city of Capitola)

The project broke ground in November 2018, but it wasn't until six months later, in April 2019, that a contractor discovered the issue. By that point, construction was 10% complete.

Shortly thereafter, on May 23, 2019, Jesberg briefed the City Council on the issue, saying, "Certainly we, staff, feel this is something that should have been discovered during the design stages, whether it was by the architect or the civil engineer or electrical engineer all working on the project."

To fix the problem, Pacific Gas & Electric had to reconfigure the electrical poles so that wires ran out over Wharf Road instead of inward toward the library. At the time, city officials thought, at worst, the library's opening date would be pushed back to October 2020.

In reality, PG&E's work to reconfigure the poles didn't finish until that time, setting back the overall timeline for library construction by about eight months.



This May 2019 rendering shows how the Capitola Library’s original design placed it too close to electrical poles and high-voltage power lines. (Courtesy city of Capitola)

To make room for the rearranging of electrical wires, parts of the library also had to be redesigned, including the eaves that would have extended out toward the power lines, which also contributed to construction delays.

The structure of the roof had to be reconfigured, and the city had to pay to protect the project site through another winter — an unexpected expense that included controlling stormwater and setting up pricey rented scaffolding.

Another \$325,000 in extra charges possible

The \$582,402 payment approved this week is for those changes to the building. It doesn’t include the expense of what the city paid PG&E to reconfigure the power lines; that work was lumped together with other work PG&E had to do to provide service to the library site, so the cost isn’t known, according to Jesberg.

Apart from the city council approving the \$582,402 payment, Capitola staff also expects the city to pay at least another \$325,000 for a mix of delay-related expenses and “very typical” design changes.

Santa Cruz Public Library branch projects are happening everywhere — here’s what we know about their statuses



BY [ISABELLA CUETO](#)

Source: Lookout Santa Cruz | MAR 8, 2021 | 1:44 PM

<https://lookout.co/santacruz/civic-life/development/story/2021-03-08/santa-cruz-county-libraries-update-construction-openings-timeline>

Many of Santa Cruz County's public library branches have gone through renovations and other improvements born out of the \$67 million bond, Measure S, which voters approved in 2016. And several of the branch projects are nearing completion or just embarking on major upgrades.

The Santa Cruz City Council will vote Tuesday on whether to award a nearly \$2.9 million contract to Sacramento-based construction company JPB Designs for a remodel of the Branciforte branch library on Gault Street.

The Branciforte library building was constructed in 1967 and hasn't had any major upgrades since then, so much of the infrastructure needs modernizing, according to a report from city staff. The plumbing, electrical work, lighting, heating and cooling and security systems will be upgraded, and the building will be modified to meet accessibility requirements set by the Americans with Disabilities Act.

The budget for the project is about \$4.1 million, including \$2.98 million for construction, according to a staff memo.

The city also announced recently that it will be receiving [\\$5 million over five years to fund affordable housing](#) developments, including the mixed-use downtown library project. The city is [expecting to start designing and permitting the downtown library](#) in the second half of this year. Several other library projects are in various stages, Santa Cruz Public Libraries Director Susan Nemitz said Thursday in a meeting of the Library Joint Powers Authority. A summary:

- Scotts Valley will be hosting a [virtual community open house](#) of its library at 6 p.m. on March 11 to preview library renovations that are scheduled to begin later this year. That project is expected to cost about \$3.75 million.
- The La Selva Beach branch was set to receive books this week, and [a virtual grand reopening](#) is set for 10 a.m. on March 20.
- The Capitola branch library will host a grand opening on June 5, [after two and a half years of construction](#). The new library should be finished by early April, after which books and staff will move in, according to Steve Jesberg, Capitola's public works director.
- The Boulder Creek library is set to open in early fall, Nemitz said.
- The Aptos library is in the design stages, and is scheduled to start construction in late summer.
- The Garfield branch library on the Westside is closed and the construction company has full access to begin working, Nemitz said.
- Construction of the Live Oak library is pending an approval from the County Board of Supervisors on April 13.

For more details about Santa Cruz Public Library projects, [click here](#).



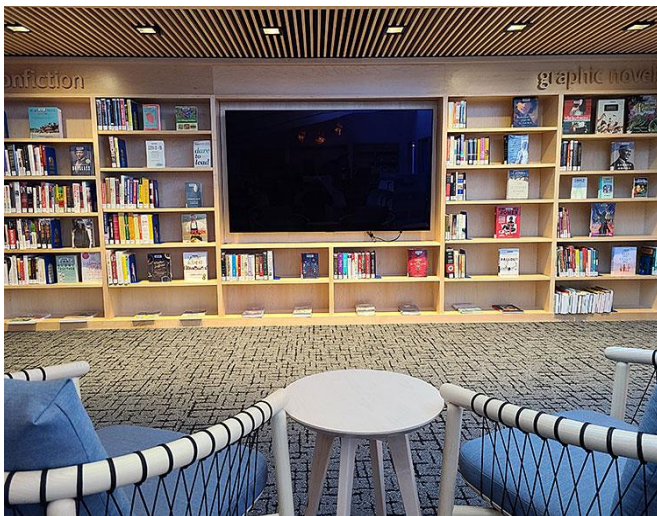
Aptos Times

GRAND REOPENING COMING FOR LA SELVA BEACH LIBRARY

written by [See Below](#) March 15, 2021



The Santa Cruz Public Libraries announce the grand reopening of the remodeled La Selva Beach Branch Library with a virtual celebration via Zoom at 10 a.m. Saturday March 20.



*Books on shelves and a giant TV screen for new programs await La Selva Beach library patrons when the newly furnished branch opens March 23.
Photo credit Sarah Harbison*

Visit www.santacruzpl.org/news/post/1197/ for more information about the event. Supervisor Zach Friend will emcee. All are invited and registration is required at santacruzpl.libcal.com/event/7578985

Three days later, La Selva Beach Branch Library will open for “grab & go” services at 1 p.m. Tues., March 23 at 316 Estrella Ave.

La Selva Beach is the second branch the Santa Cruz Public Library system to complete construction with 2016 Measure S funds.

The \$1 million-plus project included: Replacing single-pane windows and doors, a new heating and ventilation system, ADA-compliant restroom for those with disabilities, all new furniture and fixtures, and a new front entrance.

The branch retains its original footprint of 2,200 square feet but thanks to a generous matching grant of \$100,000 from the Monterey Peninsula Foundation, the library patio was upgraded with furniture and a pergola to expand outdoor programming.

The Friends of the La Selva Beach Branch Library raised additional funds for interior folding glass partitions to reduce noise and make the space usable for different types of programs for adults and children.



A newly built patio and pergola to accommodate programs outdoors at La Selva Beach branch library. • Photo Credit: Galina Wells

The library tradition began in 1950 with members of La Selva Beach Woman’s Club circulating books from a closet in the Clubhouse.

By 1960 the makeshift library had issued

cards to 199 adults and 108 “juveniles.”

In 1968, an arrangement was made for a “real” library to open at its current location with the building to be owned by the La Selva Beach Recreation District and leased to the library. After Proposition 13 the library was briefly closed, but then reopened due to the dedication of volunteers who were the sole staffers for the next eight years.

In 1996, a 600-square foot addition provided for a children’s area and a staff room. With dedicated staff and a full program calendar for children and adults, the library has been a hub for gathering and learning in the community of 2,700.

Patrons eagerly anticipate a return to their beautifully refurbished branch when it opens on March 23 with new hours: Tuesday and Thursday 1-6 p.m. and Saturday noon-5 p.m.

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Top Photo: New windows, new heating and ventilation, and an ADA-compliant restroom were part of the \$1 million-plus remodel at La Selva Beach branch library.

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Santa Cruz Public Library Tech Talks

Learn more about using your phone or tablet at the Santa Cruz Public Libraries' series of Tech Talks. All classes are free and run from 10 a.m. to 11 a.m. on Zoom. Registration is required. Topics are:

- April 8: Android 101 basics, tips and tricks. Register at bit.ly/SCPL-Tech408.
- April 15: iPhone 101 basics and tips. Register at bit.ly/SCPL-Tech415.
- April 22: News feeds, news apps, and local happenings for Android and iOs. Register at bit.ly/SCPL-Tech422.
- April 29: Password management for iPhone. Register at bit.ly/SCPL-Tech429.

If you are new to Zoom, see the tutorial at santacruzpl.org/digitallearning.

•••

April 15

Aptos Times April 1, 2021

<https://tpgonlinedaily.com/aptos-times-april-1-2021/>

Reviews Yelp

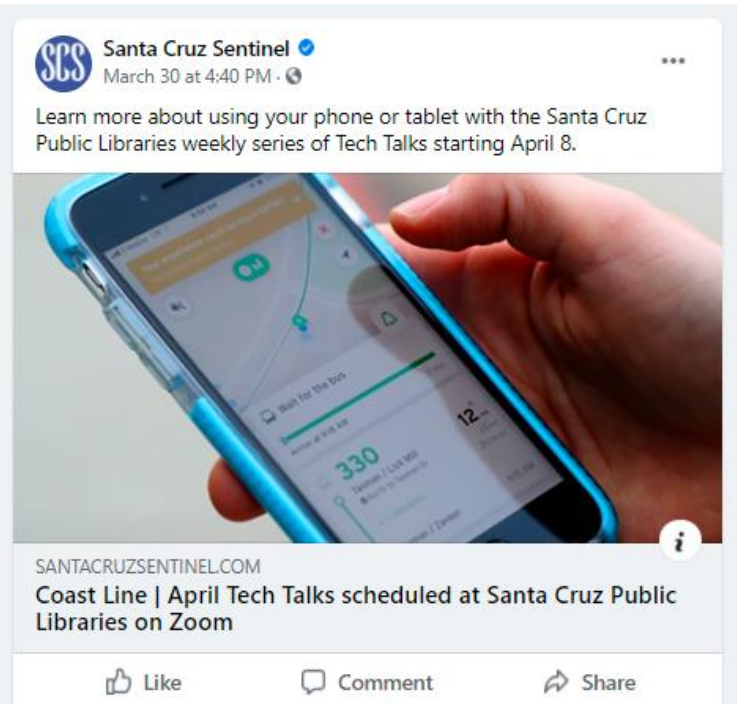
Google My Business

The Boulder Creek Branch received a 1 Star Rating with no review on March 7

Downtown received a 5 Star Rating with no review on March 30

La Selva Beach received a 5 Star Rating with no review on

Social Media



https://www.facebook.com/permalink.php?id=72832472996&story_fbid=10157929062902997

Greensite's Insight

April 26

EARTH DAY 2021

Picking up tax forms and a long-awaited book at the downtown library last Thursday I felt a strong rush of disgust at the prospect of this sacred place being bulldozed and carted off to the dump.

Like family members ogling the inheritables before the widow is dead, the city held two zooms to solicit public input on what should fill this site once the library is demolished. Like most public input, that which supports the city's a priori plans for whatever they want will be handled with care and that which doesn't will be shuffled to the bottom of the pile. I don't say such things lightly. I'm not a cynic. Such are observations drawn from long experience. Recall that the early survey put out by the library committee soliciting opinions on what the public wanted to see in a new downtown library omitted any reference to the option of moving the library to a new location. But they knew that was the plan.

As a happy contrast, Saturday's Earth Day event at the Commons, parking lot 4 at Cathcart and Cedar was filled with people who tried to save the library in situ. I'm glad I went. Organized by Downtown Commons Advocates and Santa Cruz Climate Action Network with the tireless work of Judi Grunstra and Pauline Seales amongst others, it was a fine event. The music was especially good, the few speakers short and focused with plenty of booths from local organizations to bend your ear. Council member Sandy Brown spoke, reminding us what a difference a council member who listens to the public can make.



Chalk art of trees and leaves brightened the sidewalks and awards were given for a photo contest with prints of all the contributions on display. Many recipients were local youth, a reminder of for whom the struggle is being waged. The lovely piece of chalk art in the photo above (sorry, I don't know the name of the artist) is a reminder of what else will be sacrificed if/when the library is torn down and the trifecta of new library/parking garage/"affordable" housing erected on this site. The beautiful old magnolia trees are old and in the way of all that new construction or so the narrative will play out. The Heritage Tree Ordinance should protect the trees since only *"if a construction project design cannot be altered to accommodate existing heritage trees or shrubs"* (Criteria and Standards 1.3) can heritage trees be removed. Since the construction project is not yet final it can be sited around the trees. If we had a council majority and a city Planning Department that cared about such living things the trees would be protected. As usual it will demand vigilance and action from the public.

However protecting the trees from the proposed development is already running up the white flag and the Downtown Commons folks are not prepared to give up. The goal is to preserve Lot 4 for a central park or Commons, and in so doing also protect the current location of the Farmers'

Market. An alternative city parking lot is well-suited for affordable housing. And by no means least, renovating the current library right where it stands as the third pillar of the Civic Center: library, city hall and civic auditorium. Check out their website <https://downtowncommonsadvocates.weebly.com>

I understand that people will have different opinions on what is treasured about a community and what is not. However the apparent disregard by city planning and economic development staff for that which gives the town its character and sense of place seems excessively indifferent. Do they feel nothing at the bulldozing of the familiar buildings that house small local businesses or perhaps a library? I wonder how many don't live in Santa Cruz? Easy to ignore the transformation of the town from small, human scale with history to high rise market rate mixed use generic buildings if Santa Cruz is not in your heart: if you can escape to a bucolic somewhere else where you don't have to look at the results of your actions.

Greensite on Earth Day at the Commons

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



STAFF REPORT

DATE: May 6, 2021
TO: Library Joint Powers Authority Board
FROM: Susan Nemitz, Library Director
RE: 3rd Qtr. Report Community Impact Measures

STAFF RECOMMENDATION

Accept and File Community Impact Measures for 3rd Qtr. 2020-2021

DISCUSSION

This 3rd quarter report covers the time period of July 1, 2020 through March 31, 2021 and compares this data to the previous year.

Due to the impact of COVID-19 protective measures, the library system closed all branches on March 15, 2020. The Library quickly assessed budget shortfalls, staffing and continuing library services. Virtual programs continued almost immediately. However, because of the virtual nature of the program's attendance was unable to be tracked. Curbside service began to be available late May first at Aptos, Downtown, and Scotts Valley. Quickly followed by Felton and Live Oak. Curbside visitors were not able to be counted.

Given these unprecedented circumstances the closures have had dramatic effects on our community impact measures.

- Total circulation system-wide decreased by 30%.
- Total visitors by branch system-wide: Branches have been closed since March 15, 2020.
- Total number of new registrations decreased by 33%.

- Total hours of public internet computer use system-wide: Branches have been closed since March 15, 2020.
- Total hours of wireless internet sessions: Branches have been closed since March 15, 2020.
- Total sessions of public internet use: Branches have been closed since March 15, 2020.
- Total number of public wifi sessions: Branches have been closed since March 15, 2020.
- Total hours of meeting room use system-wide: Branches have been closed since March 15, 2020.
- The total number of programs held system-wide decreased by 97.0% and system-wide program attendance decreased by 95%.

Attachment:

3rd Quarter Community Impact Measures

Report Prepared by: Kira Henifin, Principal Management Analyst
Christine Campbell, Library Assistant IV

Reviewed and Forwarded by: Susan Nemitz, Library Director

CIRCULATION BY BRANCH														
	FY19/20	FY20/21	% Change	FY19/20	FY20/21	% Change	FY19/20	FY20/21	% Change	FY19/20	FY20/21	% Change	FY19/20	FY20/21
Aptos	57,622	17,414	-69.8%	52,919	17,289	-67%	45,835	17,425	-62%	3,823	0	-100%	156,376	52,128
Boulder Cre	10,589	0	-100.0%	9,387	43	-100%	5,567	0	-100%	0	0	0%	25,543	43
Branciforte	20,325	164	-99.2%	18,534	552	-97%	16,901	42	-100%	28	0	-100%	55,760	758
Capitola	0	0	0.0%	0	0	0%	0	0	0%	0	0	0%	0	0
Downtown	59,841	19,912	-66.7%	54,533	19,584	-64%	46,755	21,611	-54%	4,970	0	-100%	161,129	61,107
Felton	6,258	5,572	-11.0%	2,600	9,445	263%	8,807	9,148	4%	1,015	0	-100%	17,665	24,165
Garfield Par	14,077	57	-99.6%	13,585	39	-100%	11,698	20	-100%	3	0	-100%	39,360	116
La Selva Bea	3,803	22	-99.4%	22	1	-95%	0	106	0%	0	0	0%	3,825	129
Live Oak	46,950	12,703	-72.9%	44,236	13,476	-70%	38,089	14,185	-63%	1,778	0	-100%	129,275	40,364
Scotts Valley	47,723	8,561	-82.1%	46,643	5,734	-88%	40,423	9,212	-77%	3,663	0	-100%	134,789	23,507
Outreach	9,732	1,689	-82.6%	9,796	2,874	-71%	8,969	4,451	-50%	1,613	0	-100%	28,497	9,014
TOTAL	276,920	66,094	-76.1%	252,255	69,037	-73%	223,044	76,200	-66%	16,893	0	-100%	752,219	211,331
Digital Bran	85,739	119,424	39.3%	85,148	117,922	38%	103,408	120,687	17%	146,523	0	-100%	274,295	358,033
Total Incl. D	362,659	185,518	-48.8%	337,403	186,959	-45%	326,452	196,887	-40%	163,416	0	-100%	1,026,514	569,364

VISITORS BY BRANCH														
	FY19/20	FY20/21	% Change	FY19/20	FY20/21	% Change	FY19/20	FY20/21	% Change	FY19/20	FY20/21	% Change	FY19/20	FY20/21
Aptos	38,126	0	-100.0%	33,943	0	-100%	29,908	0	-100%	0	#DIV/0!	101,977	0	0
Boulder Cre	8,701	0	-100.0%	5,438	0	-100%	851	0	-100%	0	#DIV/0!	14,990	0	0
Branciforte	22,904	0	-100.0%	22,318	0	-100%	19,237	0	-100%	0	#DIV/0!	64,459	0	0
Capitola	0	0	0.0%	0	0	0%	0	0	0%	0	#DIV/0!	0	0	0
Downtown	89,823	0	-100.0%	80,621	0	-100%	73,501	0	-100%	0	#DIV/0!	243,945	0	0
Felton	6,129	0	-100.0%	2,176	8,499	291%	11,695	9,353	-20%	0	#DIV/0!	20,000	17,852	0
Garfield Par	18,134	0	-100.0%	18,592	0	-100%	14,683	0	-100%	0	#DIV/0!	51,409	0	0
La Selva Bea	7,704	0	-100.0%	0	0	0%	0	0	0%	0	#DIV/0!	7,704	0	0
Live Oak	42,943	0	-100.0%	38,143	0	-100%	32,081	0	-100%	0	#DIV/0!	113,167	0	0
Scotts Valley	45,511	0	-100.0%	44,331	0	-100%	33,785	0	-100%	0	#DIV/0!	123,627	0	0
Outreach	6,513	0	-100.0%	6,105	0	-100%	5,445	0	-100%	0	#DIV/0!	18,063	0	0
TOTAL	286,488	0	-100.0%	251,667	8,499	-97%	221,186	0	-100%	0	#DIV/0!	759,341	8,499	0

NEW REGISTRATIONS														
	FY19/20	FY20/21	% Change	FY19/20	FY20/21	% Change	FY19/20	FY20/21	% Change	FY19/20	FY20/21	% Change	FY19/20	FY20/21
Aptos	341	214	-37.2%	338	185	-45%	291	168	-42%	118	0	-100%	970	567
Boulder Cre	77	15	-80.5%	70	19	-73%	55	17	-69%	12	0	-100%	202	51
Branciforte	123	43	-65.0%	129	33	-74%	99	33	-67%	35	0	-100%	351	109
Capitola	35	91	160.0%	27	78	189%	14	83	493%	39	0	-100%	76	252
Downtown	729	370	-49.2%	669	294	-56%	575	405	-30%	377	0	-100%	1,973	1,069
Felton	61	46	-24.6%	58	75	29%	230	78	-66%	46	0	-100%	349	199
Garfield Par	71	23	-67.6%	72	22	-69%	72	28	-61%	22	0	-100%	215	73
La Selva Bea	28	0	-100.0%	4	9	125%	4	14	250%	20	0	-100%	36	23
Live Oak	283	111	-60.8%	284	132	-54%	232	101	-56%	53	0	-100%	799	344
Scotts Valley	293	73	-75.1%	250	88	-65%	188	107	-43%	60	0	-100%	731	268
Outreach	121	48	-60.3%	320	43	-87%	95	213	124%	40	0	-100%	536	304
TOTAL	2,162	1,034	-52.2%	2,221	978	-56%	1,855	1,247	-33%	822	0	-100%	6,238	3,259

HOURS OF PUBLIC INTERNET COMPUTER USE														
	FY19/20	FY20/21	% Change	FY19/20	FY20/21	% Change	FY19/20	FY20/21	% Change	FY19/20	FY20/21	% Change	FY19/20	FY20/21
Aptos	4,354	0	-100.0%	4,095	118	-97%	3,367	0	-100%	0	#DIV/0!	11,816	118	0
Boulder Cre	880	0	-100.0%	826	0	-100%	536	0	-100%	0	#DIV/0!	2,242	0	0
Branciforte	1,388	0	-100.0%	1,366	0	-100%	1,134	0	-100%	0	#DIV/0!	3,888	0	0
Capitola	0	0	0.0%	0	0	0%	0	0	-100%	0	#DIV/0!	0	0	0
Downtown	18,367	0	-100.0%	16,954	80	-100%	13,057	0	-100%	0	#DIV/0!	48,378	80	0
Felton	341	0	-100.0%	108	17	-84%	195	0	-100%	0	#DIV/0!	644	17	0
Garfield Par	1,253	0	-100.0%	900	0	-100%	756	0	-100%	0	#DIV/0!	2,909	0	0
La Selva Bea	121	0	-100.0%	0	0	-100%	0	0	-100%	0	#DIV/0!	121	0	0
Live Oak	4,183	0	-100.0%	3,489	0	-100%	2,937	0	-100%	0	#DIV/0!	10,609	0	0
Scotts Valley	2,283	0	-100.0%	1,976	110	-94%	1,626	0	-100%	0	#DIV/0!	5,885	110	0
TOTAL SVST	33,170	0	-100.0%	29,714	325	-99%	23,608	0	-100%	0	#DIV/0!	86,492	325	0

HOURS OF WIRELESS INTERNET SESSIONS														
	FY19/20	FY20/21	% Change	FY19/20	FY20/21	% Change	FY19/20	FY20/21	% Change	FY19/20	FY20/21	% Change	FY19/20	FY20/21

	FY19/20	FY20/21	% Change	FY19/20	FY20/21	% Change	FY19/20	FY20/21	% Change	FY19/20	FY20/21	% Change	FY19/20	FY20/21
Aptos	5,994	0	-100.0%	4435	9,686	118%	4,692	10,941	133%	1667	0	-100%	15,121	20,627
Boulder Cre	1,816	0	-100.0%	1661	15	-99%	1,062	0	-100%	0	0	0%	4,538	15
Branciforte	2,154	0	-100.0%	2087	12,218	485%	2,500	11,173	347%	1218	0	-100%	6,741	23,391
Capitola	0	0	0.0%	0	0	0%	0	0	0%	0	0	0%	0	0
Downtown	9,823	0	-100.0%	7838	30,172	285%	8,102	28,789	255%	2922	0	-100%	25,763	58,961
Felton	1,233	0	-100.0%	586	10,545	1699%	1,294	9,576	640%	1386	0	-100%	3,113	20,121
Garfield Par	1,442	0	-100.0%	1300	6,496	400%	1,299	3,456	166%	801	0	-100%	4,041	9,952
Headquarte	1,008	0	-100.0%	878	4,234	382%	872	5,028	477%	392	0	-100%	2,758	9,282
La Selva Bea	774	0	-100.0%	0	0	0%	0	254	0%	0	0	0%	774	254
Live Oak	3,691	0	-100.0%	3058	7,545	147%	3,385	9,619	184%	1571	0	-100%	10,134	17,164
Scotts Valle	5,576	0	-100.0%	4692	7,600	62%	4,452	8,969	101%	1868	0	-100%	14,720	16,569
TOTAL SYST	33,511	0	-100.0%	26,535	88,511	234%	27,658	87,805	217%	11,825	0	-100%	87,704	176,316

* some data was lost from September 2018, so these numbers are lower than actual.

**Data unavailable for the reporting period.

SESSIONS OF PUBLIC INTERNET USE														
	FY19/20	FY20/21	% Change	FY19/20	FY20/21	% Change	FY19/20	FY20/21	% Change	FY19/20	FY20/21	% Change	FY19/20	FY20/21
Aptos	5,872	0	-100.0%	4,892	0	-100%	4,167	0	-100%	0	#DIV/0!	14,931	0	0
Boulder Cre	1,238	0	-100.0%	1,150	0	-100%	772	0	-100%	0	#DIV/0!	3,136	0	0
Branciforte	2,055	0	-100.0%	1,940	0	-100%	1,716	0	-100%	0	#DIV/0!	5,711	0	0
Capitola	0	0	0.0%	0	0	0%	0	0	0%	0	#DIV/0!	0	0	0
Downtown	18,580	0	-100.0%	16,346	0	-100%	13,038	0	-100%	0	#DIV/0!	47,964	0	0
Felton	562	0	-100.0%	195	0	-100%	402	0	-100%	0	#DIV/0!	1,159	0	0
Garfield Par	1,368	0	-100.0%	1,192	0	-100%	1,043	0	-100%	0	#DIV/0!	3,603	0	0
La Selva Bea	168	0	-100.0%	0	0	0%	0	0	0%	0	#DIV/0!	168	0	0
Live Oak	5,733	0	-100.0%	4,501	0	-100%	4,203	0	-100%	0	#DIV/0!	14,837	0	0
Scotts Valle	3,809	0	-100.0%	3,391	0	-100%	3,825	0	-100%	0	#DIV/0!	10,025	0	0
TOTAL SYST	39,359	0	-100.0%	34,007	0	-100%	28,166	0	-100%	0	#DIV/0!	101,532	0	0

NUMBER OF PUBLIC WIFI SESSIONS														
	FY19/20	FY20/21	% Change	FY19/20	FY20/21	% Change	FY19/20	FY20/21	% Change	FY19/20	FY20/21	% Change	FY19/20	FY20/21
Aptos	30,262	0	-100.0%	20,131	21,149	5%	18,447	22,999	25%	7,783	0	-100%	68,840	44,148
Boulder Cre	6,027	0	-100.0%	4,936	8	-100%	3,258	0	-100%	0	0	0%	14,221	8
Branciforte	7,532	0	-100.0%	6,556	8,183	25%	7,109	5,549	-22%	4,536	0	-100%	21,197	13,732
Capitola	0	0	0.0%	0	0	0%	0	0	0%	0	0	0%	0	0
Downtown	38,094	0	-100.0%	28,765	26,837	-7%	27,193	28,313	4%	10,265	0	-100%	94,052	55,150
Felton	6,779	0	-100.0%	3,221	11,483	257%	3,744	11,916	218%	4,656	0	-100%	13,744	23,399
Garfield Par	4,863	0	-100.0%	4,546	4,054	-11%	4,500	2,103	-53%	2,766	0	-100%	13,909	6,157
Headquarte	3,711	0	-100.0%	2,896	3,072	6%	2,726	3,734	37%	1,282	0	-100%	9,333	6,806
La Selva Bea	2,455	0	-100.0%	0	0	0%	0	315	0%	0	0	0%	2,455	315
Live Oak	10,760	0	-100.0%	8,240	10,456	27%	8,391	11,571	38%	4,662	0	-100%	27,391	22,027
Scotts Valle	20,627	0	-100.0%	15,131	13,664	-10%	14,548	15,488	6%	7,802	0	-100%	50,306	29,152
TOTAL SYST	131,110	0	-100.0%	94,422	98,906	5%	89,916	101,988	13%	43,752	0	-100%	315,448	200,894

* some data was lost from September 2018, so these numbers are lower than actual.

COMPUTER LAB USAGE: HOURS OF PUBLIC INTERNET COMPUTER USE (NEW TRACKING STREAM)														
	FY19/20	FY20/21	% Change	FY19/20	FY20/21	% Change	FY19/20	FY20/21	% Change	FY19/20	FY20/21	% Change	FY19/20	FY20/21
Aptos	0	0	0.0%	0	118	0%	0	98	0%	0	0	0%	#DIV/0!	0
Boulder Cre	0	0	0.0%	0	0	0%	0	0	0%	0	0	0%	#DIV/0!	0
Branciforte	0	0	0.0%	0	0	0%	0	0	0%	0	0	0%	#DIV/0!	0
Capitola	0	0	0.0%	0	0	0%	0	0	0%	0	0	0%	#DIV/0!	0
Downtown	0	0	0.0%	0	80	0%	0	101	0%	0	0	0%	#DIV/0!	0
Felton	0	0	0.0%	0	17	0%	0	82	0%	0	0	0%	#DIV/0!	0
Garfield Par	0	0	0.0%	0	0	0%	0	0	0%	0	0	0%	#DIV/0!	0
Headquarte	0	0	0.0%	0	0	0%	0	0	0%	0	0	0%	#DIV/0!	0
La Selva Bea	0	0	0.0%	0	0	0%	0	0	0%	0	0	0%	#DIV/0!	0
Live Oak	0	0	0.0%	0	0	0%	0	0	0%	0	0	0%	#DIV/0!	0
Scotts Valle	0	0	0.0%	0	110	0%	0	79	0%	0	0	0%	#DIV/0!	0
TOTAL SYST	0	0	0.0%	0	325	0	0	360	0%	0	0	0%	#DIV/0!	685

COMPUTER LAB USAGE: NUMBER OF SESSIONS OF PUBLIC INTERNET USE														
	FY19/20	FY20/21	% Change	FY19/20	FY20/21	% Change	FY19/20	FY20/21	% Change	FY19/20	FY20/21	% Change	FY19/20	FY20/21
Aptos	0	0	0.0%	0	118	0%	0	127	0%	0	0	0%	0	245
Boulder Cre	0	0	0.0%	0	53	0%	0	0	0%	0	0	0%	0	53
Branciforte	0	0	0.0%	0	0	0%	0	0	0%	0	0	0%	0	0
Capitola	0	0	0.0%	0	0	0%	0	0	0%	0	0	0%	0	0
Downtown	0	0	0.0%	0	122	0%	0	135	0%	0	0	0%	0	257
Felton	0	0	0.0%	0	14	0%	0	104	0%	0	0	0%	0	118
Garfield Par	0	0	0.0%	0	0	0%	0	0	0%	0	0	0%	0	0
Headquarte	0	0	0.0%	0	0	0%	0	0	0%	0	0	0%	0	0
La Selva Bea	0	0	0.0%	0	0	0%	0	0	0%	0	0	0%	0	0
Live Oak	0	0	0.0%	0	0	0%	0	0	0%	0	0	0%	0	0
Scotts Valle	0	0	0.0%	0	161	0%	0	103	0%	0	0	0%	0	264
TOTAL SYST	0	0	0.0%	0	468	0	0	469	0%	0	0	0%	0	937

NUMBER OF PUBLIC WIFI SESSIONS														
	FY19/20	FY20/21	% Change	FY19/20	FY20/21	% Change	FY19/20	FY20/21	% Change	FY19/20	FY20/21	% Change	FY19/20	FY20/21
Aptos	30,262	0	-100.0%	20,131	21,149	5%	18,447	22,999	25%	7,783	0	-100%	68,840	44,148
Boulder Cre	6,027	0	-100.0%	4,936	8	-100%	3,258	0	-100%	0	0	0%	14,221	8
Branciforte	7,532	0	-100.0%	6,556	8,183	25%	7,109	5,549	-22%	4,536	0	-100%	21,197	13,732
Capitola	0	0	0.0%	0	0	0%	0	0	0%	0	0	0%	0	0
Downtown	38,094	0	-100.0%	28,765	26,837	-7%	27,193	28,313	4%	10,265	0	-100%	94,052	55,150
Felton	6,779	0	-100.0%	3,221	11,483	257%	3,744	11,916	218%	4,656	0	-100%	13,744	23,399
Garfield Par	4,863	0	-100.0%	4,546	4,054	-11%	4,500	2,103	-53%	2,766	0	-100%	13,909	6,157
Headquarte	3,711	0	-100.0%	2,896	3,072	6%	2,726	3,734	37%	1,282	0	-100%	9,333	6,806
La Selva Bea	2,455	0	-100.0%	0	0	0%	0	315	0%	0	0	0%	2,455	315
Live Oak	10,760	0	-100.0%	8,240	10,456	27%	8,391	11,571	38%	4,662	0	-100%	27,391	22,027
Scotts Valle	20,627	0	-100.0%	15,131	13,664	-10%	14,548	15,488	6%	7,802	0	-100%	50,306	29,152
TOTAL SYST	131,110	0	-100.0%	94,422	98,906	5%	89,916	101,988	13%	43,752	0	-100%	315,448	200,894

HOURS OF MEETING ROOM USE														
	FY19/20	FY20/21	% Change	FY19/20	FY20/21	% Change	FY19/20	FY20/21	% Change	FY19/20	FY20/21	% Change	FY19/20	FY20/21
Aptos	437	0	-100.0%	447	0	-100%	468	0	-100%	0	0	#DIV/0!	1,352	0
Boulder Cree	150	0	-100.0%	261	0	-100%	4	0	-100%	0	0	#DIV/0!	415	0
Downtown	532	0	-100.0%	432	0	-100%	485	0	-100%	0	0	#DIV/0!	1,449	0
Felton	0	0	0.0%	0	0	0%	232	0	-100%	0	0	#DIV/0!	232	0
Scotts Valley	368	0	-100.0%	475	0	-100%	359	0	-100%	0	0	#DIV/0!	1,202	0
TOTAL HOU	1,487	0	-100.0%	1,615	0	-100%	1,548	0	-100%	0	0	#DIV/0!	4,650	0

NUMBER OF PROGRAMS														
	FY19/20	FY20/21	% Change	FY19/20	FY20/21	% Change	FY19/20	FY20/21	% Change	FY19/20	FY20/21	% Change	FY19/20	FY20/21
Aptos	84	0	-100.0%	150	0	-100%	111	0	-100%	0	0	#DIV/0!	234	0
Boulder Cree	37	0	-100.0%	47	0	-100%	10	0	-100%	0	0	#DIV/0!	94	0
Branciforte	49	0	-100.0%	86	0	-100%	65	0	-100%	0	0	#DIV/0!	4,302	0
Capitola	6	0	-100.0%	11	0	-100%	9	0	-100%	0	0	#DIV/0!	789	0
Downtown	163	0	-100.0%	206	0	-100%	204	0	-100%	0	0	#DIV/0!	2,085	0
Felton	6	0	-100.0%	1	0	-100%	25	0	-100%	0	0	#DIV/0!	7	0
Garfield Par	36	0	-100.0%	42	0	-100%	33	0	-100%	0	0	#DIV/0!	13,116	0
La Selva Bea	54	0	-100.0%	12	0	-100%	19	0	-100%	0	0	#DIV/0!	468	0
Live Oak	76	0	-100.0%	130	0	-100%	108	0	-100%	0	0	#DIV/0!	1,249	0
Scotts Valley	118	0	-100.0%	125	0	-100%	81	0	-100%	0	0	#DIV/0!	243	0
Outreach	26	58	123.1%	27	29	7%	17	18	6%	72	72	-100%	4,256	105
TOTAL	655	58	-91.1%	837	0	-100%	682	18	-97%	72	72	-100%	4,317	76

PROGRAM ATTENDANCE														
	FY19/20	FY20/21	% Change	FY19/20	FY20/21	% Change	FY19/20	FY20/21	% Change	FY19/20	FY20/21	% Change	FY19/20	FY20/21
Aptos	1,002	0	-100.0%	2,178	0	-100%	1,192	0	-100%	0	0	#DIV/0!	4,372	0
Boulder Cree	224	0	-100.0%	276	0	-100%	121	0	-100%	0	0	#DIV/0!	621	0
Branciforte	793	0	-100.0%	1,028	0	-100%	739	0	-100%	0	0	#DIV/0!	2,560	0
Capitola	137	0	-100.0%	139	0	-100%	156	0	-100%	0	0	#DIV/0!	432	0
Downtown	1,978	0	-100.0%	2,253	0	-100%	1,742	0	-100%	0	0	#DIV/0!	5,973	0
Felton	125	0	-100.0%	10	0	-100%	138	0	-100%	0	0	#DIV/0!	273	0
Garfield Par	385	0	-100.0%	503	0	-100%	323	0	-100%	0	0	#DIV/0!	1,211	0
La Selva Bea	1,005	0	-100.0%	157	0	-100%	338	0	-100%	0	0	#DIV/0!	1,500	0
Live Oak	1,828	0	-100.0%	1,597	0	-100%	1,170	0	-100%	0	0	#DIV/0!	4,595	0
Scotts Valley	2,277	0	-100.0%	2,167	0	-100%	1,618	0	-100%	0	0	#DIV/0!	6,062	0
Outreach	717	628	-12.4%	748	329	-56%	467	422	-10%	2,268	2,268	-100%	1,932	1,379
TOTAL	10,471	628	-94.0%	11,056	0	-100%	8,004	422	-95%	2,268	2,268	-100%	29,531	1,050

Capitola Closure starting in May and June with a few offsite programs continuing
 La Selva Beach Closure on September 1, 2019
 Felton Closure on November 1, 2019
 Felton Opening on February 22, 2020
 Boulder Creek Closure on February 22, 2020
 System-wide Closure on March 15, 2020 due to COVID-19
 La Selva Beach Opening in March, 2021

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



STAFF REPORT

DATE: May 6, 2021
TO: Library Joint Powers Authority Board
FROM: Susan Nemitz, Library Director
RE: 3rd Quarter Financial Report

STAFF RECOMMENDATION

Accept and File Financial Report for 3rd Qtr. 2020-2021

DISCUSSION

The third quarter financial report covers July 1, 2020, through March 31, 2021. All financial figures included in this report are unaudited.

Revenues

Total Revenue for this quarter: 75%

Sales Tax 84.7%
Maintenance of Effort 66.6%

Expenditures

Total actual expenditures for this quarter: 50%

Personnel Costs

Total Personnel costs for this quarter: 56%

Regular Full Time 59.1%
Part Time 50.4%

Attachments: 3rd Quarter Financial Reports (Expenditure, Personnel and Revenue)

Report Prepared by: Kira Henifin
Principal Management Analyst

Reviewed and Forwarded by: Susan Nemitz, Library Director

Revenue Balances

Criteria: Summarize By = Report,Fund,Account; As Of = 3/31/2021; Period = 0,1..12; Fund = 951

Acct	Title	Year-To-Date Ado Budget	Year-To-Date Adjustments	Year-To-Date Adj Budget	Year-To-Date Actual	Bdgt. to Act. Variance	Pct. Spent
Fund 951 -- Library Joint Powers Authority							
41211	Sales and use tax	6,913,172.00	400,000.00	7,313,172.00	6,195,666.70	1,117,505.30	84.7%
43190	Federal grants - other	-	1,000.00	1,000.00	-	1,000.00	-
43210	State operating grants and contributions	-	-	-	10,000.00	(10,000.00)	-
43310	Local operating grants and contributions	-	300,000.00	300,000.00	316,850.00	(16,850.00)	105.6%
43311	Maintenance of effort contributions	5,795,273.00	-	5,795,273.00	3,860,555.35	1,934,717.65	66.6%
43354	County of SC - reimbursements	-	18,780.00	18,780.00	49,347.00	(30,567.00)	262.8%
45131	Library fines	70,250.00	-	70,250.00	7,489.47	62,760.53	10.7%
46110	Pooled cash and investment interest	92,840.00	-	92,840.00	16,763.41	76,076.59	18.1%
46190	Interest earnings - other	17,610.00	-	17,610.00	7,257.04	10,352.96	41.2%
46303	Donations - library	13,100.00	36,735.64	49,835.64	10.00	49,825.64	0.0%
46309	Donations - library - Friends of the Lib	27,923.00	378,732.19	406,655.19	152,117.68	254,537.51	37.4%
46910	Miscellaneous operating revenue	8,500.00	-	8,500.00	3,600.57	4,899.43	42.4%
46990	Miscellaneous non-operating revenue	-	-	-	35.00	(35.00)	-
49105	From Workers' Compensation Fund	33,175.00	-	33,175.00	-	33,175.00	-
49122	From Library Private Trust Fund	22,190.00	11,702.96	33,892.96	-	33,892.96	-
Total Library Joint Powers Authority		12,994,033.00	1,146,950.79	14,140,983.79	10,619,692.22	3,521,291.57	
Total		12,994,033.00	1,146,950.79	14,140,983.79	10,619,692.22	3,521,291.57	

Expenditure Balances

Criteria: Summarize By = Report,Account,Account; As Of = 3/31/2021; Period = 0,1..12; Activity = 36*; Account = 52*,53*,54*,55*,56*,57*,58*,59*

Acct	Title	Year-To-Date Ado Budget	Year-To-Date Adjustments	Year-To-Date Adj Budget	Year-To-Date Actual	Year-To-Date Encumbrances	Bdgt. to Act. Variance	Pct. Spent
52131	Claims management services - outside	12,000.00	-	12,000.00	2,426.84	-	9,573.16	20.2%
52135	Financial services - outside	485,560.00	-	485,560.00	364,169.97	7,695.00	113,695.03	76.6%
52150	Merchant bank fees	1,200.00	-	1,200.00	180.26	-	1,019.74	15.0%
52155	Courier services	2,410.00	516.45	2,926.45	1,184.77	1,731.68	10.00	99.7%
52199	Other professional & technical services	162,300.00	8,934.10	171,234.10	47,470.76	23,232.00	100,531.34	41.3%
52201	Water, sewer and refuse	74,460.00	-	74,460.00	47,574.30	3,755.80	23,129.90	68.9%
52202	Hazardous materials disposal	500.00	-	500.00	-	-	500.00	-
52211	Janitorial services	335,625.00	-	335,625.00	155,620.04	179,876.80	128.16	100.0%
52223	Equip annual inventory charge - internal	4,690.00	-	4,690.00	-	-	4,690.00	-
52226	Vehicle work order charges - internal	22,000.00	-	22,000.00	6,354.98	-	15,645.02	28.9%
52227	Vehicle fuel island charges - internal	16,485.00	-	16,485.00	3,800.84	-	12,684.16	23.1%
52240	Office equipment operation/maint	7,700.00	-	7,700.00	1,917.26	-	5,782.74	24.9%
52241	Vehicle maintenance costs - outside	6,500.00	-	6,500.00	-	-	6,500.00	-
52244	Other equipment operation/maintenance	12,650.00	-	12,650.00	2,381.57	-	10,268.43	18.8%
52246	Building and facility o & m - outside	286,412.00	-	286,412.00	78,507.19	9,533.13	198,371.68	30.7%
52247	Landscaping maintenance services	43,800.00	15,000.00	58,800.00	33,502.82	16,430.00	8,867.18	84.9%
52248	Software maintenance services	472,329.00	-	472,329.00	196,714.54	-	275,614.46	41.6%

52249	Hardware maintenance services	43,000.00	-	43,000.00	1,815.00	-	41,185.00	4.2%
52261	Equipment, building and land rentals	240,452.00	-	240,452.00	214,907.17	3,548.00	21,996.83	90.9%
52269	Equipment lease-outside	18,000.00	-	18,000.00	15,337.44	4,562.56	(1,900.00)	110.6%
52302	Travel and meetings	11,200.00	-	11,200.00	-	-	11,200.00	-
52304	Training	82,300.00	-	82,300.00	6,234.42	-	76,065.58	7.6%
52403	Telecommunications service - outside	221,385.00	-	221,385.00	41,507.17	11,770.06	168,107.77	24.1%
52932	Liability insurance/surety bonds-interna	37,442.00	-	37,442.00	28,080.00	-	9,362.00	75.0%
52933	Liability insurance/surety bonds-outside	68,000.00	-	68,000.00	54,964.00	-	13,036.00	80.8%
52960	Advertising	31,570.00	-	31,570.00	11,670.52	6,500.00	13,399.48	57.6%
52961	Dues and memberships	37,453.00	-	37,453.00	32,571.00	-	4,882.00	87.0%
52972	Printing and binding-outside	32,600.00	-	32,600.00	4,165.36	-	28,434.64	12.8%
53101	Postage charges	7,000.00	-	7,000.00	2,671.41	-	4,328.59	38.2%
53102	Office supplies	23,250.00	-	23,250.00	5,780.12	-	17,469.88	24.9%
53106	Books and periodicals	1,202,188.00	78,490.48	1,280,678.48	907,505.80	8,068.69	365,103.99	71.5%
53107	Books and periodicals-grants & donations	21,923.00	98,680.31	120,603.31	24,112.60	-	96,490.71	20.0%
53108	Safety clothing and equipment	13,910.00	-	13,910.00	15,471.16	-	(1,561.16)	111.2%
53109	Copier supplies	6,005.00	-	6,005.00	-	-	6,005.00	-
53112	Library functional supplies	171,500.00	-	171,500.00	61,056.42	-	110,443.58	35.6%
53113	Janitorial supplies	24,750.00	-	24,750.00	4,475.07	-	20,274.93	18.1%
53311	Electricity	195,525.00	-	195,525.00	111,566.93	-	83,958.07	57.1%

53312	Natural gas	27,550.00	-	27,550.00	28,230.64	-	(680.64)	102.5%
54990	Miscellaneous supplies and services	188,423.00	(15,000.00)	173,423.00	42,008.86	-	131,414.14	24.2%
56960	Loans and grants	-	600,000.00	600,000.00	181,245.94	-	418,754.06	30.2%
56995	Refunded fees and fines	2,000.00	-	2,000.00	123.94	-	1,876.06	6.2%
57401	Office furniture/equipment	18,000.00	-	18,000.00	14,798.96	-	3,201.04	82.2%
57409	Computer equipment	150,000.00	18,780.00	168,780.00	93,078.87	19,767.90	55,933.23	66.9%
57990	Other capital outlay	100,000.00	-	100,000.00	19,855.81	-	80,144.19	19.9%
Total		<u>4,922,047.00</u>	<u>805,401.34</u>	<u>5,727,448.34</u>	<u>2,865,040.75</u>	<u>296,471.62</u>	<u>2,565,935.97</u>	

Expenditure Balances

Criteria: Summarize By = Report,Account,Account; As Of = 3/31/2021; Period = 0,1..12; Activity = 36*; Account = 51*

Acct	Title	Year-To-Date Ado Budget	Year-To-Date Adjustments	Year-To-Date Adj Budget	Year-To-Date Actual	Year-To-Date Encumbrances	Bdgt. to Act. Variance	Pct. Spent
51110	Regular full time	6,062,493.00	-	6,062,493.00	3,585,526.46	-	2,476,966.54	59.1%
51111	Regular part time	1,105,344.00	-	1,105,344.00	556,677.10	-	548,666.90	50.4%
51114	Overtime	5,000.00	-	5,000.00	547.07	-	4,452.93	10.9%
51115	Termination pay	-	-	-	47,828.41	-	(47,828.41)	-
51122	Temporary	713,000.00	(313,000.00)	400,000.00	27,378.38	-	372,621.62	6.8%
51130	Other pay	-	-	-	2,168.86	-	(2,168.86)	-
51132	Special vacation pay	-	-	-	13,918.70	-	(13,918.70)	-
51150	Vehicle-phone-data allowance	2,964.00	-	2,964.00	2,075.40	-	888.60	70.0%
51201	Retirement contribution	460,973.00	-	460,973.00	262,724.63	-	198,248.37	57.0%
51202	F.I.C.A.	99,960.00	-	99,960.00	1,784.50	-	98,175.50	1.8%
51203	PERS unfunded liability	1,137,607.00	-	1,137,607.00	651,604.07	-	486,002.93	57.3%
51206	PERS Unfunded payment	-	-	-	0.02	-	(0.02)	-
51210	Group health insurance	1,510,209.00	-	1,510,209.00	904,599.30	-	605,609.70	59.9%
51212	Group dental insurance	94,379.00	-	94,379.00	60,528.86	-	33,850.14	64.1%
51213	Vision insurance	16,033.00	-	16,033.00	9,987.14	-	6,045.86	62.3%
51214	Medicare insurance	100,571.00	-	100,571.00	59,269.28	-	41,301.72	58.9%
51215	Employee assistance program	4,152.00	-	4,152.00	2,564.54	-	1,587.46	61.8%

51220	Group life insurance	1,847.00	-	1,847.00	1,151.45	-	695.55	62.3%
51221	Disability insurance	79,098.00	-	79,098.00	25,088.04	-	54,009.96	31.7%
51222	SDI	30,260.00	-	30,260.00	18,085.77	-	12,174.23	59.8%
51230	Unemployment insurance	56,992.00	-	56,992.00	32,166.70	-	24,825.30	56.4%
51240	Workers' compensation	186,741.00	-	186,741.00	123,272.92	-	63,468.08	66.0%
Total		<u>11,667,623.00</u>	<u>(313,000.00)</u>	<u>11,354,623.00</u>	<u>6,388,947.60</u>	<u>-</u>	<u>4,965,675.40</u>	

TO: Library Joint Powers Authority Board
 FROM: Kim Krause, City of Santa Cruz Finance Director 04/27/21
 RE: Library Financial Dashboard Report for the Quarter ended March 2021



Mar 21 Report
*Preliminary,
 Unaudited*

Contained herein is the preliminary, UNAUDITED Library Financial Dashboard summary report for the Quarter ending March 2021. At Quarter's end, the NET operating results were \$830,146 with year-to-date net operating results of \$2,485,233. In general, preliminary revenues are ahead of the budget target by 8.0% and expenditures are under budget by 20.8%.

Net Operations (major accounts)	3rd Quarter (Jan-Mar)	Fiscal Year to Date	Percent of Budget Comparison			
			Annual Adj. Budget FY 2020/21	YTD Actuals	Months Completed	Positive / (Negative)
Revenue:						
(1) Sales Tax	\$ 2,249,127	\$ 6,841,210	\$ 7,313,172	93.5%	75.0%	18.5%
MOE - Member Contributions	\$ 1,438,990	\$ 4,335,458	5,795,273	74.8%	75.0%	(0.2%)
Other Revenue	155,221	563,947	1,032,539	54.6%	75.0%	(20.4%)
Budgetary Financing Sources	-	-	-	-	-	-
TOTAL REVENUES	\$ 3,843,337	\$ 11,740,615	\$ 14,140,984	83.0%	75.0%	8.0%
Expenditures:						
(2) Payroll	\$ 2,001,618	\$ 6,388,948	\$ 11,354,623	56.3%	73.4%	17.2%
Books (w/Grants)	\$ 313,045	\$ 931,618	1,401,282	66.5%	75.0%	8.5%
(3) Janitorial Services	\$ 64,943	\$ 155,620	335,625	46.4%	75.0%	28.6%
(4) Building and Facility	\$ 27,177	\$ 78,507	286,412	27.4%	75.0%	47.6%
(5) Rent (Equip, Building, Land)	\$ 71,360	\$ 214,907	240,452	89.4%	75.0%	(14.4%)
(6) Utilities	\$ 126,274	\$ 228,879	518,920	44.1%	75.0%	30.9%
(7) Other expenditures	\$ 408,774	\$ 1,256,903	2,944,758	42.7%	75.0%	32.3%
TOTAL EXPENDITURES	\$ 3,013,191	\$ 9,255,382	\$ 17,082,071	54.2%	75.0%	20.8%
(8) Net Gain / (Loss)	\$ 830,146	\$ 2,485,233	\$ (2,941,088)			

Key Balance Sheet items	3rd Quarter (Jan-Mar)	Trust Balances			
		Trust	Balance	Trust	Balance
(9) Equipment Reserve	473,579	McCaskill- Hist	228,636	Leet-Corday	101,700
(9) 20% Reserve	2,757,806	McCaskill- Vis	199,836	Morely	14,071
Fund Balance-Beginning Available	3,330,491	Finkeldey	9,384	Hale	48,789
Net Change in Fund Balance	830,146	Whalen	4,449		
(10) Fund Balance-Ending Available	4,160,637				

Notes:

- (1) For sales tax, September, December, March, and June include the State's estimated revenue plus any balances for actuals vs. estimates for the prior 3-months (true-up). The subsequent months (October, January, April, and July) tend to be lower as they contain the lower state estimates. There has been an increase in how much sales tax the City receives due to online purchases.
- (2) For the current fiscal year, the following months have more than two pay periods, which will create higher monthly payroll costs: July and December. The month's completed % is adjusted to reflect year-end accrual of the last pay period. There is a major decrease in payroll cost due to less temporary employees since branches have been closed due to COVID-19.
- (3) Janitorial Services expenses on average are \$6,000 less per month than last year's due to a reduction of extra janitorial request bathroom services and at the Downtown and Branciforte.
- (4) Building and Facility expenses on average are \$10,000 less per month than last year's due to a reduction of patrol services at the branches.
- (5) Rent at the Union/Locust Library has increased per month by \$3,500 in Fiscal Year 2021 causing the rent to be overbudget in comparison to last year.
- (6) Utilities will be under budget due to an E-Rate Refund received in the amount of \$118,811.14. The average utility total is approximately \$45,000 monthly.
- (7) For the Quarter ending in March, the four largest expenditures within 'Other expenditures' included: [Software maintenance services at \$129k], [Financial services - outside at \$121k], [Library functional supplies at \$29k], and [Other professional & technical services at \$29k].
- (8) Due to COVID-19 there is to be expected a reduction in both Revenue and Expenditures since there are closures for both businesses and public entities.
- (9) The Library's reserves were changed on September 1, 2016 to: (1) reduce from 2 months to 15% the primary reserve and (2) formally establish a capital reserve with a target balance of \$400,000 (formally the informal reserve for fleet/equipment replacement). The Equipment Reserve includes fund balances from Library JPA - Technology, Felton Branch Reserve, Library JPA - Vehicle Replacement. On November 2, 2017, the Library's reserves were increased from 15% to 20%.
- (10) Ending Available Fund Balance is unaudited and before consideration of remaining contractual encumbrances (administrative support, legal, janitorial, equip & material purchases, etc.).

To access the Library Financial Dashboard report in its entirety please click on the link : https://www.santacruzpl.org/files/library_boards/documents/LJPA/LJPA_2021-05-06_financialrpt.pdf

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



STAFF REPORT

DATE: May 6, 2021
TO: Library Joint Powers Authority Board
FROM: Susan Nemitz, Library Director
RE: 3rd Qtr. SCPL Incident Report

STAFF RECOMMENDATION

Accept and File Incident Report for 3rd Qtr. 2020-2021

DISCUSSION

The 3rd quarter incident report articulates the number of incidents that have occurred system-wide, the categories or infractions in which the incidents occurred, and the number of suspensions issued.

Attachment: Incident Report for 3rd Qtr. FY 2020-2021

Prepared by: Kira Henifin,
Principal Management Analyst

Reviewed and Forwarded by: Susan Nemitz Library Director

SCPL Incident Report by Branch - FY 20/21

	QTR 1			QTR 2			QTR 3			QTR 4			YTD Totals		
	FY 19/20	FY 20/21	% Change	FY 19/20	FY 20/21	% Change	FY 19/20	FY 20/21	% Change	FY 19/20	FY 20/21	% Change	FY 19/20	FY 20/21	% Change
Aptos	21	19	-10%	18	2	-89%	8	5	-38%	8	0	-100%	55	35	-32.7%
Boulder Creek	3	0	-100%	13	0	-100%	7	0	-100%	0	0	-100%	23	0	-100%
Branchforte	15	16	7%	18	9	-50%	27	9	-67%	0	0	-100%	66	34	-43.2%
Capitola	N/A	Closed		N/A	Closed		N/A	Closed		N/A	Closed		N/A	Closed	
Downtown	68	5	-93%	74	6	-92%	57	5	-91%	29	0	-100%	228	16	-93%
Pittman	Closed	0		Closed	0		Closed	1		N/A	0		N/A	0	
Garfield Park	7	3	-57%	2	7	250%	8	2	-75%	6	0	-100%	23	12	-47.8%
La Selva Beach	N/A	Closed		N/A	Closed		N/A	Closed		N/A	Closed		N/A	Closed	
Live Oak	21	11	-48%	13	12	-8%	9	2	-78%	6	0	-100%	49	25	-49%
Scotts Valley	2	1	-50%	2	0	-100%	2	1	-50%	1	0	-100%	7	2	-71.4%
TOTAL	137	55	-60%	140	36	-74%	118	25	-79%	50	0	-100%	445	116	-73.9%

Code of Conduct: 1. Interferes with a Comfortable & Welcoming Environment															
	QTR 1			QTR 2			QTR 3			QTR 4			YTD Totals		
	FY 19/20	FY 20/21	% Change	FY 19/20	FY 20/21	% Change	FY 19/20	FY 20/21	% Change	FY 19/20	FY 20/21	% Change	FY 19/20	FY 20/21	% Change
Aptos	2	0	-100%	3	0	-100%	1	0	-100%	1	0	-100%	7	0	-100%
Boulder Creek	1	0	-100%	3	0	-100%	2	0	-100%	0	0	-100%	6	0	-100%
Branchforte	6	1	-83%	1	2	100%	3	0	-100%	0	0	-100%	10	3	-70.0%
Capitola	N/A	Closed		N/A	Closed		N/A	Closed		N/A	Closed		N/A	Closed	
Downtown	15	0	-100%	14	1	-93%	7	1	-86%	2	0	-100%	39	1	-97.4%
Pittman	N/A	Closed		N/A	0		N/A	1		Closed	0		Closed	0	
Garfield Park	1	0	-100%	0	1		0	0		0	0		1	1	0%
La Selva Beach	N/A	Closed		N/A	Closed		N/A	Closed		N/A	Closed		N/A	Closed	
Live Oak	4	1	-75%	1	0	-100%	1	0	-100%	0	0	-100%	6	1	-83.3%
Scotts Valley	0	0		0	0		2	0	-100%	0	0	-100%	2	0	-100%
TOTAL	20	2	-90%	23	6	-74%	16	2	-88%	3	0	-100%	71	10	-86.1%

* Branch Closures due to COVID-19, effective 3/14/20, resulted in significant reductions.

Code of Conduct: 2. Interferes with Making Information Resources & Materials Accessible for All															
	QTR 1			QTR 2			QTR 3			QTR 4			YTD Totals		
	FY 19/20	FY 20/21	% Change	FY 19/20	FY 20/21	% Change	FY 19/20	FY 20/21	% Change	FY 19/20	FY 20/21	% Change	FY 19/20	FY 20/21	% Change
Aptos	0	0		0	0	-100%	0	0	-100%	2	0	-100%	4	0	-100%
Boulder Creek	2	0	-100%	4	0	-100%	3	0	-100%	0	0	-100%	9	0	-100%
Branchforte	4	4	0%	3	1	-67%	6	2	-67%	0	0	-100%	13	7	-46.2%
Capitola	Closed	Closed		Closed	Closed		Closed	Closed		Closed	Closed		Closed	Closed	
Downtown	11	1	-91%	25	0	-100%	18	1	-94%	7	0	-100%	61	2	-96.7%
Pittman	Closed	Closed		Closed	0		Closed	0		Closed	0		Closed	0	
Garfield Park	3	0	-100%	1	0	-100%	0	0	-100%	0	0	-100%	3	0	-100%
La Selva Beach	Closed	Closed		Closed	Closed		Closed	Closed		Closed	Closed		Closed	Closed	
Live Oak	2	0	-100%	7	0	-100%	1	0	-100%	0	0	-100%	10	0	-100%
Scotts Valley	2	0	-100%	0	0	-100%	1	0	-100%	0	0	-100%	3	0	-100%
TOTAL	23	5	-78%	42	1	-98%	29	3	-90%	9	0	-100%	108	9	-91.7%

Code of Conduct: 3. Conduct that Does Not Ensure a Safe & Secure Environment															
	QTR 1			QTR 2			QTR 3			QTR 4			YTD Totals		
	FY 19/20	FY 20/21	% Change	FY 19/20	FY 20/21	% Change	FY 19/20	FY 20/21	% Change	FY 19/20	FY 20/21	% Change	FY 19/20	FY 20/21	% Change
Aptos	30	18	-40%	16	1	-94%	7	2	-71%	5	0	-100%	48	21	-56.2%
Boulder Creek	2	0	-100%	7	0	-100%	7	0	-100%	0	0	-100%	16	0	-100%
Branchforte	15	15	0%	14	9	-36%	25	9	-64%	12	0	-100%	66	33	-50.0%
Capitola	Closed	Closed		Closed	Closed		Closed	Closed		Closed	Closed		Closed	Closed	
Downtown	64	1	-98%	62	3	-95%	42	3	-93%	28	0	-100%	196	7	-96.4%
Pittman	Closed	Closed		Closed	0		Closed	1		Closed	0		Closed	0	
Garfield Park	5	3	-40%	2	7	250%	1	2	100%	5	0	-100%	13	12	-7.7%
La Selva Beach	Closed	Closed		Closed	Closed		Closed	Closed		Closed	Closed		Closed	Closed	
Live Oak	19	9	-53%	11	10	-9%	7	2	-71%	3	0	-100%	42	21	-50.0%
Scotts Valley	1	1	0%	1	0	-100%	1	0	-100%	1	0	-100%	4	1	-75.0%
TOTAL	136	47	-65%	113	30	-74%	90	19	-79%	56	0	-100%	385	96	-75.1%

* Branch Closures due to COVID-19, effective 3/14/20, resulted in significant reductions.

Code of Conduct: 2. Interferes with Making Information Resources & Materials Accessible for All															
	QTR 1			QTR 2			QTR 3			QTR 4			YTD Totals		
	FY 19/20	FY 20/21	% Change	FY 19/20	FY 20/21	% Change	FY 19/20	FY 20/21	% Change	FY 19/20	FY 20/21	% Change	FY 19/20	FY 20/21	% Change
Aptos	0	0		2	0	-100%	0	0	-100%	2	0	-100%	4	0	-100%
Boulder Creek	2	0	-100%	4	0	-100%	3	0	-100%	0	0	-100%	9	0	-100%
Branchforte	4	4	0%	3	1	-67%	6	2	-67%	0	0	-100%	13	7	-46.2%
Capitola	Closed	Closed		Closed	Closed		Closed	Closed		Closed	Closed		Closed	Closed	
Downtown	11	1	-91%	25	0	-100%	18	1	-94%	7	0	-100%	61	2	-96.7%
Pittman	Closed	Closed		Closed	0		Closed	0		Closed	0		Closed	0	
Garfield Park	3	0	-100%	1	0	-100%	0	0	-100%	0	0	-100%	3	0	-100%
La Selva Beach	Closed	Closed		Closed	Closed		Closed	Closed		Closed	Closed		Closed	Closed	
Live Oak	2	0	-100%	7	0	-100%	1	0	-100%	0	0	-100%	10	0	-100%
Scotts Valley	2	0	-100%	0	0	-100%	1	0	-100%	0	0	-100%	3	0	-100%
TOTAL	23	5	-78%	42	1	-98%	29	3	-90%	9	0	-100%	108	9	-91.7%

Code of Conduct: 3. Conduct that Does Not Ensure a Safe & Secure Environment															
	QTR 1			QTR 2			QTR 3			QTR 4			YTD Totals		
	FY 19/20	FY 20/21	% Change	FY 19/20	FY 20/21	% Change	FY 19/20	FY 20/21	% Change	FY 19/20	FY 20/21	% Change	FY 19/20	FY 20/21	% Change
Aptos	30	18	-40%	16	1	-94%	7	2	-71%	5	0	-100%	48	21	-56.2%
Boulder Creek	2	0	-100%	7	0	-100%	7	0	-100%	0	0	-100%	16	0	-100%
Branchforte	15	15	0%	14	9	-36%	25	9	-64%	12	0	-100%	66	33	-50.0%
Capitola	Closed	Closed		Closed	Closed		Closed	Closed		Closed	Closed		Closed	Closed	
Downtown	64	1	-98%	62	3	-95%	42	3	-93%	28	0	-100%	196	7	-96.4%
Pittman	Closed	Closed		Closed	0		Closed	1		Closed	0		Closed	0	
Garfield Park	5	3	-40%	2	7	250%	1	2	100%	5	0	-100%	13	12	-7.7%
La Selva Beach	Closed	Closed		Closed	Closed		Closed	Closed		Closed	Closed		Closed	Closed	
Live Oak	19	9	-53%	11	10	-9%	7	2	-71%	3	0	-100%	42	21	-50.0%
Scotts Valley	1	1	0%	1	0	-100%	1	0	-100%	1	0	-100%	4	1	-75.0%
TOTAL	136	47	-65%	113	30	-74%	90	19	-79%	56	0	-100%	385	96	-75.1%

* Branch Closures due to COVID-19, effective 3/14/20, resulted in significant reductions.

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



STAFF REPORT

DATE: May 6, 2021
TO: Library Joint Powers Authority Board
FROM: Susan Nemitz, Library Director
RE: 3rd Quarter Workplan FY 2020/2021

STAFF RECOMMENDATION

Accept and File Workplan for 3rd Qtr. FY 2020/2021

DISCUSSION

Attached, please find the third quarter workplan. The third quarter plan runs from January through the end of March and the report attempts to capture the Library's work and programs/services that provided or supported a high impact in the community across five areas: 1. Learning 2. Digital Inclusion 3. Transformative Spaces 4. User Experience 5. Organizational Capacity.

Attachment: 3rd Qtr. Workplan

Report Prepared by: Eric Howard, Assistant Director

Reviewed and Forwarded by: Susan Nemitz, Library Director

WORKPLAN:

FISCAL YEAR 2020-2021

<p>1. LEARNING</p>	<p>Adult Programming: <i>Creative Aging and Life Skills</i></p> <p>Youth Programming: <i>Kindergarten Readiness</i> <i>Student Success</i> <i>Safe Afterschool</i> <i>School Partnerships</i></p> <p>Outreach: <i>Bookmobile</i> <i>Jails</i> <i>Kermit</i> <i>Events</i></p>		
<p>2. DIGITAL INCLUSION</p>	<p>Tools</p>	<p>Resources</p>	<p>Innovation</p>
<p>3. TRANSFORMATIVE SPACES</p>	<p>Aptos Boulder Creek Branciforte Capitola Downtown</p>		<p>Felton Garfield Park La Selva Beach Live Oak Scotts Valley</p>
<p>4. USER EXPERIENCE</p>	<p>Staffing Convenience Localization</p>		<p>Collections Security</p>
<p>5. ORGANIZATIONAL CAPACITY</p>	<p>Administration Volunteers Succession Planning</p>		<p>Friends of the Library Staff Training</p>

1. Learning Accomplishments:

Quarter 3

ADULT

"I felt inspired!"

"It provided different perspectives from other religious traditions and some very thought provoking stories from local people."

"It was great information that was not discussed in most communities by clergy. Actually, it went beyond my expectations by referencing sources unfamiliar to me. It illuminated the topic clearly and passionately."

"It addressed the topic, and gave so much food for thought. It actually surpassed any expectations I had."

"It had depth, was well-crafted and was meaningful. The content matched the title of the program."

- Patron feedback to the Library's program, "Reflections on the Roots of the Current Insurrection."

- This quarter, the Library offered 80 programs for adults with a total attendance of 994. This included: A partnership with the Aptos Friends Chapter to provide 10 events around the Our Community Reads 2021; a partnership with the Genealogical Society of Santa Cruz; a partnership with the Tent of Abraham to host "Reflections on the Roots of the Current Insurrection," which was the sixth installment of the Library's Shelter in Faith series; the Library also sponsored, Conversations for Change; Tech Talks and the Califas Legacy Mural Project

"Many of us old timers have no younger relatives in California who can teach us so many little tech programs which would make life better for us (like Calendar). Thus, your seminar/demo on Calendar was great. I'd like more of them, on common topics."

"Such talks as this are invaluable to many of us. They are great for these periods when we can not meet with friends who might show us computer/cell phone tricks."

"Convinced me that E-books were no longer the "enemy."

- Patron feedback for the Library's "Tech Talks" program.

- The Library also hosted Encompass Downtown Outreach Workers and the Wings Volunteers serving people experiencing homelessness; "People & Stories" a library led program in the County's Correctional Facilities, plus book deliveries to Juvenile Hall and adults in the County's Facilities. The Bookmobile is returning to more of its original stops and its schedule can found [here](#). Stops and services are dependent on the Library's partners.

Quarter 3

YOUTH

- The Library piloted a successful program to lend book bundles to children.
- Cuéntame un Cuento continues to gain in popularity with specially designed crafts for kids and the program provided the opportunity for the children to present their own stories in this interactive online version of the program.
- In February, Youth Programs Librarians collaborated with the Santa Cruz Warriors, providing them with ebooks and print books featuring Black authors and focusing on Black History. The SCW organization produced recorded video read-alouds which the Library linked to from its site.
- Youth Programs Team distributed 660 Valentine Craft kits through Grab and Go service at the branches, helping to nurture the human need for connection and friendship that many members of our community have been missing.
- The Youth Programs team continued to offer virtual programming for youth on a regular basis: Cuéntame un Cuento @ Online story hour with stories, activities and songs in Spanish, Zoom Spanish Storytimes, Zoom Class Visits, Zoom Preschool Storytimes, Zoom Toddler Time, Zoom Tales to Tails. Recorded videos: Preschool Storytime, Tell Me A Story, Stories for Bedtime, including special presentations for Black History month and Women's History Month, Cuentos y Experimentos, including a special presentation for Día Internacional de la Mujer. JavaScript Coding, and Zoom Dungeons and Dragons, and a very popular storytime for Paper Bag Princess Day.
- The Library also partnered with the Santa Cruz Animal Shelter in its Tales to Tails program. Children read to animals in different break out rooms. Feedback from the shelter indicated that at least one of the children reading to an animal later adopted the bunny that had been in the child's break out room.
- In partnership with Your Future is our Business, SCPL hosted the virtual program, Teen Expo II: Homegrown Careers, a show-and-tell virtual event showcasing successful Santa Cruz County creators, makers, entrepreneurs, and leaders that inspire and empower teens to embrace the possibilities of turning their interests and talents into careers.

School Outreach:

- Processed 400 Library Cards for students at Aptos High School.
- Continued to provide a bimonthly virtual storytime to children with Autism at Chrysalis School.
- Presented virtual class visits to 170 students in six 6th grade classes at New Brighton Middle School. This visit helped students explore their school library website showing how to use Britannia Enc. for reports and how to get to SCPL from their website link to explore books and make requests, and how to pick up books through Grab and Go. Library cards for all the students had been completed ahead of time. The Library also took advantage of this opportunity to promote the new Capitola branch as a place where these students can meet, study, and attend programs in the near future.

2. Digital Inclusion Accomplishments:

Quarter 3

- Provided hotspots to the Scotts Valley Community Center and hotspots and Chromebooks to the Santa Cruz City Parks and Recreation program for Childcare for Working Families to support students with online learning. This emerged from the Library's new addition to its collection of 35 WiFi hotspots, 33 Chromebooks and 20 Amazon Fire tablets.

- Reopened computer labs at Aptos, Downtown, Felton, and Scotts Valley branches
- Began offering in-person tech help for library digital collections and lendable technologies at Aptos, Downtown, and Scotts Valley.

3. Transformative Spaces Accomplishments:

Quarter 3

- The Aptos Core Team continued to work on Design Development, reviewing interior and exterior finishes, landscaping, signage, and furniture options.
- Staff assisted with the LSB Friends Preview event for donors, and hosted a Virtual Grand Opening Celebration for the public on March 20. The beautifully remodeled La Selva Branch reopened to the public for Grab and Go Service on March 23.
- Removed and stored the collection of both Garfield Park and Branciforte Libraries.
- Ordered new items for the Capitola Library.
- Worked with the City of Scotts Valley on the approval of the remodel and infrastructure upgrade plan.

4. User Experience Accomplishments:

Quarter 3

- Answered 4271 phone calls through the Library's Telephone Information service
- Answered 1136 email/text/chat questions through the Library's LibAnswers system
- The Aptos Branch supported those displaced from electricity and Wifi connectivity during the difficult week following the wind storm.
- Ordered and received an all new "opening day" collection for the La Selva Beach Library.
- Added over 3,000 digital magazines to Overdrive.

5. Organizational Capacity:

Quarter 3

- Librarian Jenn Hooker was accepted into the 2021 California Leadership Challenge, a partnership between the California Library Association and the California State Library. It brings together librarians from all over the State to develop solutions to the issues important to their communities.
- Librarians Jesse Silva and Susan Nilsson submitted a grant application and were accepted into the California Libraries Cultivating Race, Equity and Inclusion Initiative (CREI). CREI is a cohort-based collaborative experience in which participating libraries build action plans to grow equity in library service delivery and the communities we serve. The goal of CREI is to catalyze a statewide network of libraries and library staff committed to racial equity and inclusion for all.

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



STAFF REPORT

DATE: May 6, 2021
TO: Library Joint Powers Authority Board
FROM: Susan Nemitz, Library Director
RE: Library Sales Tax Revenue Update

STAFF RECOMMENDATION

Accept and File Library Sales Tax Revenue Update for 3rd Qtr. 2020-21

DISCUSSION

The Library Sales Tax Revenue Update covers the period from January 1 through March 31, 2021.

Also included is the current forecast for 2021-22 based on information received from HdL.

Attachments: 3rd Qtr. FY 2020-21 Library Sales Tax Revenue Update

Report Prepared by: Nicole Coburn,
 Assistant County Administrative Officer

Reviewed and Forwarded by: Susan Nemitz, Library Director



County of Santa Cruz

COUNTY ADMINISTRATIVE OFFICE

701 OCEAN STREET, SUITE 520, SANTA CRUZ, CA 95060-4073
831) 454-2100 • FAX: (831) 454-3420 • TDD/TTY: CALL 711

CARLOS J. PALACIOS, COUNTY ADMINISTRATIVE OFFICER

April 13, 2021

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

2020-21 3rd QUARTER LIBRARY SALES TAX REVENUE UPDATE

Dear Members of the Board of Directors:

The purpose of this letter is to provide an update on the Library Sales Tax actual receipts for the 3rd quarter of Fiscal Year (FY) 2020-21.

Library Sales Tax actual receipts for the 3rd quarter totaled \$2,887,198, or \$399,652 (16.1%) more than the 2020-21 adopted budget. Based on year-to-date actuals and HdL's current estimates, actual receipts will total \$11,167,418, or \$2,243,631 (25.1%) more than the 2020-21 adopted budget, and \$441,643 (4.1%) more than the January estimate. This is also a \$763,840 (7.3%) increase from 2019-20 actual receipts, as shown in the attached history. These increases have been driven by strong online sales, including new taxes on out-of-state purchases, during the COVID-19 pandemic.

The economic recovery is expected to continue in FY 2021-22. Based on the recent forecast provided by HdL, Library Sales Tax actual receipts for 2021-22 will total \$11,672,384, or \$217,257 (1.9%) more than the January estimate.

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

Sincerely,

Digitally signed by:

Nicole Coburn

DN: cn=Nicole Coburn

Nicole Coburn
Assistant County Administrative Officer

Attachment

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

SERVING THE COMMUNITY – WORKING FOR THE FUTURE

Library Sales Tax Receipts - Quarterly and Annual

Year	Quarter	Quarterly Actual	Estimate *	Annual		
				Actual / Estimate *	Change over Prior Year *	% Change over Prior Year
2010-11	1	1,845,994				
2010-11	2	1,944,408				
2010-11	3	1,784,248				
2010-11	4	1,738,035		\$7,312,685	\$365,266	5.26%
2011-12	1	1,977,610				
2011-12	2	2,017,194				
2011-12	3	1,926,748				
2011-12	4	1,878,232		\$7,799,784	\$487,098	6.66%
2012-13	1	2,067,292				
2012-13	2	2,213,276				
2012-13	3	2,073,641				
2012-13	4	2,010,230		\$8,364,440	\$564,656	7.24%
2013-14	1	2,308,067				
2013-14	2	2,271,714				
2013-14	3	2,211,364				
2013-14	4	2,082,934		\$8,874,079	\$509,639	6.09%
2014-15	1	2,321,923				
2014-15	2	2,338,481				
2014-15	3	2,295,975				
2014-15	4	2,183,913		\$9,140,291	\$266,212	3.00%
2015-16	1	2,458,685				
2015-16	2	2,516,897				
2015-16	3	2,378,260				
2015-16	4	2,244,832		\$9,598,675	\$458,384	5.01%
2016-17	1	2,503,646				
2016-17	2	2,571,786				
2016-17	3	2,487,745				
2016-17	4	2,334,143		\$9,897,319	\$298,645	3.11%
2017-18	1	2,650,310				
2017-18	2	2,701,663				
2017-18	3	2,548,173				
2017-18	4	2,445,825		\$10,345,970	\$448,651	4.53%
2018-19	1	2,621,108				
2018-19	2	3,060,073				
2018-19	3	2,755,632				
2018-19	4	2,509,718		\$10,946,530	\$600,560	5.80%
2019-20	1	2,763,878				
2019-20	2	2,808,769				
2019-20	3	2,898,615				
2019-20	4	1,932,316		\$10,403,578	(\$542,952)	-4.96%
2020-21	1	2,948,620				
2020-21	2	2,946,224				
2020-21	3	2,887,198				
2020-21	4		2,385,376	\$11,167,418	\$763,840	7.34%
2020-21 Total Receipts Net of Fees/Costs				\$11,153,316		

* Bold amounts are estimated.

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



MAR 16 2021

*Congress of the United States
House of Representatives
Washington, D.C. 20515*

*Anna G. Eshoo
Eighteenth District
California*

March 9, 2021

Ms. Susan Nemitz, Director
Santa Cruz Public Libraries
117 Union Street
Santa Cruz, California 95060

Dear Ms. Nemitz,

Because of your leadership of the Santa Cruz Public Libraries, I thought you'd like to know that I recently cosponsored the *Build America's Libraries Act*, legislation to invest \$5 billion in our nation's public libraries. This important legislation has been endorsed by the American Library Association, the National League of Cities, the American Society of Civil Engineers, and the American Federation of State, County and Municipal Employees (AFSCME).

Like so much of our nation's infrastructure, public library facilities across the country are aging and in need of repair. In fact, the average public library building in the U.S. is more than 40 years old. At one time the federal government provided grants to support the construction and renovation of library facilities, but Congress ended federal support for these projects in 1996.

The *Build America's Libraries Act* restores federal support for public library facilities by establishing a \$5 billion fund within the Institute of Museum and Library Services (IMLS) to provide grants to libraries to support capital improvements. The grants can be used to construct or renovate facilities, make libraries more accessible for people with disabilities, improve building efficiency, and eliminate hazards such as lead, mold, and mildew.

The *Build America's Libraries Act* has been referred to the House Education and Labor Committee where it is awaiting further action and I will continue to do everything I can to see that this important bill becomes law because libraries are anchor institutions in our communities and play a critical role across our country.

I'm grateful for the extraordinary services that the Santa Cruz Public Libraries provide my constituents, and whenever I can be of assistance to you in your superb work, just let me know. Should you have any questions or comments, let me hear from you.

Most gratefully,

Anna G. Eshoo
Member of Congress



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



STAFF REPORT

DATE: May 6, 2021
TO: Library Joint Powers Authority Board
FROM: Susan M. Nemitz, Library Director
RE: Annual Sole Source Vendor Purchasing Approvals

RECOMMENDATION

Approve sole source vendor list for purchases made which exceed \$100,000 annually.

DISCUSSION

The City of Santa Cruz, Finance Department, has a policy that purchases made over \$100,000 need to be approved by the governing body. The limit is set at \$100,000 for one-time purchases and/or cumulative purchases throughout the fiscal year.

The following is a list of vendors who are considered a sole source vendor for the products they provide to the library system.

Baker & Taylor

Baker and Taylor provides high quality MARC catalog records which are superior to any other vendor.

Midwest Tape

Midwest Tape provides content that is not available from other vendors due to exclusive rights with production studios and specific publishing houses. Midwest Tape also provides Hoopla. Hoopla provides digital content (audiobooks, ebooks, music, movies, television, and graphic novels) in a model that allow simultaneous use for patrons (no waiting lists).

Recorded Books

Recorded Books holds exclusive rights with several authors and publishers to record printed material into an audio format. Recorded Books is the largest independent publisher of unabridged audiobooks and provider of digital media to libraries. Recorded Books provides free MARC records, free processing, and free replacement discs for lost or damaged audio CDs.

Gov Connection

GovConnection provides the Library with customized local government technology solutions. With GovConnection, we purchase technology solutions under the NASPO-WASC contract, ensuring the lowest possible prices. Purchasing with GovConnection also streamlines purchasing and reporting, in addition to cost-savings via government contracts.

Califa Group

The Library is a member of the Califa Group. The Califa Group is a nonprofit library membership consortium of more than 220 libraries and is the largest library network in California. Califa brokers and facilitates the procurement of library products, and manages master contracts and pricing agreements with publishers and vendors. Their mission is to provide cost effective delivery of services, program, and products through a membership network of California libraries.

Overdrive

Overdrive has an extensive catalog of new and high interest digital audiobooks and ebooks. The majority of the ebooks are available in Kindle format which makes this vendor unique and valuable.

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



STAFF REPORT

DATE: May 6, 2021
TO: Library Joint Powers Authority Board
FROM: Susan M. Nemitz, Library Director
RE: Next Steps for Reopening the Library

RECOMMENDATION

Review and endorse the Plan for a Phased Reopening

DISCUSSION

Many patrons hope and expect the Library to return to browsing and expanded hours. SCPL cannot restore hours and services to pre-Pandemic levels until staffing is sufficiently in place to do so. The Library is requesting funding for the full restoration of staffing levels by July 1. It may take several months to refill and train employees. **SCPL does not expect standard library operations to fully resume until September.**

The Library will begin restoration in phases: Grab and Go, Browsing with Modifications, Modified Open and Fully Open. Changes in phases will be the result of consideration of:

- Current health directives and prevalence of Covid 19 in the community
- Vaccine availability
- Staffing levels
- Health and safety considerations of patrons and staff
- Community progress (e.g. daycares, schools, senior living)

As has been the practice over the last year, SCPL will pilot these changes.

April (End quarantine of books consistent with CDC guidelines)

Notify the public that the Library is ending the quarantine of materials on April 26 and open Internal/exterior book drops 24/7.

May (Pilot Browsing with modifications)

Request restoration of staff from JPA.

Begin active browsing with modifications – staff team to design and train

- La Selva Beach.
- Felton and Live Oak
- Scotts Valley
- Aptos (being explored)

Browsing Modifications to include:

- Masks required
- Capacity limits as determined by Library
- Hand sanitation stations
- Social distanced computing access limited by time
- OPACS on
- Cash transactions, short reference allowed
- Bathrooms open
- No food
- No seating, no laptop use inside
- Outside areas open
- No periodicals

June (Move to Modified Open)

- Restore security Downtown
- Open Capitola, close Aptos
- Open Downtown to Modified Open Phase
- Move other open branches to Modified Open Phase

Open with Modifications includes:

- Masks required
- Seating allowed
- Regular capacity limitations
- No room booking/formal use
- Focus on virtual programming
- Virtual summer reading

September (Full restoration of services)

- Expanded hours
- Closure of SV and LO, open BC
- Room booking/use allowed
- Full programming available

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



STAFF REPORT

DATE: May 6, 2021
TO: Library Joint Powers Authority Board
FROM: Susan Nemitz, Library Director
RE: Restoration of base level funding to begin the process for restoring Santa Cruz Public Libraries hours and services.

RECOMMENDATION

Approve the immediate restoration of base level funding for personnel expenditures in order to begin the process of reinstating Library hours to pre-pandemic levels and to provide basic levels of Library services.

This recommendation would provide funds to:

- End the furlough of regular employees as of May 14, 2021 consistent with the Santa Cruz City Councils recommendation (estimate \$700,000 annualized).
- Reinstatement of the resources to fund the frozen positions (estimate \$800,000 annualized).
- Restore the Temporary On-Call/Aide pool (estimate \$825,000 annualized).

Instruct staff to begin the hiring, orientation and training process immediately.

Develop a subcommittee to explore and analyze hours, services and staffing levels by branch.

DISCUSSION

In the spring of 2020, prior to the conclusion of FY2020, the Library began reducing its operating budget in anticipation of the effects of the pandemic on projected revenue. The FY 2021 budget reduced library personnel spending by \$2.3 million from the original FY2020 budget.

The implications of this reduction for Library hours has been profound. The Library cannot begin to restore hours to its pre-pandemic levels and meet basic requirements within its labor agreements until staffing is increased. Recruitment and onboarding will take time. If passed, the Library will begin to increase hours in July and seek to provide more robust Library hours by the fall.

Library staff has been working with the Library Advisory Commission to develop a framework for assigning public service by branch. They have articulated the following:

- A review of branch hours will be conducted annually.
- A minimum number of hours will be maintained at small branches.
- Provision of Saturday and Sunday hours needs to occur somewhere in each region.
- Provision of morning, afternoon and evening hours needs to occur across each region.
- Use (circulation, computers, programs, visits) needs be considered.
- Building capacity and facility amenities such as program rooms need to be considered.
- Employee staffing levels, contracts, and cost need to be considered.
- New ways of extending hours will be pursued (e.g. Community Led Programming, checking rooms out to partners, scheduled community events like First Fridays).

Staff has begun to articulate a three-tiered system, based upon the above criteria.

	Tier 1 - 30 to 40 hours per week
	Tier 2 - 40 to 50 hours per week
	Tier 3 - 50 to 60 hours per week

Staffing appropriately will remain complicated throughout the next year as the Library closes the Aptos, Live Oak and Scotts Valley branches for remodeling and construction and reopens the Capitola, Branciforte, Live Oak, Scotts Valley and Garfield Park branches. The upcoming closure of some branch libraries for updates or new construction does not equate to a surplus of staff. The library needs staff to set up facilities, to take down facilities and to compensate communities with temporarily closed facilities by increasing Library hours in neighboring communities providing Library services at substitute locations.

FY2022

BRANCH	July	August	Sept.	Oct.	Nov.	Dec.	Jan	Feb.	March	April	May	June
Aptos	closed	closed	closed	closed	closed	closed	closed	closed	closed	closed	closed	closed
Boulder Creek	closed	closed										
Branciforte	closed	closed	closed	closed	closed	closed	closed	closed	closed	closed	closed	closed
Capitola												
Downtown												
Felton												
Garfield Park	closed	closed	closed	closed	closed	closed	closed	closed				
La Selva Beach												
Live Oak			closed	closed	closed	closed						
Scotts Valley		closed	closed	closed	closed	closed	closed	closed				

In the meantime, the Library is recommending three major shifts in public service hours over the next fiscal year. Hours would look like:

DATE	BRANCH	SUN	MON	TUE	WED	THURS	FRI	SAT	TOTAL # OF HRS
Current	Aptos	closed	1-6p	1-6p	10a-3p	1-6p	12-5p	closed	25
	Boulder Creek	closed	closed	closed	closed	closed	closed	closed	closed
	Branciforte	closed	closed	closed	closed	closed	closed	closed	closed
	Capitola	closed	closed	closed	closed	closed	closed	closed	closed
	Downtown	closed	1-6p	1-6p	1-6p	1-6p	10-3p	12-5p	30
	Felton	closed	1-6p	1-6p	1-6p	10-7	10a-3p	12-5p	25
	Garfield Park	closed	closed	closed	closed	closed	closed	closed	closed
	La Selva Beach	closed	closed	1-6p	closed	1-6p	closed	12-5p	15
	Live Oak	closed	1-6p	1-6p	1-6p	1-6p	10a-3p	closed	25
	Scotts Valley	closed	1-6p	1-6p	1-6p	1-6p	12-5p	closed	25
									145
	with Temp. Staff								
DATE	BRANCH	SUN	MON	TUE	WED	THURS	FRI	SAT	TOTAL # OF HRS
July 1st, 2021	Aptos	closed	closed	closed	closed	closed	closed	closed	closed
	Boulder Creek	closed	closed	closed	closed	closed	closed	closed	closed
	Branciforte	closed	closed	closed	closed	closed	closed	closed	closed
	Capitola	12-5p	10-6p	10-6p	10-6p	10-6p	12-5p	12-5p	47
	Downtown	12-5p	10-6p	10-6p	10-6p	10-6p	12-5p	12-5p	47
	Felton	1-5p	10-6p	10-6p	10-6p	10-6p	closed	1-5p	40
	Garfield Park	closed	closed	closed	closed	closed	closed	closed	closed
	La Selva Beach	closed	closed	1-6p	10-5p	1-6p	closed	1-5p	21
	Live Oak	closed	CLOSED	10-6P	10-6P	10-6P	12-5P	10a-5p	40
	Scotts Valley	closed	10-6p	10-6p	10-6p	10-6p	12-5p	12-5p	42
									237

Restored Hires	with Temp. Staff								
DATE	BRANCH	SUN	MON	TUE	WED	THURS	FRI	SAT	Total
Sept. 1st	Aptos	closed	closed	closed	closed	closed	closed	closed	closed
Need .5 FTE LA2	Boulder Creek *	closed	closed	11-6p	11-6p	11-6p	11-5p	11-5p	33
	Branciforte	closed	closed	closed	closed	closed	closed	closed	closed
	Capitola	12-5P	10-7p	10-7p	10-7p	10-7p	12-5P	12-5P	51
	Downtown	12-5p	10-7p	10-7p	10-7p	10-7p	12-5P	12-5P	51
	Felton	1-5p	10-7p	10-7p	10-7p	10-7p	12-5p	12-5p	50
	Garfield Park	closed	closed	closed	closed	closed	closed	closed	closed
Need .5 FTE LA2	La Selva Beach *	closed	closed	11-6p	11-6p	11-6p	11-5p	11-5p	33
	Live Oak	closed	closed	closed	closed	closed	closed	closed	0
	Scotts Valley	closed	closed	closed	closed	closed	closed	closed	0
									218
DATE	BRANCH	SUN	MON	TUE	WED	THURS	FRI	SAT	TOTAL # OF HRS
February 1st	Aptos	closed	closed	closed	closed	closed	closed	closed	closed
	Boulder Creek *	closed	closed	11-6p	11-6p	11-6p	11-5p	11-5p	33
	Branciforte	closed	closed	closed	closed	closed	closed	closed	closed
	Capitola	12-5P	10-7p	10-7p	10-7p	10-7p	12-5P	12-5P	51
	Downtown	12-5P	10-7p	10-7p	10-7p	10-7p	12-5P	12-5P	51
	Felton*	1-5p	10-6p	10-6p	10-6p	10-6p	closed	1-5p	40
	Garfield Park*	closed	closed	11-6p	11-6p	11-6p	11-5p	11-5p	33
	La Selva Beach *	closed	closed	11-6p	11-6p	11-6p	11-5p	11-5p	33
	Live Oak *	1-5p	10-6p	10-6p	10-6p	10-6p	closed	1-5p	40
	Scotts Valley	closed	10-6p	10-6p	10-6p	10-6p	12-5p	12-5p	42
									323

In anticipation of lost revenue from the economic slowdown from the pandemic, the Library froze 13 positions, furloughed all staff through a 10% reduction in pay and workload, and suspended 67 positions among its temporary workforce. The latter heavily impacts the Library's ability to manage public service hours, answer patron questions and conduct "materials handling," which, put simply, is the ability of the organization to check in, shelve, transfer and pull library items requested by patrons.

Expectations for public service hours and legal obligations to the union cannot be met with the current staffing levels. Reductions were most heavily felt in the Library's public facing positions and have hindered the support positions that provide effective library services, including IT as well

as Collection Management Services which selects, purchases and processes Library items. Additional staffing strains exist for Library services to the jails and the Library's bookmobile and staff training and onboarding. SCPL lacks adequate staff to provide traditional services that are expected for a modern public library, such as school outreach and educational programming and classes.

SCPL needs to begin the process for restoring library hours services as soon as possible. Over the next few months, working with a subcommittee of the Board, members of the Library Advisory Commission and the employee unions, SCPL needs to create a more uniform set of expectation for hours and staffing by branch and submit the appropriate budget request to the JPA (likely mid-year) for the longer-term staffing needs of a fully opened ten-branch system. Very specifically, SCPL would like to examine the over reliance on temporary staff. The administration believes this reliance has created uncertainty in staffing and exacted a high cost in the training and recruitment of temporary staff.

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



STAFF REPORT

DATE: May 6, 2021
TO: Library Joint Powers Authority Board
FROM: Susan M. Nemitz, Library Director
RE: FY2022 Santa Cruz Public Library Budget Recommendation

RECOMMENDATION

Accept the Proposed 2021-2022 Joint Powers Authority (JPA) Budget and recommend placing the approval of the final budgets on the June 2021 JPA agenda.

DISCUSSION

At the March JPA meeting, the Library requested that the Board:

1. Create a committee to recommend a five-year plan for the distribution of Maintenance of Effort contributions by May 15, 2021.
2. Instruct Library staff to submit a budget request in the FY22 budget process that strategically reduces the size of the Library fund balance.
3. Budget the current year estimate for the overhead for the City of Santa Cruz services inflated by 5% for FY22 and instruct the City of Santa Cruz finance staff to complete a cost study during the next year to re-estimate overhead costs for the future.
4. Appoint a subcommittee to determine the JPA's approach for managing the facility maintenance of Library branches. This subcommittee should recommend an organization and funding for both operating and capital maintenance. Findings should be complete by January 1, 2022 to affect the FY23 budget process.
5. Allocate \$400,000 to a SCPL capital facilities fund as a placeholder until a final recommendation is approved for the structure and funding of facility maintenance. Approve carryforward authority for this fund because of the high cost and multiyear nature of capital projects.

The JPA Board voted to:

1. Authorize the Library Director, for purposes of budgeting, to plan for a 1- year MOE Agreement Extension with an increase of \$320,000, knowing that there are parallel processes to seek approvals through all Councils and the Board of Supervisors.

2. Direct staff to work with the Chair and Board members to come up with a scope and process to develop the successor 5-year MOE Agreement and for that process to be completed by December 2021.
3. Authorize staff to develop budget proposals to strategically reduce the size of library fund balance to \$500,000, bringing it down by \$1.5 million.
4. Approve the current budget estimate for City of Santa Cruz overhead services inflated by 5% as per prior years.
5. Review and return to the Board with a facilities capital set-aside budget recommendation that is an increase from the current \$100,000 but not as high as \$400,000, and also to consider the use of the fund balance to help fund the facilities master fund.
6. Direct staff to develop a plan to address agreements for the ongoing capital maintenance for all branches.
7. Direct staff to work with finance support of the City of Santa Cruz to really understand the numbers of the fund balance cycle.

On May 6, 2022, the Santa Cruz Public Libraries requested the Joint Powers Authority restore \$2,325,000 in base funding to begin the process for restoring Santa Cruz Public Libraries hours and service. As part of the FY2022 budget process, the system is looking for:

New Requests – \$261,000

Management Analyst \$100,000

The Joint Powers Board has consistently requested lengthier content and deeper analysis in Board Packets. This position would provide budgetary information, data reporting, benchmarking, strategic planning support and policy drafts for the Boards and Management Team of the Library.

Eliminate Overdue Fees \$ 65,000* (*currently not in budget)

The following attachment includes an analysis of removing barriers and enabling free access by eliminating overdue fines for all library materials. SCPL staff view this an essential first step in Equity work.

Position changes \$ 11,000

Upgrade one Administrative Assistant and one Courier Driver position to a Library Assistant II and a Bookmobile Library Assistant II. Upgrade a Library Assistant II to a Library Assistant III to help supervise the CMS staff.

Library Positions \$ 100,000

Additional Library Assistant II's (4.0 FTE) will be needed to open the Garfield Park, Boulder Creek and La Selva Beach Libraries and expand hours in March of 2022. Positions will be filled in January 2022 (costs have been prorated).

Capital Maintenance of Facilities

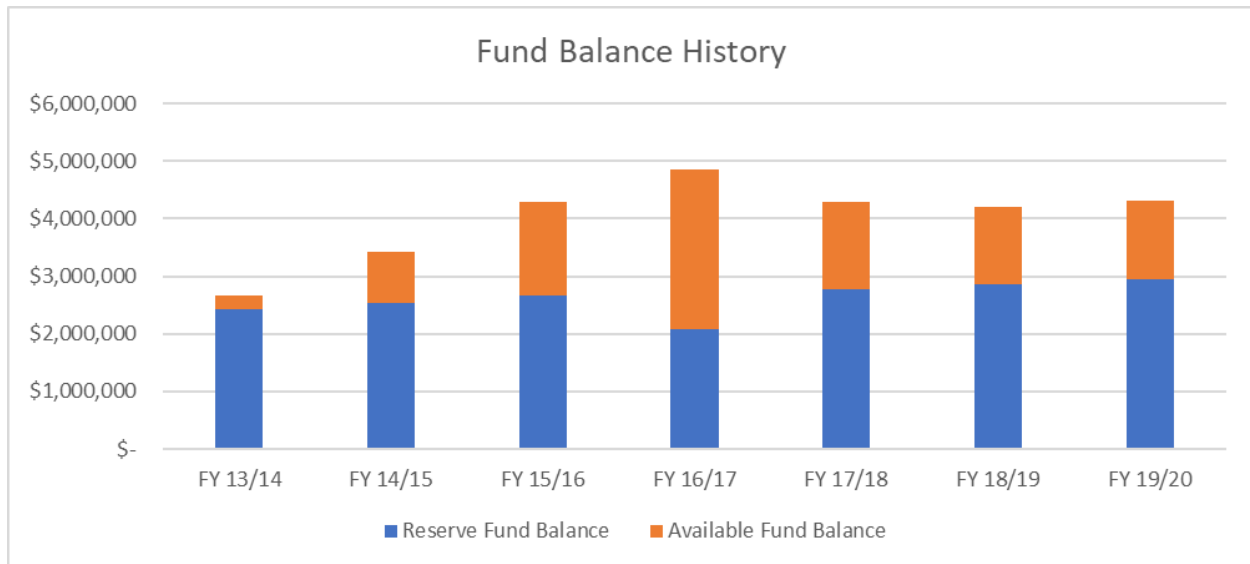
The Library would like carryforward authority for the account to plan for multiyear projects such as roof and HVAC replacement.

Professional Assistance \$ 50,000 (one-time funds)

To achieve the workplan goals, the Library may need to hire professional assistance with strategic planning, Equity training, Capital maintenance planning and analysis of RFID.

Fund Balance

The Joint Powers Board has authorized the library to prepare a request that would reduce the fund balance by \$1.5 million to \$500,000. The proposal allows excess fund balance that could be used to fund recommendations of the hours and staffing subcommittee.



Attachments:

Removing barriers and enabling free access by eliminating the overdue item fine for all library materials

Santa Cruz Public Libraries FY2022 Budget: Draft

Attachment

Removing barriers and enabling free access by eliminating the overdue item fine for all library materials.

Discussion:

One summer evening, a young mother and her preschool aged son were visiting the Downtown branch, reading picture books together. The child placed his favorite books that they read together in a pile next to him. When his mother signaled that it was time to go home, he scooped up the pile of books and asked to take them home to read again before bed. His mother kindly explained that she could not check out any books on her library card because she owed the library money. The librarian working that evening overheard the exchange and offered to take a look at her account to see if they could find a way to check some books out. The mother declined, and the pair left for home empty-handed.

Library fines are creating barriers for the very people our library is supposed to help. Individual fines may be small, but their cumulative effect is a large burden to those who can least afford to

lose access to library materials. The effect that blocked library cards has on our community is substantial. In early 2020, approximately 7% of patrons (about 11,500) were blocked from checking out library materials because they owed more than \$10 on their library accounts.

In January 2019, the American Library Association issued a resolution on monetary fines as a form of social inequity, stating that “libraries will need to take determined and pragmatic action to dismantle practices of collecting monetary fines.”¹

In March 2021, California Assembly Member Evan Low introduced House Resolution 31, relative to National Library Week. The resolution, which is sponsored by the State Librarian, and supported by the California Library Association, will encourage cities, counties, and special districts to work with their public libraries to consider eliminating late fines for library patrons. Citing equity issues, the bill also acknowledges that, “During the pandemic, paying late fines puts an extra burden on already financially strapped people, and collecting late fines is particularly onerous for libraries with buildings closed and staff working remotely.”²

One of SCPL’s values is free access. Over the past few years, the library has taken steps towards making this value a reality by eliminating small fees for replacement library cards, interlibrary loans, and most recently in September 2018, eliminating the \$0.25 per day overdue fine on children’s and teen materials. During the COVID-19 pandemic, the library implemented autorenewal of library materials. These actions are reducing barriers to access of library resources and services for our community.

Eliminating overdue fines does not eliminate due dates. Borrowers will still be expected to return library materials on time, and checkout periods on library materials will remain unchanged. If an item is long overdue, the borrower will be charged the replacement cost of the item. If an item is damaged, the borrower will be charged according to the current damage/missing parts schedule.

Research and lots of recent experience from libraries that have recently gone fine-free show that overdue fines do not affect how fast people bring back books; return rates are the same before and after libraries go fine-free. And some libraries get more materials back after going fine-free for the following reasons:

1. Some people are ashamed to bring items back late and have to face library staff to pay a fine, and
2. Some people can’t afford to pay the fine, so they figure why bother bringing the stuff back?³

¹ American Library Association. Resolution on Monetary Library Fines as a Form of Social Inequity (January 2019). http://www.ala.org/aboutala/sites/ala.org.aboutala/files/content/governance/council/council_documents/2019_ms_council_docs/ALA%20CD%2038%20RESOLUTION%20ON%20MONETARY%20LIBRARY%20FINES%20AS%20A%20FORM%20OF%20SOCIAL%20JUSTICE%20Revised%201_27_0.pdf

² California Legislative Information. House Resolution 31 (March 2021). https://leginfo.ca.gov/faces/billTextClient.xhtml?bill_id=20210220HR31

³ Crist, B. (2019). Eliminating Fines FAQs. Colorado Virtual Library. <https://www.coloradovirtuallibrary.org/resource-sharing/eliminating-fines-faqs/>.

In Colorado, High Plains Library District removed fines on everything except DVDs. They tracked their circulation and after six months and found that 95% of materials were being returned within one week of when they were due. They found no increase in “patron disappoints” (the scenario where someone has put a hold on an item and is waiting for the previous borrower to return it).⁴

St. Paul Public Library (MN), Gleason Public Library (IL), and San Rafael Public Library (CA) libraries reported hold times (a good measure of late returns) were virtually unchanged after eliminating fines. Milton Public Library (VT) saw its on-time return rates actually increase after fine elimination!⁵

The Salt Lake City Library (UT) found that materials returned late decreased from 9% with overdue fines in place to 4% after ditching fines. They did have longer hold times after going fine-free, but attributed it to more people checking out items as the number of unique borrowers in the system increased by more than 10% during that same time.⁶

Improving the patron experience

SCPL aims to improve interactions between patrons and library staff by changing the nature of the interaction from a debt collection conversation to something more enriching. SCPL has a friendly and talented staff who would much rather spend their time introducing patrons to new services and resources, such as reserving museum passes or streaming a film on their mobile device.

Impact on the library’s budget

Money collected from overdue fines currently makes up less than one half a percent of library revenue.

Though the amount of money collected from overdue fines is small as a percentage of revenue, it is not inconsequential. The amount collected in overdue fines was approximately \$65,000 per year prior to COVID. The American Library Association’s Resolution on Monetary Library Fines as a Form of Social Inequity urges governing bodies of libraries to strengthen funding support for libraries so they are not dependent on monetary fines as a necessary source of revenue.⁷

Shouldn’t the library teach responsibility?

San Francisco Public Library recently released a white paper advocating for eliminating late fines that addressed the idea of “teaching responsibility.” They argued that if the library does have a

⁴ DePriest, M. (2016). Removing Barriers to Access: Eliminating Fines and Fees on Children’s Materials. Colorado State Library. <http://www.cde.state.co.us/cdelib/removingbarrierstoaccess>.

⁵ Crist, B. (2019). Eliminating Fines FAQs. Colorado Virtual Library. <https://www.coloradovirtuallibrary.org/resource-sharing/eliminating-fines-faqs/>.

⁶ Bromberg, P. (2019). Fine Free. Salt Lake City Public Library. https://www.dropbox.com/sh/pk77n53ujmsi2ec/AADvJVNQnt0hWKZmprErd_9sa?dl=0.

⁷ American Library Association. Resolution on Monetary Library Fines as a Form of Social Inequity (January 2019). http://www.ala.org/aboutala/sites/ala.org.aboutala/files/content/governance/council/council_documents/2019_ms_council_docs/ALA%20CD%2038%20RESOLUTION%20ON%20MONETARY%20LIBRARY%20FINES%20AS%20A%20FORM%20OF%20SOCIAL%20JUSTICE%20Revised%201_27_0.pdf

role in teaching public responsibility, it must do so in a way that does not interfere with its mission. From their white paper: “Responsibility is an important value for individuals and communities to practice, but not one that permits the library to overlook its essential function. If there is a conflict between teaching responsibility and ensuring equal access, the library is duty-bound to prioritize equal access.”⁸

Recommendation

The ultimate goals for Santa Cruz Public Libraries are to eliminate barriers to usage for all patrons, increase access to materials, increase circulation of materials, and recover materials. Eliminating late fines for all library materials would help achieve these goals.

Further Reading on Libraries Eliminating Overdue Fines

In San Jose, poor find doors to library closed.

<https://nyti.ms/2Q6V1P4>

Long Overdue: Why public libraries are finally eliminating the late-return fine.

<https://bit.ly/2xtinb9>

More libraries are going fine-free. That’s good for everyone.

<https://wapo.st/2TQ7IPc>

“We wanted our patrons back’ - Public libraries scrap late fines to alleviate inequity.

<https://n.pr/2veZ30y>

FY 2021-2022

Santa Cruz Public Libraries Budget



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May 6, 2021

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

Dear Board Members:

Thank you for giving the Santa Cruz Public Libraries the opportunity to convey the fiscal year 2021-2022 budget request. Library staff have never worked harder to improve programs and services than over the last twelve months in response to the Covid-19 pandemic, its subsequent economic strains, fire evacuations, and periods of dangerous air quality. The Library remains committed to supporting the community in its recovery. Over the past twelve months the staff have:

1. Developed four phases of Library Service to safely operate within the State's Blueprint for a Safer Economy.

After suspending the service of 67 temporary staff members, freezing positions and developing a furlough schedule, in the late spring of 2020, the Library implemented a curbside service and transformed its community and learning events into virtual programming. It also increased its telephone help service and lent out staff to 211 to support their work and explore possibilities for improving the Library's reference call line. In the summer, the Library opened an outdoor computer lab; provided services beyond its walls at school lunch sites across Santa Cruz County; continued with its services to the County jails and developed new and innovative programs to support the unemployed, families struggling with virtual learning and the community at large dealing with the unprecedented challenges. In late spring of 2020, the Library introduced a service to mail library items to patrons who were unable to visit the Library and removed late fees. In July 2020, the Library implemented the auto-renewal of all items to assist account holders even more.

By November, the Library transformed its services again to provide Grab & Go services, expanded its hours and provided public computer services at more branches and continued to deliver innovative programming. And in early spring, the Library introduced a new program to lend out technology, including hotspots and laptops. The Library also supported that effort with in person tech help for patrons.

The month of May kicks off the third stage which restores browsing for patrons and faster returns of items, since the science strongly supports that the Library no longer needs to quarantine its materials.

If the Library returns to pre-Covid staffing levels, the Library can restart other services throughout the summer, including the Interlibrary Loan Service, and prepare for more in person programming. By September, the Library expects to return to its pre-Covid operations if staffing is restored.

2. Developed Innovative Programming

The Library developed and launched a new type of programming that was both virtual and specifically tailored to support the community during the crisis. At the beginning of the pandemic, the Library contracted with therapists to support parents and their children through virtual programming. The Library also launched two popular series: Community Resilience and Shelter in Faith. Additionally, the Library moved its story time and other children's programming online

and continued to strengthen its relationship with schools, resulting in powerful and successful programming, like the virtual Teen Volunteer to Career Expo.

The Library also worked beyond its walls by successfully gaining a state grant to deliver services to children and families at lunch sites across the County.

3. Supported Partners/Outreach Opportunities and Continued Services at the County Jail Facilities

During the pandemic, the Library continued providing its robust programming and services to the County Jails.

It also maintained its partnerships and worked with them to operate outside the walls of the Library, including Encompass' Community Services and Wings Homeless Advocates.

The Bookmobile is also now returning to its full schedule.

The Library provided the skilled support and virtual platform for many organizations and partners in the community including the Aptos Friends and the Genealogical Society.

4. Increased Access to Resources

During this period, the Library partnered with its vendors to make databases and all eResources immediately available to anyone who applied for a library card online.

The Library increased its mailing of library items to patrons.

It significantly expanded the access to databases and eBooks available through the online library card and partnered with local school districts to improve student access of the Library's online collection.

The Library for the first-time lent hotspots and other technology, including laptops. It also provided in person tutoring to assist patrons with the use of the new technology.

The Library expanded the reach of the Library's Wi-fi so that more people visiting the outside of the Library could access the Internet for free.

The Library also piloted a program at Downtown within the Grab & Go operation to provide Book Bundles for children and teens to make it easier for children to have access to more books.

5. Opened and Developed New Library Buildings

The Library has remained busy as ever closing old buildings, planning for new ones and it opened La Selva Beach and at the time of this publication, the Capitola Library will open as well. Scotts Valley underwent improvements on its roof and will soon close for further renovation.

Branciforte, Boulder Creek, Garfield Park and Aptos required emptying and closure in preparation for renovations and in the case of Aptos, demolition and renewal.

In order to achieve our goals for next year the Library is requesting the restoration of base level funds as requested in the May Board packet and the following new items.

New Requests – \$261,000 (\$65K not included)

Management Analyst	\$100,000
---------------------------	------------------

The Joint Powers Board has consistently requested lengthier content and deeper analysis in Board Packets. This position would provide budgetary information, data reporting, benchmarking, strategic planning support and policy drafts for the Boards and Management Team of the Library.

**Eliminate Overdue Fees
(currently not in budget)**

\$ 65,000*

Appendix A includes a detailed analysis of removing barriers and enabling free access by eliminating overdue fines for all library materials. SCPL staff view this an essential first step in Equity work. Please see Appendix A for more detail.

**Position changes
11,000**

\$

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Upgrade a Library Assistant II to a Library Assistant III to help supervise the CMS staff.

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Additional Library Assistant II's (4.0 FTE) will be needed to open the Garfield Park, Boulder Creek and La Selva Beach Libraries and expand hours in March of 2022. Positions will be filled in January (costs have been prorated).

Capital Maintenance of Facilities

The Library would like carryforward authority for the account so that it can save for large projects such as roof and HVAC replacement.

**Professional Assistance
time funds)**

\$ 50,000 (one-

To achieve the workplan goals, the Library may need to hire professional assistance with strategic planning, Equity training, Capital maintenance planning and analysis of RFID.

There remains a number of issues that will affect future library budgets and need to be addressed in the near future.

- SCPL needs a long term staffing plan that relies less on temporary employees and provides appropriate hours and services for all ten system branches.
- The City of Santa Cruz needs to complete a cost study in FY2022 to justify overhead service charges.
- The LFA needs to determine an allocation model for Library Funds and agreement must be reached as to the appropriate funding level for the City of Santa Cruz.
- SCPL needs to develop and fund a 10 year facility capital replacement plan.
- SCPL needs to develop and fund a facility operations and maintenance plan.
- The JPA needs to sign leases for all buildings with the appropriate jurisdiction.
- Downtown Library staff and Administrative staff must move into their appropriate facility and the system's Computer Server Room must move to an appropriate spot.

Sincerely,

Susan M. Nemitz, Director



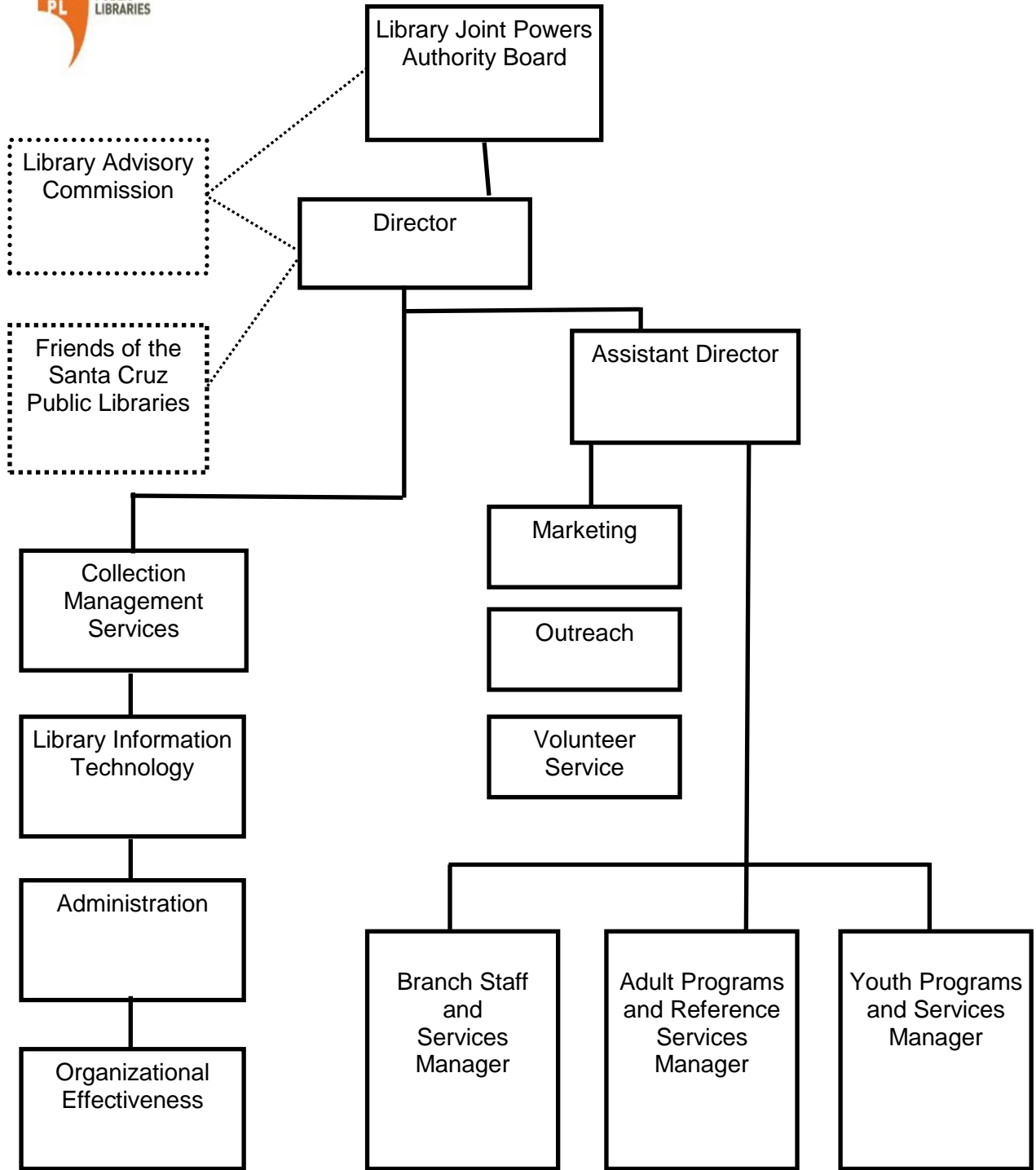
Mission – Vision

Mission

Connect, Inspire, Inform

Our Vision

Transform lives & strengthen communities



2022 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 2021-2022 Workplan

1. Expanding Service Hours and Organizational Capacity

- a. Restore hours in the new fiscal year through an aggressive recruitment campaign to return to normal staffing levels.
- b. Develop an onboarding and training program.
- c. Develop and complete a new Strategic Plan.
- d. The Library will develop an updated emergency plan.
- e. Hire evaluations of RFID, solar and security systems.
- f. Assist the Friends of the Library in their capital campaign.
- g. Develop a long-term fiscal plan for facilities and maintenance.

2. Transformative Spaces

- a. Close Live Oak and Scotts Valley.
- b. Open Live Oak, Scotts Valley, Boulder Creek, Branciforte and Garfield Park.
- c. Design and finance the new Downtown Library and support a public engagement process.

3. Learning

- a. Broaden Community Based Programming.
- b. Integrate services system wide to support Life Literacy and Workforce Development.
- c. Deepen connection to the schools throughout the county.

4. Digital Inclusion

- a. Build on lessons learned from providing in person tech help and improve the tech literacy curriculum.
- b. Evaluate the tech lending program and determine how to make it sustainable.
- c. Develop a technology plan to support library operations.

5. User Experiences

- a. Develop the action plan on Equity, Diversity, and Inclusion (EDI), using a conceptual EDI framework to plan, implement, and evaluate all programs and services.
- b. Develop a new website.
- c. Launch a new room reservation system and develop policies for reserving Library spaces.
- d. Develop the new Felton Library branch as a resource center to support the long-term recovery of the survivors of the CZU lightning fires.

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

		2020	2021	2021	2021 Growth/ Loss	2022	2023
		Actual	Adopted Budget	Year End Estimate		Requested Budget	Projected Budget
Expenditures by Activity:							
Personnel Services *Est. costs including vacancy factor		10,247,529	9,717,508	8,207,699	-15.5%	11,950,092	12,308,595
Services, Supplies & Other Charges		2,580,726	3,150,180	2,916,814	-7.4%	3,404,451	3,574,674
Books & Materials		1,562,401	1,401,282	1,401,282		1,269,088	1,243,946
Capital Outlay		219,043	286,780	286,780		488,000	488,000
Total Budget - Expenditures		14,609,699	14,555,750	12,812,575		17,111,631	17,615,214
	Total Expenditures	\$14,609,699	\$14,555,750	\$12,812,575	-12.0%	\$17,111,631	\$17,615,214
Activity Resources:							
Taxes		8,069,015	6,913,172	8,688,433	25.7%	9,081,659	9,208,802
Member Contributions		5,737,090	5,795,273	5,795,273		6,115,273	6,115,273
Charges for Services		6,960					
Fines and Forfeits		94,049	70,250	70,250		70,250	70,250
Donations & Trusts		210,151	41,023	41,023		35,000	35,000
Other Financing Sources		3,782	141,140	141,140		120,000	120,000
	Total Resources	\$14,121,047	\$12,960,858	\$14,736,119	13.7%	\$15,422,182	\$15,549,325
Sub Total Operational Savings or (Cost)		(\$488,652)	(\$1,594,892)	\$1,923,544		(\$1,689,449)	(\$2,065,889)
Fund Balance Applied		\$488,652	\$1,594,892			(\$1,689,449)	(\$2,065,889)
Total		\$0	\$0	\$1,923,544		\$0	\$0
Reserve Funds							
Remaining Fund Balance		\$2,955,669	\$ 611,102	\$4,160,637		\$2,471,188	
20% Restricted Reserve		\$1,362,905	\$ 2,592,172	\$2,757,806		\$3,084,436	
		*City of Santa Cruz Year End Financial Report	*Estimate from FY 2021 Budget Process	*City of Santa Cruz 3rd Qtr Estimate from March 2021		*Estimate	

Budget Overview

The Library, like most organizations, is climbing out of the pandemic which had the library closed and/or services severely hampered from March 2020 to (projected) June 2021.

Sales tax for has been projected to be fully recovered in FY 21/22 which is a 28.4 percent increase over the FY 20/21 adopted budget. The Library's other main sources of revenue, maintenance of effort, was unaffected during the pandemic and saw no changes in FY 20/21. The maintenance of effort projections for FY 21/22 are also on course as projected with an increase of 4.3 percent.

The Library is proposing the continuation of a fine free environment for patrons. This plan is supported by the California Library Association and believes the elimination of fines is an issue of compassion and equity for library patrons. Fines collected, pre-COVID, only account for roughly \$65,000 annually. The Library will continue to collect for library fees such as lost items.

The Library system is looking forward to ending furloughs in FY 21/22 and unfreezing previously frozen positions. The Library is also proposing the reinstatement of the temporary personnel budget back to its FY 20/21 funding. This will help the Library to gear up for resumed services, open hours, and the reopening of several reconstructed libraries.

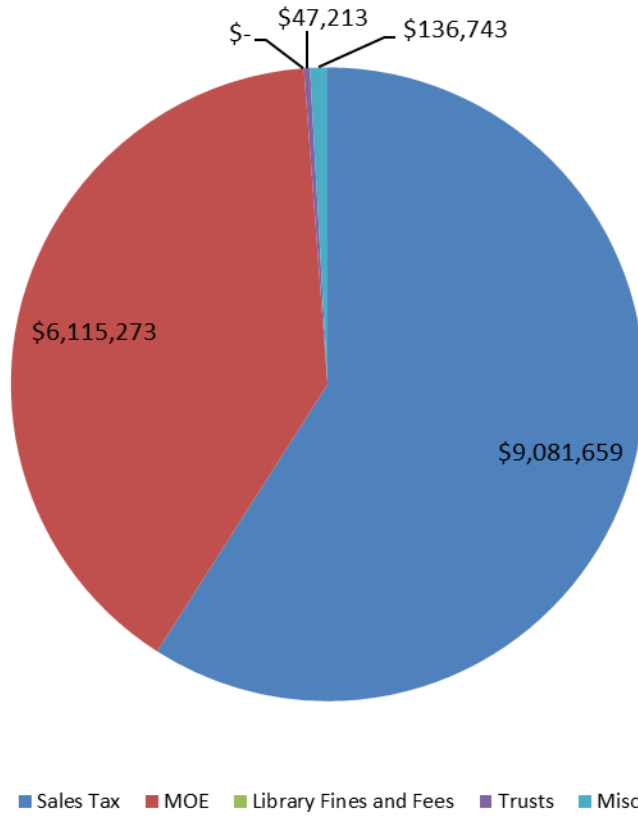
The Library is proposing two personnel changes in FY 22. The first change the Library would like to propose is reclassifying a vacant Administrative Assistant II position to a Library Assistant II. The second change the Library would like to make is reclassifying the Courier Driver position to a Bookmobile LA II. Finally, reclassifying a currently vacant Library Assistant II position to a Library Assistant III position to help manage the Collection Services staff. These changes would help to meet operational needs. The financial impact would be minimal and would amount to approximately \$11,000 annually.

The Library is also proposing additions to the personnel budget. The Library is proposing a Management Analyst and 4.0 FTE Library Assistant II (prorated at half a year).

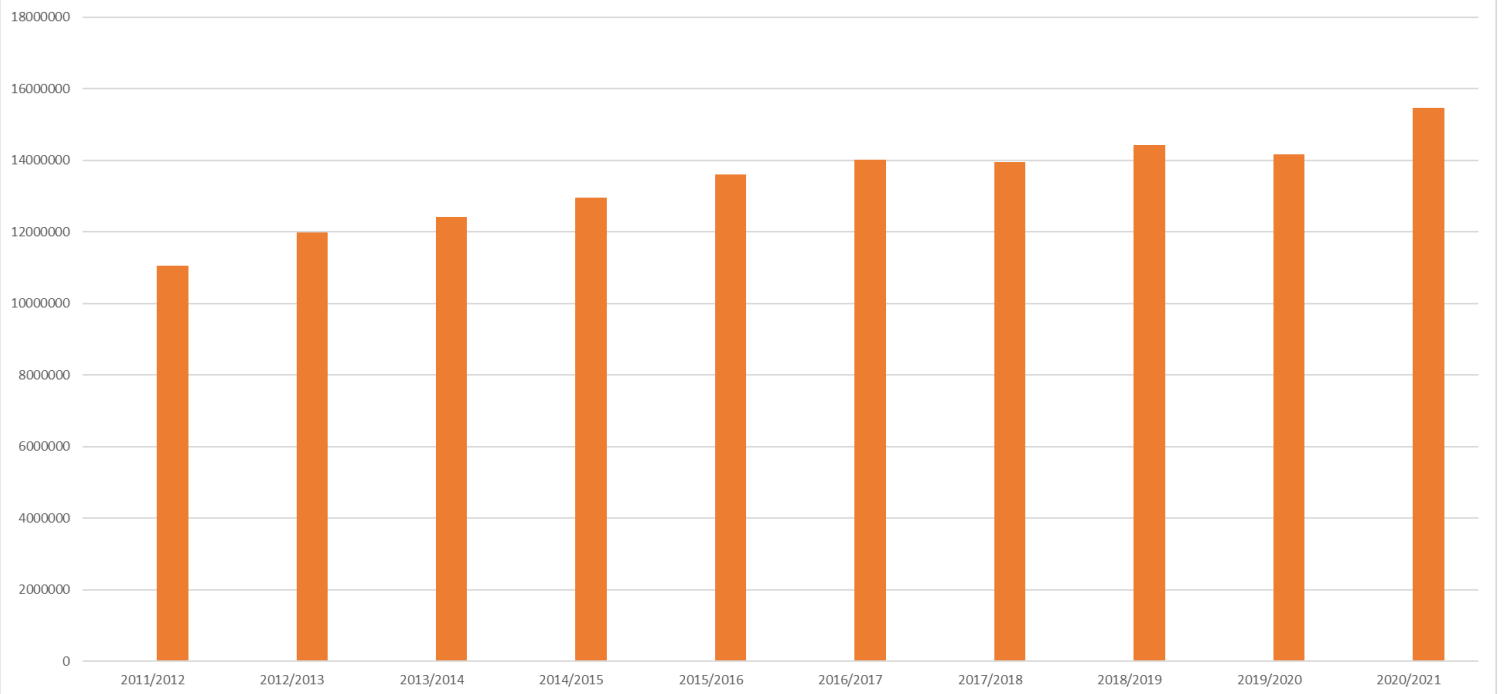
Considering the revenue, personnel and expenditure projections for FY 21/22 the library is projecting a deficit of \$1.7M. The Library's current fund balance is able to absorb this deficit while keeping the 20 percent reserve intact.

Revenue

2021-2022 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:

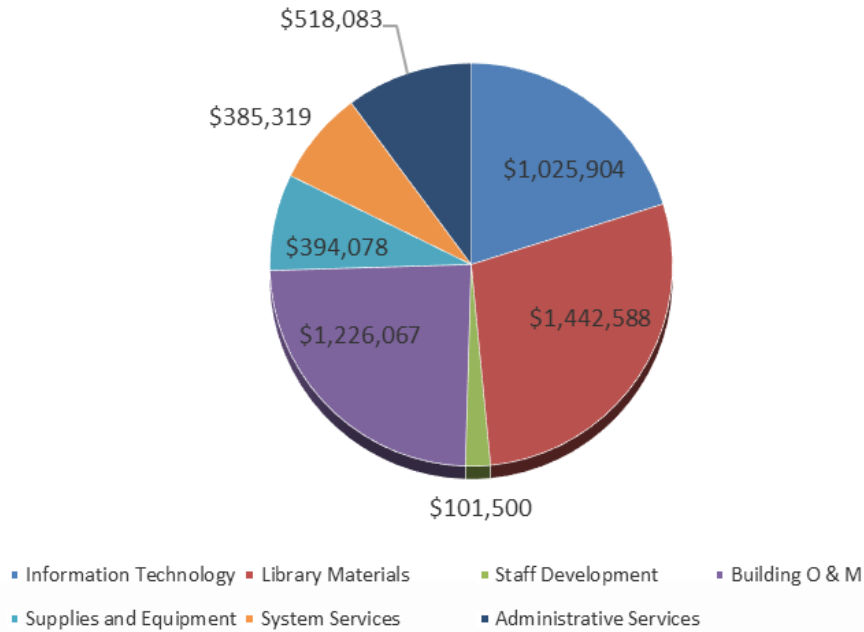
- The Cities of Santa Cruz and Watsonville contribute money from their general funds.
- Property taxes allocated for library services are collected by the County in the unincorporated areas and the Cities of Capitola and Scotts Valley.
- A quarter cent sales tax designated for public library service is collected throughout the County.
- The MOE agreement ends June 30, 2021 which at that time is expected to produce an excess of \$2.0 M.

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

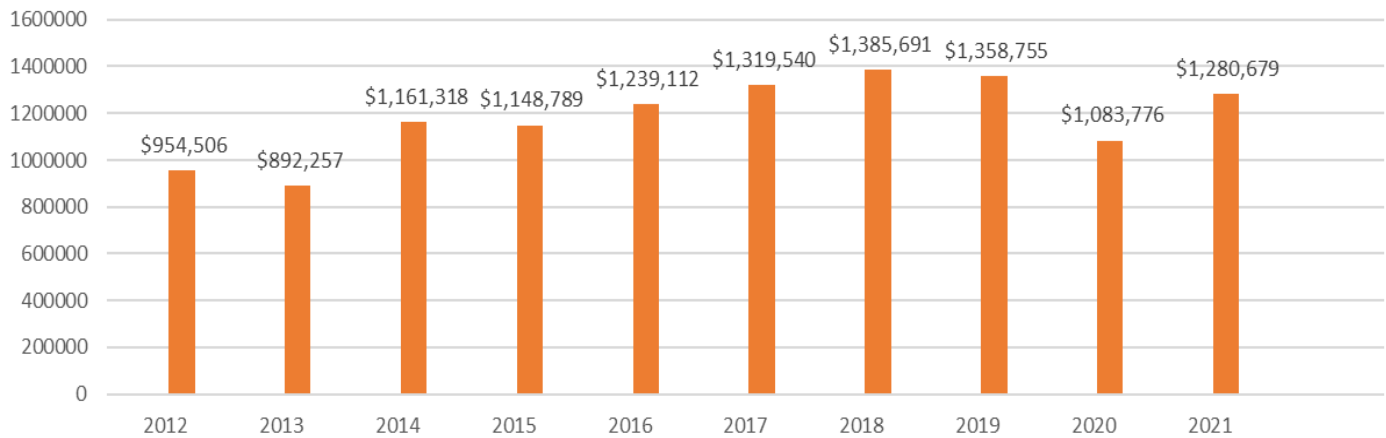
Budget Development Revenue Balances		2021	2021	2021	2022	Growth/Loss
Acct	Title	Ado Budget	Adj Budget	Year End Est	Dept Request	from YEE
Fund 951 -- Library Joint Powers Authority						
41211	Sales and use tax	\$ 6,913,172	\$ 7,313,172	\$ 8,688,433	\$ 9,081,659	4.5%
43110	Federal operating grants & contributions	\$ -	\$ -	\$ -	\$ -	-
43190	Federal grants - other	\$ -	\$ 1,000	\$ 1,000	\$ -	-
43210	State operating grants and contributions	\$ -	\$ -	\$ 10,000	\$ -	-
43310	Local operating grants and contributions	\$ -	\$ 300,000	\$ 300,000	\$ -	-
43311	Maintenance of effort contributions	\$ 5,795,273	\$ 5,795,273	\$ 5,795,273	\$ 6,115,273	5.5%
43354	County of SC - reimbursements	\$ -	\$ 18,780	\$ 49,347	\$ -	-
44630	Room rentals-library JPA	\$ 4,640	\$ 4,640	\$ 4,640	\$ 4,640	0.0%
45131	Library fines	\$ -	\$ -	\$ 8,496	\$ -	-
46110	Pooled cash and investment interest	\$ 92,840	\$ 92,840	\$ 92,840	\$ 92,840	0.0%
46190	Interest earnings - other	\$ 17,610	\$ 17,610	\$ 17,610	\$ 14,763	-16.2%
46303	Donations - library	\$ 13,100	\$ 49,836	\$ 49,836	\$ 13,100	-73.7%
46309	Donations - library - Friends of the Lib	\$ 27,923	\$ 406,655	\$ 406,655	\$ 27,923	-93.1%
46910	Miscellaneous operating revenue	\$ 8,500	\$ 8,500	\$ 8,500	\$ 8,500	0.0%
46916	Cash over/short	\$ -	\$ -	\$ -	\$ -	-
46990	Miscellaneous non-operating revenue	\$ -	\$ -	\$ 35	\$ -	-
49105	From Workers' Compensation Fund	\$ -	\$ -	\$ -	\$ -	-
49122	From Library Private Trust Fund	\$ 22,190	\$ 33,893	\$ 33,893	\$ 22,190	-34.5%
49191	Intra-Entity Fund Transfer	\$ (16,499)	\$ -	\$ -	\$ 28,500	-
49201	Sales of surplus equipment	\$ -	\$ -	\$ -	\$ -	-
Total Library Joint Powers Authority		\$ 12,878,749	\$ 14,042,199	\$ 15,466,558	\$ 15,409,388	-0.4%
Total		\$ 12,878,749	\$ 14,042,199	\$ 15,466,558	\$ 15,409,388	

Non Personnel Expenditures

Non Personnel Expenditures by Library Function



Collection Spending History (includes donations and trusts)



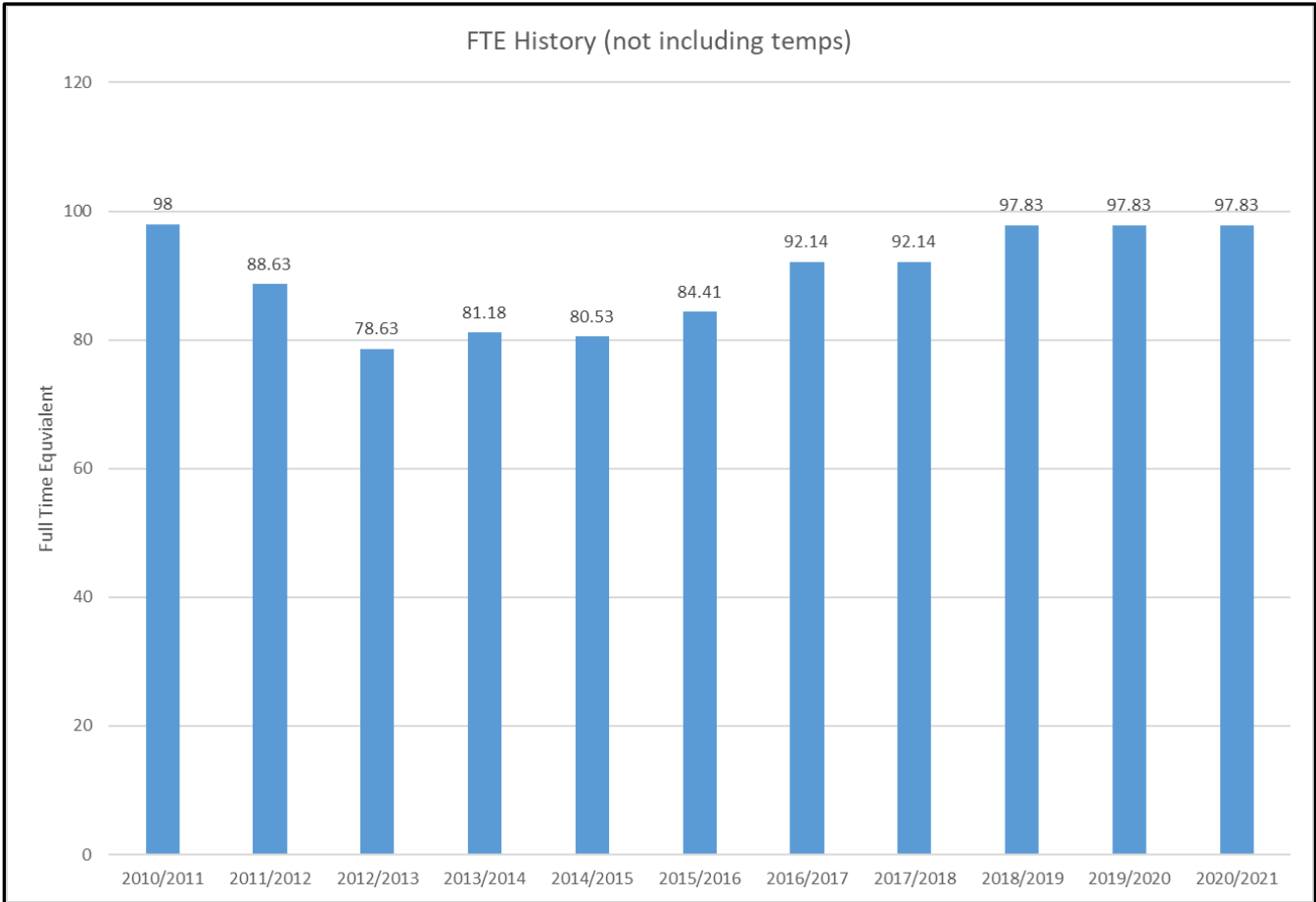
System Operating Expenditures

Budget Development Expenditure Balances		2021	2021	2021	2022
Acct	Title	Ado Budget	Adj Budget	Year End Est	Dept Request
Fund 951 -- Library Joint Powers Authority					
52131	Claims management services - outside	\$ 12,000	\$ 12,000	\$ 2,500	\$ 12,000
52135	Financial services - outside	\$ 485,560	\$ 485,560	\$ 485,560	\$ 518,083
52150	Merchant bank fees	\$ 1,200	\$ 1,200	\$ 200	\$ 600
52155	Courier services	\$ 2,410	\$ 2,926	\$ 2,172	\$ 2,926
52199	Other professional & technical services	\$ 162,300	\$ 171,234	\$ 171,234	\$ 108,300
52201	Water, sewer and refuse	\$ 74,460	\$ 74,460	\$ 6,500	\$ 79,885
52202	Hazardous materials disposal	\$ 500	\$ 500	\$ 500	\$ 500
52211	Janitorial services	\$ 307,275	\$ 307,275	\$ 27,500	\$ 296,700
52223	Equip annual inventory charge - internal	\$ 4,690	\$ 4,690	\$ 4,690	\$ 4,400
52226	Vehicle work order charges - internal	\$ 22,000	\$ 22,000	\$ 22,010	\$ 25,999
52227	Vehicle fuel island charges - internal	\$ 16,485	\$ 16,485	\$ 16,485	\$ 17,474
52240	Office equipment operation/maint	\$ 7,700	\$ 7,700	\$ 4,700	\$ 7,340
52241	Vehicle maintenance costs - outside	\$ 6,500	\$ 6,500	\$ 6,500	\$ 6,500
52244	Other equipment operation/maintenance	\$ 12,650	\$ 12,650	\$ 3,700	\$ 10,725
52246	Building and facility o & m - outside	\$ 191,412	\$ 191,412	\$ 31,607	\$ 265,132
52247	Landscaping maintenance services	\$ 43,800	\$ 58,800	\$ 24,500	\$ 43,800
52248	Software maintenance services	\$ 480,969	\$ 472,329	\$ 472,329	\$ 407,019
52249	Hardware maintenance services	\$ 43,000	\$ 43,000	\$ 43,000	\$ 30,000
52261	Equipment, building and land rentals	\$ 240,452	\$ 240,452	\$ 240,103	\$ 240,452
52269	Equipment lease-outside	\$ 18,000	\$ 18,000	\$ 18,000	\$ 18,000
52302	Travel and meetings	\$ 11,200	\$ 11,200	\$ -	\$ 19,200
52304	Training	\$ 57,300	\$ 57,300	\$ 10,000	\$ 82,300
52403	Telecommunications service - outside	\$ 221,385	\$ 221,385	\$ 219,800	\$ 240,585
52932	Liability insurance/surety bonds-interna	\$ 37,442	\$ 37,442	\$ 37,442	\$ 43,170
52933	Liability insurance/surety bonds-outside	\$ 68,000	\$ 68,000	\$ 68,000	\$ 68,000
52960	Advertising	\$ 31,570	\$ 31,570	\$ 31,570	\$ 31,570
52961	Dues and memberships	\$ 37,453	\$ 37,453	\$ 37,453	\$ 37,453
52972	Printing and binding-outside	\$ 32,600	\$ 32,600	\$ 32,600	\$ 32,600
53101	Postage charges	\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,000
53102	Office supplies	\$ 23,250	\$ 23,250	\$ 6,400	\$ 24,250
53106	Books and periodicals	\$ 1,223,093	\$ 1,280,678	\$ 1,280,678	\$ 1,247,165
53107	Books and periodicals-grants & donations	\$ 21,923	\$ 120,603	\$ 120,603	\$ 21,923
53108	Safety clothing and equipment	\$ 13,910	\$ 13,910	\$ 6,060	\$ 13,910
53109	Copier supplies	\$ 6,005	\$ 6,005	\$ -	\$ 6,430
53112	Library functional supplies	\$ 171,500	\$ 171,500	\$ 171,500	\$ 171,500
53113	Janitorial supplies	\$ 24,750	\$ 24,750	\$ 2,000	\$ 28,000
53311	Electricity	\$ 195,525	\$ 195,525	\$ 6,000	\$ 205,275
53312	Natural gas	\$ 27,550	\$ 27,550	\$ 550	\$ 39,950
54990	Miscellaneous supplies and services	\$ 188,423	\$ 173,423	\$ 94,650	\$ 205,423
56960	Loans and grants	\$ -	\$ 600,000	\$ 600,000	
56995	Refunded fees and fines	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
57401	Office furniture/equipment	\$ 18,000	\$ 18,000	\$ 18,000	\$ 18,000
57402	Vehicle Equipment	\$ 35,000			\$ 80,000
57409	Computer equipment	\$ 150,000	\$ 150,000	\$ 168,780	\$ 240,000
57990	Other capital outlay	\$ 100,000	\$ 100,000	\$ 100,000	\$ 150,000
Total Library Joint Powers Authority		\$ 4,838,242	\$ 5,560,318	\$ 4,604,876	\$ 5,111,539
Total		\$ 4,838,242	\$ 5,560,318	\$ 4,604,876	\$ 5,111,539

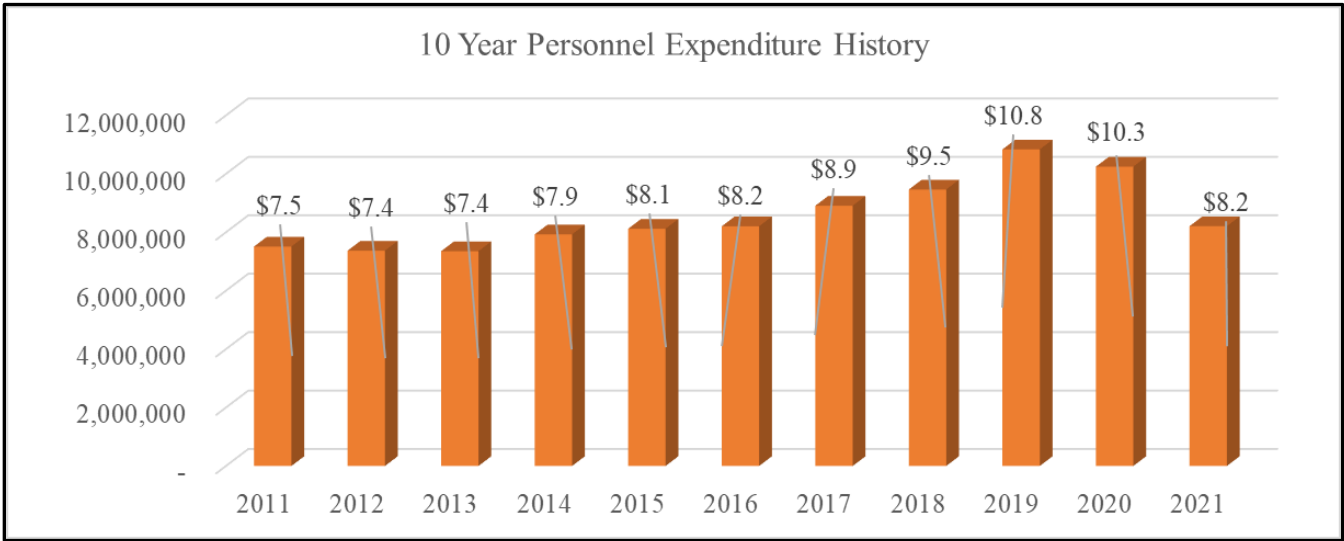
Personnel Expenditures

Personnel Expenditures

Budget Development Expenditure Balances						
Acct	Title	2021 Ado Budget	2021 Adj Budget	2021 Year End Est	2022 Dept Request	% Change from YEE
Fund 951 -- Library Joint Powers Authority						
51110	Regular full time	\$ 6,062,493	\$ 6,062,493	\$ 4,658,210	\$ 6,532,212	40.2%
51111	Regular part time	\$ 1,105,344	\$ 1,105,344	\$ 715,539	\$ 1,133,654	58.4%
51114	Overtime	\$ 5,000	\$ 5,000	\$ -	\$ 5,000	
51115	Termination pay	\$ -	\$ -	\$ 47,828	\$ -	
51122	Temporary	\$ 50,000	\$ 50,000	\$ 50,000	\$ 825,000	1550.0%
51130	Other pay	\$ -	\$ -	\$ 2,169	\$ -	
51132	Special vacation pay	\$ -	\$ -	\$ 13,919	\$ -	
51150	Vehicle-phone-data allowance	\$ 2,964	\$ 2,964	\$ 2,641	\$ 2,857	8.2%
51201	Retirement contribution	\$ 460,973	\$ 460,973	\$ 340,085	\$ 470,113	38.2%
51202	F.I.C.A.	\$ 99,960	\$ 99,960	\$ 1,818	\$ 63,113	3372.5%
51203	PERS unfunded liability	\$ 1,137,607	\$ 1,137,607	\$ 844,173	\$ 1,253,071	48.4%
51204	PERS prepay adjustment	\$ -	\$ -	\$ -	\$ -	
51206	PERS Unfunded payment	\$ -	\$ -	\$ -	\$ -	
51210	Group health insurance	\$ 1,510,209	\$ 1,510,209	\$ 1,151,714	\$ 1,838,798	59.7%
51212	Group dental insurance	\$ 94,379	\$ 94,379	\$ 76,756	\$ 110,330	43.7%
51213	Vision insurance	\$ 16,033	\$ 16,033	\$ 12,650	\$ 17,548	38.7%
51214	Medicare insurance	\$ 100,571	\$ 100,571	\$ 76,870	\$ 105,029	36.6%
51215	Employee assistance program	\$ 4,152	\$ 4,152	\$ 3,300	\$ 4,148	25.7%
51220	Group life insurance	\$ 1,847	\$ 1,847	\$ 1,472	\$ 1,790	21.6%
51221	Disability insurance	\$ 79,098	\$ 79,098	\$ 32,212	\$ 82,234	155.3%
51222	SDI	\$ 30,260	\$ 30,260	\$ 23,194	\$ 37,912	63.5%
51230	Unemployment insurance	\$ 56,992	\$ 56,992	\$ 41,604	\$ 62,556	50.4%
51240	Workers' compensation	\$ 186,741	\$ 186,741	\$ 161,548	\$ 174,727	8.2%
Total Library Joint Powers Authority		\$ 11,004,623	\$ 11,004,623	\$ 8,257,699	\$ 12,720,092	54.0%
Total		\$ 11,004,623	\$ 11,004,623	\$ 8,257,699	\$ 12,720,092	



NOTE: In FY 2008 the Library staffed 120.63 FTE



Fines and Fees Schedule

The Library is recommending the following fee schedule.

Description	Current	Proposed FY 2021-2022
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: Proposal for items in red (all fees) to be suspended.

Appendix A:

Position Listing by Classification

Library Personnel Profile	FY 2019 Adopted Budget	FY 2020 Adopted Budget	FY 2020 Adopted Budget	FY 2022 Proposed Budget
Accounting Assistant I	1.50	1.50	1.50	1.50
Administrative Assistant I/II	3.53	3.53	3.53	2.91
Assistant Director of Libraries	1.00	1.00	1.00	1.00
Bookmobile Library Assistant	1.80	1.80	1.80	2.80
Building Maintenance Worker I		1.00	1.00	1.00
Building Maintenance Worker II	2.00	1.00	1.00	1.00
Courier/Driver	1.00	1.00	1.00	
Director of Libraries	1.00	1.00	1.00	1.00
IT Specialist I/II	1.00	1.00	1.00	1.00
IT Specialist III	2.00	2.00	2.00	2.00
Librarian I/II	18.01	20.01	20.01	20.01
Librarian III	3.75	4.00	4.00	4.00
Library Assistant I	1.00	1.00	1.00	1.00
Library Assistant II	28.50	31.50	31.50	36.13
Library Assistant III	10.25	10.00	10.00	10.00
Library Assistant IV	2.00	2.00	2.00	2.00
Library Division Manager				
Library Information Specialist	5.00	5.00	5.00	5.00
Library Information Technology Manager	1.00	1.00	1.00	1.00
Library Specialist	2.00	2.00	2.00	2.00
Management Analyst				1.00
Manager System Services and Support	-			
Network Administrator	-			
Network & Systems Administrator	2.00	2.00	2.00	2.00
Principal Management Analyst	1.00	1.00	1.00	1.00
Programmer Analyst I/II	1.00	1.00	1.00	1.00
Service Field Crew Leader	1.00	1.00	1.00	1.00
Systems Administrator	-			
Systems Coordinator	1.00	1.00	1.00	1.00
Volunteer Coordinator Assistant	0.50	0.50	0.50	0.50
	92.84	97.84	97.84	102.84
Change	-	5.00	-	5.00

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
4/15/2021: \$9,384

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
4/15/2021: \$48,789

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
4/15/2021: \$101,700

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
4/15/2021: \$228,636

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
4/15/2021: \$199,836

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
4/15/2021: \$14,071

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
4/15/2021: \$350,000

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
4/15/2021: \$150,000

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
4/15/2021: \$250,000

Income: Interest Only

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

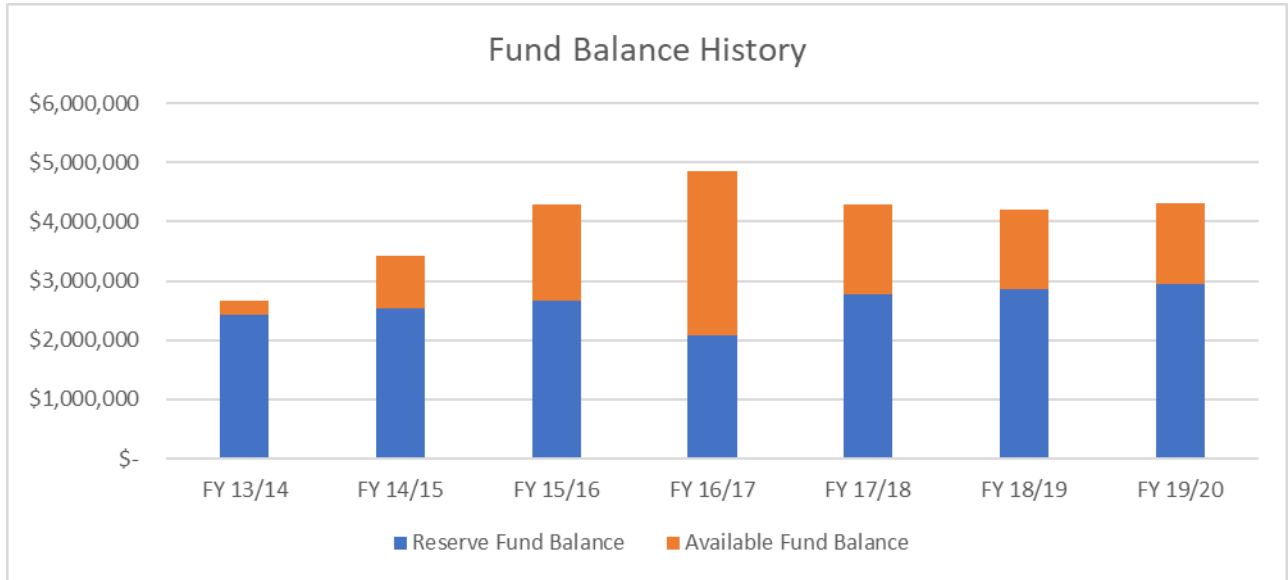
Appendix C:

Vehicle Replacement Schedule

Library FY 20/21 Vehicle Replacement Schedule						
#	Department	Description	Replacement Cost	Year Acquired	Year of Replacement	Savings Need/Yr to Meet Replacement Date
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
TOTAL SAVINGS NEEDS PER YEAR						\$51,499
Savings Began in FY 11/12						
**The Library System has chosen to abide by the City's vehicle replacement schedule which is defined as replacing vehicles every 100,000 miles or every 10 years.						

Appendix D:

Reserve and Fund Balance History



NOTE: FY 17/18 was increased from 15% to 20%.

Appendix E:

Current Position Vacancy List

Accounting Assistant I	0.50
Administrative Assistant II	0.63
Bookmobile Library Assistant	0.80
Information Tech Specialist I	1.00
Librarian II	3.00
Library Assistant II	2.50
Library Information Specialist	1.00
Library Specialist/Training Coordinator	1.00
Programmer Analyst II	1.00
Vacancy Total	11.43