

PUBLIC ADVISORY REGARDING COVID-19 AND PUBLIC PARTICIPATION

Pursuant to AB361, California Gov. Code Section 54953, Executive Order No. N-1-22 affixed by Governor Newsom on January 5, 2022 and the County of Santa Cruz Health Services Agency 'HEALTH OFFICER RECOMMENDATION FOR SOCIAL DISTANCING (CONTINUED REMOTE MEETINGS FOR LEGISLATIVE BODIES)' dated September 30, 2021 the regular meeting of the:

Library Joint Powers Authority (LJPA)

On Thursday, June 2, 2022 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 via Zoom:

Please click the link below to join the webinar:

<https://us06web.zoom.us/j/81585928892>

Or Telephone:

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

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

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

Slowly enter the Webinar ID: 815 8592 8892

International numbers available: <https://us06web.zoom.us/j/81585928892>

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

Public comment: There are three ways to comment during this meeting. 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 an email to the Library Board Clerk at clerk@santacruzpl.org

- Identify the agenda item number in the subject line of the email
- Emailed comments should be a maximum of 500 words, which corresponds to approximately 3 minutes of speaking time
- All correspondences received prior to 12:00 p.m. on the Wednesday preceding a LJPA Meeting will be distributed to Board members to review prior to the meeting. Information submitted after 12 p.m. on that Wednesday may not have time to reach Board members, nor be read by them prior to consideration of an item.

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

- Type your comment using the “Q&A” feature found on the Zoom 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 using computer audio:

- During the comment period for that agenda item, use the “raise hand” icon found on the Zoom control bar
- The moderator will announce your name or the last 3 digits of your phone number when it is your turn to speak
- 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 meeting using telephone audio:

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

Chair Mali LaGoe
Vice Chair Carlos Palacios
Board Member Jamie Goldstein
Board Member Matt Huffaker



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

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

VIRTUAL MEETING

THURSDAY JUNE 2, 2022

9:00 A.M.

1. CALL TO ORDER / ROLL CALL

Board Members Jamie Goldstein, Matt Huffaker, Carlos Palacios, and Chair Mali LaGoe

2. ADDITIONAL MATERIALS

<i>Additional information submitted after distribution of the agenda packet.</i>
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3. ADDITIONS AND DELETIONS TO AGENDA

To the JPA and Library Director:

In reviewing the agenda, I notice that there are no longer any press releases, etc. included in the packet. While I have long believed that there was too much included in the packet (often repetitive news stories, notices of library programs, etc.), the total removal of local news coverage and published comments by the public seems a step too far in the opposite direction. The public has no idea whether JPA members read the Letters to the Editor or Commentary pieces in the local media (Sentinel and Good Times, at the least). If those are included in the packet, the JPA members at least will have had the chance to read those as a reflection of public opinion on library matters, something I would hope they care about. Thank you. Judi Grunstra

4. ORAL COMMUNICATION

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

5. REPORT BY LIBRARY DIRECTOR

- A. Library Director's Report – June 2022 (p.6-15)

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. CONSENT CALENDAR

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

- A. Consider the May 5, 2022 Board Meeting Minutes
Staff Recommendation: Approve the May 5, 2022 Board Meeting Minutes (p.16-19)
- B. Display of the Commemorative Flags
Staff Recommendation: Approve Policy #109 Display of Commemorative Flags (p.20-21)
- C. License Agreement between the County, Library and PG&E for a Community Resource Center at Felton Library
Staff Recommendation: Approve the License Agreement between the County, Library and PG&E for a Community Resource Center at Felton Library (p.22-35)
- D. Transfer Funds to Capital Fund Account
Staff Recommendation: Approve the transfer of unused capital funds totaling \$324K from the Operating Budget to the Library's Capital Funds Account (p.36-38)
- E. FSCPL Donation to Purchase Branciforte Children's Room Furniture
Staff Recommendation: Accept and amend the FY 22 Operating Budget to include a donation made from the Friends of the Santa Cruz Library in the amount of \$18,257 for the purchase of furniture for the Branciforte Branch Library's Children's Room. (p.39-41)

- F. REVISED Budget Adjustment for Friends of the Library Donations
Staff Recommendation: Accept and amend the FY 22 Operating Budget to include donations in support of library services from the Friends of the Santa Cruz Libraries totaling \$53,590 (revised). (p.42-44)
- G. Close Felton Replacement Fund and Transfer Funds into FY 22 Operating Budget
Staff Recommendation: Approve the transfer of the remaining funds in the amount of \$1,300 from Fund 960-Felton Library Replacement to Fund 951-Library Operating Budget. (p.45-46)
- H. Revised Annual Meeting Schedule 2022
Staff Recommendation: Adopt the Revised Annual Meeting Schedule 2022 (p.47-48)

9. GENERAL BUSINESS

- A. Approve FY 2023 Santa Cruz Public Library Budget
Staff Recommendation: Adopt FY 2023 Library Operating Budget (p.49-81)
- B. Presentation: SCPL Programs & Services Inside the SC County Corrections Facilities by Jesse Silva, Librarian

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.

10. COMMENTS BY BOARD MEMBERS

11. SCHEDULED UPCOMING MEETINGS

August 4, 2022	Zoom Virtual	Anticipated Upcoming Agenda Items:
9:00 am		<ul style="list-style-type: none"> • Staffing Plan Adjustments • Equity Team Presentation • 4th Qtr. Reports

12. ADJOURNMENT

Adjourned to the next regular meeting of the LJPA to be held on Thursday, August 4, 2022 at 9:00 am [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

June 2022



Library Director's Report to the LJPA

Library Team

In May, the Library welcomed Abraham Escalante, Information Specialist for adult programs & services, and Carlos Silva, Library Information Technology Manager. Abraham previously worked as a library assistant with the San Mateo County Libraries, and Carlos Silva was a Systems and Network Administrator with the City of Santa Cruz. Laura Gaskill has accepted the Youth Librarian I position at Scotts Valley with a tentative start date of June 25.

Lily Garcia will serve as the youth services Summer Intern, helping with Lunch at the Library and other Summer Reading outreach and performer events.

The Youth Services Team received the first-ever County Office of Education Partner of the year award! The Office of Education expressed gratitude for all the Library support with remote education and digital resource access.

Current Vacancies

Position	FTE	Status
Information Tech Specialist I	1	Interviews in Progress
Information Tech Specialist III	1	New Vacancy
Librarian I/II	1	New Vacancy
Library Assistant II	0.5	Interviews in Progress
Library Assistant II	1	Interviews in Progress
Library Assistant II	0.5	Interviews in Progress
Library Assistant II	0.5	Interviews in Progress
Library Assistant II	0.5	Interviews in Progress
Library Assistant II	0.5	Interviews in Progress
Library Assistant II	0.5	Interviews in Progress
Library Assistant II	0.5	Interviews in Progress
Library Assistant II	0.5	Interviews in Progress
Library Assistant III	1	FY 23 Budget Change
Library Assistant III	1	New Vacancy
Library Specialist/Volunteer Coord.	1	Recruitment in Progress
Management Analyst	1	Recruitment in Progress
Network & Systems Administrator	1	Recruitment in Progress
Network & Systems Administrator	1	Recruitment in Progress
Total	14	

Facilities

The Grand Reopening of the Boulder Creek Library was a success on Saturday, May 7. Guests heard music from the Backyard Birds and saw a magic show by Mike Della Pena. Jenna Sue's café generously donated flowers and refreshments.

The Garfield Park Library Grand Reopening takes place on June 11 from 12–4 p.m. Landscaping repairs continue while the staff prepares the interior.

Aptos Library demolition took place on May 18. Save the date for the Groundbreaking Ceremony on Wednesday, June 15, from 12:30 to 1 p.m.

The County Board of Supervisors approved the public art proposal for Aptos Library on May 24. The County Art Commission will reconsider the Live Oak Annex Public Art and return to the Board in the future.

The Library team hopes to get a temporary certificate of occupancy to begin the setup of the Scotts Valley Library in June. Supply chain delays mean that contractor work will extend into July. Save the date for Grand Reopening festivities on July 16 from 12 to 4 p.m.

Supply chain delays affecting the delivery of the ceiling at Live Oak Library have pushed the opening back to August 2022.

Featured Programs and Services

The Summer Reading Program signup starts on June 1, 2022. The program is available to patrons of all ages. The last day to log reading is July 31, and prize pick-up ends August 13. The Library programs have significantly increased from last year, including 20 performer events and two arts/crafts workshops funded by FSCPL and LSB Friends Chapter.

Bookbag decorating events occur at the Downtown Branch on May 8 from 1-2 p.m. and at Capitola Library on June 10 from 2-4 p.m.

Coding Basics: Scratch 101 tween STEAM program takes place every first and third Sunday at the Felton Library branch from 11 to 12 p.m.

The Trivia on Tap event continues every first and third Thursday from 6:30 to 8 p.m. at Steel Bonnet Brewing Company in Scotts Valley.

Additional event and programming information are available in the newly published Summer Event Calendar (attached) or online at santacruzpl.org/srp.

Attachment A. Summer Event Calendar



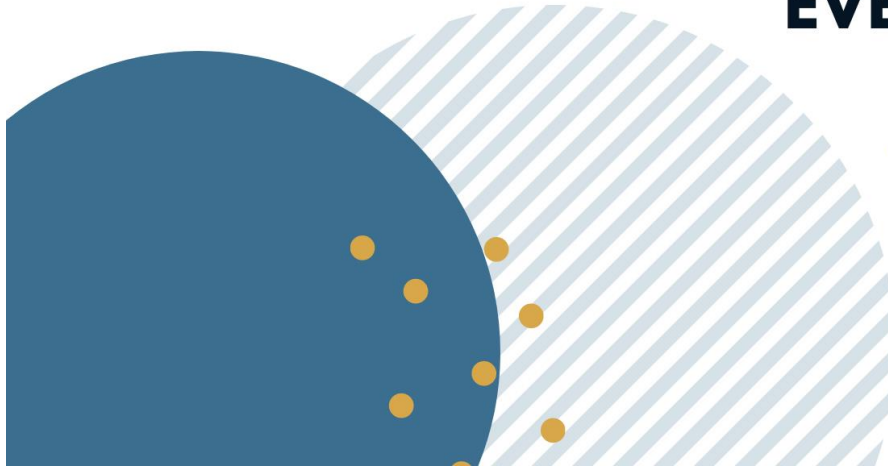
SANTA
CRUZ
PUBLIC
LIBRARIES



SUMMER READING PROGRAM
PROGRAMA DE LECTURA DE VERANO
santacruzpl.org/srp

SUMMER EVENT CALENDAR

CALENDARIO DE
EVENTOS DE
VERANO



Summer Reading Important Dates

Summer Reading
signups start
June 1st

Signup deadline for
adults who want to be
entered into a drawing
for Santa Cruz
Shakespeare tickets
June 17th

Last day to log reading
July 31st

Last day to pick up
prizes
August 13th

Fechas importantes del program de lectura de verano

Inscripciones para el
programa de lectura de
verano empieza el
1 de junio

La fecha límite de
inscripción para
adultos que desean
participar en un sorteo
de boletos para Santa
Cruz Shakespeare es el
17 de junio.

Último día para
registrarse es
31 de julio

Último día para recoger
su premio es
13 de agosto

SPECIAL EVENTS FOR KIDS EVENTOS ESPECIALES PARA NIÑOS

Book Bag Decorating	June 8th	DTN	1:00-2:00 PM
Book Bag Decorating	June 10th	CAP	2:00-4:00 PM
Summer Reading Program Launch Day	June 11th	CAP	12:00-4:00 PM
Meet Delrita The Elephant- Conozca a Delrita el elefante	June 15th	Virtual	1:00-2:00 PM
Jungle James Animal Adventures	June 18th	Harvey West Redwood	12:00-1:00 PM
Jungle James Animal Adventures	June 18th	LSB	3:00-4:00 PM
Perler Beads	June 22nd	DTN	1:00-2:00 PM
James Henry's House of Samba Kids	June 25th	SCV Community Center	11:00AM- 12:00PM
James Henry's House of Samba Kids	June 25th	Felt Street	2:00-3:00 PM
"Let's Dye" Shibori Workshop with Peopleologie	June 28th	FEL	11:00AM- 1:00PM
Book Bag Decorating	June 28th	GP	1:00-2:00 PM
Seed Balls: Plant It! with Peopleologie	June 28th	LSB	2:30-4:00 PM

*Programs are subject to change. Please see our up to date calendar at
www.santacruzpl.org

*Los programas están sujetos a cambios. Consulte nuestro calendario
actualizado en www.santacruzpl.org

Sunprints - Huellas Solares	July 1st	CAP	2:00-4:00PM
Slim Chance Circus	July 8th	BCK	11:00-11:30 AM
Slim Chance Circus	July 8th	LSB	2:30-3:00 PM
Cascada de Flores	July 10th	City Hall Gardens	12:00-1:00 PM
Cascada de Flores	July 10th	CAP	3:00-4:00 PM
Rock Painting	July 13th	GP	1:00-2:00 PM
Rock Painting	July 19th	DTN	1:00-3:00 PM
Perry Yan's Magic Show	July 20th	GP	11:00-11:30 AM
Perry Yan's Magic Show	July 20th	BCK	2:00-2:30 PM
Fratello Marionettes	July 23rd	SCV Community Center	11:00AM-12:00PM
Fratello Marionettes	July 23rd	AJC Park	2:30-3:30 PM
Germar the Magician- Germar el Mago	July 26th	FEL	12:00-1:00 PM
Perler Beads	July 26th	GP	1:00-3:00 PM
Taiko Drumming	July 30th	LSB	1:00-2:00 PM



Sign up for Summer Reading!

Program is open to patrons of all ages.

Sign up

- at santacruzpl.beansta.ck.org/reader365
- at your local library
- use the QR code below!

¡Inscríbese para el programa de lectura de verano!

El programa está abierto para personas de todas las edades.

Inscríbese

- en santacruzpl.beansta.ck.org/reader365
- en su biblioteca más cercana
- use el código QR



SIGN UP HERE
INSCRÍBASE AQUÍ



DOWNLOAD THE APP
DESCARGA LA APLICACIÓN



Special Storytime with Ziggy Stardust, the Miniature Horse

TUESDAY, JULY 12TH
CAPITOLA • 11AM-12PM

WEDNESDAY, JULY 13TH
LE SELVA BEACH • 11AM-12PM

THURSDAY, JULY 14
FELTON • 11AM-12PM

STEAM @ Home

PAPER LIGHT UP CUBE
AVAILABLE JUNE 8TH

KALEIDOSCOPIES
AVAILABLE JUNE 22ND

PAPER BALLOON
POWERED CAR
AVAILABLE JULY 13TH

AUTOMATA
AVAILABLE JULY 27TH

Crafts: Make and Explore

FRIDAYS
CAPITOLA • 2-4PM

KIDS/NIÑOS

Storytimes/Horas de cuentos

Preschool Storytime	Tuesdays	CAP	11:00-11:45 AM
Preschool Storytime	Wednesdays	LSB	11:00AM-12:00PM
Preschool Storytime	Wednesdays (starting after June 11th)	GP	10:30-11:15 AM
Toddler & Preschool Storytime	Wednesdays	BCK	11:00AM-12:00PM
Toddler Storytime	Wednesdays	CAP	11:00-11:30 AM
Preschool Storytime	Thursdays	DTN	10:30-11:15 AM
Preschool Storytime	Thursdays	FEL	11:00AM-12:00PM

STEAM

Coding Basics: Scratch 101 (Coding for Tweens)	Every 1st and 3rd Sunday	FEL	11:00AM-12:00PM
Afternoon STEAM: Minecraft	Thursdays (6/9 to 7/28)	LSB	2:00-4:00 PM
Bristlebots STEAM craft	July 15th	DTN	1:00-3:00 PM

Chess/Ajedrez

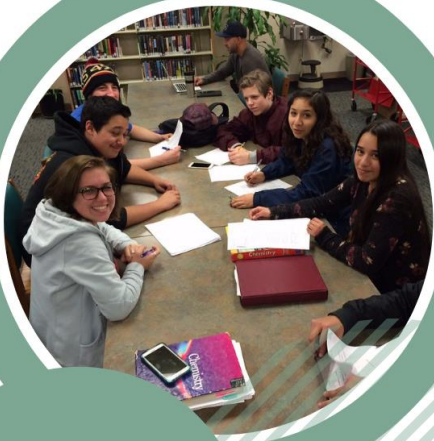
Chess Club with Gjon	Saturdays (Except First Saturday of the month)	DTN	2:00-3:30 PM
Aptos/Capitola Youth Chess Club	Tuesdays	CAP	3:30-4:30 PM

TEENS/ ADOLESCENTES

Mini Canvas Art for Teens	June 15th	CAP	2:00-4:00 PM
Coding Basics: Scratch 101 (Coding for Tweens)	Every 1st and 3rd Sunday	FEL	11:00AM-12:00PM
Teen Zine Club	Every 2nd and 4th Sunday	FEL	12:00-1:30 PM
Aptos/Capitola Youth Chess Club	Tuesdays	CAP	3:30-4:30 PM
Advisory Council for Teens (ACT)	Every 2nd Sunday	FEL	2:00-4:00 PM
Advisory Council for Teens (ACT)	Every 1st Sunday	CAP	2:00-4:00 PM

*Programs are subject to change. Please see our up to date calendar at www.santacruzpl.org

*Los programas están sujetos a cambios. Consulte nuestro calendario actualizado en www.santacruzpl.org



Diverse Youth Meetup

TUESDAYS
DOWNTOWN • 2-3PM

Choosing Your College Major

JUNE 29TH
CAPITOLA • 6-8PM





Encompass Downtown Outreach Workers

MONDAYS • 1-3PM
FRIDAYS • 1-4PM
DOWNTOWN

Trabajadores de extensión de Encompass

LUNES • 1-3PM
VIERNES • 1-4PM
DOWNTOWN

Homeless Garden Project Open Office Hours

WEDNESDAYS
DOWNTOWN • 10:30AM-
12:30PM

Trivia on Tap

EVERY FIRST AND THIRD
THURSDAY • 6:30-8PM
STEEL BONNET
BREWING COMPANY,
SCOTTS VALLEY

ADULTS/ADULTOS

Learn/Aprende

Financial Knowledge for All: Preventing Elder Financial Abuse	June 8th	DTN	10:30AM-12:00PM
Tech Talks: Data Privacy (Apple)	June 9th	Virtual	11:00AM-12:00PM
Financial Knowledge for All: Identity Theft	June 15th	DTN	10:30AM-12:00PM
Tech Talks: Data Privacy (Android)	June 16th	Virtual	11:00AM-12:00PM
Tech Talks: Travel & Maps Apps (Apple)	June 30th	Virtual	11:00AM-12:00PM
One-on-one Tech Help	Mondays	FEL	10:00 AM
One-on-one Tech Help	Tuesdays	CAP	10:00 AM
One-on-one Tech Help	Sundays	DTN	1:00 PM
One-on-one Tech Help	Fridays	LSB	10:00 AM

Life Literacies Center/

el centro de aprendizaje y progreso

Volunteer Housing Navigators	Tuesdays	DTN	12:15-1:30 PM
Wings Notary Services and Free Birth Certificates for People Experiencing Homelessness	Thursdays	DTN	10:30AM-12:00PM

Play/Jugar

Board in the Library board games	Every 2nd and 4th Saturday	FEL	12:00-5:00 PM
Bridge Club	Mondays	CAP	10:30AM-12:00PM
Knitting at the Library	Mondays	FEL	12:30-2:00 PM
Queer Gaming Group	Every 4th Sunday	DTN	1:00-5:00 PM

Talk/Hablar

Capitola Book Group on Zoom	Every 1st Wednesday	Virtual	10:00-11:00 AM
Movie Discussion Group	Every 1st Friday	LSB	10:30AM-12:00PM
Adult Book Group	Every 2nd Thursday	LSB	10:30AM-12:00PM
Aptos Book Group on Zoom	Every 2nd Thursday	Virtual	1:00-2:30 PM
Boulder Creek Book Group on Zoom	Every 3rd Thursday	Virtual	11:00AM-12:00PM
Reading in the Redwoods Book Group	Every 4th Wednesday	FEL	6:00-7:30 PM
Passionate Readers Book Group	Every 4th Thursday	LSB	10:30AM-12:00PM
Scotts Valley Genre Book Group on Zoom	Every 4th Thursday	Virtual	7:00-8:30 PM

Write/Escribe

Writers Workshop: Self-Editing for Fiction Writers	June 16th	DTN	4:00-6:00 PM
Writers Workshop: How to Write a Book Proposal	June 23rd	DTN	4:00-6:00 PM
Writers Workshop: How to Find a Literary Agent	June 30th	DTN	4:00-6:00 PM
Community Poetry Circle	Every 3rd Saturday	FEL	1:00-3:00 PM
Community Poetry Circle	Every 2nd Saturday	CAP	1:00-3:00 PM

*Programs are subject to change. Please see our up to date calendar at www.santacruzpl.org

*Los programas están sujetos a cambios. Consulte nuestro calendario actualizado en www.santacruzpl.org

Santa Cruz Shakespeare Talk with Professor Michael Warren

THURSDAY, JULY 7
DOWNTOWN • 5-6PM

Writers' Open Mic

EVERY FIRST
WEDNESDAY
VIRTUAL • 6-8PM

Movie Matinee

FRIDAY, JUNE 24TH
FRIDAY, JULY 22ND
LA SELVA BEACH • 10 AM





Boulder Creek	13390 W Park Ave • 831-427-770
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Capitola	2005 Wharf Road • 831-427-7705
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Downtown	224 Church St. • 831-427-7707
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Felton	6121 Gushee St. • 831-427-7708
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Garfield Park	705 Woodrow Ave. • 831-427-7709
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La Selva Beach	316 Estrella Ave. • 831-427-7710
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Telephone Information				831-427-7713		
Sun	Mon	Tue	Wed	Thur	Fri	Sat
1-5	10-6	10-6	10-6	10-6	12-5	12-5



Chair Mali LaGoe
Vice Chair Carlos Palacios
Board Member Jamie Goldstein
Board Member Matt Huffaker



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

VIRTUAL MEETING MINUTES

THURSDAY MAY 5, 2022

9:00 A.M.

1. ROLL CALL

PRESENT: Jamie Goldstein, Carlos Palacios, Mali LaGoe, Matt Huffaker

STAFF: Yolande Wilburn, Library Director; Eric Howard, Assistant Director; Sarah Harbison, CMS Manager

2. ADDITIONAL MATERIALS

None

3. ADDITIONS AND DELETIONS TO AGENDA

The Agenda of May 5, 2022 was approved by consensus.

4. ORAL COMMUNICATIONS

A member of the public asked for the re-installation of the Julie Mackie art series at the Boulder Creek branch library.

5. REPORT BY LIBRARY DIRECTOR

Library Director Yolande Wilburn reported on the recent activities of the Library.

6. FRIENDS OF THE SANTA CRUZ PUBLIC LIBRARIES REPORT

Bruce Cotter, Executive Director, submitted his report on the recent activities of the Friends of the Santa Cruz Public Libraries with special emphasis on current donor events.

7. REPORT BY LIBRARY ADVISORY COMMISSION (LAC)

Lindsay Bass, Chair of the LAC, gave an update on the LAC's April 18th meeting.

8. CONSENT CALENDAR

RESULT: APPROVED CONSENT CALENDAR, Items 8 A – H. Pulled Items 8 I and J and moved to Item 9

- A. Adopted Resolution No. 2022-002 Authorizing Continued Remote Teleconference Meetings pursuant to Assembly Bill 361.**
 - B. Approved the April 7, 2022 Board Meeting Minutes**
 - C. Accepted and Filed 3rd Qtr. Financial Report for FY 2021-2022**
 - D. Accepted and Filed 3rd Qtr. Incident Report for FY 2021-2022**
 - E. Accepted and Filed 3rd Qtr. Work Plan for FY 2021-2022**
 - F. Accepted and Filed 3rd Qtr. Community Impact Measures for FY 2021-2022**
 - G. Accepted and Filed Library Sales Tax Revenue Update for 3rd Qtr. FY 2021-2022**
 - H. Accepted the Bachmanova Art Frame donation for placement at the Capitola Library from June 1, 2022, through August 31, 2022.**
- [UNANIMOUS]**

MOVER: Matt Huffaker
SECONDER: Carlos Palacios
AYES: Palacios, Goldstein, LaGoe, Huffaker

9. GENERAL BUSINESS

Item 8 I: Display of the Progressive Pride Flag

Library Director Wilburn explained that the Progressive Pride Flag display for the duration of 365 was not officially approved by the Board. Direction to research the item was given by the Board previously and an adjustment to the policy #109 Commemorative Flag Policy was made now.

However, Pride Month is coming up in June and therefore a motion is required to continue flying the Progressive Pride Flag through the month of June 2022. Going forward the flag would be displayed for a maximum of 31 days, which is in line with all other flag displays at the Libraries.

The Board members discussed a number of options:

1. The item may need to be referred to the Cities/Supervisors of the corresponding district. The LJPA board may not be the best venue to decide for all branches equally. Each branch should follow the protocol of their local jurisdictions.
2. The LAC (Library Advisory Commission) should discuss the flag policies and make a recommendation to the LJPA.

RESULT:

Moved to Display the Progressive Pride Flag through the month of June 2022 and ask the LAC (Library Advisory Commission) to evaluate the topic and return to the LJPA with a final policy by the end of the year.

[UNANIMOUS]

MOVER: Jamie Goldstein

SECONDER: Carlos Palacios

AYES: Palacios, Goldstein, LaGoe, Huffaker

Item 8 J: Library Policies and Policy Schedule Review

The Board was presented with Policies #s109, 309, 310, 315 and 315 Addendum, #403 and the Policy Renewal Schedule.

RESULT:

Approved Policies

#309 Gift Policy and Gift Agreement

#310 Gift Policy – Works of Art

#315 Meeting Room Policy

#315 Meeting Room Policy – Addendum

#403 Library Naming Policy

Policy Renewal Schedule

Policy #109 Commemorative Flag Policy to be taken back to LAC's meeting on May 16th, 2022 for further discussion.

[UNANIMOUS]

MOVER: Jamie Goldstein

SECONDER: Carlos Palacios

AYES: Palacios, Goldstein, LaGoe, Huffaker

A. FY 22/23 Draft Operating Budget Proposal

Director Goldstein and Director Palacios asked a number of questions regarding the Draft Operating Budget and requested more detail which will be provided by the Library prior to final approval.

RESULT:

Accepted the Proposed FY 2022/2023 Joint Powers Authority (JPA) Budget and recommended placing the approval of the final budgets on the June 2022 JPA agenda. [UNANIMOUS]

MOVER: Carlos Palacios

SECONDER: Jamie Goldstein

AYES: Palacios, Goldstein, LaGoe, Huffaker

B. Connectivity Kits. A Presentation by Sarah Harbison, CMS Manager.

The Board members expressed their support and appreciation.

10. Comments by Board Members

None

11. Adjournment

Final Adjournment of the Library Joint Powers Authority Board (LJPA) at 10:15 a.m. to the next regular meeting on June 2, 2022 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.

Chair Mali LaGoe
Vice Chair Carlos Palacios
Board Member Jamie Goldstein
Board Member Matt Huffaker



STAFF REPORT

DATE: June 2, 2022
TO: Library Joint Powers Authority Board
FROM: Yolande Wilburn, Library Director
RE: Display of the Commemorative Flags

RECOMMENDATION

Approve Policy #109 Display of Commemorative Flags

BACKGROUND

On May 5, 2022, the Library submitted a staff report recommending that the Library Joint Powers Authority Board (LJPA) approve Policy #109 Commemorative Flag Policy. The Board directed staff to revise the policy to have the Library Advisory Commission (LAC) make the approval for commemorative flags or base the decision on the local jurisdiction's guidelines.

On May 16, 2022, the LAC reviewed and discussed the two policy versions, 109A and 109B. After careful consideration, the LAC Commissioners voted unanimously to approve version #109A. The final version of the Policy, #109 Display of Commemorative Flags, is attached for your approval.

DISCUSSION

The LAC endorsed version of Policy #109 places the decision to fly commemorative flags in the hands of the LAC without the involvement of the Library Joint Powers Authority Board. It allows for consistency in displaying commemorative flags at all library locations and enables the Library to make its own cultural or political statements independent of the library jurisdiction location.

FISCAL IMPACT - There is no fiscal impact associated with this item.

Attachment: Commemorative Flag Policy #109

Commemorative Flag Policy

JPAB Policy # 109

Approved: June 2, 2022

Five-year Review Schedule: June 2027

PURPOSE:

This Policy shall guide the outdoor display of commemorative flags at the branch locations for the Santa Cruz Public Libraries.

In adopting this policy, the Library Joint Powers Board declares that Santa Cruz Public Libraries' flagpoles are not intended to serve as a forum for free expression of the public, but rather for the display of Federal, State and City flags, and any commemorative flags authorized by the Library Advisory Commission (LAC).

GUIDANCE:

Commemorative Flags

1. For purposes of this Policy, the term "commemorative flag" shall mean any flag that identifies with a specific date, historical event, cause, nation or group of people, whereby the Library honors or commemorates the date, event, cause, nation or people by displaying the flag.
2. The Library's Flagpoles are not a forum for free expression for or by the public.
3. The Library shall display commemorative flags only if approved by the LAC.
4. Commemorative flag displays are an expression of the Library's official sentiments and must be consistent with the Library's mission and Strategic Plan.
5. Commemorative flags shall be authorized for display for a period of time that is reasonable or customary for the ceremony or the subject to be commemorated, but no longer than 31 continuous days.
6. Commemorative flags will be flown in accordance with all applicable provisions of federal and state laws.

Chair Mali LaGoe
Vice Chair Carlos Palacios
Board Member Jamie Goldstein
Board Member Matt Huffaker



STAFF REPORT

DATE: June 2, 2022
TO: Library Joint Powers Authority Board
FROM: Yolande Wilburn, Library Director
RE: License Agreement between County, Library and PG&E

STAFF RECOMMENDATION

Approve the License Agreement between the County, Library and PG&E for a Community Resource Center at Felton Library

BACKGROUND

In 2021, PG&E began work with Santa Cruz County in establishing two Community Resource Centers - one in the San Lorenzo Valley and one in the Aptos area. Santa Cruz County, Santa Cruz Public Libraries (SCPL), the City of Scotts Valley, and Pacific Gas and Electric (PG&E) began developing an agreement. The agreement identified the Felton and Scotts Valley library branches to serve as a Community Resource Center (CRC) during a Public Safety Power Shutoff Event (PSPS Event).

A PSPS Event means the existence of one or more environmental conditions creating extreme fire danger that results in the shutoff of power for public safety. Examples of PSPS Events include red flag warnings issued by the United States National Weather Service, low humidity levels, high winds, and dry vegetation.

Renovation closure suspended negotiations for the Scotts Valley Library branch, and the Felton branch plans stopped due to the high cost of tying in the electrical systems.

In April 2022, representatives from the County Office of Response, Recovery and Resilience, SCPL, and PG&E met to discuss revised generator location proposals from PG&E's contractors and address SCPL's concerns with the proposed use of the Community Room during PSPS events. The Felton Library branch was determined to be viable as a CRC for PSPS and other emergency events.

ANALYSIS: The attached License Agreement establishes the terms between Santa Cruz County, SCPL, and PG&E to provide a CRC during a PSPS Event at the Felton Library branch for four years.

The agreement provides PG&E's representative's use of the community room, restrooms, and parking lot to provide CRC services. CRC services may include providing community members with water and snacks and the ability to charge phones and get up-to-date information on outages.

PG&E is responsible for the license to install, maintain, operate, repair, and replace a generator and related equipment in the last parking spot lining the Library building next to the EV charging parking spaces and will not interfere with patrons using the charging stations.

PG&E anticipates that it will use the Library occasionally, for periods of approximately two (2) to ten (10) days at a time. The days (including any partial days used for setup and teardown) are considered "Use Days."

PG&E will pay a license fee of Nine Hundred Dollars (\$900.00) per Use Day. The License fee will be divided equally between Santa Cruz County and SCPL.

PG&E is responsible for maintaining insurance at all times in accordance with the agreement.

FISCAL IMPACT: PG&E is responsible for all costs of setting up, staging, and operating the CRC. The Library will receive revenue of four hundred fifty (\$450) per Use Day.

ATTACHMENTS: 1. License Agreement Public Safety Power Shutoff

LICENSE AGREEMENT
(PUBLIC SAFETY POWER SHUTOFF)

This License Agreement ("**License Agreement**") is made and entered into this ____ day of _____, 2022 (the "**Effective Date**") by the COUNTY OF SANTA CRUZ, hereinafter called "**LICENSOR**," THE SANTA CRUZ PUBLIC LIBRARIES, hereinafter called "**LIBRARY**," and PACIFIC GAS AND ELECTRIC COMPANY, a California corporation, hereinafter called "**PG&E**." "PG&E, THE SANTA CRUZ PUBLIC LIBRARIES and LICENSOR are sometimes hereinafter each singularly referred to as "PARTY" and collectively as "PARTIES".

R E C I T A L S:

A. LICENSOR owns certain real property commonly known as the Felton Branch Library, located at 6121 Gushee Street, Assessor's Parcel Number 065-073-03, hereinafter called the "**Property**," located in the City of Felton, County of Santa Cruz, State of California. The Property includes a parking lot ("**Parking Lot**") containing approximately 17 parking spaces.

B. LIBRARY leases a portion of the Property from LICENSOR for purposes of operating a public library.

C. PG&E desires to partner with LICENSOR and LIBRARY in connection with a Public Safety Power Shutoff Event ("**PSPS Event**"). For purposes of this License Agreement, a "**PSPS Event**" means the existence of one or more environmental conditions creating extreme fire danger that results in the shutoff of power for public safety. Examples of PSPS Events include red flag warnings issued by the United States National Weather Service, low humidity levels, high winds, and dry vegetation.

D. The parties desire to memorialize this mutual understanding and agreement for making the Property available to PG&E in connection with a PSPS Event.

NOW, THEREFORE, for good and valuable consideration, LICENSOR and PG&E agree as follows:

1. Grant of License. Subject to the terms and conditions set forth in this License Agreement, LICENSOR grants, and LIBRARY agrees to allow, PG&E, and its employees, contractors, agents, and representatives ("**PG&E's Representatives**") and PG&E's customers the right to use the License Area described in **EXHIBIT A** attached hereto (the "**License Area**") and certain interior areas of the Property in connection with a PSPS Event, together with rights of ingress and egress to and from the License Area, and the right to use certain exterior areas of the Property as set forth below. All of the activities of PG&E and PG&E's Representatives pursuant to this License Agreement are referred to herein as "**PG&E's Activities**."

2. Use of License Area and Interior Common Areas of the Property. During Use Days (as defined in Section 6 below), PG&E and PG&E's Representatives and customers shall have the exclusive right to use the License Area as a customer resource center. Services to be provided in the License Area may include, among other things, providing PG&E customers with water and snacks and the ability to charge phones and get up-to-date information on outages. PG&E and

PG&E's Representatives shall have the right to set up tables and chairs in the License Area. In addition to the exclusive use of the License Area and non-exclusive use of hallway and restrooms adjacent to the License area during Use Days, PG&E and PG&E's Representatives and customers shall have the nonexclusive right, to use lobbies, hallways, stairways, elevators (if operational), restrooms, and other interior common areas of the Property during public business hours only. PG&E and PG&E's Representatives shall also have the right to install temporary directional signage in the common areas of the Property.

3. Staging Area; Parking.

(a) Staging Area. During Use Days, PG&E and PG&E's Representatives shall have the exclusive right to use the exterior area of the Property designated on **EXHIBIT A** (the "**Staging Area**") to support the operation of an indoor customer resource center in the case of a PSPS Event. PG&E and PG&E's Representatives shall have the right to set up tents, install trailers, portable toilets, fencing, and temporary signage, park mobile vehicle units and other vehicles, and deliver and stage equipment, supplies and materials in the Staging Area.

(b) Parking. PG&E and PG&E's Representatives and customers shall have the non-exclusive right to park vehicles in portions of the Parking Lot shown on **EXHIBIT A** during Use Days.

(c) Personnel. During Use Days PG&E shall have the exclusive right to use the License Area designated on **EXHIBIT A** and commonly known as the Community Room, up to twenty-four (24) hours per day. Hours for use to PG&E customers shall be from 8:00 am to 10:00 pm. On Use Days, the License Area shall be fully staffed by PG&E and its representatives, at PG&E's sole cost and expense. PG&E shall provide uniformed unarmed security at its cost and expense to ensure the protection of its equipment, the safety of the public and to prevent any damage to the Property.

4. Generator. Subject to the terms and conditions of this Section 4, LICENSOR grants PG&E and PG&E's Representatives a license to install, maintain, operate, repair, and replace a generator and related equipment (collectively, the "**Generator**") in the exterior area of the Property in the last parking spot lining the Library building next to the EV charging parking spaces and will not interfere with charging, as more particularly shown on **EXHIBIT A** attached hereto (the "**Generator Site**"). At PG&E's option, PG&E or PG&E's Representatives may install temporary fencing, bollards, or other barriers around the Generator Site. LICENSOR grants to PG&E and PG&E's Representatives exclusive use of the Generator Site. PG&E anticipates that the Generator may remain in place from approximately June 1 until December 31 of each year, and PG&E and PG&E's Representatives shall have the right, with minimum 24 hours prior notice to LICENSOR, to enter the Property to access the Generator. PG&E, at its expense, shall be responsible for obtaining all required permits for the Generator and complying with all laws relating to the Generator. Notwithstanding the definition of PG&E's Activities, the presence of the Generator on the Property and activities related to the Generator shall not be considered PG&E's Activities for purposes of determining Use Days, and PG&E shall not be required to pay any additional license fees or other sum in connection with the Generator. The Generator is solely for the benefit of PG&E and PG&E's customers. PG&E makes no representations or warranties to LICENSOR regarding the operation, capacity, or condition of the Generator. Promptly after the expiration of the term of this License

Agreement, PG&E or PG&E's Representatives shall remove the Generator and any barriers installed by PG&E or PG&E's Representatives and repair any damage caused by or related to PG&E's use of the Generator Site.

5. Term. This License Agreement shall be for a term of four (4) years, commencing on _____, 2022 (the "**Commencement Date**"), and expiring on _____, 2026 (the "**Termination Date**"). LICENSOR shall have the right to terminate this License Agreement for cause if PG&E is non-compliant with the terms of this License agreement. LICENSOR or LIBRARY shall give PG&E five (5) days' notice to cure the non-complaint defect before providing thirty (30) days written notice to PG&E to terminate.

6. Notwithstanding the term of this License Agreement, PG&E anticipates that it will use the License Area and the Staging Area on an occasional basis, if at all, for periods of approximately two (2) to ten (10) days at a time. The days (including any partial days) during which any of PG&E's Activities are occurring in or on the License Area or the Staging Area are referred to herein as "**Use Days**." During Use Days, PG&E shall have the exclusive right to use the License Area and the Staging Area twenty-four (24) hours per day.

7. License Fee. PG&E shall pay a license fee ("**License Fee**") of Nine Hundred Dollars (\$900.00) per day for each Use Day. License fee shall be equally divided between LICENSOR and LIBRARY as described below:

PG&E shall pay a license fee of Four Hundred Fifty Dollars (\$450.00) to LICENSOR per day for each Use Day. License fee shall be made payable to the County of Santa Cruz, and shall be considered paid when delivered to:

COUNTY OF SANTA CRUZ
Department of Public Works – Real Property
701 Ocean Street, Room 410
Santa Cruz, CA 95060

PG&E shall pay a license fee of Four Hundred Fifty Hundred Dollars (\$450.00) to LIBRARY per day for each Use Day. License fee shall be made payable to the Santa Cruz Public Libraries, and shall be considered paid when delivered to:

SANTA CRUZ PUBLIC LIBRARIES
117 Union Street
Santa Cruz, CA 95060

8. Priority Scheduling. PG&E shall give LICENSOR and LIBRARY at least twenty- four (24) hours' prior notice (the "**PSPS Notice**") of the dates and times that PG&E desires to access and use the Property in connection with a PSPS Event. Within four (4) hours after receipt of a PSPS Notice, LICENSOR and LIBRARY shall confirm receipt of the PSPS Notice. PG&E's use of the Property in connection with a PSPS Event shall take priority over other uses and events, with the exception of renovation or construction projects in and on the Property that may render the Property unavailable or unsafe for use as a PSPS. If another use or event is scheduled at the Property that would conflict with PG&E's use of the Property during the dates and times specified in the PSPS Notice, LICENSOR and/or LIBRARY shall cancel such event and

indemnify and defend PG&E from any and all Claims related to such cancellation. LICENSOR and LIBRARY acknowledge that PG&E may give LICENSOR and LIBRARY multiple PSPS Notices during any calendar year.

9. Use of License Area and Staging Area.

(a) As Is. To LICENSOR'S and LIBRARY'S current actual knowledge, the Property complies with all laws, including the Americans with Disabilities Act and other accessibility laws. PG&E accepts the License Area and the Staging Area "AS-IS," "WHERE-IS" and "WITH ALL-FAULTS," subject to all applicable zoning, municipal, county and state laws, ordinances, and regulations governing and regulating the use of the License Area and the Staging Area. PG&E may request LICENSOR and/or LIBRARY to perform alterations, repairs, or improvements to the License Area and the Staging Area, but PG&E understands and agrees that LICENSOR and/or LIBRARY shall not be obligated to make any such alterations, repairs or improvements at any time. Except in the event of an emergency, PG&E shall not make any alterations, repairs, or improvements to the Property without the prior written consent of LICENSOR, which consent shall not be unreasonably withheld, conditioned or delayed and the receipt of any and all permits required for the alterations, repairs or improvements.

(b) Use. PG&E shall exercise reasonable care in the conduct of PG&E's the License Area and the Staging Area. Without limiting the generality of the preceding sentence, PG&E shall maintain the License Area and the Staging Area in reasonably neat and orderly condition during Use Days; provided, however, that LICENSOR and/or LIBRARY, as part of the License Fee and without additional compensation, shall provide all necessary janitorial services to the License Area and common areas during Use Days, including, but not limited to, removing trash and stocking restrooms with supplies. PG&E shall not use the License Area or the Staging Area or permit anything to be done in or about the License Area or the Staging Area during Use Days that will in any way conflict with any law, statute, zoning restriction, ordinance or governmental rule or regulation or requirement relating to the use or occupancy of the License Area or the Staging Area. During Use Days, PG&E shall not allow the License Area or the Staging Area to be used for any unlawful or objectionable purpose, nor shall PG&E cause, maintain or permit any nuisance in, on or about the License Area or the Staging Area.

(c) Mechanic's Liens. PG&E shall keep the Property free and clear of all mechanic's liens arising, or alleged to arise, in connection with any work performed, labor or materials supplied or delivered, or similar activities performed by PG&E or at PG&E's request or for PG&E's benefit. If any mechanic's liens are placed on the Property in connection with PG&E's use or PG&E's Activities, PG&E shall diligently pursue all necessary actions to remove such liens from title, either by payment or by recording a lien release bond in the manner specified in California Civil Code Section 8424 or any successor statute, and shall indemnify, defend and hold harmless LICENSOR and LIBRARY in connection with such mechanic's liens.

(d) Restoration. Upon PG&E's ceasing to use the License Area and the Staging Area in connection with a particular PSPS Event, PG&E shall remove all personal property of PG&E from the License Area, remove all vehicles, personal property, debris and waste material of PG&E and PG&E's Representatives from the Staging Area, and repair and restore the License Area and the Staging Area as nearly as reasonably possible to the condition that existed prior to PG&E's entry hereunder.

10. Notices. All notices under this License Agreement shall be sent by email to the addresses set forth in **EXHIBIT B**. In addition, LICENSOR and LIBRARY will provide PG&E with telephone or cellphone numbers of staff in calling order to contact in an emergency as set forth in **EXHIBIT B**. **EXHIBIT B** shall be updated as needed to reflect current names and contact information.

11. Indemnity, LICENSOR. Except to the extent caused by the sole negligence or willful misconduct of LICENSOR, its officers, agents, or employees, PG&E shall indemnify, defend and hold harmless LICENSOR and its governing body, officers, agents, and employees from and against all claims, losses, actions, demands, damages, costs, expenses (including, but not limited to, reasonable attorneys' fees and court costs) (collectively, "**Claims**") that arise out of PG&E's Activities, or the entry on, occupancy or use of, the Property by PG&E or PG&E's Representatives, agents, employees or invitees under this License Agreement, including, but not limited to, Claims relating to (i) injury to or death of persons, including, but not limited to, employees of LICENSOR or PG&E; (ii) injury to the property of LICENSOR, and (iii) violation of any applicable federal, state, or local laws, statutes, regulations, or ordinances by PG&E or PG&E's Representatives. In no event, however, shall PG&E be liable for any indirect or consequential damages or for loss of profits or other revenue, loss of goodwill, or loss of use. The indemnification obligations of PG&E under this section shall survive the expiration or earlier termination of this License Agreement.

12. Indemnity, LIBRARY. Except to the extent caused by the sole negligence or willful misconduct of LIBRARY, its officers, agents, members or employees, PG&E shall indemnify, defend and hold harmless LIBRARY and its governing body, officers, agents, and employees from and against all claims, losses, actions, demands, damages, costs, expenses (including, but not limited to, reasonable attorneys' fees and court costs) (collectively, "**Claims**") that arise out of PG&E's Activities, or the entry on, occupancy or use of, the Property by PG&E or PG&E's Representatives, agents, employees or invitees under this License Agreement, including, but not limited to, Claims relating to (i) injury to or death of persons, including, but not limited to, employees of LICENSOR or PG&E; (ii) injury to the property of LIBRARY, and (iii) violation of any applicable federal, state, or local laws, statutes, regulations, or ordinances by PG&E or PG&E's Representatives. In no event, however, shall PG&E be liable for any indirect or consequential damages or for loss of profits or other revenue, loss of goodwill, or loss of use. The indemnification obligations of PG&E under this section shall survive the expiration or earlier termination of this License Agreement.

13. Insurance. PG&E shall at all times during the Term of this License Agreement, self-insure for PG&E's Activities pursuant to this License Agreement in accordance with **EXHIBIT C**.

14. Alterations to Property. LICENSOR hereby grants, and LIBRARY agrees, PG&E and PG&E's Representatives the right to perform, at PG&E's expense, the alterations to the Property described in **EXHIBIT D** attached hereto. No additional alterations are allowed unless authorized by the LICENSOR and LIBRARY in writing. PG&E or PG&E's Representatives will coordinate the scheduling of the performance of such alterations with LIBRARY.

15. Miscellaneous.

(a) Governing Law. This License Agreement shall in all respects be interpreted, enforced, and governed by and under the laws of the State of California.

(b) Attorneys' Fees. Should either party bring an action against the other party, by reason of or alleging the failure of the other party with respect to any or all of its obligations hereunder, whether for declaratory or other relief, and including any appeal thereof, then the party which prevails in such action shall be entitled to its reasonable attorneys' fees and expenses related to such action, in addition to all other recovery or relief.

(c) No Waiver. Any waiver with respect to any provision of this License Agreement shall not be effective unless in writing and signed by the party against whom it is asserted. The waiver of any provision of this License Agreement by a party shall not be construed as a waiver of a subsequent breach or failure of the same term or condition or as a waiver of any other provision of this License Agreement.

(d) Counterparts. This License Agreement may be executed in identical counterpart copies, each of which shall be an original, but all of which taken together shall constitute one and the same agreement.

(e) Authority. Each party to this License Agreement warrants to the other that it has the right and authority to enter into and to perform its obligations under this License Agreement, without the consent of any third party, and that the person signing below is authorized to bind such party.

(f) Interpretation. This License Agreement shall be construed according to the fair meaning of its language. The rule of construction to the effect that ambiguities are to be resolved against the drafting party shall not be employed in interpreting this Agreement.

(g) Exhibits. The following exhibits are attached hereto and incorporated herein by this reference:

EXHIBIT A – License Area

- Staging and Parking Lot Area
- Generator Site

EXHIBIT B – Notices

EXHIBIT C – Statement of Self-Insurance Program

EXHIBIT D – ADA and Electrical Alterations

(h) Electronic Signatures. This License Agreement may be executed by electronic signatures (*e.g.*, using DocuSign or e-SignLive) or signatures transmitted in portable document format ("pdf"), and copies of this License Agreement executed and delivered by means of electronic or pdf signatures shall have the same force and effect as copies hereof executed and delivered with original manually executed signatures. The parties may rely upon electronic and pdf signatures as if such signatures were manually executed originals and agree that an electronic or pdf signature page may be introduced into evidence in any proceeding arising out of or related to this License Agreement as if it were an original manually executed signature page.

(i) Successors and Assigns. This License Agreement shall be binding upon and inure to the benefit of the heirs, personal representatives, successors, and assigns of each party.

(i) Entire Agreement. This License Agreement supersedes all previous oral and written agreements between and representations by or on behalf of the parties and constitutes the entire agreement of the parties with respect to the subject matter hereof. This License Agreement may not be amended, except by a written agreement executed by both parties.

****Intentionally Blank****

IN WITNESS WHEREOF, the parties have executed this License Agreement as of the date set forth below each signature, effective upon the Effective Date first written above.

"PG&E"

"LICENSOR"

PACIFIC GAS AND ELECTRIC COMPANY, COUNTY OF SANTA CRUZ
a California corporation

By: _____

By: _____

Name: _____

Name: _____

Its: _____

Its: _____

Date: _____

Date: _____

"LIBRARY"

SANTA CRUZ PUBLIC LIBRARIES

By: _____

Name: _____

Its: _____

Date: _____

EXHIBIT A

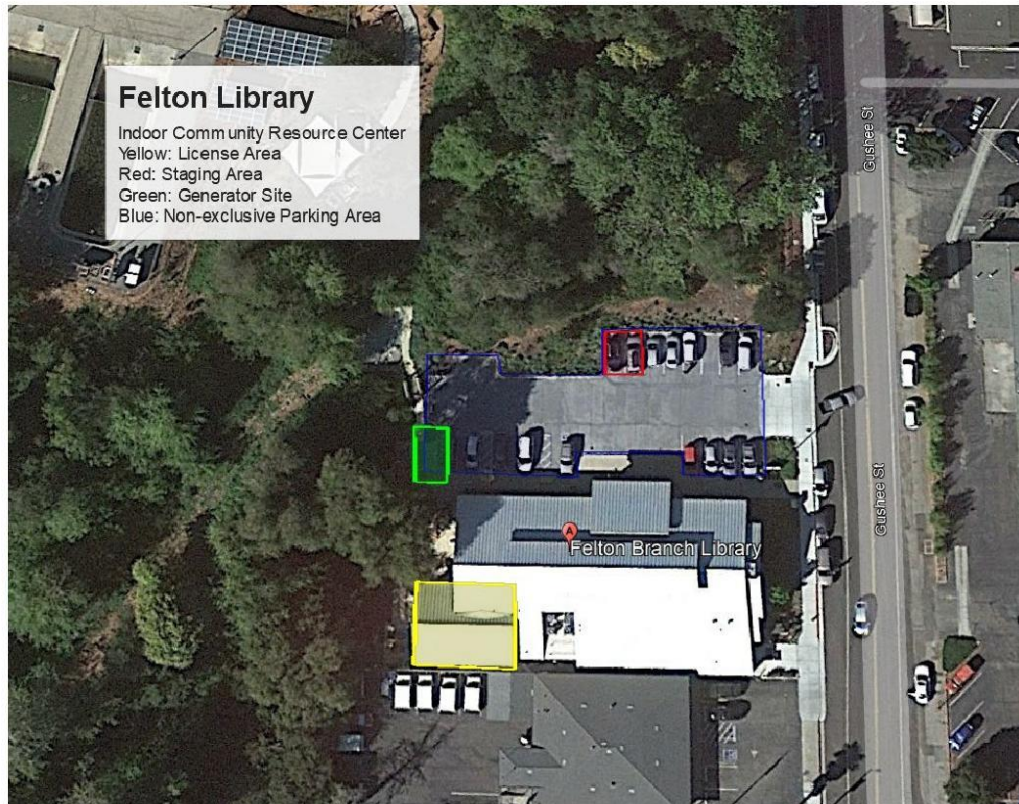


EXHIBIT B

NOTICES

TO LICENSOR:

Any notice to Licensor, including the notice to be given pursuant to Section 10 of the License Agreement, shall be sent to Kimberly Finley at the following:

Email address: Kimberly.Finley@santacruzcounty.us

Phone Number: 831-454-2334

In addition, in the event of an emergency, PG&E shall contact the following persons in the order set forth below:

Laura Whaley (whaleyl@santacruzpl.org) 831.246.4124

Kira Henifin (henifink@santacruzpl.org) 415.971.1680

Yolande Wilburn (wilburny@santacruzpl.org) 831-331 9282

TO PG&E:

Any notice to PG&E, including the notice pursuant to Section 7 of the License Agreement shall be sent to Jessica Melton at the following email address: Jessica.Melton@pge.com, cc'ing CRCHelp@pge.com.

PG&E contacts for use during emergency use and post emergency for claims and reimbursements:

CRC Help Line: 916-760-5369

Jessica Melton, Land Consultant, PG&E
(925) 655-7085 – cell
Jessica.Melton@pge.com – email

Alex Grant, Program Manager, PG&E
(707) 331-2466 – cell
Alex.Grant@pge.com – email

EXHIBIT C



ESRM & Insurance Department
245 Market Street / N45
4th Floor
San Francisco, CA 94105

STATEMENT OF SELF-INSURANCE PROGRAM

April 1, 2021

Issued to: Whom it May Concern

Re: Insurance requirements for Pacific Gas and Electric Company (PG&E) to use property for the purposes of establishing and operating a Community Resource Center in the case of a Public Safety Power Shutoff Event (PSPS).

This letter certifies PG&E is insured under a major risk management program with large self-insured retentions. The program provides coverage for the insurance types and limits reflected in the agreement which includes:

Commercial General Liability: \$5,000,000 each occurrence / \$10,000,000 aggregate
Employer's Liability: \$1,000,000 each accident
Business Auto Liability: \$1,000,000 each accident

Further, PG&E has qualified as a self-insurer under the laws of the State of California with respect to Workers' Compensation. Our identification number for this purpose is 2-0012-01-099.

*Please note a certificate of insurance is not applicable when an entity is self-insured, such as PG&E.

A handwritten signature in black ink that reads "Stephen Cairns".

Stephen Cairns
Vice President and Chief Audit Officer



SI Certification Letter
File: PGE-246.01

EXHIBIT D

ELECTRICAL SCOPE OF WORK:

- Install 800 AMP transfer switch to upper half of switchgear. Existing buss bar to be trimmed to allow room for transfer switch
- Install camlocks on right side of existing gear
- Core hole through exterior wall for cables to connect ATS to generator. Install lockable lid for hole when not in use
- Install receptable for generator battery charger
- Note: a temporary shutdown will be required during installation and inspection of electric facilities

ADA SCOPE OF WORK:

- None

Chair Mali LaGoe
Vice Chair Carlos Palacios
Board Member Jamie Goldstein
Board Member Matt Huffaker



STAFF REPORT

DATE: June 2, 2022
TO: Library Joint Powers Authority Board
FROM: Yolande Wilburn, Library Director
RE: Transfer of Capital Funds

RECOMMENDATION

Approve the transfer of unused capital funds totaling \$324K from the Operating Budget to the Library's Capital Funds Account.

DISCUSSION

1. The FY 21/22 Budget scheduled \$150K to be spent on capital outlay. To date the library has spent \$80K of those funds on getting the Boulder Creek and Garfield Park Library Branches open.

The intention of the capital outlay budget line item was to address needs for an individual fiscal year as well as build a capital outlay fund for future library projects. Future projects and funds needed would be transferred back into the operating budget upon the approval of the LJPA.

2. The FY 21/22 Budget scheduled \$270K to be spent on computer equipment for the system. These funds are scheduled to replace computer equipment as well as meet new and emerging needs.

This year the Library was without a Library IT Manager and so these funds went unspent. The funds are still needed for both the public and the staff. The new Library IT Manager is hard at work planning for the needs of the system and will have these funds spent in FY 23 at which time the Library will return to the LJPA for approval to move these funds back into the operating budget.

A combined total of \$324K is being requested for transfer to the Library's Capital Outlay Fund for future use.

Attachment: FY 22 Budget Adjustment

Report Prepared by: Kira Henifin, Principal Management Analyst

Reviewed and Forwarded by: Yolande Wilburn, Library Director

☐ Council Approval
☒ Administrative Approval

City of Santa Cruz
BUDGET ADJUSTMENT REQUEST

Clear Form

Fiscal Year: 2022
Date: 06/02/2022

CM/FN Use Only:
Reso #:
JE Post#:

Purpose: Move capital outlay from operating budget to capital fund.

ACCOUNT	PROJECT	REVENUE EDEN ACCOUNT TITLE	AMOUNT
963-00-00-0000-49191		Intra-entity fund transfer in	70,000
956-00-00-0000-49191		Intra-entity fund transfer in	254,000
TOTAL REVENUE			324,000

ACCOUNT	PROJECT	EXPENDITURE EDEN ACCOUNT TITLE	AMOUNT
951-36-51-3601-57990		Capital Outlay	-70,000
951-36-51-3601-57409		Computer Equipment	-254,000
951-00-00-0000-59191		Intra-entity fund transfer out	324,000
TOTAL EXPENDITURE			0

NET: \$ 324,000

REQUESTED BY	DEPARTMENT HEAD APPROVAL	BUDGET/ACCOUNTING* APPROVAL	FINANCE DIRECTOR APPROVAL	CITY MANAGER APPROVAL
Kira Henifin <small>Digitally signed by Kira Henifin Date: 2022.05.24 11:11:52 -0700</small>				

Chair Mali LaGoe
Vice Chair Carlos Palacios
Board Member Jamie Goldstein
Board Member Matt Huffaker



STAFF REPORT

DATE: June 2, 2022
TO: Library Joint Powers Authority Board
FROM: Yolande Wilburn, Library Director
RE: FSCPL Donation to purchase Branciforte Children's Room Furniture

RECOMMENDATION

Accept and amend the FY 22 Operating Budget to include a donation made from the Friends of the Santa Cruz Library in the amount of \$18,257 for the purchase of furniture for the Branciforte Branch Library's Children's Room.

DISCUSSION

In the summer of 2021, Friends President Janis O'Driscoll applied for a grant from the Sunlight giving Foundation to enhance early literacy environments at the Live Oak and B40 Branches. The grant was meant to support the library's role as a safe space in the community for families with children 0-5, and to ensure that young children and their families and caregivers have opportunities to connect, play, and engage in trusted and quality environments. They were interested in supporting programs that are restarting services to this age group and/or libraries with capital projects.

The Friends agreed to give funds in support of the Library adding a piece of children's interactive furniture to encourage imaginative play in the Children's room at Branciforte. Since the Branciforte Branch Library is close to the harbor, the Library thought it would be fun to have a sailboat that kids could play in. The Library consulted the architects for the B40 remodel, who agreed, this piece of furniture would add something interactive and special to the children's room.



Attachment: FY 22 Budget Adjustment

Report Prepared by: Kira Henifin, Principal Management Analyst

Reviewed and Forwarded by: Yolande Wilburn, Library Director

☐ Council Approval
☒ Administrative Approval

City of Santa Cruz
BUDGET ADJUSTMENT REQUEST

Clear Form

Fiscal Year: 2022
 Date: 06/02/2022

CM/FN Use Only:
 Reso #:
 JE Post#:

Purpose: Accept Friends monies for furniture at the Branciforte Library.

ACCOUNT	PROJECT	REVENUE EDEN ACCOUNT TITLE	AMOUNT
951-36-51-3604-46309	p362204-464-5010-1094	FSCPL Donation for Branciforte Branch Library	18,257
TOTAL REVENUE			18,257

ACCOUNT	PROJECT	EXPENDITURE EDEN ACCOUNT TITLE	AMOUNT
951-36-51-3604-57990	p362204-100-2020-0	Capital Outlay/Branciforte Furniture for Kids Rm	18,257
TOTAL EXPENDITURE			18,257

NET: \$ 0

REQUESTED BY	DEPARTMENT HEAD APPROVAL	BUDGET/ACCOUNTING* APPROVAL	FINANCE DIRECTOR APPROVAL	CITY MANAGER APPROVAL
Kira Henifin <small>Digitally signed by Kira Henifin Date: 2022.05.24 11:11:52 -0700</small>				

Chair Mali LaGoe
Vice Chair Carlos Palacios
Board Member Jamie Goldstein
Board Member Matt Huffaker



STAFF REPORT

DATE: June 2, 2022
TO: Library Joint Powers Authority Board
FROM: Yolande Wilburn, Library Director
RE: REVISED Budget Adjustment for Friends of the Library Donations

STAFF RECOMMENDATION

Accept and amend the FY 22 Operating Budget to include donations in support of library services from the Friends of the Santa Cruz Libraries totaling \$53,590 (revised).

DISCUSSION

The LJPA previously approved the Friends of the Santa Cruz Library annual support for library services and programs in the amount of \$56,090.

The Friends has adjusted that donation amount to \$53,590.

The Library will continue to meet with the Friends annually to request funds for the library's planned programs and services for each year. This planning will help the Library communicate overall goals and priorities to the Friends, and will give the Friends the opportunity to discuss financial support as a whole.

.....
Adjusted Donation:

Summer Reading: ~~\$25,000~~ \$22,500
 ~~\$10,000~~ \$7,500 for summer reading performers
 \$7,000 for summer reading prize books
 \$8,000 to support its summer lunch program with crafts and books

Reopening of Five Library Branches: \$15,000
 \$3,000 for the grand opening of BC, B40, GP, LO and SV

Hybrid Programming Infrastructure: \$7,890

\$4,300 Neat Bar Pro for larger rooms
\$2,340 Neat Bar for smaller rooms
\$650 Controller for each room
\$600 Zoom License for the year

Lendable Tech: \$3,500
\$750 15 Hotspots
\$2,750 10 Chromebooks

Interpretation at Programs: \$2,000

Staff Appreciation: \$700

Workforce Development: \$2,000

Attachments: FY 22 Budget Adjustment

Report Prepared by: Kira Henifin, Principal Management Analyst

Reviewed and Forwarded by: Yolande Wilburn, Library Director

City of Santa Cruz
BUDGET ADJUSTMENT REQUEST

PAGE 1 OF 1

<input type="radio"/> Council Approval	Resolution No.
<input type="radio"/> Successor Agency	Resolution No.
<input checked="" type="radio"/> Administrative Approval	

<input checked="" type="radio"/> Current Fiscal Year
<input type="radio"/> Prior Fiscal Year

TO: FINANCE DIRECTOR
FROM: Yolande Wilburn

DATE: 06/02/2022

ACCOUNT	REVENUE EDEN ACCOUNT TITLE	
951-36-51-3601-46309	Friends of the SC Library (P362201-464-5010-1094)	38,590
951-36-51-3603-46309	BC Friends Chapter (P362203-464-5010-1094)	3,000
951-36-51-3604-46309	B40 Friends Chapter (P362204-464-5010-1094)	3,000
951-36-51-3608-46309	GP Friends Chapter (P362208-464-5010-1094)	3,000
951-36-51-3610-46309	LO Friends Chapter (P362210-464-5010-1094)	3,000
951-36-51-3611-46309	SV Friends Chapter (P362211-464-5010-1094)	3,000
TOTAL REVENUE		53,590

ACCOUNT	EXPENDITURE EDEN ACCOUNT TITLE	
951-36-51-3601-57990	Friends of the SC Library (p362201-100-2020-0)	38,590
951-36-51-3603-57990	BC Friends Chapter (p362203-100-2020-0)	3,000
951-36-51-5604-57990	B40 Friends Chapter (p362204-100-2020-0)	3,000
951-36-51-3608-57990	GP Friends Chapter (p362208-100-2020-0)	3,000
951-36-51-3610-57990	LO Friends Chapter (p362210-100-2020-0)	3,000
951-36-51-3611-57990	SV Friends Chapter (362211-100-2020-0)	3,000
TOTAL EXPENDITURE		53,590

NET: \$ 0

Purpose:

Approved by the LJPB at their 4/7/22 meeting and revised at the 6/2/22 meeting.

REQUESTED BY	DEPARTMENT HEAD APPROVAL	ACCOUNTING APPROVAL	FINANCE DIRECTOR APPROVAL	CITY MANAGER APPROVAL
Kira Henifin <small>Digitally signed by Kira Henifin Date: 2022.04.07 16:01:56 -0700</small> 04/07/22	Yolande Wilburn <small>Digitally signed by Yolande Wilburn Date: 2022.04.07 15:24:34 -0700</small> 04/07/22			

Revised September 2012

Chair Mali LaGoe
Vice Chair Carlos Palacios
Board Member Jamie Goldstein
Board Member Matt Huffaker



STAFF REPORT

DATE: June 2, 2022
TO: Library Joint Powers Authority Board
FROM: Yolande Wilburn, Library Director
RE: Close Felton Replacement Fund and Transfer Funds into FY 22 Operating Budget

RECOMMENDATION

Approve the transfer of the remaining funds in the amount of \$1,300 from Fund 960-Felton Library Replacement to Fund 951-Library Operating Budget.

DISCUSSION

In 2006, the Felton Fund was established to help plan and pay for costs associated with the new Felton Branch library.

Fourteen years later we have a beautiful new Felton Library Branch that the staff and the community are enjoying.

On this note, the Library would like to ask that this fund be terminated and the remaining funds of \$1,300 be transferred to the Library's operating budget for use at the Felton Branch Library.

Attachment: FY 22 Budget Adjustment

Report Prepared by: Kira Henifin, Principal Management Analyst

Reviewed and Forwarded by: Yolande Wilburn, Library Director

☐ Council Approval
☒ Administrative Approval

City of Santa Cruz
BUDGET ADJUSTMENT REQUEST

Clear Form

Fiscal Year: FY 2022
Date: 06/02/2022

CM/FN Use Only:
Reso #:
JE Post#:

Purpose: To eliminate Fund 960-Felton Replacement since the Felton Branch Library has been built as of 2020.

ACCOUNT	PROJECT	REVENUE EDEN ACCOUNT TITLE	AMOUNT
951-00-00-0000-49191		Library Operating Fund	1,300
TOTAL REVENUE			1,300

ACCOUNT	PROJECT	EXPENDITURE EDEN ACCOUNT TITLE	AMOUNT
960-00-00-0000-59191		Felton Replacement	1,300
951-36-51-3607-54990		Felton Misc. Supplies and Services	1,300
TOTAL EXPENDITURE			2,600

NET: \$ -1,300

REQUESTED BY	DEPARTMENT HEAD APPROVAL	BUDGET/ACCOUNTING* APPROVAL	FINANCE DIRECTOR APPROVAL	CITY MANAGER APPROVAL
Kira Henifin <small>Digitally signed by Kira Henifin Date: 2022.05.26 11:48:49 -0700</small>				

Chair Mali LaGoe
Vice Chair Carlos Palacios
Board Member Jamie Goldstein
Board Member Matt Huffaker



STAFF REPORT

DATE: June 2, 2022
TO: Library Joint Powers Authority Board
FROM: Yolande Wilburn, Library Director
RE: Revised Annual Meeting Schedule 2022

Recommended Action(s):

Adopt the Revised Annual Meeting Schedule 2022.

Background

Library staff reviewed the bylaws regarding the frequency required for the Library Financing and Facilities Authority (LFFA) and the Library Joint Powers Authority (LJPA) Board meetings. The bylaws do not require a specified number of annual meetings.

The Joint Exercise of Powers Agreement requires board meetings in May and June on the proposed and final budgets.

Library staff recommends that the meetings coincide with the quarterly issuance of financial statements, statistics, and work plans. Should the Board need to call a special meeting for any items outside of the schedule, they may.

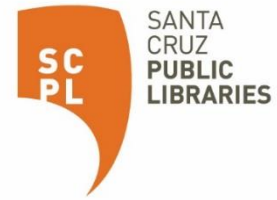
Table 1 below compares the current schedule to the revised plan. The revised Annual Meeting Schedule is attached.

Table 1: Remaining LFFA and LJPA Meeting Schedule for Calendar Year 2022

July-December	Existing Date	Proposed Revision Date
August	August 4	August 4, 2022
October	October 6	No Meeting
November	No Meeting	November 3, 2022
December	December 1, 2022	No Meeting

Attachment: A Revised Annual Meeting Schedule

Revised Annual Meeting Schedule 2022



2022 Revised Meeting Dates

LFFA (Libraries Facilities Financing Authority)
Immediately followed by the LJPA (Library Joint Powers Authority)

All are Zoom Meetings on Thursdays

Meeting Date	Time	Location
August 4, 2022	9:00 am	Zoom
November 3, 2022	9:00 am	Zoom

Chair Mali LaGoe
Vice Chair Carlos Palacios
Board Member Jamie Goldstein
Board Member Matt Huffaker



STAFF REPORT

DATE: June 2, 2022
TO: Library Joint Powers Authority Board
FROM: Yolande Wilburn, Library Director
RE: Approve FY 2023 Santa Cruz Public Library Budget

RECOMMENDATION

Adopt the FY 2023 Library Operating Budget.

DISCUSSION

Please find the FY 23 library operating budget attached.

Attachments: Santa Cruz Public Libraries FY 2023 Operating Budget

Report Prepared by: Kira Henifin, Principal Management Analyst

Reviewed and Forwarded by: Yolande Wilburn, Library Director

FY 2023

Santa Cruz Public Libraries Budget



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June 2, 2022

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

Dear Board Members:

I am pleased to present the 2023 proposed budget for the Santa Cruz Public Libraries. The proposed budget reflects the results of the challenges faced over the last year and incorporates our priorities moving forward.

The global pandemic and library closures reduced staffing levels creating a deep need for additional staff and a heavy reliance on temporary staffing. As part of our reopening efforts, a review of the organizational structure and staffing models is underway. The study includes consideration of an increase in open hours. Over the next year, we will continue improving our operations, beginning with reviewing and updating our human resources processes through the lens of equity and inclusion to recruit, develop and retain excellent staff. Libraries play a significant role in building a strong community, and that begins with our team. We are grateful for the commitment of the Library Team, which began developing a new Strategic Plan in 2022 based on the community's shared values. The priorities focus on safety, inclusion, and support, specifically, creating a library that feels safe and friendly for all, cultivating an inclusive organization, and aligning with community partners to strengthen support networks.

Measure S has provided us with an unprecedented opportunity to remodel and rebuild Libraries that are safe and meet the 21st Century standards. In the fiscal year 2022, the Boulder Creek and Garfield Park Libraries joined the Felton, La Selva Beach, and Capitola libraries in reopening. We look forward to openings at the Scotts Valley, Branciforte, and Live Oak libraries in late 2022, along with the new Live Oak Annex and Aptos Libraries in 2023.

The Downtown Santa Cruz Library is in desperate need of replacement. The Downtown Library Mixed-Use Project provides a dynamic opportunity to have library services, childcare, and affordable housing in one place. Libraries across the state and country have reached out to us for more information on the project. Santa Cruz is a forward-thinking community that incorporates a sustainable approach to resource sharing and resilience by acting now to meet future challenges. We anticipate the new Downtown Library will open in 2026.

In 2022 we contributed to our community's success by providing access to information, promoting social inclusion and equity, civic engagement, community involvement, and the community's economic vitality. We provided physical circulation of materials, learning kits, telescopes, and even State Park visitor passes at our open branches through our core services. Digital content, programming, and information services were provided in our facilities, outdoors, online, and through our telephone reference services. Our bookmobile took to the streets delivering outreach services and materials across the County while our librarians continued working with the incarcerated and at juvenile hall.

The Santa Cruz County Office of Education named Our Youth Librarian Team Partner of the Year. Our Librarians brought in over \$77,000 in grant programs, including Lunch @the Library, which provides free healthy meals for youths over the summer, and fun interactive programming. Adult services Librarians successfully opened the Life Literacies Center to assist with job search and housing resources. And we could never forget the phenomenal work of our

Friends of the Library in raising over \$1 million of support for renovating and rebuilding our libraries.

We intend to grow the successful outreach partnerships established over the last year and expand them in 2023 as part of our strategic initiatives. Goals include:

- Aligning the work of the library with the work of the schools.
- Incorporating the Aptos History Museum collection into the Aptos Library.
- Providing broader community access through pop-up programming in parks and around town.

The Proposed Budget represents a 10.9% percent increase in spending from the prior fiscal year and is needed to ensure we can provide excellent service to each community.

The Proposed Budget includes one reclassification of a Library Assistant II to a Library Assistant III. However, we expect to bring forward a proposed new staffing model for consideration in the months ahead. The Proposed Budget includes investments in the staff development, relocating our Information Technology and Collection Management departments to the Library Administration building for greater efficiency of centralized library services.

Over the next year, we will collaborate with the County Office of Response, Recovery, and Resilience to ensure our libraries prepare to assist in an emergency. We will work with the City of Santa Cruz to help direct the unhoused to needed resources. And we will continue our focus on diversity, equity, and inclusion to ensure all residents feel safe and welcome in our libraries.

I want to thank the Library Advisory Commission for its commitment to the public need and our Library Joint Powers Authority Board for their leadership in navigating us through immeasurable change. By working together as a team, we will continue to meet the community's needs and face the challenges ahead.

Respectfully,

Yolande Wilburn
Library Director



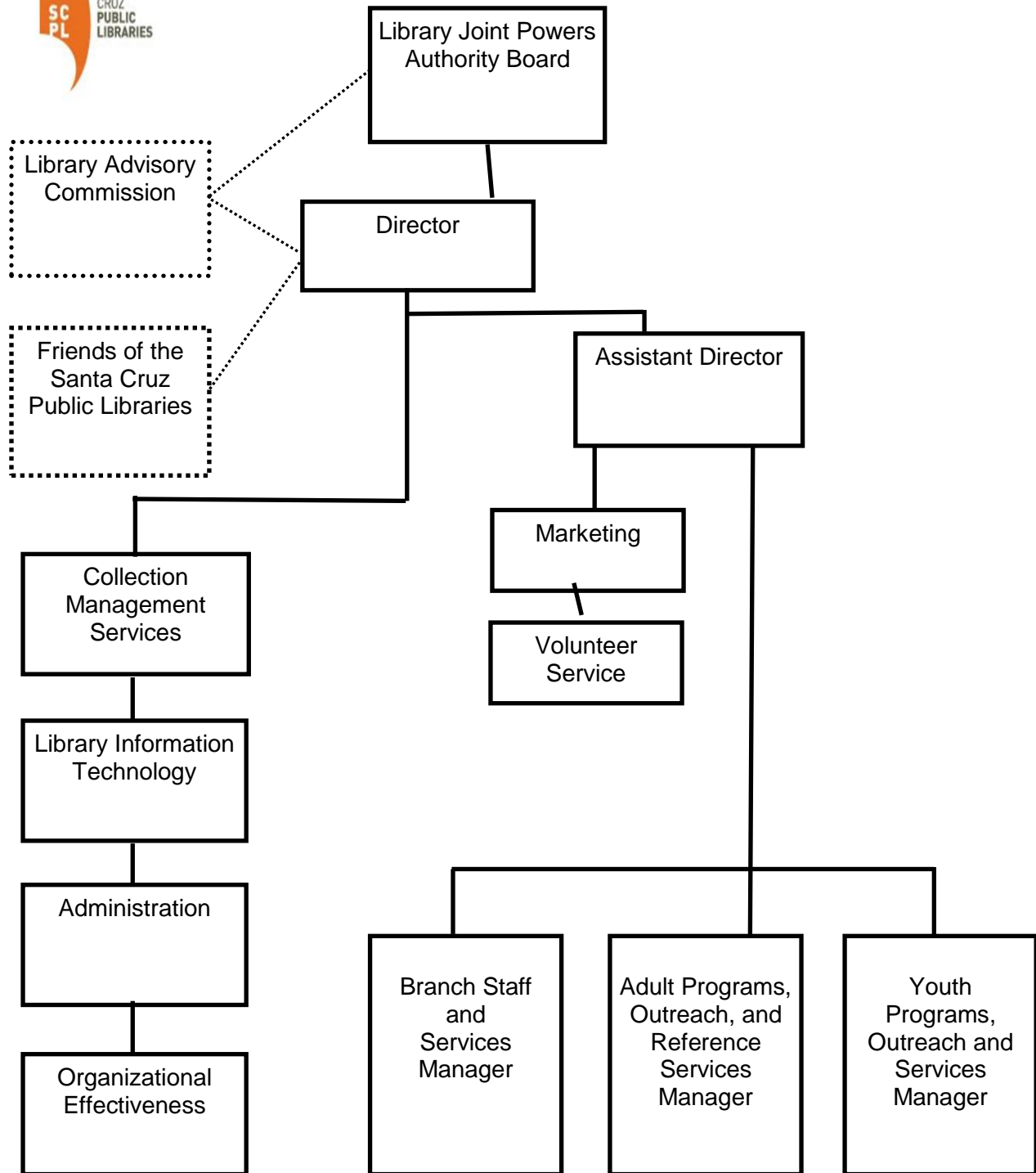
Mission – Vision

Mission

Connect, Inspire, Inform

Our Vision

Transform lives & strengthen communities



FY 2023 Strategic Priorities

- Safety
Create welcoming spaces that serve the needs of a diverse community. Connect to the services that support the physical, mental and economic health of our patrons. Update physical and digital spaces, collections and experiences to improve ADA, language and cultural accessibility. Facilitate opportunities for shared experiences among diverse groups.
- Inclusion
Advance an organizational culture of equity and inclusion. Provide equitable and relevant services to library patrons. Develop processes and policies to reduce barriers and increase access. Strengthen relationships with partners serving marginalized and vulnerable populations. Develop communication strategies that connect people with our programs and services.
- Support
Connect patrons with the materials and resources needed to achieve educational, economic, and personal outcomes. Strengthen community partnerships. Align the work of the library with the work of the schools. Provide opportunities for community members to collaborate. Invest in staff development.



FY 2023 Workplan

1. Expanding Service Hours and Organizational Capacity

- a. Evaluate staffing and hours in the new fiscal year.
- b. Recruit, train, develop staff.
- c. Develop an onboarding and evaluation plan.
- d. Complete an emergency plan with Continuity of Operations Plan.
- e. Work with County to establish the processes and procedures for managing facilities and maintenance items.

2. Transformative Spaces

- a. Open Live Oak, Scotts Valley, Branciforte and Garfield Park Libraries.
- b. Continue work on the new Downtown Library and support the public engagement process.
- c. Invite partners into our space to provide resources and expand knowledge of services.

3. Learning

- a. Expand Community Based Programming and partnerships.
- b. Deepen connection to schools throughout the county.
- c. Align the work of the Library with the work of the schools.

4. Digital Inclusion

- a. Increase technology support for patrons through a technology literacy curriculum.
- b. Explore and implement collaborations with the State Library and partners to improve technology access, including digital navigators.
- c. Complete a 2023 technology plan to support library operations.
- d. Reevaluate technology including hardware, software, and platforms used by Library staff for efficiency, effectiveness, and security.

5. User Experiences

- a. Implement the action plan on Equity, Diversity, and Inclusion (EDI).
- b. Finalize and activate the new Strategic Plan, including rebranding.
- c. Revise library website.
- d. Partner with the County Office of Response, Recovery and Resilience to establish the Felton Library branch as an Emergency Operations Center.

Performance 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									
	2021	2022	2022	2022	2022	2023	Growth/Loss From Adopted	2024	
	Actual	Adopted Budget	Adjusted Budget	Year End Estimate	Requested Budget			Projected Budget	
Expenditures by Activity:									
Personnel Services *Est. costs including vacancy factor	9,029,262	11,950,092	12,000,092	11,800,754	12,301,023		\$ 350,931 2.9%	12,670,053	
Services, Supplies & Other Charges	2,656,235	3,434,451	4,099,856	4,082,957	3,720,641		\$ 286,190 8.3%	3,906,673	
Books & Materials	1,199,804	1,269,088	2,113,400	2,056,200	1,415,456			1,372,514	
Capital Outlay	132,132	488,000	521,622	521,622	512,999			512,999	
Subtotal Supplies and Services	3,988,171	5,191,539	6,734,878	6,660,779	5,649,096			5,792,186	
Total Expenditures	\$13,017,433	\$17,141,631	\$18,734,970	\$18,461,533	\$17,950,118		\$808,488 4.7%	\$18,462,239	
Activity Resources:									
Taxes	9,176,532	9,081,659	9,081,659	10,194,957	10,666,565			10,815,897	
Member Contributions	5,784,276	6,115,273	6,115,273	6,115,273	6,115,273			6,115,273	
State/Federal/Local Grants	353,409		231,757	231,757				70,250	
Fines and Forfeits	11,189	0	26,505	26,505	122,000			35,000	
Donations & Trusts	295,228	63,213	343,118	343,118	62,063			120,000	
Other Financing Sources	158,258	149,243	179,886	179,886	124,733				
Total Resources	\$15,778,892	15,409,388	15,978,198	\$17,091,496	\$17,090,634		\$1,681,246 10.9%	\$17,156,420	
Sub Total Operational Savings or (Cost)	\$2,761,459	(\$1,732,243)	(\$2,756,772)	(\$1,370,037)	(\$859,484)			(\$1,305,819)	
Available Fund Balance Applied		\$1,732,243	\$2,756,772	\$1,370,037	\$859,484			\$1,305,819	
Total		\$0	\$0	\$0	\$0			\$0	
Available Fund Balance	\$ 4,143,699	\$ 2,411,456		\$ 2,773,662	\$ 1,914,178			\$ 608,359	
20% Reserve	\$ 3,155,778	\$ 3,081,878		\$ 3,418,299	\$ 3,418,127			\$ 3,431,284	
Equipment Reserve	\$ 473,579	\$ 473,579		\$ 807,579	\$ 807,579				
Trust Balances									
		Finkeldey	\$ 9,384		McCaskill-Visually	\$ 191,240			
		Hale	\$ 48,605		Morley	\$ 14,071			
		Leet-Corday	\$ 101,315		Richardson	\$ 350,000			
		McCaskill-Local HI	\$ 227,358		Utter Trust	\$ 298,347			
NOTE: FY 18 the reserve policy was increased from 15% to 20%.									

Budget Overview

The Santa Cruz Public Libraries is excited to be cresting the hill of finishing construction and reopening Branciforte, Live Oak, Live Oak Annex, and Scotts Valley. This means that all nine library branches and the annex will be open to the public for library programs and services in FY 2023!

The LFA (Library Financing Authority) provides the revenue forecasts for the upcoming year. Sales tax is projected to grow 4.6% or approximately \$500K in FY 2023 from the previous fiscal year year-end estimate. Maintenance of effort remains flat at \$6,115,273. However, negotiations are on-going to re-negotiate this agreement between the County and the City of Santa Cruz for the next 5 years.

Given the opening of several branches this coming year, the operational costs associated (ie: janitorial, utilities and supplies) have been added back to the budget. The Library added three more costs of note. The first, is the addition of property/business insurance to insure the library's collection at all 11 library facilities. This insurance is still being negotiated with providers but \$25K has been added to the budget in anticipation of the annual policy premium. Secondly, the training budget has been increased by 20% in order to support staff. An increased training budget will provide staff with access to automated recruitment tools when holding interviews for vacant library positions. The increase will also help staff to schedule quarterly team meetings to help support operations and large programs delivered to the public. Finally, the Library has added \$25K to the operating budget to help with bilingual translation services for library programs and library written materials (such as policies, procedures and advertising). These services and supply operational increases contribute to the 8.3% or \$290K growth in the non-personnel FY 23 budget.

The Santa Cruz Public Library (SCPL) system relies on staff to deliver library services and programs to patrons. For this reason, SCPL's salary and benefits make up the majority of the annual operating budget at approximately 45.7% of overall costs. The Library has also included in its personnel projections a vacancy factor of \$770K. In FY 23 personnel costs are projected to increase by 2.9% mostly due to rising PERS and health insurance costs.

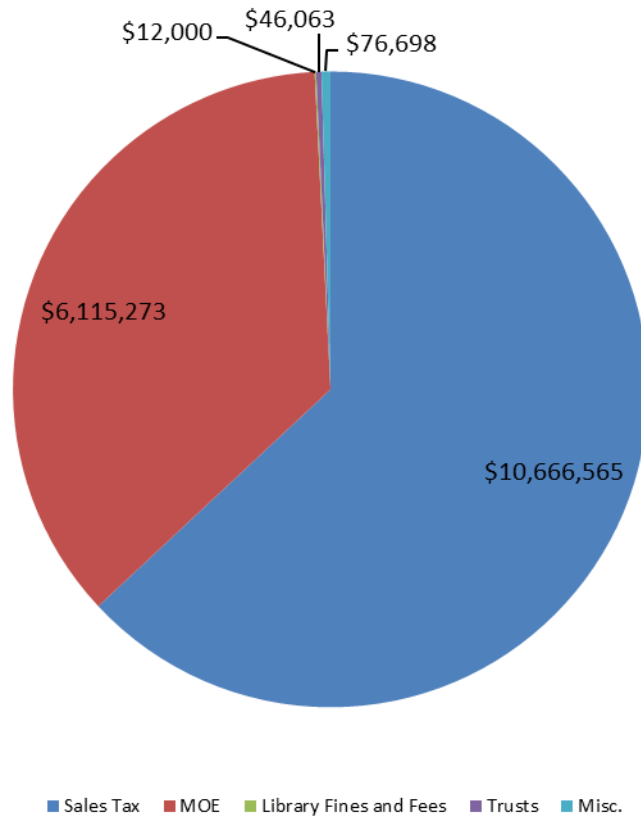
SCPL is not recommending any staffing increases at this time. However, there is one position that the Library would like to reclassify for operational purposes. During the pandemic the library reassigned a floor supervisor at the Downtown Branch to helping oversee the Collection Management staff. This change in assignment left the Downtown staff short one FTE. The Library plans to reclassify a vacant Collections Management LA II position, into a Library Assistant III position who would be assigned back to the Downtown Branch in order to make up for this staffing shortfall. The increased costs associated with this reclassification change would be approximately \$7,000 annually accounting for both salary and benefits.

The Library continues to work on overall branch staffing configurations to meet the needs of the branches that will soon be re-opening. These presentations will be forthcoming and will fall outside the FY 23 budget process.

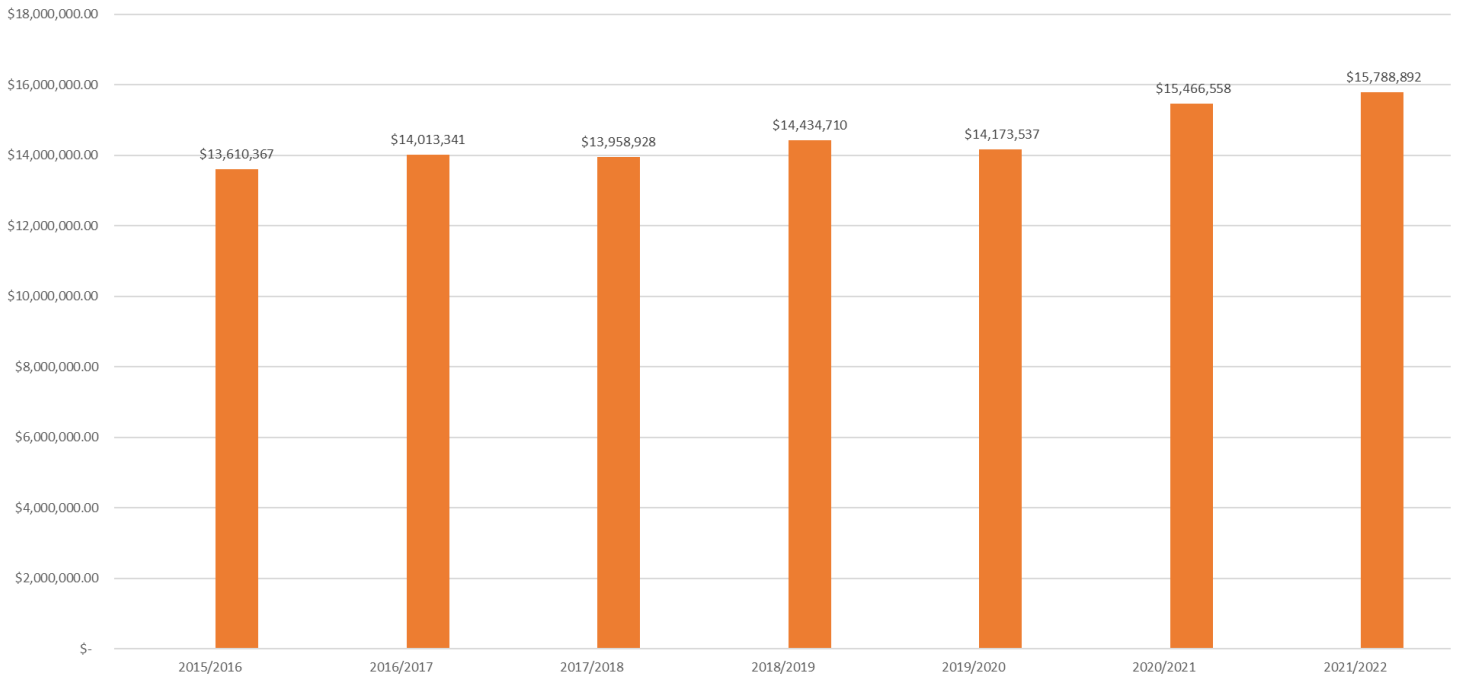
The Library continues to balance its operating budget using available fund balance monies. As of June 30, 2021, the audited available fund balance was \$4.14M. The FY 23 library budget plans to use approximately \$900K of this fund balance to meet operational needs.

Revenue

FY 2023 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:

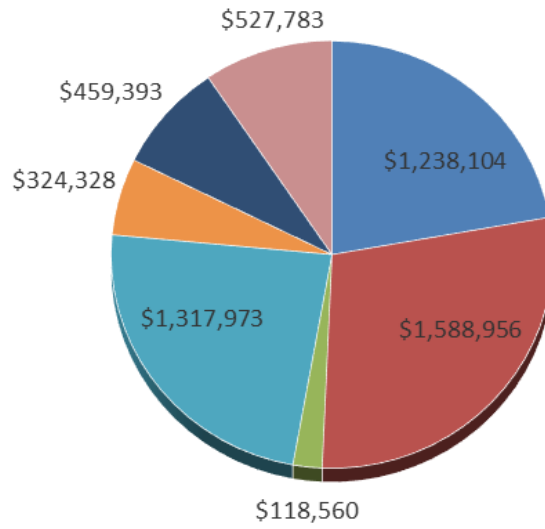
- The Cities of Santa Cruz and Watsonville contribute money from their general funds.
- Property taxes allocated for library services are collected by the County in the unincorporated areas and the Cities of Capitola and Scotts Valley.
- A quarter cent sales tax designated for public library service is collected throughout the County.

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		2022	2022	2022	2023	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	\$ 9,081,659	\$ 9,081,659	\$ 10,194,957	\$ 10,666,565	4.6%
41993	Libraries parcel tax	\$ -	\$ -	\$ -	\$ 110,000	
43110	Federal operating grants & contributions	\$ -		\$ -	\$ -	
43199	Other federal revenues	\$ -	\$ 118,757	\$ 118,757	\$ -	
43210	State operating grants and contributions	\$ -	\$ 100,000	\$ 100,000	\$ -	
43310	Local operating grants and contributions	\$ -	\$ 13,000	\$ 13,000	\$ -	
43311	Maintenance of effort contributions	\$ 6,115,273	\$ 6,115,273	\$ 6,115,273	\$ 6,115,273	0.0%
43354	County of SC - reimbursements	\$ -	\$ -	\$ -	\$ -	
44630	Room rentals-library JPA	\$ 4,640	\$ 4,640	\$ 4,640	\$ 4,640	0.0%
45131	Library fines	\$ -	\$ -		\$ 12,000	
46110	Pooled cash and investment interest	\$ 92,840	\$ 92,840	\$ 92,840	\$ 92,840	0.0%
46115	Unrealized gain/loss-invest held by City	\$ -	\$ -	\$ -	\$ -	
46190	Interest earnings - other	\$ 14,763	\$ 14,763	\$ 14,763	\$ 5,253	-64.4%
46303	Donations - library	\$ 13,100	\$ 62,936	\$ 62,936	\$ 13,100	-79.2%
46309	Donations - library - Friends of the Lib	\$ 27,923	\$ 280,182	\$ 280,182	\$ 26,773	-90.4%
46910	Miscellaneous operating revenue	\$ 8,500	\$ 21,865	\$ 21,865	\$ 22,000	0.6%
46990	Miscellaneous non-operating revenue	\$ -	\$ -	\$ -	\$ -	
49105	From Workers' Compensation Fund	\$ -	\$ -	\$ -	\$ -	
49122	From Library Private Trust Fund	\$ 22,190	\$ 43,783	\$ 43,783	\$ 22,190	
49191	Intra-Entity Fund Transfer	\$ 28,500	\$ 28,500	\$ 28,500		
Total Library Joint Powers Authority		\$ 15,409,388	\$ 15,978,198	\$ 17,091,496	\$ 17,090,634	0.0%
Total		\$ 15,409,388	\$ 15,978,198	\$ 17,091,496	\$ 17,090,634	

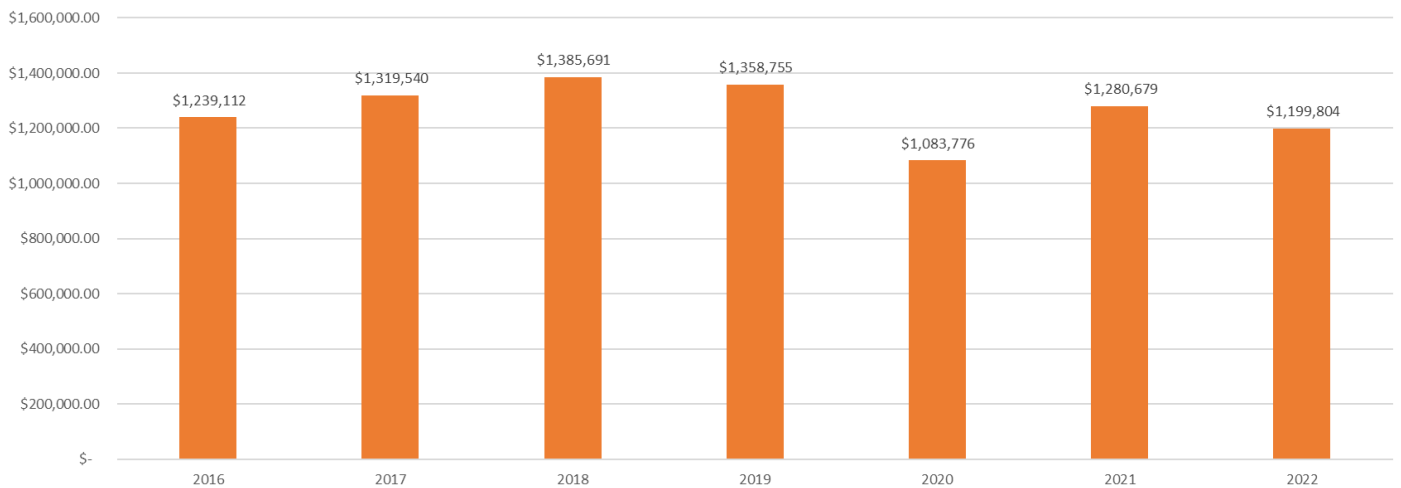
Non-Personnel Expenditures

FY 2023 Non Personnel Expenditures by Library Function



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

Collection Spending History (includes donations and trusts)



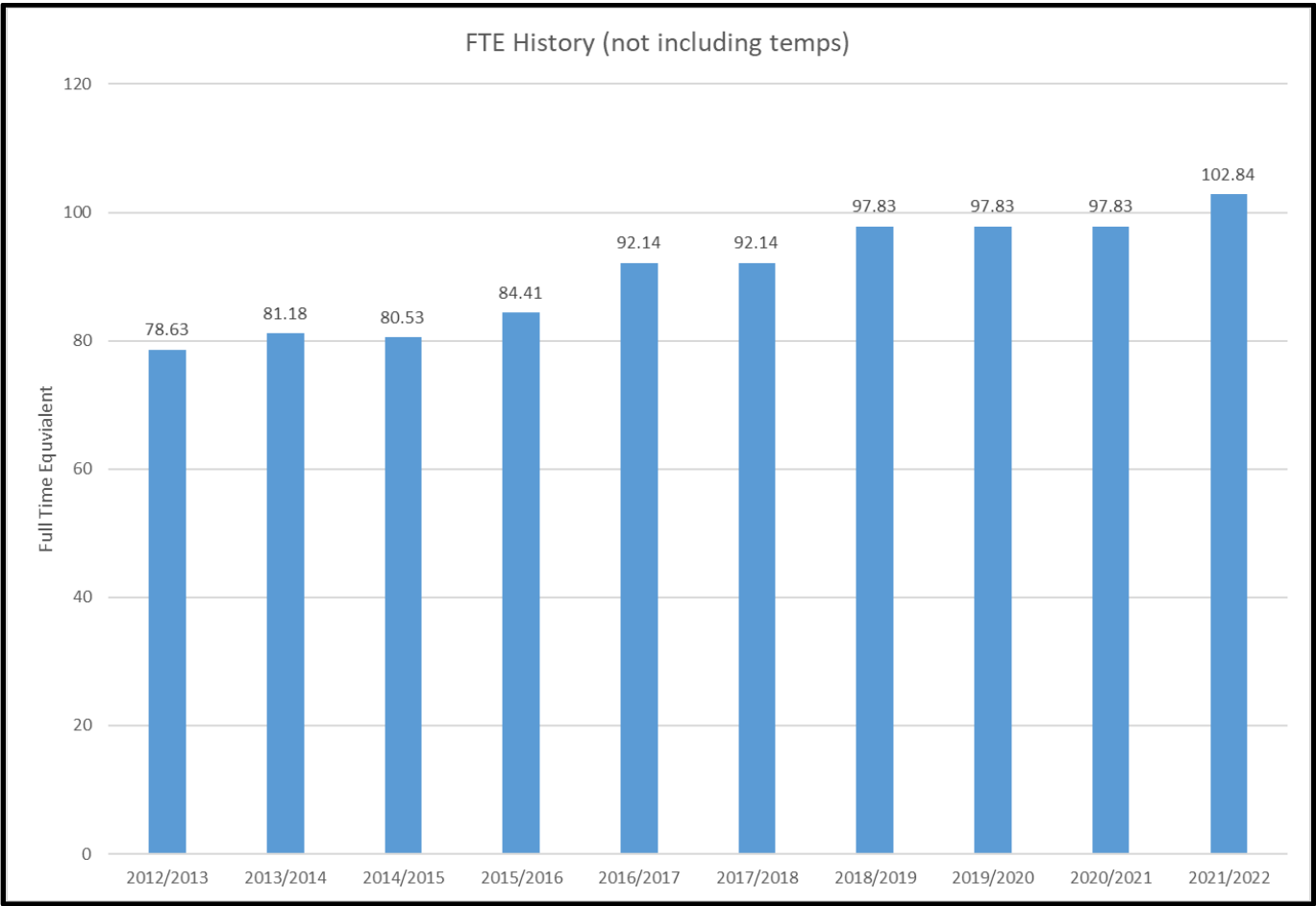
System Operating Expenditures

Budget Development Expenditure Balances						
Acct	Title	2022 Ado Budget	2022 Adj Budget	2022 Year End Est	2023 Dept Request	% Change from Adopted
52131	Claims management services - outside	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	0.0%
52135	Financial services - outside	\$ 518,083	\$ 518,083	\$ 518,083	\$ 527,783	1.9%
52139	Medical services	\$ -	\$ -	\$ 696	\$ 1,000	
52150	Merchant bank fees	\$ 600	\$ 600	\$ 600	\$ 600	0.0%
52155	Courier services	\$ 2,926	\$ 2,926	\$ 2,830	\$ 2,000	-31.6%
52199	Other professional & technical services	\$ 188,300	\$ 338,300	\$ 338,300	\$ 205,000	8.9%
52201	Water, sewer and refuse	\$ 79,885	\$ 79,885	\$ 80,679	\$ 81,985	2.6%
52202	Hazardous materials disposal	\$ 500	\$ 500	\$ 500	\$ 500	0.0%
52211	Janitorial services	\$ 296,700	\$ 296,700	\$ 286,330	\$ 321,525	8.4%
52223	Equip annual inventory charge - internal	\$ 4,400	\$ 4,950	\$ 4,950	\$ 1,725	-60.8%
52226	Vehicle work order charges - internal	\$ 25,999	\$ 25,999	\$ 25,999	\$ 11,795	-54.6%
52227	Vehicle fuel island charges - internal	\$ 17,474	\$ 17,474	\$ 17,474	\$ 18,163	3.9%
52240	Office equipment operation/maint	\$ 7,340	\$ 7,340	\$ 7,340	\$ 7,590	3.4%
52241	Vehicle maintenance costs - outside	\$ 6,500	\$ 6,500	\$ 6,500	\$ 6,500	0.0%
52244	Other equipment operation/maintenance	\$ 10,725	\$ 10,725	\$ 10,952	\$ 10,975	2.3%
52246	Building and facility o & m - outside	\$ 265,132	\$ 265,132	\$ 271,531	\$ 290,761	9.7%
52247	Landscaping maintenance services	\$ 43,800	\$ 43,800	\$ 48,290	\$ 55,950	27.7%
52248	Software maintenance services	\$ 407,019	\$ 407,019	\$ 407,019	\$ 409,019	0.5%
52249	Hardware maintenance services	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	0.0%
52261	Equipment, building and land rentals	\$ 240,452	\$ 284,088	\$ 240,452	\$ 283,843	18.0%
52269	Equipment lease-outside	\$ 18,000	\$ 18,000	\$ 18,000	\$ 18,000	0.0%
52302	Travel and meetings	\$ 19,200	\$ 19,200	\$ 19,200	\$ 19,800	3.1%
52304	Training	\$ 82,300	\$ 82,300	\$ 82,300	\$ 98,760	20.0%
52403	Telecommunications service - outside	\$ 240,585	\$ 359,342	\$ 359,342	\$ 354,085	47.2%
52932	Liability insurance/surety bonds-interna	\$ 43,170	\$ 43,170	\$ 43,170	\$ 43,170	0.0%
52933	Liability insurance/surety bonds-outside	\$ 68,000	\$ 68,000	\$ 68,000	\$ 93,000	36.8%
52960	Advertising				\$ 31,570	0.0%
52961	Dues and memberships				\$ 37,453	0.0%
52972	Printing and binding-outside				\$ 32,600	0.0%
53101	Postage charges	\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,000	0.0%
53102	Office supplies	\$ 24,250	\$ 24,250	\$ 24,040	\$ 25,650	5.8%
53108	Safety clothing and equipment	\$ 13,910	\$ 13,910	\$ 14,128	\$ 16,510	18.7%
53109	Copier supplies	\$ 6,430	\$ 6,430	\$ 5,830	\$ 6,680	3.9%
53112	Library functional supplies	\$ 171,500	\$ 171,500	\$ 171,500	\$ 171,500	0.0%
53113	Janitorial supplies	\$ 28,000	\$ 28,000	\$ 24,409	\$ 33,500	19.6%
53311	Electricity	\$ 205,275	\$ 205,275	\$ 205,275	\$ 205,275	0.0%
53312	Natural gas	\$ 39,950	\$ 39,950	\$ 39,950	\$ 39,950	0.0%
54990	Miscellaneous supplies and services	\$ 205,423	\$ 223,297	\$ 252,077	\$ 205,423	0.0%
56960	Loans and grants	\$ -	\$ 334,588	\$ 334,588	\$ -	
56995	Refunded fees and fines	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	0.0%
	Subtotal Services, Supplies and Other Charges	\$ 3,434,451	\$ 4,099,856	\$ 4,082,957	\$ 3,720,640	8.3%
53106	Books and periodicals	\$ 1,247,165	\$ 1,930,933	\$ 1,930,933	\$ 1,393,533	11.7%
53107	Books and periodicals-grants & donations	\$ 21,923	\$ 182,467	\$ 125,267	\$ 21,923	0.0%
	Subtotal Books & Materials	\$ 1,269,088	\$ 2,113,400	\$ 2,056,200	\$ 1,415,456	11.5%
57401	Office furniture/equipment	\$ 18,000	\$ 18,000	\$ 18,000	\$ 18,000	0.0%
57402	Vehicle equipment	\$ 80,000	\$ 80,000	\$ 80,000	\$ -	-100.0%
57409	Computer equipment	\$ 240,000	\$ 273,622	\$ 273,622	\$ 240,000	0.0%
57990	Other capital outlay	\$ 150,000	\$ 150,000	\$ 150,000	\$ 200,000	33.3%
59191	Transfer Out to Vehicle Replacement				\$ 54,999	
	Subtotal Capital Outlay	\$ 488,000	\$ 521,622	\$ 521,622	\$ 512,999	5.1%
Total		\$ 5,191,539	\$ 6,734,878	\$ 6,660,779	\$ 5,649,095	8.8%

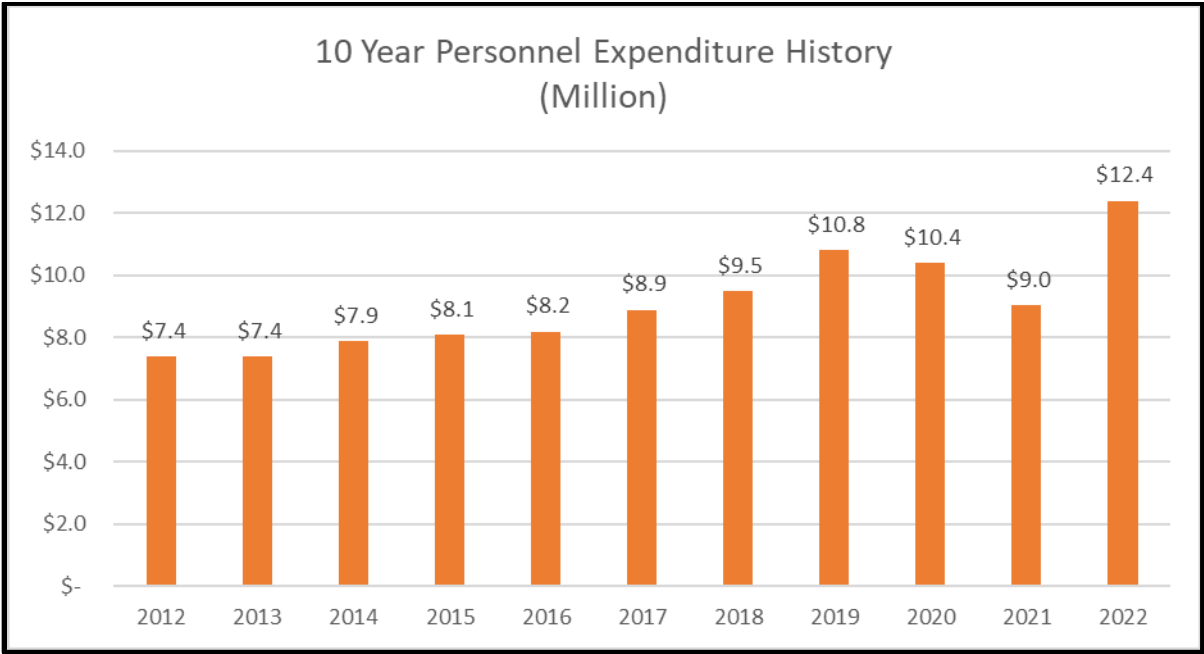
Personnel Expenditures

Personnel Expenditures

Budget Development Expenditure Balances		2022	2022	2022	2023	% Change
Acct	Title	Ado Budget	Adj Budget	Year End Est	Dept Request	from Adopted
51110	Regular full time	\$ 6,532,212	\$ 6,182,212	\$ 5,750,000	\$ 6,484,822	-0.7%
51111	Regular part time	\$ 1,133,654	\$ 1,083,654	\$ 998,637	\$ 1,237,074	9.1%
51114	Overtime	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	0.0%
51115	Termination pay	\$ -	\$ -	\$ 57,112	\$ -	-
51122	Temporary	\$ 825,000	\$ 875,000	\$ 750,000	\$ 825,000	0.0%
51130	Other pay	\$ -	\$ -	\$ 1,421	\$ -	-
51132	Special vacation pay	\$ -	\$ -	\$ 14,358	\$ -	-
51150	Vehicle-phone-data allowance	\$ 2,857	\$ 2,857	\$ 2,857	\$ 1,260	-55.9%
51201	Retirement contribution	\$ 470,113	\$ 470,113	\$ 470,113	\$ 469,005	-0.2%
51202	F.I.C.A.	\$ 63,113	\$ 63,113	\$ 63,113	\$ 63,113	0.0%
51203	PERS unfunded liability	\$ 1,253,071	\$ 1,253,071	\$ 1,253,071	\$ 1,396,809	11.5%
51206	PERS Unfunded payment	\$ -	\$ -	\$ -	\$ -	-
51210	Group health insurance	\$ 1,838,798	\$ 1,838,798	\$ 1,838,798	\$ 1,943,867	5.7%
51212	Group dental insurance	\$ 110,330	\$ 110,330	\$ 110,330	\$ 116,535	5.6%
51213	Vision insurance	\$ 17,548	\$ 17,548	\$ 17,548	\$ 18,732	6.7%
51214	Medicare insurance	\$ 105,029	\$ 105,029	\$ 105,029	\$ 108,708	3.5%
51215	Employee assistance program	\$ 4,148	\$ 4,148	\$ 4,148	\$ 4,356	5.0%
51220	Group life insurance	\$ 1,790	\$ 1,790	\$ 1,790	\$ 1,969	10.0%
51221	Disability insurance	\$ 82,234	\$ 82,234	\$ 82,234	\$ 86,241	4.9%
51222	SDI	\$ 37,912	\$ 37,912	\$ 37,912	\$ 39,084	3.1%
51230	Unemployment insurance	\$ 62,556	\$ 62,556	\$ 62,556	\$ 66,005	5.5%
51240	Workers' compensation	\$ 174,727	\$ 174,727	\$ 174,727	\$ 203,443	16.4%
	Vacancy Factor	\$ (770,000)	\$ (370,000)		\$ (770,000)	
Total		\$ 11,950,092	\$ 12,000,092	\$ 11,800,754	\$ 12,301,021	2.9%



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 2022-2023
Overdue Item Fine	\$0	No Change
Lost/Replacement 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	\$4.00	No Change
Library Card Replacement Fee	\$2.00	No Charge
Meeting Room Fee	\$0	No Change
Missing Parts Fine	Varies Based on Item	No Change
Photocopying Fee	15¢per page	No change
Test Proctoring Fee	\$40.00	No change
Inter Library Loan	\$0	No Change

Note: Proposal for items in red (all fees) to be suspended.

Appendix A:

Position Listing by Classification & By Individual FTE

Library Personnel Profile	FY 2019 Adopted Budget	FY 2020 Adopted Budget	FY 2021 Adopted Budget	FY 2022 Adopted Budget	FY 2023 Proposed Budget
Accounting Assistant I	1.50	1.50	1.50	1.50	1.50
Administrative Assistant I/II	3.53	3.53	3.53	2.91	2.91
Assistant Director of Libraries	1.00	1.00	1.00	1.00	1.00
Bookmobile Library Assistant	1.80	1.80	1.80	2.80	2.80
Building Maintenance Worker I/II	2.00	2.00	2.00	2.00	2.00
Courier/Driver	1.00	1.00	1.00		
Director of Libraries	1.00	1.00	1.00	1.00	1.00
IT Specialist I/II	1.00	1.00	1.00	1.00	1.00
IT Specialist III	2.00	2.00	2.00	2.00	2.00
Librarian I/II	18.01	20.01	20.01	20.01	20.01
Librarian III	3.75	4.00	4.00	4.00	4.00
Library Assistant I	1.00	1.00	1.00		
Library Assistant II	28.50	31.50	31.50	37.12	36.12
Library Assistant III	10.25	10.00	10.00	10.00	11.00
Library Assistant IV	2.00	2.00	2.00	2.00	2.00
Library Division Manager					
Library Information Specialist	5.00	5.00	5.00	5.00	5.00
Library Information Technology Manager	1.00	1.00	1.00	1.00	1.00
Library Specialist	2.00	2.00	2.00	2.00	2.00
Management Analyst				1.00	1.00
Manager System Services and Support	-				
Network Administrator	-				
Network & Systems Administrator	2.00	2.00	2.00	2.00	2.00
Principal Management Analyst	1.00	1.00	1.00	1.00	1.00
Programmer Analyst I/II	1.00	1.00	1.00	1.00	1.00
Service Field Crew Leader	1.00	1.00	1.00	1.00	1.00
Systems Administrator	-				
Systems Coordinator	1.00	1.00	1.00	1.00	1.00
Volunteer Coordinator Assistant	0.50	0.50	0.50	0.50	0.50
	92.84	97.84	97.84	102.84	102.84
Change	1.00	5.00	-	5.00	0.00

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

Position Title	Position No.	Library FTE
Accounting Assistant I	101-005	1.000
Accounting Assistant I	101-009	0.500
Administrative Assistant II	106-007	1.000
Administrative Assistant II	106-008	1.000
Administrative Assistant II	106-009	0.900
Assistant Director of Libraries	830-001	1.000
Bookmobile Library Assistant	284-001	1.000
Bookmobile Library Assistant	284-002	0.800
Bookmobile Library Assistant II	284-004	1.000
Building Maintenance Worker II	118-007	1.000
Building Maintenance Worker II	118-011	1.000
Director of Libraries	808-001	1.000
Information Tech Specialist I	145-009	1.000
Information Tech Specialist III	232-004	1.000
Information Tech Specialist III	232-005	1.000
Librarian I/II	750-028	1.000
Librarian I/II	750-029	1.000
Librarian II	750-001	1.000
Librarian II	750-002	1.000
Librarian II	750-003	1.000
Librarian II	750-004	1.000
Librarian II	750-005	1.000
Librarian II	750-006	1.000
Librarian II	750-007	1.000
Librarian II	750-008	1.000
Librarian II	750-009	1.000
Librarian II	750-010	1.000
Librarian II	750-011	1.000
Librarian II	750-012	1.000
Librarian II	750-013	1.000
Librarian II	750-014	1.000
Librarian II	750-015	1.000
Librarian II	750-017	1.000
Librarian II	750-021	1.000
Librarian II	750-026	1.000
Librarian III	831-001	1.000
Librarian III	831-002	1.000
Librarian III	831-003	1.000
Librarian III/CMS Manager	831-004	1.000
Library Assistant II	283-068	0.500

Library Assistant II	283-001	1.000
Library Assistant II	283-002	1.000
Library Assistant II	283-003	1.000
Library Assistant II	283-005	1.000
Library Assistant II	283-006	1.000
Library Assistant II	283-007	1.000
Library Assistant II	283-012	1.000
Library Assistant II	283-026	1.000
Library Assistant II	283-013	1.000
Library Assistant II	283-016	1.000
Library Assistant II	283-017	1.000
Library Assistant II	283-020	1.000
Library Assistant II	283-065	0.500
Library Assistant II	283-011	1.000
Library Assistant II	283-069	0.500
Library Assistant II	283-022	1.000
Library Assistant II	283-042	0.500
Library Assistant II	283-043	0.500
Library Assistant II	283-072	0.500
Library Assistant II	283-082	0.500
Library Assistant II	283-077	0.750
Library Assistant II	283-055	0.500
Library Assistant II	283-004	0.500
Library Assistant II	283-023	0.750
Library Assistant II	283-024	0.500
Library Assistant II	283-025	0.500
Library Assistant II	283-047	0.750
Library Assistant II	283-050	1.000
Library Assistant II	283-056	1.000
Library Assistant II	283-019	1.000
Library Assistant II	283-064	1.000
Library Assistant II	283-071	0.500
Library Assistant II	283-073	0.500
Library Assistant II	283-063	0.500
Library Assistant II	283-009	1.000
Library Assistant II	283-014	0.500
Library Assistant II	283-041	0.750
Library Assistant II	283-015	1.000
Library Assistant II	283-018	1.000
Library Assistant II	283-021	1.000
Library Assistant II	283-046	0.500

Library Assistant II	283-074	0.500
Library Assistant II	283-076	0.625
Library Assistant II	283-075	0.500
Library Assistant II	283-010	0.500
Library Assistant II	283-080	0.500
Library Assistant II	283-081	0.500
Library Assistant II	283-079	0.500
Library Assistant II	283-078	0.500
Library Assistant III	363-007	1.000
Library Assistant III	363-001	1.000
Library Assistant III	363-011	1.000
Library Assistant III	363-005	1.000
Library Assistant III	363-004	1.000
Library Assistant III	363-008	1.000
Library Assistant III	363-010	1.000
Library Assistant III	363-009	1.000
Library Assistant III	363-003	1.000
Library Assistant III	363-002	1.000
Library Assistant IV	364-001	1.000
Library Assistant IV	364-003	1.000
Library Information Specialist	285-006	1.000
Library Information Specialist	285-001	1.000
Library Information Specialist	285-003	1.000
Library Information Specialist	285-004	1.000
Library Information Specialist	285-002	1.000
Library IT Manager	832-003	1.000
Library Specialist/Training Coordinator	740-002	1.000
Library Specialist/Volunteer Coordinator	740-001	1.000
Management Analyst	702-011	1.000
Network & Systems Administrator	726-012	1.000
Network & Systems Administrator	726-013	1.000
Principal Management Analyst	729-018	1.000
Programmer Analyst II	706-006	1.000
Service Field Crew Leader	330-011	1.000
Systems Coordinator	793-002	1.000
Volunteer Coordinator Assistant	289-001	0.500
Total		102.825

Appendix B

Position Vacancy List

Position	No.	FTE
Information Tech Specialist I	145-009	1.00
Information Tech Specialist III	232-004	1.00
Librarian II	750-015	1.00
Library Assistant II	283-068	0.50
Library Assistant II	283-013	1.00
Library Assistant II	283-065	0.50
Library Assistant II	283-069	0.50
Library Assistant II	283-072	0.50
Library Assistant II	283-082	0.50
Library Assistant II	283-055	0.50
Library Assistant II	283-073	0.50
Library Assistant II	283-079	0.50
Library Assistant III	363-xxx	1.00
Library Assistant III	363-002	1.00
Library Specialist/Volunteer Coordinator	740-001	1.00
Management Analyst	702-011	1.00
Network & Systems Administrator	726-012	1.00
Network & Systems Administrator	726-013	1.00
Total		14.00

Appendix C:

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
4/15/2022: \$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
4/15/2022: \$48,605

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
4/15/2022: \$101,315

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
4/15/2022: \$227,358

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
4/15/2022: \$191,240

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
4/15/2022: \$14,071

Income: Interest earned is added to principal

Management: Held by the City Finance Department. Regional Manager 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
4/15/2022: \$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.

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
4/15/2022: \$298,347

Income: Interest Only

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

Appendix D:

Vehicle Replacement Schedule

Library FY 22/23 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	2007	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	2009	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	\$3,500
	Programs	Pedal Library	\$2,500	2016	2021-22	\$500
TOTAL SAVINGS NEEDS PER YEAR						\$54,999
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.						