

## **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, August 4, 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/85210407646>

Or Telephone:

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

877 853 5247 (Toll Free) or 888 788 0099 (Toll Free) or  
833 548 0276 (Toll Free) or 833 548 0282 (Toll Free)

Slowly enter the Webinar ID: 852 1040 7646

International numbers available: <https://us06web.zoom.us/j/85210407646>

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](mailto:clerk@santacruzpl.org)

- Identify the agenda item number in the subject line of the email
- Emailed comments should be a maximum of 500 words, which corresponds to approximately 3 minutes of speaking time
- 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 AUGUST 4, 2022**

**9:00 A.M.**

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

Public Employee Performance Evaluation  
[Cal. Govt. Code §54957 (b)]  
Joint Powers Authority Board's Performance Evaluation of the Library Director

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

Board Members, Carlos Palacios, Matt Huffaker, Steve Jesberg and Chair Mali LaGoe

**2. ADDITIONAL MATERIALS**

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

**3. ADDITIONS AND DELETIONS TO AGENDA**

**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 – August 2022 (p.7-11)

## **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. Resolution Re-authorizing the Library Joint Powers Authority to Continue Remote Teleconference Meetings Pursuant to Assembly Bill 361.  
Staff Recommendation: Adopt Resolution No. 2021-003 Authorizing Continued Remote Teleconference Meetings pursuant to Assembly Bill 361. (p.12-15)
- B. Consider the June 2, 2022 Board Meeting Minutes  
Staff Recommendation: Approve the June 2, 2022 Board Meeting Minutes (p.16-19)
- C. Community Impact Measures for 4<sup>th</sup> Qtr. FY 2022  
Staff Recommendation: Accept and File 4<sup>th</sup> Qtr. Community Impact Measures for FY 2022 (p.20-24)
- D. Financial Report for 4<sup>th</sup> Qtr. FY 2022  
Staff Recommendation: Accept and File Financial Report for 4<sup>th</sup> Qtr. FY 2022. (p.25-28)
- E. Incident Report for 4<sup>th</sup> Qtr. FY 2022  
Staff Recommendation: Accept and File 4<sup>th</sup> Qtr. Incident Report for FY 2022 (p.29-30)
- F. Work Plan for 4<sup>th</sup> Qtr. FY 2022  
Staff Recommendation: Accept and File 4<sup>th</sup> Qtr. Work Plan for FY 2022 (p.31-38)
- G. Annual Sole Source Vendor Purchasing Approvals  
Staff Recommendation: Approve Sole Source Vendor list for purchases made which exceed \$100,000 annually. (p.39-40)

- H. Grand Jury Response – How a Community Center Became a Library: The Transformational Power of Measure S Funds  
Staff Recommendation: Approve the Santa Cruz Public Libraries Joint Powers Authority response to the findings and recommendations in the 2021-2022 Grand Jury report, “How a Community Center Became a Library: The Transformational Power of Measure S Funds,” and request the Chairperson to forward the responses to the Presiding Judge with a copy to the Grand Jury. (p.41-52)
- I. New MOE Agreement and Sales Tax Estimates  
Staff Recommendation: Approve additional MOE revenues, adjusted sales tax projections, and expenditure additions to the FY 23 Library Operating Budget. (p.53-61)
- J. Annual Staff Training Day  
Staff Recommendation: Approve Closure for All Staff Training Day on Thursday, October 13, 2022. (p.62)
- K. Library Policies #s 307, 308 and 311  
Staff Recommendation: Accept and file Policies #307, #308, and #311 (p.63-69)

## 9. GENERAL BUSINESS

- A. Classification Changes  
Staff Recommendation: Approve classification changes and the expenditure to the FY 23 Library Operating Budget. (p.70-72)
- B. Presentation and Staffing Proposal  
Staff Recommendation: Approve the addition of 8.5 FTE Library Assistant II positions, and the reduction of the temporary budget for FY 23. (p.73-76)

*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

November 3, 2022	Zoom Virtual	Anticipated Upcoming Agenda Items:
9:00 am		<ul style="list-style-type: none"> <li>1<sup>st</sup> Quarter Reports</li> </ul>

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

## **12. ADJOURNMENT TO CLOSED SESSION**

Public Employee Performance Evaluation

[Cal. Govt. Code §54957 (b)]

Joint Powers Authority Board's Performance Evaluation of the Library Director

Adjourned to the next regular meeting of the LJPA to be held on Thursday, November 3, 2022 at 9:00 am [immediately following the LFFA meeting] via Zoom teleconference.

## **13. WRITTEN CORRESPONDENCE**

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

August 4, 2022



## Library Director's Report to the LJPA

### Library Team

Interviews for Management Analyst, Librarian I/II, Library Assistant II, Information Technology Specialist I/II, and Network and Systems Administrator took place throughout June and July. Additional vacancies occurred through promotion, retirement, and attrition.

### Current Vacancies

Number of Vacancies	Title	Full/Part Time hours	Status
1	Volunteer Coordinator Assistant	.50	Held
2	Library Assistant II	1.0	Requesting List
1	Library Assistant II	.75	Requesting List
8	Library Assistant II	.50	Requesting List
1	Information Technology Specialist I/II	1.0	New Recruitment Pending
2	Information Technology Specialist III	1.0	Recruitment in Process
3	Library Assistant III	1.0	Pending Recruitment
1	Library Specialist/Volunteer Coordinator	1.0	Held
1	Library Information Specialist	1.0	Held
1	Librarian I/II	1.0	Recruitment Pending
1	Management Analyst	1.0	Pending Hire
1	Programmer Analyst	1.0	Pending Recruitment

### Facilities

The grand reopening of the Garfield Park Library took place on Saturday, June 10, 2022, from noon to 4 p.m. Local community members stopped by to hear special guest remarks from Third District Supervisor Ryan Coonerty and Santa Cruz City Manager Matt Huffaker. Former Mayor Mike Rotkin treated the crowd to some local Garfield Park Library history.

Second District Supervisor Zach Friend and County CAO Carlos Palacios provided remarks at the lively June 15 Aptos Library groundbreaking event.

The Scotts Valley Library grand reopening is scheduled for August 6 from 10 a.m. to 2 p.m. Delays occurred due to the delivery of the circulation desk, materials, and rework of some interior electrical.

Supply chain delays have pushed the delivery of the Live Oak ceiling to August 22. The grand reopening will take place in late September or October.

Supply chain delays for the windows and glass wall delivery have pushed the Branciforte opening to September or October. Branciforte and Live Oak should be available around the same time.

Downtown Santa Cruz's power outage in June resulted in late opening and downed internet service. Power outages in the Felton area resulted in late starts during July.

### **Information Technology**

Maintenance on the primary Internet circuit and backup battery took place in July. The Library met with human resources to prepare for implementing the Neogov Onboard and Perform modules.

### **Featured Programs and Services**

Santa Cruz Public Libraries will participate in the Digital Navigators program announced through [Connected California](#). The program provides a team of Digital Navigators dedicated to bridging the digital divide, one patron at a time. How it works:

- Patrons connect with digital navigators via web form, email, text message, phone call, or library staff referral, in English or Spanish, anytime.
- They work remotely with the patron, including step by step assistance, connections to online resources and classes, and referrals to local resources.
- Library partners promote the service and refer clients who can best benefit. The program provides outreach materials and some limited funds to reimburse printing costs.

The program is free to libraries, and to all Californians. It is supported in whole or in part by the U.S. Institute of Museum and Library Services under the provisions of the American Rescue Plan Act, administered in California by the State Librarian.

The Library Equity Team began meeting with the County to participate in their Anne E Casey Foundation Equity work. Unfortunately, several members of the Equity Team moved on this month to pursue other opportunities. Our Equity Team is in the process of recruiting new members of staff and will make a presentation on their progress in the future.

Librarians and Library Branch managers are preparing for a quarterly retreat to discuss programming and services for the next quarter and year ahead. The group plans to meet quarterly to facilitate the programs and services that meet the goals of our strategic direction, encourage collaboration and allow our staff to set reasonable expectations on our capacity.

### **CLA and State Library Relations**

The Library requested an additional 150-200 State Park passes. Currently, 113 patrons are in the hold queue awaiting a pass checkout.

The California Library Association lobbyists issued the attached News from the Capitol with State Budget information relevant to libraries.





TO: CLA MEMBERS/ SYSTEMS/ NETWORK CONTACTS

FROM: Mike Dillon and Christina DiCaro, CLA Lobbyists

RE: NEWS FROM THE CAPITOL

### **1. LEGISLATURE ADOPTS 2022-23 BUDGET AGREEMENT, SENDS IT TO GOVERNOR: LIBRARY PROGRAMS FUNDED**

Last night the State Assembly and Senate worked late into the evening to adopt the 2022-23 State Budget bill and numerous corresponding Budget “trailer bills.” You may have read that two weeks ago, the legislature sent Governor Newsom a Budget bill (SB 154-Skinner), in order to meet the Constitutional deadline of passing the Budget by June 15<sup>th</sup> - or legislators would forfeit their pay. However, at the time of the bill’s passage there was no formal agreement between the Democrat leaders in each house and the Governor. The Governor let the bill sit on his desk until additional details could be hammered out between his office and the Leadership relative to K-12 funding, energy, wildfire resilience, infrastructure, gas tax relief, and many other critical subject areas.

Last night on the Senate Floor, Senate President pro Tem Toni Atkins called the final Budget deal that was crafted between the Governor and the legislature: “remarkable,” and “one of the very best” she has worked on and helped to create in her time as pro Tem and formerly as Assembly Speaker. AB 178-Ting (“Budget bill Jr.”) was ultimately sent to the Governor last night for his signature.

For public libraries, there is good news contained in the Budget bills, SB 154-Skinner (signed on June 27) and AB 178-Ting, which is pending signature by the Governor:

- **\$5 million in ongoing funding for Lunch at the Library.** Funding was increased this year from \$1 million to \$5 million and the fact that the funding will now be “ongoing” in nature (rather than a one-time appropriation) allows public libraries to be able to plan their programs year-to-year.
- **\$50 million (one-time funding) in public library infrastructure grants for Budget year 2022-23.** This funding is on the heels of last year’s Budget, which provided \$439 million for library infrastructure grants. The \$50 million will have a \$10 million grant cap per project, and will require a local match. The Budget also includes language indicating legislative intent to provide an additional \$100 million in library infrastructure grants in Budget year 2023-24 as well.

- **\$10 million (one-time funding) for online job training and workforce development resources at public libraries.** The \$10 million would continue to fund popular online programs, such as Coursera, LinkedIn Learning, VetNow, JobNow, etc.
- **\$68 million to create the “Statewide Imagination Library, a California iteration of Dolly Parton’s Imagination Library under the administration of the State Librarian.”** This program registers children ages 0-5 to receive free books, which are sent to their home via the Dolly Parton Imagination Library. Libraries and others would partner with non-profits to provide the service. A corresponding bill, SB 1183 (which will implement the program), is making its way through the legislature with strong, bi-partisan support. The bill is authored by former Republican Leader Senator Shannon Grove, and her co-author, the Senate President pro Tem Toni Atkins.

*Note: We anticipate that the Governor will likely sign AB 178-Ting today so that it is in effect for the start of the new fiscal year, July 1.*

## **2. “CHILDREN’S CAMP” BILL IS AMENDED TO ADDRESS CLA OPPOSITION**

AB 1737 by Assembly member Holden has been of great concern to the California Library Association since its introduction earlier this year. As introduced, the bill sought to identify and register “children’s camps” in California and create standards by which they must operate, which would have included the presence of at least two mandated reporters during the duration of the camp, background checks, health and safety protocols, inspections, etc. Unfortunately, the definition of “children’s camps” was drawn so broadly in the bill that it included any conceivable “camp” that a public library might operate during the year for children ages 3 to 17 and lasting 5 days or more. (e.g. STEM camp, computer coding camp, literacy camp, etc.) Adding additional confusion, there is also a definition in the bill of “organized camps” which may include an “outdoor group living experience.” The bill also spoke of camps where high-risk activities were included such as archery, ziplining, motorsports, and others.

In the bill’s first policy committee in the Assembly Health Committee, we asked the author to consider exempting public libraries completely from the bill, as CLA felt that public library programs were completely different than a sleep-over camp with ziplining activities and camp counselors. However, we were unable to secure an exemption as the bill moved through the Assembly side, as the bill’s sponsor did not want to include a series of exemptions in the bill. Meanwhile, our office maintained conversations with the author’s office on a regular basis. When the bill reached the Senate side, the two policy committees – Senate Human Services and Senate Public Safety were very helpful in listening to the concerns of CLA and trying to help us forge a path forward.

In the Senate Human Services Committee hearing on June 20<sup>th</sup>, the committee recommended stripping out a good portion of the language in the bill and creating a Stakeholder/Working Group to develop a Master Plan on children’s camp safety. (Recommendations from the working group would be brought back to the legislature by January 2024 to inform next steps.) However, what remained in the bill was onerous language that would have: **made public library directors and staff mandated child reporters** and would have required library staff to be background checked and take abuse and neglect identification training. We testified on behalf of CLA at the hearing and indicated our continued opposition to any language that would require public library directors and staff to become mandated child reporters. Senator Richard Pan who is a member of the committee and a pediatrician, spoke in support of CLA’s concerns and indicated his own concerns

that there is a significant liability that comes with serving as a mandated child reporter. Dr. Pan argued that he would prefer to see public libraries left out of that requirement. He also noted that there can be a tendency to over-report abuse and neglect cases due to liability concerns – such reporting, he said, may fall disproportionately on low-income children or children of color. CLA is grateful to Senator Richard Pan for his remarks in committee. The bill passed out of committee and headed to its next policy committee.

In the Senate Public Safety Committee on Tuesday of this week, the Committee Chair, Senator Steve Bradford recommended that the onerous provision pertaining to mandated reporters be stricken from the bill. The Committee's Chief Consultant who analyzed the bill had noted in her analysis that the penalty for a mandated reporter to fail to report suspected child abuse or neglect is a misdemeanor. The consultant questioned, "The bill would add a person who is over the age of 18 who is a camp operator, camp director, staff member, or counselor at a children's camp to the list of mandated reporters. Should anyone over 18 be a mandated reporter?" The consultant also featured CLA's entire opposition letter in the text of the analysis. In our letters to the various policy committees, we have consistently noted that "without an exemption for public libraries or the elimination of [Section] 60003.5, public libraries will simply elect to shut down their summer programs because of this costly and administrative burden."

At the hearing, we confirmed that the section in question (60003.5 in previous versions of the bill, and 60000 in the most current version of the bill) will be stricken, per the committee's insistence. During the hearing we thanked the committee and the author for continuing to work with CLA throughout the process. CLA will review those amendments when the bill is in print and the CLA Legislative Committee will determine if they can officially move to a "neutral" position on the bill. The bill now heads to the fiscal committee, where it will receive a hearing in August. A special "thank you" to the members of the CLA Legislative Committee who provided examples to use with legislators of how the bill would affect their "summer camp" programs, as well as Ann Grabowski at San Jose Public Library, Derek Wolfgram at Redwood City Library, and lobbyists for the California Special District's Association and the League of Cities.

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



## STAFF REPORT

AGENDA:      Thursday, August 4, 2022

DATE:              July 19, 2022

TO:                Library Joint Powers Authority Board

FROM:            Stephanie Duck, General Counsel

SUBJECT:        Resolution Re-authorizing the Library Joint Powers Authority to Continue Remote Teleconference Meetings Pursuant to Assembly Bill 361.

### RECOMMENDATION

Adopt Resolution No. 2022-003 Authorizing Continued Remote Teleconference Meetings pursuant to Assembly Bill 361.

### DISCUSSION

Pursuant to AB 361 and as codified at California Government Code section 54953, legislative bodies may use modified teleconferencing rules to conduct public meetings during a proclaimed State of Emergency under certain circumstances, including that state or local officials have imposed or recommended measures to promote social distancing.<sup>1</sup> The State of Emergency proclaimed by the Governor on March 4, 2020, due to the COVID-19 pandemic remains in effect today. In February 2022, the Santa Cruz County Health Officer, together with eleven other Bay Area health officers, issued a press release announcing alignment with the California Department of Public Health's indoor masking guidance, which requires that all individuals wear face coverings indoors in specified high-risk settings, and strongly recommends that all individuals continue to wear face coverings while in indoor public settings.<sup>2</sup>

This Board adopted its initial AB 361 findings at its meeting of October 7, 2021, and adopted subsequent AB 361 findings at its meetings of December 2, 2021, February 3, 2022, April 7, 2022 and May 5, 2022. To continue teleconferenced meetings under AB 361, the law requires that the Board adopt findings within thirty (30) days after its initial teleconference, and every thirty (30) days thereafter, that it has reconsidered the circumstances of the State of Emergency, and either (i) the state of emergency continues to directly impact the ability of the members to meet safely

---

<sup>1</sup> Cal. Gov't Code § 54953(e)(1)(A)-(C).

<sup>2</sup> See Press Release, Twelve Bay Area Health Officers to Lift Most Indoor Mask Mandates on February 16 (Feb. 9, 2022), [https://www.santacruzhealth.org/Portals/7/pdfs/Coronavirus/02.09.22%20ABAHO%20Masking\\_FINAL.pdf](https://www.santacruzhealth.org/Portals/7/pdfs/Coronavirus/02.09.22%20ABAHO%20Masking_FINAL.pdf); See also CDPH, *Guidance for the Use of Face Coverings* (Updated February 28, 2022), <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/guidance-for-face-coverings.aspx>.

in person; and/or (ii) state or local officials continue to impose or recommend measures to promote social distancing.<sup>3</sup>

Attachment:  
Resolution No. 2022-003

---

<sup>3</sup> Cal. Gov't Code § 54953(e)(3).

**SANTA CRUZ LIBRARY JOINT POWERS AUTHORITY’S  
SUBSEQUENT FINDINGS PURSUANT TO ASSEMBLY BILL 361 AUTHORIZING TELECONFERENCE  
MEETINGS AS A RESULT OF THE CONTINUING COVID-19 PANDEMIC STATE OF EMERGENCY AND  
HEALTH OFFICER RECOMMENDATION FOR SOCIAL DISTANCING**

**WHEREAS**, the **Santa Cruz Library Joint Powers Authority (“LJPA”)** is a legislative body under the Ralph M. Brown Act as defined under Cal. Gov. Code section 54952(b); and

**WHEREAS**, on September 16, 2021, Governor Newsom signed Assembly Bill 361 (“AB 361”), urgency legislation effective immediately, that amended Government Code section 54953 to permit legislative bodies subject to the Brown Act to continue to meet under modified teleconferencing rules provided that they comply with specific requirements set forth in the statute; and,

**WHEREAS**, pursuant to AB 361 and Cal. Gov. Code section 54953(e)(1)(A), a legislative body may meet under the modified teleconferencing rules during a proclaimed state of emergency, and where local officials have imposed or recommended measures to promote social distancing; and

**WHEREAS**, on March 4, 2020, Governor Newsom issued a Proclamation of State of Emergency in response to the COVID-19 pandemic, and which remains in effect; and

**WHEREAS**, on September 30, 2021, Santa Cruz County Public Health Officer Dr. Gail Newel strongly recommended that legislative bodies in Santa Cruz County continue to engage in physical/social distancing by meeting via teleconference as allowed by AB 361 and confirmed that she will regularly review and reconsider this recommendation and notify the public when it is no longer recommended; and

**WHEREAS**, pursuant to AB 361 and Cal. Gov. Code section 54953(e)(3), within 30 days of the date the legislative body first holding a teleconferenced meeting under the modified rules, and every 30 days thereafter, a legislative body can continue to hold such teleconference meetings provided it has reconsidered the circumstances of the state of emergency and determined either that the state of emergency continues to directly impact the ability of the members to meet safely in person or that local officials continue to recommend measures to promote social distancing; and

**WHEREAS**, on October 7, 2021, the **LJPA** held its initial teleconference meeting under AB 361; and

**WHEREAS**, on December 2, 2021, February 3, 2022, April 7, 2022 and May 5, 2022, the **LJPA** held subsequent teleconference meetings under AB 361; and

**WHEREAS**, the **LJPA** has once again reconsidered the circumstances of the current state of emergency and finds that the COVID-19 pandemic continues to directly impact the ability of members of the public to participate safely in person and further finds that the Santa Cruz County Public Health Officer continues to recommend measures to promote social distancing, strongly recommends that all individuals wear face coverings in indoor public settings, and requires that all individuals wear face coverings in specified high-risk indoor public settings; and

**WHEREAS**, in the interest of public health and safety, and due to the emergency caused by the spread of COVID-19, the **LJPA** deems it necessary for the legislative bodies of the LJPA to continue utilizing the modified teleconferencing rules set forth in AB 361;

**NOW, THEREFORE**, the **Santa Cruz Library Joint Powers Authority (“LJPA”)** makes the following findings by a majority vote:

**Section 1.** The foregoing recitals are true and correct, and adopted as findings of the **Santa Cruz Library Joint Power Authority** and legislative bodies of the LJPA.

**Section 2.** Effective immediately, and for the next 30 days, the **LJPA** and its legislative bodies will meet via teleconference as authorized under AB 361 and Government Code section 54953(e)(3).

**Section 3.** No later than thirty (30) days from making today’s findings, or at the next scheduled meeting, the **LJPA** will reconsider the circumstances of the COVID-19 state of emergency and, if necessary, adopt subsequent findings to continue holding teleconference meetings in accordance with Government Code section 54953(e)(3).

**PASSED AND ADOPTED** by the **Santa Cruz Library Joint Powers Authority** in Santa Cruz County, State of California, this 4<sup>th</sup> day of August, 2022, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

---

Chair, Santa Cruz Library  
Joint Powers Authority

ATTEST: \_\_\_\_\_  
Helga Smith, Clerk of the Board

Approved as to Form:

---

General Counsel

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 JUNE 2, 2022**

**9:00 A.M.**

**1. ROLL CALL**

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

**STAFF:** Yolande Wilburn, Library Director

**2. ADDITIONAL MATERIALS**

None

**3. ADDITIONS AND DELETIONS TO AGENDA**

The Agenda of June 2, 2022 was approved by consensus.

Correction: Public Comment should have been listed under item 2: Additional Materials

Item 9 B was cancelled due to presenter's absence.

**4. ORAL COMMUNICATIONS**

A member of the public asked for updates on Measure S.

**5. REPORT BY LIBRARY DIRECTOR**

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

A member of the public asked about staffing shortages.



## **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 May 16<sup>th</sup> meeting.

## **8. CONSENT CALENDAR**

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

- A. Approved the May 5, 2022 Board Meeting Minutes**
  - B. Approved Policy #109 Display of Commemorative Flags**
  - C. Approved the License Agreement between the County, Library and PG&E for a Community Resource Center at Felton Library**
  - D. Approved the Transfer of Unused Capital Funds totaling \$324K from the Operating Budget to the Library's Capital Funds Account**
  - E. Accepted and Amended the FY 22 Operating Budget to include a donation made from the Friends of SCPL in the amount of \$18,257 for the Purchase of Furniture for the Branciforte Branch Library's Children's Room**
  - F. Accepted and Amended the FY 22 Operating Budget to include donations in Support of Library Services from the Friends of SCPL totaling \$53,590**
  - G. Approved the Transfer of the Remaining Funds in the Amount of \$1,300 from Fund 960-Felton Library Replacement to Fund 951-Library Operating Budget**
- [UNANIMOUS]**

**MOVER: Jamie Goldstein**

**SECONDER: Carlos Palacios**

**AYES: Palacios, Goldstein, LaGoe, Huffaker**

## **9. GENERAL BUSINESS**

Item 8 H: Revised Annual Meeting Schedule

Director Goldstein emphasized that his request to pull back on meetings was related to the LFFA only. Library Director Wilburn clarified that the new schedule will be more efficient for the presentation of Quarterly Reports which need to be synchronized with quarterly statements. If necessary, additional meetings can be scheduled. The schedule for 2023 will be finalized towards the end of the year and will include meetings in May and June required for the Budget presentation.

**RESULT:**

**Adopted the Revised Annual Meeting Schedule for 2022  
[UNANIMOUS]**

**MOVER: Jamie Goldstein**

**SECONDER: Matt Huffaker**

**AYES: Palacios, Goldstein, LaGoe, Huffaker**

**A. FY 2023 Santa Cruz Public Libraries Operating Budget**

Director Goldstein asked a number of clarifying questions. Director Palacios expressed a slight concern about adopting a budget with a large fund balance. Director Palacios also mentioned the possible addition of a Community Resource Specialist to the Library to work with the unhoused.

**RESULT:**

**Adopted the FY 2023 Library Operating Budget [UNANIMOUS]**

**MOVER: Matt Huffaker**

**SECONDER: Carlos Palacios**

**AYES: Palacios, Goldstein, LaGoe, Huffaker**

**B. Presentation: SCPL Programs and Services Inside the SC County Corrections Facilities by Jesse Silva was postponed due to illness.**

**10. Comments by Board Members**

None

**11. Adjournment**

Final Adjournment of the Library Joint Powers Authority Board (LJPA) at 9:56 a.m. to the next regular meeting on August 4, 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:                    August 4, 2022  
TO:                      Library Joint Powers Authority Board  
FROM:                  Yolande Wilburn, Library Director  
RE:                      4<sup>th</sup> Quarter Report Community Impact Measures

### **STAFF RECOMMENDATION**

Accept and File Community Impact Measures for 4<sup>th</sup> Qtr. FY 2021-2022

### **DISCUSSION**

This 4<sup>th</sup> quarter report covers the time period of October 1, 2021 through June 30, 2022 and compares this data to the previous year.

Programming statistics report updates:

- In FY22, we are now offering in-person programs at our open branches, virtual programs, and outreach programs for underserved communities outside our library walls. To better reflect the differences between these types of programs, we have created a new “Virtual Branch,” split off from Outreach, beginning October 2021. With the changes in how we deliver programs over the past 2 years, the chart comparisons for Outreach between FY21 and FY22 will not directly correspond.
- Total circulation system-wide increased by 42%.
- Total visitors by branch system-wide: 606%.
- Total number of new registrations increased by 55%.

- Total hours of public internet computer use system-wide: N/A since the branches were only providing lobby service this time last year.
- Total hours of wireless internet sessions increased by 64%.
- Total sessions of public internet use: N/A since the branches were only providing lobby service this time last year.
- Total number of public wifi sessions increased by 26%.
- Total hours of meeting room use system-wide: N/A since the branches were only providing lobby service this time last year.
- The total number of programs held system-wide increased by 129%.
- The total number of program attendees held system-wide increased by 124%.

Attachment:

4<sup>th</sup> Quarter Community Impact Measures

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

Reviewed and Forwarded by: Yolande Wilburn, Library Director

CIRCULATION BY BRANCH														
	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			Totals	Totals
	FY20/21	FY21/22	% Change	FY20/21	FY21/22	% Change	FY20/21	FY21/22	% Change	FY20/21	FY21/22	% Change	FY 20/21	FY 21/22
Aptos	17,414	57	-100%	17,289	0	-100%	17,425	0	-100%	12,505	0	-100%	64,633	57
Boulder Creek	0	0	0%	43	0	-100%	0	0	0%	0	1,936	0%	43	1,936
Branciforte	164	0	-100%	552	0	-100%	42	0	-100%	0	0	0%	758	0
Capitola	0	54,347	0%	0	54,914		0	55,949	0%	7,967	56,861	614%	7,967	222,071
Downtown	19,912	47,273	137%	19,584	45,507	132%	21,611	48,246	123%	25,530	45,104	77%	86,637	186,130
Felton	5,572	29,805	435%	9,445	31,593	234%	9,148	33,951	271%	14,712	32,652	122%	38,877	128,001
Garfield Park	57	0	-100%	39	0	-100%	20	0	-100%	0	1,779	0%	116	1,779
La Selva Beach	22	7,903	35823%	1	6,642	664100%	106	6,723	6242%	3,367	6,690	99%	3,496	27,958
Live Oak	12,703	12,762	0%	13,476	10	-100%	14,185	26	-100%	20,231	10	-100%	60,595	12,808
Scotts Valley	8,561	7,511	-12%	5,734	27	-100%	9,212	16	-100%	16,736	14	-100%	40,243	7,568
Outreach	1,689	5,062	200%	2,874	5,277	84%	4,451	5,372	21%	5,007	5,515	10%	14,021	21,226
TOTAL	66,094	164,720	149%	69,037	143,970	109%	76,200	150,283	97%	106,055	150,561	42%	317,386	609,534
Digital Branch	119,424	110,918	-7%	117,922	109,713	-7%	120,687	111,483	-8%	109,842	115,268	5%	467,875	447,382
Total incl. Digital	185,518	275,638	49%	186,959	253,683	36%	196,887	261,766	33%	215,897	265,829	23%	785,261	1,056,916

VISITORS BY BRANCH														
	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			Totals	Totals
	FY20/21	FY21/22	% Change	FY 20/21	FY21/22	% Change	FY 20/21	FY21/22	% Change	FY 20/21	FY21/22	% Change	FY20/21	FY21/22
Aptos	0		0%	0	0	0%	0	0	0%	0	0	0%	0	0
Boulder Creek	0	0	0%	0	0	0%	0	0	0%	0	0	0%	0	0
Branciforte	0	0	0%	0	0	0%	0	0	0%	0	0	0%	0	0
Capitola	0	0	0%	0	0	0%	0	0	0%	0	0	0%	0	0
Downtown	0	38,335	-100%	0	36,823	-100%	0	40,899	0%	0	44,361	0%	0	160,418
Felton	0	19,905	-100%	8,499	22,952	170%	9,353	23,492	151%	10,708	24,814	132%	28,560	91,163
Garfield Park	0	0	0%	0	0	0%	0	0	0%	0	0	0%	0	0
La Selva Beach	0	0	0%	0	0	0%	0	0	0%	0	0	0%	0	0
Live Oak	0	4,880	-100%	0	0	0%	0	0	0%	0	0	0%	0	4,880
Scotts Valley	0	0	0%	0	0	0%	0	0	0%	0	0	0%	0	0
Outreach	0	3,441	-100%	0	3,796	-100%	0	4,771	0%	0	6,437	0%	0	18,445
TOTAL	0	66,561	-100%	8,499	63,571	648%	9,353	69,162	639%	10,708	75,612	606%	28,560	274,906

NEW REGISTRATIONS														
	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			Totals	Totals
	FY20/21	FY21/22	% Change	FY20/21	FY21/22	% Change	FY20/21	FY21/22	% Change	FY20/21	FY21/22	% Change	FY20/21	FY21/22
Aptos	214	124	-42%	185	82	-56%	168	69	-59%	120	47	-61%	687	322
Boulder Creek	15	31	107%	19	17	-11%	17	21	24%	19	83	337%	70	152
Branciforte	43	28	-35%	33	32	-3%	33	21	-36%	32	22	-31%	141	103
Capitola	91	828	810%	78	557	614%	83	592	613%	283	621	119%	535	2,598
Downtown	370	725	96%	294	595	102%	405	654	61%	371	679	83%	1,440	2,653
Felton	46	243	428%	75	201	168%	78	265	240%	103	228	121%	302	937
Garfield Park	23	21	-9%	22	22	0%	28	15	-46%	15	76	407%	88	134
La Selva Beach	0	46	-100%	9	44	389%	14	47	236%	41	87	112%	64	224
Live Oak	111	146	32%	132	50	-62%	101	56	-45%	150	51	-66%	494	303
Scotts Valley	73	109	49%	88	51	-42%	107	42	-61%	144	37	-74%	412	279
Outreach	48	85	77%	43	216	402%	213	82	-62%	34	109	221%	338	492
TOTAL	1,034	2,386	131%	978	1,867	91%	1,247	1,864	49%	1,312	2,040	55%	4,571	8,157

HOURS OF PUBLIC INTERNET COMPUTER USE														
	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			Totals	Totals
	FY20/21	FY21/22	% Change	FY20/21	FY21/22	% Change	FY20/21	FY21/22	% Change	FY20/21	FY21/22	% Change	FY20/21	FY21/22
Aptos	0	0	0%	118	0	-100%	0	0	0%	511	0	-100%	629	0
Boulder Creek	0	0	0%	0	0		0	0	0%	0	182	0%	0	182
Branciforte	0	0	0%	0	0		0	0	0%	0	0	0%	0	0
Capitola	0	1,390	0%	0	1,501		0	2,064	0%	93	2,202	2268%	93	7,157
Downtown	0	6,676	0%	80	7,569	9361%	0	7,862	0%	1,204	7,344	510%	1,284	29,451
Felton	0	307	0%	17	591	3376%	0	765	0%	445	813	83%	462	2,476
Garfield Park	0	0	0%	0	0		0	0	0%	0	64	0%	0	64
La Selva Beach	0	83	0%	0	80		0	104	0%	30	75	150%	30	342
Live Oak	0	294	0%	0	0		0	0	0%	89	0	-100%	89	294
Scotts Valley	0	113	0%	110	0	-100%	0	0	0%	531	0	-100%	641	113
TOTAL SYSTEM	0	8,863	0%	325	9,741	2897%	0	10,795	0%	2,903	10,680	268%	3,228	40,079

HOURS OF WIRELESS INTERNET SESSIONS															
	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			Totals	Totals	
	FY20/21	FY21/22	% Change	FY20/21	FY21/22	% Change	FY20/21	FY21/22	% Change	FY20/21	FY21/22	% Change	FY20/21	FY21/22	
Aptos	0	2,510	0%	9,686	0	-100%	10,941	0	-100%	10413	0	-100%	31,040	2,510	
Boulder Creek	0	0	0%	15	0	-100%	0	0	0%	0	4,161	0%	15	4,161	
Branciforte	0	0	0%	12,218	0	-100%	11,173	0	-100%	0	0	0%	23,391	0	
Capitola	0	23,551	0%	0	27,345	0%	0	28,662	0%	4985	32,534	553%	4,985	112,092	
Downtown	0	42,246	0%	30,172	44,127	46%	28,789	46,994	63%	29130	51,414	76%	88,091	184,781	
Felton	0	16,743	0%	10,545	21,355	103%	9,576	19,996	109%	11406	22,176	94%	31,527	80,270	
Garfield Park	0	0	0%	6,496	0	-100%	3,456	142	-96%	0	1,725	0%	9,952	1,867	
Headquarters	0	12,478	0%	4,234	10,920	158%	5,028	14,501	188%	8825	13,435	52%	18,087	51,334	
La Selva Beach	0	2,439	0%	0	2,378	0%	254	2,987	1076%	1716	3,943	130%	1,970	11,747	
Live Oak	0	9,975	0%	7,545	7,185	-5%	9,619	8,055	-16%	8667	6,903	-20%	25,831	32,118	
Scotts Valley	0	11,205	0%	7,600	7,161	-6%	8,969	8,547	-5%	11408	5,429	-52%	27,977	32,342	
TOTAL SYSTEM	0	121,147	0%	88,511	120,471	36%	87,805	129,884	48%	86,550	141,720	64%	262,866	513,222	
SESSIONS OF PUBLIC INTERNET USE															
	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			Totals	Totals	
	FY20/21	FY21/22	% Change	FY20/21	FY21/22	% Change	FY20/21	FY21/22	% Change	FY20/21	FY21/22	% Change	FY20/21	FY21/22	
Aptos	0	0	0%	0	0	0%	0	0	0%	703	0	-100%	703	0	
Boulder Creek	0	0	0%	0	0	0%	0	0	0%	0	346	0%	0	346	
Branciforte	0	0	0%	0	0	0%	0	0	0%	0	0	0%	0	0	
Capitola	0	2,342	-100%	0	2,494	-100%	0	3,152	-100%	221	3,241	1367%	221	11,229	
Downtown	0	5,762	-100%	0	6,577	-100%	0	7,011	-100%	1403	7,055	403%	1,403	26,405	
Felton	0	560	-100%	0	923	-100%	0	1,194	-100%	599	1,345	125%	599	4,022	
Garfield Park	0	0	0%	0	0	0%	0	0	0%	0	118	0%	0	118	
La Selva Beach	0	148	-100%	0	136	-100%	0	178	-100%	58	147	153%	58	609	
Live Oak	0	463	-100%	0	0	0%	0	0	0%	191	0	-100%	191	463	
Scotts Valley	0	174	-100%	0	0	0%	0	0	0%	735	0	-100%	735	174	
TOTAL SYSTEM	0	9,449	-100%	0	10,130	-100%	0	11,535	-100%	3910	12,252	213%	3,910	43,366	
NUMBER OF PUBLIC WIFI SESSIONS															
	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			Totals	Totals	
	FY20/21	FY21/22	% Change	FY20/21	FY21/22	% Change	FY20/21	FY21/22	% Change	FY20/21	FY21/22	% Change	FY20/21	FY21/22	
Aptos	0	7,601	-100%	21,149	0	-100%	22,999	0	-100%	21,025	0	-100%	65,173	7,601	
Boulder Creek	0	0	0%	8	0	-100%	0	0	0%	0	2,882	0%	8	2,882	
Branciforte	0	0	0%	8,183	0	-100%	5,549	0	-100%	0	0	0%	13,732	0	
Capitola	0	26,045	-100%	0	28,350	0%	0	28,986	0%	8,110	30,822	280%	8,110	114,203	
Downtown	0	41,463	-100%	26,837	42,371	58%	28,313	43,812	55%	33,016	51,022	55%	88,166	178,668	
Felton	0	16,503	-100%	11,483	18,870	64%	11,916	18,229	53%	11,700	19,394	66%	35,099	72,996	
Garfield Park	0	0	0%	4,054	0	-100%	2,103	113	-95%	0	2,372	0%	6,157	2,485	
Headquarters	0	5,853	-100%	3,072	5,539	80%	3,734	7,255	94%	7,418	7,502	1%	14,224	26,149	
La Selva Beach	0	2,289	-100%	0	2,407	0%	315	2,661	745%	1,253	2,955	136%	1,568	10,312	
Live Oak	0	12,244	-100%	10,456	9,118	-13%	11,571	8,837	-24%	11,291	9,151	-19%	33,318	39,350	
Scotts Valley	0	15,734	-100%	13,664	10,948	-20%	15,488	10,901	-30%	15,414	11,376	-26%	44,566	48,959	
TOTAL SYSTEM	0	127,732	-100%	98,906	117,603	19%	101,988	120,794	18%	109,227	137,476	26%	310,121	503,605	
HOURS OF MEETING ROOM USE															
	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			Totals	Totals	
	FY20/21	FY21/22	% Change	FY20/21	FY21/22	% Change	FY20/21	FY21/22	% Change	FY20/21	FY21/22	% Change	FY20/21	FY21/22	
Aptos	0	0	0%	0	0	0%	0	0	0%	0	0	0%	0	0	
Boulder Creek	0	0	0%	0	0	0%	0	0	0%	0	2	0%	0	2	
Branciforte	0	0	0%	0	0	0%	0	0	0%	0	0	0%	0	0	
Capitola	0	200	-100%	0	1230	-100%	0	925	-100%	0	942	0%	0	3,297	
Downtown	0	140	-100%	0	534	-100%	0	518	-100%	0	646	0%	0	1,838	
Felton	0	138	-100%	0	520	-100%	0	231	-100%	0	202	0%	0	1,091	
Garfield Park	0	0	0%	0	0	0%	0	0	0%	0	0	0%	0	0	
La Selva Beach	0	0	0%	0	0	0%	0	0	0%	0	0	0%	0	0	
Live Oak Area	0	0	0%	0	0	0%	0	0	0%	0	0	0%	0	0	
Scotts Valley	0	0	0%	0	0	0%	0	0	0%	0	0	0%	0	0	
TOTAL HOURS	0	478	-100%	0	2284	-100%	0	1,674	-100%	0	1792	0%	0	6,228	

NUMBER OF PROGRAMS															
	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			Totals	Totals	
	FY20/21	FY21/22	% Change	FY20/21	FY21/22	% Change	FY20/21	FY21/22	% Change	FY20/21	FY21/22	% Change	FY20/21	FY21/22	
Aptos	0	0	0%	0	0	0%	0	0	0%	0	0	0%	0	0	
Boulder Creek	0	0	0%	0	0	0%	0	0	0%	0	7	0%	0	7	
Branciforte	0	0	0%	0	0	0%	0	0	0%	0	0	0%	0	48	
Capitola	0	6	-100%	0	48	-100%	0	71	-100%	0	89	0%	0	243	
Downtown	0	17	-100%	0	77	-100%	0	178	-100%	0	229	0%	0	501	
Felton	0	13	-100%	0	61	-100%	0	55	-100%	0	68	0%	0	197	
Garfield Park	0	0	0%	0	0	0%	0	0	0%	0	4	0%	0	4	
La Selva Beach	0	5	-100%	0	39	-100%	0	56	-100%	0	63	0%	0	163	
Live Oak	0	0	0%	0	0	0%	0	0	0%	0	0	0%	0	0	
Scotts Valley	0	0	0%	0	0	0%	0	0	0%	0	0	0%	0	0	
Outreach	197	212	8%	206	52	-75%	212	35	-83%	244	62	-75%	859	361	
Virtual	0	0	0%	0	44	-100%	0	58	-100%	0	36	0%	0	138	
TOTAL	197	253	28%	206	321	56%	212	453	113.68%	244	558	129%	859	1,662	
PROGRAM ATTENDANCE															
	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			Totals	Totals	
	FY20/21	FY21/22	% Change	FY20/21	FY21/22	% Change	FY20/21	FY21/22	% Change	FY20/21	FY21/22	% Change	FY20/21	FY21/22	
Aptos	0	0	0%	0	0	0%	0	0	0%	0	0	0%	0	0	
Boulder Creek	0	0	0%	0	0	0%	0	0	0%	0	127	0%	0	127	
Branciforte	0		0%	0	0	0%	0	0	0%	0	0	0%	0	0	
Capitola	0	122	-100%	0	700	-100%	0	894	-100%	0	1,163	0%	0	2,879	
Downtown	0	51	-100%	0	459	-100%	0	685	-100%	0	1,047	0%	0	2,242	
Felton	0	186	-100%	0	636	-100%	0	260	-100%	0	739	0%	0	1,821	
Garfield Park	0	0	0%	0	0	0%	0	0	0%	0	39	0%	0	39	
La Selva Beach	0	56	-100%	0	392	-100%	0	323	-100%	0	675	0%	0	1,446	
Live Oak	0	0	0%	0	0	0%	0	0	0%	0	0	0%	0	0	
Scotts Valley	0	0	0%	0	0	0%	0	0	0%	0	0	0%	0	0	
Outreach	2,911	2,205	-24%	3,008	963	-68%	2,661	422	-84%	2,978	2,454	-18%	11,558	6,044	
Virtual	0	0	0%	0	330	0%	-	691	-100%	0	438	0%	0	1,459	
TOTAL	2,911	2,620	-10%	3,008	3,480	16%	2,661	3,275	23%	2,978	6,682	124%	11,558	16,057	
Capitola Opening on June 12, 2021															
La Selva Beach Closure on September 1, 2019															
Felton Closure on November 1, 2019															
Felton Opening on February 22, 2020															
Boulder Creek Closure on February 22, 2020															
System-wide Closure on March 15, 2020 due to COVID-19															
La Selva Beach Opening in March , 2021															



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



## **STAFF REPORT**

DATE:                    August 4, 2022  
TO:                      Library Joint Powers Authority Board  
FROM:                  Yolande Wilburn, Library Director  
RE:                      4<sup>th</sup> Quarter Financial Report

### **STAFF RECOMMENDATION**

Accept and File Financial Report for 4<sup>th</sup> Qtr. FY 2021-2022.

### **DISCUSSION**

The second quarter financial report covers July 1, 2021, through June 30, 2022.  
All financial figures included in this report are unaudited.

#### **Revenues**

Total Revenue for this quarter: 99.9%

Sales Tax	108.3%
MOE	91.5%

#### **Expenditures**

Total actual expenditures for this quarter: 68.4%

\*Vacant management level positions and delayed branch openings due to remodel/construction delays, resulted in under spent budget lines categories.

#### **Personnel Costs**

Total Personnel costs for this quarter: 82.1%

Regular Full Time	85.5%
Part Time	90.1%

Attachments: 4<sup>th</sup> Quarter Financial Reports (Expenditure, Personnel and Revenue)

Report Prepared by: Kira Henifin  
Principal Management Analyst

Reviewed and Forwarded by: Yolande Wilburn, Library Director

# Revenue Balances

Criteria: Summarize By = Report, Fund, Account; As Of = 6/30/2022; Period = 0,1,12; Fund = 951

Acct	Title	Year-To-Date Ado Budget	Year-To-Date Adjustments	Year-To-Date Adj Budget	Year-To-Date Actual	Bdgt. to Act. Variance	Pct. Spent
<b>Fund 951 -- Library Joint Powers Authority</b>							
41211	Sales and use tax	8,912,416.00	169,243.00	9,081,659.00	9,832,643.53	(750,984.53)	108.3%
43110	Federal operating grants & contributions	-	120,791.00	120,791.00	110,791.00	10,000.00	91.7%
43199	Other federal revenues	-	118,757.00	118,757.00	118,756.82	0.18	100.0%
43210	State operating grants and contributions	-	30,297.00	30,297.00	26,191.70	4,105.30	86.4%
43310	Local operating grants and contributions	-	13,000.00	-	13,000.00	-	-
43311	Maintenance of effort contributions	6,115,273.00	-	6,115,273.00	5,593,184.66	522,088.34	91.5%
44630	Room rentals-library JPA	4,640.00	-	4,640.00	2,320.00	2,320.00	50.0%
45131	Library fines	-	-	-	20,163.82	(20,163.82)	-
46110	Pooled cash and investment interest	92,840.00	-	92,840.00	10,863.22	81,976.78	11.7%
46190	Interest earnings - other	14,763.00	-	14,763.00	4,857.41	9,905.59	32.9%
46303	Donations - library	13,100.00	49,835.64	62,935.64	22,841.74	40,093.90	36.3%
46309	Donations - library - Friends of the Lib	27,923.00	324,106.19	352,029.19	295,606.14	56,423.05	84.0%
46910	Miscellaneous operating revenue	8,500.00	13,365.00	21,865.00	14,846.06	7,018.94	67.9%
46990	Miscellaneous non-operating revenue	-	-	-	(1,099.25)	1,099.25	-
49122	From Library Private Trust Fund	22,190.00	21,593.30	43,783.30	-	43,783.30	-
<b>Total Library Joint Powers Authority</b>		15,211,645.00	860,968.13	16,072,613.13	16,051,966.85	20,666.28	-
<b>Total</b>		15,211,645.00	860,968.13	16,072,613.13	16,051,966.85	20,666.28	-

Run: 7/19/2022 12:24 PM

# Expenditure Balances

Criteria: Summarize By = Report, Account, Account; As Of = 6/30/2022; Period = 0,1,12; Activity = 36\*; Account = 52\*,53\*,54\*,55\*,56\*,57\*,58\*,59\*

Acct	Title	Year-To-Date Ado Budget	Year-To-Date Adjustments	Year-To-Date Adj Budget	Year-To-Date Actual	Bdgt. to Act. Variance	Pct. Spent
52131	Claims management services - outside	12,000.00	-	12,000.00	2,545.22	9,454.78	21.2%
52135	Financial services - outside	518,083.00	-	518,083.00	509,838.00	8,245.00	98.4%
52139	Medical services	-	-	-	2,488.60	(2,488.60)	#DIV/0!
52150	Merchant bank fees	600.00	-	600.00	469.60	130.40	78.3%
52155	Courier services	2,926.00	-	2,926.00	2,234.33	691.67	76.4%
52199	Other professional & technical services	188,300.00	150,000.00	338,300.00	93,887.15	244,412.85	27.8%
52201	Water, sewer and refuse	79,885.00	-	79,885.00	69,538.95	10,346.05	87.0%
52202	Hazardous materials disposal	500.00	-	500.00	-	500.00	-
52211	Janitorial services	296,700.00	-	296,700.00	250,718.52	45,981.48	84.5%
52223	Equip annual inventory charge - internal	4,400.00	-	4,400.00	-	4,400.00	-
52226	Vehicle work order charges - internal	25,999.00	-	25,999.00	13,803.70	12,195.30	53.1%
52227	Vehicle fuel island charges - internal	17,474.00	-	17,474.00	16,256.62	1,217.38	93.0%
52240	Office equipment operation/maint	7,340.00	-	7,340.00	6,378.48	961.52	86.9%
52241	Vehicle maintenance costs - outside	6,500.00	-	6,500.00	3,081.44	3,418.56	47.4%
52244	Other equipment operation/maintenance	10,725.00	-	10,725.00	7,571.14	3,153.86	70.6%
52246	Building and facility o & m - outside	265,132.00	-	265,132.00	287,785.94	(22,653.94)	108.5%
52247	Landscaping maintenance services	43,800.00	-	43,800.00	47,004.91	(3,204.91)	107.3%
52248	Software maintenance services	407,019.00	-	407,019.00	259,825.36	147,193.64	63.8%
52249	Hardware maintenance services	30,000.00	-	30,000.00	-	30,000.00	-
52251	Equipment, building and land rentals	240,452.00	43,636.00	284,088.00	283,190.50	907.50	99.7%
52269	Equipment lease-outside	18,000.00	-	18,000.00	29,115.17	(11,115.17)	161.8%
52302	Travel and meetings	19,200.00	-	19,200.00	2,153.05	17,046.95	11.2%
52304	Training	82,300.00	-	82,300.00	43,536.44	38,763.56	52.9%
52403	Telecommunications service - outside	240,585.00	118,757.00	359,342.00	152,692.21	206,649.79	42.5%
52932	Liability insurance/surety bonds-internal	43,170.00	-	43,170.00	43,170.00	-	100.0%
52933	Liability insurance/surety bonds-outside	68,000.00	-	68,000.00	63,139.77	4,860.23	92.9%
52960	Advertising	31,570.00	-	31,570.00	16,525.21	15,044.79	52.3%
52961	Dues and memberships	37,453.00	-	37,453.00	32,192.00	5,261.00	86.0%
52972	Printing and binding-outside	32,600.00	(5,000.00)	27,600.00	11,072.08	16,527.92	40.1%
53101	Postage charges	7,000.00	-	7,000.00	5,697.60	1,302.40	81.4%
53102	Office supplies	24,250.00	-	24,250.00	22,746.98	1,503.04	93.8%
53106	Books and periodicals	1,247,165.00	683,768.08	1,930,933.08	1,163,242.60	767,690.48	60.2%
53107	Books and periodicals-grants & donations	21,923.00	172,679.28	194,602.28	39,381.65	155,220.63	20.2%
53108	Safety clothing and equipment	13,910.00	-	13,910.00	10,735.75	3,174.25	77.2%
53109	Copier supplies	6,430.00	-	6,430.00	-	6,430.00	-
53112	Library functional supplies	171,500.00	-	171,500.00	129,475.11	42,024.89	75.5%
53113	Janitorial supplies	28,000.00	-	28,000.00	17,783.69	10,216.31	63.5%
53311	Electricity	205,275.00	-	205,275.00	169,477.18	35,797.82	82.6%
53312	Natural gas	39,950.00	-	39,950.00	41,871.19	(1,921.19)	104.8%
54990	Miscellaneous supplies and services	205,423.00	103,563.95	308,986.95	234,757.66	74,229.29	76.0%
56995	Refunded fees and fines	2,000.00	-	2,000.00	383.64	1,616.36	19.2%
57401	Office furniture/equipment	18,000.00	-	18,000.00	32,569.11	(14,569.11)	181.1%
57402	Vehicle equipment	80,000.00	-	80,000.00	-	80,000.00	-
57409	Computer equipment	240,000.00	(220,378.10)	19,621.90	20,208.91	(587.01)	103.0%
57990	Other capital outlay	150,000.00	(43,381.00)	106,619.00	97,697.94	8,921.06	91.6%
<b>Total</b>		5,191,539.00	1,003,645.21	6,195,184.21	4,236,253.28	1,958,930.93	-

Run: 7/19/2022 12:18 PM

## Expenditure Balances

Criteria: Summarize By = Report,Activity,Account; As Of = 6/30/2022; Period = 0,1..12; Activity = 36\*; Account = 51\*

Acct	Title	Year-To-Date Ado Budget	Year-To-Date Adjustments	Year-To-Date Adj Budget	Year-To-Date Actual	Year-To-Date Encumbrances	Bdgl. to Act. Variance	Pct. Spent
<b>Activity 3601 -- Administration</b>								
51110	Regular full time	6,532,212.00	(350,000.00)	6,182,212.00	5,286,882.41	-	855,329.59	85.5%
51111	Regular part time	1,133,654.00	(50,000.00)	1,083,654.00	976,773.25	-	106,880.75	90.1%
51114	Overtime	5,000.00	-	5,000.00	1,796.46	-	3,203.54	35.9%
51115	Termination pay	-	-	-	72,895.19	-	(72,895.19)	-
51122	Temporary	825,000.00	53,491.00	878,491.00	604,758.54	-	273,732.46	68.8%
51130	Other pay	-	-	-	3,617.72	-	(3,617.72)	-
51132	Special vacation pay	-	-	-	15,657.12	-	(15,657.12)	-
51150	Vehicle-phone-data allowance	2,857.00	-	2,857.00	1,512.61	-	1,344.39	52.9%
51201	Retirement contribution	470,113.00	-	470,113.00	388,162.11	-	71,950.89	84.7%
51202	F.I.C.A.	63,113.00	-	63,113.00	30,166.47	-	32,946.53	47.8%
51203	PERS unfunded liability	1,253,071.00	-	1,253,071.00	1,056,898.54	-	196,172.46	84.3%
51210	Group health insurance	1,838,796.00	-	1,838,796.00	1,205,417.47	-	633,380.53	65.6%
51212	Group dental insurance	110,330.00	-	110,330.00	77,152.40	-	33,177.60	69.9%
51213	Vision insurance	17,548.00	-	17,548.00	12,957.13	-	4,590.87	73.8%
51214	Medicare insurance	105,029.00	-	105,029.00	97,812.62	-	7,216.38	93.1%
51215	Employee assistance program	4,148.00	-	4,148.00	3,315.60	-	832.50	79.9%
51220	Group life insurance	1,790.00	-	1,790.00	1,536.60	-	253.40	85.8%
51221	Disability insurance	82,234.00	-	82,234.00	40,546.75	-	41,688.25	49.3%
51222	SDI	37,912.00	-	37,912.00	29,963.58	-	7,948.44	79.0%
51230	Unemployment insurance	62,556.00	-	62,556.00	56,889.10	-	5,666.90	90.6%
51240	Workers' compensation	174,727.00	-	174,727.00	184,474.07	-	(9,747.07)	105.0%
<b>Total Administration</b>		<b>12,720,092.00</b>	<b>(346,509.00)</b>	<b>12,373,583.00</b>	<b>10,159,184.62</b>	<b>-</b>	<b>2,214,398.38</b>	
<b>Total</b>		<b>12,720,092.00</b>	<b>(346,509.00)</b>	<b>12,373,583.00</b>	<b>10,159,184.62</b>	<b>-</b>	<b>2,214,398.38</b>	

Run: 7/19/2022 12:17 PM

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



## **STAFF REPORT**

DATE:                August 4, 2022  
TO:                    Library Joint Powers Authority Board  
FROM:                Yolande Wilburn, Library Director  
RE:                    4<sup>th</sup> Quarter SCPL Incident Report

### **STAFF RECOMMENDATION**

Accept and File Incident Report for 4<sup>th</sup> Qtr. FY 2021-2022.

### **DISCUSSION**

The 4<sup>th</sup> quarter incident report shows the number of incidents occurred system-wide by branch and the number of suspensions issued by branch.

Attachment: Incident Report for 4<sup>th</sup> Qtr. FY 2021-2022

Report Prepared by:            Kira Henifin,  
Principal Management Analyst

Reviewed and Forwarded by: Yolande Wilburn, Library Director

SCPL Incident Report by Branch - FY 21/22															
	QTR 1			QTR 2			QTR 3			QTR 4			YTD Totals		
	FY 20/21	FY 21/22	% Change	FY 20/21	FY 21/22	% Change	FY 20/21	FY 21/22	% Change	FY 20/21	FY 21/22	% Change	FY 20/21	FY 21/22	% Change
Aptos	19	4	-79%	2	2	0%	5	0	-100%	0	0	0%	26	2	-92.3%
Boulder Creek	0	Closed	0%	0	Closed	0%	0	Closed	0%	0	1	0%	0	0	0.0%
Branciforte	16	Closed	0%	9	Closed	0%	9	Closed	0%	1	Closed	0%	35	0	-100.0%
Capitola	Closed	9	0%	Closed	8	0%	Closed	3	0%	Closed	4	0%	Closed	24	0.0%
Downtown	5	17	240%	6	12	100%	5	42	740%	14	23	64%	30	94	213.3%
Felton	Closed	4	0%	3	2	-33%	1	4	300%	0	3	0%	Closed	13	0.0%
Garfield Park	3	2	-33%	7	Closed	0%	2	0	-100%	0	0	0%	12	0	-100.0%
La Selva Beach	Closed	0	0%	Closed	0	0%	Closed	1	0%	Closed	1	0%	Closed	2	0.0%
Live Oak	11	2	-82%	12	7	-42%	2	1	-50%	0	2	0%	25	10	-60.0%
Scotts Valley	1	Closed	0%	0	Closed	0%	1	Closed	0%	1	Closed	0%	3	0	-100.0%
TOTAL	55	38	-31%	39	31	-21%	25	51	104%	16	34	113%	135	0	-100.0%

Suspensions by Branch															
	QTR 1			QTR 2			QTR 3			QTR 4			YTD Totals		
	FY 20/21	FY 21/22	% Change	FY 20/21	FY 21/22	% Change	FY 20/21	FY 21/22	% Change	FY 20/21	FY 21/22	% Change	FY 20/21	FY 21/22	% Change
Aptos	0	Closed	0%	1	0	0%	0	0	0%	0	0	0%	1	0	0.0%
Boulder Creek	0	Closed	0%	0	Closed	0%	0	0	0%	0	0	0%	0	0	0.0%
Branciforte	0	Closed	0%	0	Closed	0%	0	0	0%	0	0	0%	0	0	0.0%
Capitola	Closed	0	0%	Closed	0	0%	Closed	2	0%	Closed	1	0%	Closed	0	0.0%
Downtown	1	10	900%	2	5	150%	0	33	0%	6	15	150%	10	18	80.0%
Felton	0	3	0%	0	1	0%	0	1	0%	0	1	0%	0	3	0.0%
Garfield Park	0	0	0%	0	Closed	0%	0	0	0%	0	0	0%	0	0	0.0%
La Selva Beach	Closed	0	0%	Closed	0	0%	Closed	0	0%	0	0	0%	Closed	0	0.0%
Live Oak	0	0	0%	0	Closed	0%	0	0	0%	0	0	0%	0	0	0.0%
Scotts Valley	0	Closed	0%	0	Closed	0%	0	Closed	0%	0	Closed	0%	0	0	0.0%
TOTAL	1	13	1200%	3	6	100%	0	36	0%	6	17	183%	11	72	554.5%

\* Branch Closures due to COVID-19, effective 3/14/20, resulted in significant reductions along with closure due to Measure S Facility Improvements

\* 3/20/21 La Selva Beach re-opened - 5/7/22 Boulder Creek reopened - 6/12/22 Capitola reopened

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



## **STAFF REPORT**

DATE:                August 4, 2022  
TO:                    Library Joint Powers Authority Board  
FROM:                Yolande Wilburn, Library Director  
RE:                    4<sup>th</sup> Quarter Workplan FY 2021/2022

### **RECOMMENDATION**

Accept and File Workplan for 4<sup>th</sup> Qtr. FY 2021/2022.

### **DISCUSSION**

Attached, please find the fourth quarter workplan. The fourth quarter plan runs from April through the end of June and the report attempts to capture the Library's operations and high impact programs and services within this quarter across five areas: 1. Learning 2. Digital Inclusion 3. Transformative Spaces 4. User Experience 5. Organizational Capacity.

Attachment: 4<sup>th</sup> Qtr. FY 2021/22 Workplan



**WORKPLAN:**

**FISCAL YEAR 2021-2022**

<b>1. LEARNING</b>	<b>Adult Programming:</b> <i>Creative Aging and Life Skills</i> <b>Youth Programming:</b> <i>Kindergarten Readiness</i> <i>Student Success</i> <i>Safe Afterschool</i> <i>School Partnerships</i> <b>Outreach:</b> <i>Bookmobile</i> <i>Jails</i> <i>Kermit</i> <i>Events</i>		
<b>2. DIGITAL INCLUSION</b>	<b>Tools</b>	<b>Resources</b>	<b>Innovation</b>
<b>3. TRANSFORMATIVE SPACES</b>	<b>Aptos</b> <b>Boulder Creek</b> <b>Branciforte</b> <b>Capitola</b> <b>Downtown</b>		
<b>4. USER EXPERIENCE</b>	<b>Staffing</b> <b>Convenience</b> <b>Localization</b>		
<b>5. ORGANIZATIONAL CAPACITY</b>	<b>Administration</b> <b>Volunteers</b> <b>Succession Planning</b>		



## 1. Learning Accomplishments:

### Quarter 4

#### ADULT

"I am so thankful for the info you share with us. It is so helpful!!!"

- Patron testimonial from the fourth quarter.

In the fourth quarter, the Library held 289 programs for adults, with 1,434 patrons in attendance. The fourth quarter runs from April to the end of June. The following are some of the highlights for adult services from that period:

### **Life Literacies and Civic Engagement:**

- *Book to Action grant*
  - Hosted a community event with Conor Dougherty, award-winning author of "Golden Gates: Fighting for Housing in America," and renowned local author Jonathan Franzen in a conversation about the complex social and economic factors driving housing--and homelessness--in America. The event was held simultaneously in person at the Downtown Library and online in Zoom with a total 143 participants. It was made possible by a partnership with the Homeless Garden Project.
  - Provided copies of "Golden Gates: Fighting for Housing in America" to the community free of charge (while supplies lasted), made possible by grant funding.
  - Created and distributed hygiene kits with items including soap, toothpaste, and period products to people experiencing homelessness, made possible by grant funding.
- *Santa Cruz County Workforce Collaborative*
  - Offered 72 sessions of individualized career development help.
  - Held a Job and Services Resource Fair attended by 75 people at London Nelson Community Center in partnership with the Homeless Garden Project. The fair brought together workforce development and wrap-around service providers to connect with people experiencing barriers to housing employment and offer a pathway forward. Service providers included the Community Action Board (CAB) SmartHIRE and Homeless Preventions Programs, Grey Bears, Cabrillo College, Goodwill Central Coast Career Center, Encompass, Santa Cruz County Veterans Services, Your Future is Our Business, and the National Farmworkers Program.
  - Held 4 workshops in English and Spanish on Resume and Interview Skills and Library Tools to Boost Your Job Search. Recordings of the workshops are now hosted on the Library's Youtube channel.
- *Financial literacy and Life Skills*
  - Partnered with Santa Cruz Community Credit Union (SCCCU) to provide free educational workshops on Elder Financial Abuse and Identity Theft. These workshops also facilitated new relationships between SCCCUC, Adult Protective Services, and the Seniors Council to support each other's' work and amplify their outreach to vulnerable populations.

- Began hosting Homeless Garden Project (HGP) open office hours in the Life Literacies Center to introduce people experiencing homelessness to the job training, transitional employment and support services HGP provides.
- Partnered with Senior Network Services' Health Insurance Counseling and Advocacy Program (HICAP) to teach older adults how to compare Medicare plans and learn what's new in 2022.
- *Community Building*
  - Began hosting Santa Cruz County District Attorney's Office Neighborhood Courts conferences to support community-driven restorative justice alternatives that improve the quality of life in our community

### **Learning and Connection:**

- *Genealogy programming*
  - Held a beginners' genealogy workshop taught by the Genealogical Society of Santa Cruz County to teach beginning researchers how to do their own research into their family's history.
  - Held 3 monthly lectures with the Genealogical Society via Zoom taught by international experts on the topics:
    - French Immigrants to California with an expert live from France
    - Research in the Azores with an expert live from the Azores. This was attended by over 100 people!
    - How to Create a Location Resource Guide for Reasonably Exhaustive Research with an expert live from Pennsylvania
- *Diversity Center*
  - Began a monthly Queer Gaming Group in partnership with the Diversity Center to create a safe space for LGBTQ+ community members to gather and benefit from the educational and community-building aspects of gaming
- *Santa Cruz County Parks & Recreation*
  - Partnered with Santa Cruz County Parks & Recreation to begin a weekly Bridge Club to support social connection and intellectual stimulation
- *History and Culture*
  - Hosted Santa Cruz Poet Laureate David Sullivan's signature project "Agents of Change" art exhibit and poetry writing workshop. Agents of Change is a collaboration between local visual artists and poets, a traditional art show enhanced by poets reacting to specific works of art.
  - Held 2 writers' workshops on how to write a book proposal and how to find an agent.
  - Hosted a talk by world history expert Dr. Robert Strayer on "Ukraine and Russia: Contextualizing a War," held simultaneously in person at the La Selva Beach Library and online via Zoom.

### **Outreach**

- Returned to in-person services at County Correctional Facilities.
- Participated in the annual Santa Cruz Pride parade and festival.
- Participated in the annual Juneteenth festival.
- Participated in the annual Santa Cruz History Fair.
- Expanded Bookmobile Services.

In the fourth quarter, the Library held 202 programs for youth 0-18, with 3,106 patrons in attendance. Staff interacted with many caregivers, in addition to the children. The STEAM and Craft programs continue to be popular, as do the chess clubs and storytimes. Although they don't accommodate large numbers, Homework Help and R.E.A.D. are very much appreciated by the students who participate.

*I apologize for taking so long to email you. I am [the mother of 2 boys] Here's a little recap about [my son's] journey in the R.E.A.D program. He started in 2nd grade with Marjorie. He could barely read a few words the first day he met with her. You know the book No, David No? He started at that level, probably Kindergarten. She was patient and encouraged him at every appointment. [My son] was motivated to meet with Marjorie because of the Minecraft program that he could attend after meeting with her. I am very thankful Minecraft was available because he had a lot of resistance to R.E.A.D. It was quite painful for him because it was so challenging for him.*

*Fast forward to today, [my son] is reading so much better! Yesterday he sat in the library and read his book while his brother played chess at the library. I know that meeting weekly to get one on one time with reading has helped. Andrea has focused on areas that he needed improvement such as reading at a consistent pace and understanding what he just read/comprehension. He has developed a love for reading and I am so proud. I have recommended this program to a few friends and they plan to sign up next year. They would have signed up recently but had prior commitments.*

*As for [my younger son], I had him join the program because of the report card he received from his teacher. Andrea and I both agree that he is a strong reader and one on one time with her has been great for him too. She says he is doing great and while it has been harder to see huge improvements with him as compared to what I have seen with [my older son] I know he is improving. His teacher reports his reading comprehension is improving. I hope we can continue this program for years to come!*

- Patron Feedback

#### **Early Literacy/Kindergarten Readiness:**

- Storytime resumed at Downtown in April, at Boulder Creek in May and at the Garfield Park Branch in June. Numbers are steadily increasing each week.
- Preschool storytimes continue to be well-attended and this quarter they have celebrated Asian American and Native Hawaiian/Pacific Islander Heritage Month, Pride Month, Juneteenth, and other observed holidays and celebrations during these fun and active storytimes.
- Staff continue to provide outreach services, such as Cuentitos- bilingual storytimes at Early Education Centers.
- 1,000 Books Before Kindergarten officially launched in April. Between April 1st and June 30th, 270 youth between 0 and 6 enrolled in the program.

### **Student Success**

- Librarians at Felton conducted a class visit and tour for a homeschool group, including a book talk and digital resources presentation. The students made a thank you card telling staff how much they learned about the library and science and that they look forward to coming back to borrow more books.
- Staff recorded a teen resume workshop with Suenos from Watsonville. The video will be available on the SCPL youtube page.
- Summer Reading: We launched the Summer Reading Program on June 1. As of June 30, 1086 kids, 187 teens, and 463 adults registered for the program.
- STEAM @ Home kits continue to be very popular. During the quarter, 5 different kits were available and 1,015 total kits were distributed.

### **Teens:**

- The Advisory Council of Teens (ACT, Mid/South County) have been very busy this quarter. They selected the teen incentive prizes for summer reading; selected and planned programs on financial aid, choosing your college major, and CHP teen driving workshops; and assisted with programs (Minecraft and teen art) and special events (the Aptos Friends Book Sale and Japanese Cultural Fair with origami instruction).
- The Advisory Council for Teens @ North County: ACT has been meeting in the San Lorenzo Valley now for about 9 months. This quarter they: provided feedback for the Felton Teen Room renovation, planned for an Art Contest for the Fall to provide art for the teen room and volunteered at SCPL events such as the Boulder Creek Opening and performed programs like Coding 101
- The Library partnered with the Diversity Center to pilot a new program for teens, Diverse Youth Meetup, in the Life Literacies Center at Downtown. The intent of this program is to provide transformative and equitable programs and services to youth (12-18) who identify as LGBTQ+ youth and their allies via collaborative engagement with community partners, volunteers, and library staff. Program topics include health, workforce development, financial literacy, virtual life skills, social skills and other life skills such as how to travel.

### **School Partnerships:**

- Librarians tabled at the Gault Elementary Open House on April 28th and connected with over 100 kids and their families. Information about summer reading was distributed.

### **Community Collaborations:**

- Santa Cruz Public Librarians were contributing members of the Santa Cruz County Office of Education LGBTQ+ Book Selection Task Force
- Early literacy storytime presenters introduced Samantha Basch of the UCSC Infant and Child Development Lab to storytime attendees, who invited parents to participate in their research studying children's learning in the first years of life.
- Staff attended the Youth Action Network events, and attended the pop-ups in Santa Cruz, Scotts Valley, and Live Oak. The events attracted a consistent 50 to 80 people at each tabling event.
- Librarians tabled at the Juneteenth event held at London Nelson. They coordinated and led a craft and answered questions from the public regarding hours, programs, and services.

- Santa Cruz County Public Health – Community Health Education- Family walking groups visited Capitola on two different Saturdays to learn about library programs and services, sign up for library cards, decorate bookmarks, and obtain Shelf to Shore passes. The majority of the participants were Spanish speaking.
- Día de los Niños- Essy and Lorena coordinated a systemwide event for Día de los Niños on Saturday, April 30 and Sunday, May 1. At all open branches, there was a Seek and Find activity for participants to find popular children’s book characters and mark them off their bingo card. Then, they received a prize pack consisting of a new book, a Día de los Niños sticker, and a coupon for a free concha from El Rosal Bakery.
- Kids Day: Library staff tabled at this downtown event, attended by 260 children. Staff passed out SRP bookmarks and seed packets with a bee identification guide.
- Earth Day Wildflower Giveaway Grab and Go: Kits were distributed at all the branches and at Kids Day downtown.

## **2. Digital Inclusion Accomplishments:**

### **Quarter 4**

- Provided individualized tech help sessions and offered 31 appointments at Downtown, 40 appointments at Felton, 39 appointments at Capitola, and 21 appointments at La Selva Beach
- Held 9 Tech Talks digital literacy classes on the following topics: Internet Search Strategies, Mobile Device Security, Digital Legacy Planning, Password Management, Data Privacy, Travel and Maps Apps, Unlimited Learning through Apps Post-workshop surveys asked participants whether the workshop helped them use their devices more efficiently and effectively and whether they intended to apply what they learned. On a scale of 1-4 participants averaged 3.8 for the first question and 3.7 for the second question
- Began offering hybrid in-person and virtual Zoom-based programming.

## **3. Transformative Spaces Accomplishments:**

### **Quarter 4**

The Library celebrated the reopening of its Boulder Creek Library Branch on May 7<sup>th</sup> and Garfield Park Branch on June 11<sup>th</sup>.

## **4. User Experience Accomplishments:**

### **Quarter 4**

### **Collections and Services:**

- Lendable Tech: purchased 60 additional hotspots and added them to the collection.
- Parks passes: In addition to the existing 10 California State Parks passes that circulate in the Get Out & Explore packs, SCPL added 44 day use parks passes to the collection. These parks passes were provided by the First Partner’s Office and the California State Library. They provide free vehicle day-use entry to over 200 participating state park units.
- Prepared opening day collections for Boulder Creek and Garfield Park.

## **5. Organizational Capacity:**

### **Quarter 4**

#### **Staffing:**

- The Library promoted Sarah Jones as its new Library Specialist to support training throughout the organization.

#### **Friends:**

- In partnership with the Felton Friends Chapter, staff have developed partnerships through its Community Led Learning Program with the SLV Museum, The Santa Cruz Museum of Natural History and local artist, Stacy Monowitz.

#### **Training:**

- Youth Librarians took part in the “Reimagining School Readiness” workshop presented by the Bay Area Discovery Museum, California State Library and Pacific Library Partnership.
-

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



## STAFF REPORT

DATE:                    August 4, 2022  
TO:                      Library Joint Powers Authority Board  
FROM:                  Yolande Wilburn, Library Director  
RE:                      Annual Sole Source Vendor Purchasing Approvals

### RECOMMENDATION

Approve Sole Source Vendor list for purchases made which exceed \$100,000 annually.

### DISCUSSION

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

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

#### Baker & Taylor

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

#### Midwest Tape

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

#### Gov Connection

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

### Califa Group

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

### Overdrive

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



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



## **STAFF REPORT**

DATE:            August 4, 2022

TO:              Library Joint Powers Authority Board

FROM:          Yolande Wilburn, Library Director

RE:              Grand Jury Response – How a Community Center Became a Library: The  
Transformational Power of Measure S Funds

### **RECOMMENDATION**

Approve the Santa Cruz Public Libraries Joint Powers Authority response to the findings and recommendations in the 2021-2022 Grand Jury report, “How a Community Center Became a Library: The Transformational Power of Measure S Funds,” and request the Chairperson to forward the responses to the Presiding Judge with a copy to the Grand Jury.

### **BACKGROUND**

Attached for the Board’s approval is the proposed LJPA response to the findings and recommendations contained in the 2021-2022 Santa Cruz County Civil Grand Jury report titled, “How a Community Center became a Library: The Transformational Power of Measure S Funds.”

The Grand Jury is an independent body under the jurisdiction of the Superior Court of California, County of Santa Cruz, with primary responsibilities to perform an oversight function for local governments, initiate investigations, serve as ombudsman for citizens, and publish investigative findings and recommendations to improve governmental operations. According to Sections 25253 and 27100 of the Government Code, all County funds and Special District funds under the Board of Supervisors are subject to annual audit by the Grand Jury. On June 22, 2022, the Grand Jury released the attached report titled, “How a Community Center Became a Library: The Transformational Power of Measure S Funds.”

The Grand Jury has required responses from the Santa Cruz County Board of Supervisors and the Santa Cruz Public Libraries Joint Powers Authority. The Grand Jury requested that the Board respond no later than September 20, 2022.

Attachments:

- A. Grand Jury Report: Grand Jury Response-How a Community Center Became a Library: The Transformational Power of Measure S Funds
- B. LJPA Board Response Packet

Prepared by: Yolande Wilburn, Library Director



**The 2021–2022 Santa Cruz County Civil Grand Jury  
Requires the**

**Santa Cruz Public Libraries Joint Powers Authority  
to Respond by September 20, 2022  
to the Findings and Recommendations listed below  
which were assigned to them in the report titled**

**How a Community Center Became a “Library”**

The Transformational Power of Measure S Funds

Responses are **required** from elected officials, elected agency or department heads, and governing boards, councils, and committees which are investigated by the Grand Jury. You are required to respond by the California Penal Code [\(PC\) §933\(c\)](#).

Your response will be considered **compliant** under [PC §933.05](#) if it contains an appropriate comment on **all** findings and recommendations **which were assigned to you** in this report.

Please follow the instructions below when preparing your response.

## Instructions for Respondents

Your assigned [Findings](#) and [Recommendations](#) are listed on the following pages with check boxes and an expandable space for summaries, timeframes, and explanations. Please follow these instructions, which paraphrase [PC §933.05](#):

1. ***For the Findings, mark one of the following responses with an “X” and provide the required additional information:***
    - a. **AGREE with the Finding**, or
    - b. **PARTIALLY DISAGREE with the Finding** – specify the portion of the Finding that is disputed and include an explanation of the reasons why, or
    - c. **DISAGREE with the Finding** – provide an explanation of the reasons why.
  2. ***For the Recommendations, mark one of the following actions with an “X” and provide the required additional information:***
    - a. **HAS BEEN IMPLEMENTED** – provide a summary of the action taken, or
    - b. **HAS NOT YET BEEN IMPLEMENTED BUT WILL BE IN THE FUTURE** – provide a timeframe or expected date for completion, or
    - c. **REQUIRES FURTHER ANALYSIS** – provide an explanation, scope, and parameters of an analysis to be completed within six months, or
    - d. **WILL NOT BE IMPLEMENTED** – provide an explanation of why it is not warranted or not reasonable.
  3. ***Please confirm the date on which you approved the assigned responses:***

**We approved these responses in a regular public meeting as shown in our minutes dated August 4, 2022.**
  4. ***When your responses are complete, please email your completed Response Packet as a PDF file attachment to both***

The Honorable Judge Syda Cogliati [Syda.Cogliati@santacruzcourt.org](mailto:Syda.Cogliati@santacruzcourt.org) and  
The Santa Cruz County Grand Jury [grandjury@scgrandjury.org](mailto:grandjury@scgrandjury.org).
- If you have questions about this response form, please contact the Grand Jury by calling 831-454-2099 or by sending an email to [grandjury@scgrandjury.org](mailto:grandjury@scgrandjury.org).***

## FINDINGS

- F1. The plain language of Measure S required use of Measure S funds for the modernization, upgrade, and repair of the existing local library branches—not community centers.

☐ AGREE

☐ PARTIALLY DISAGREE

☒ DISAGREE

**Response explanation** (required for a response other than **Agree**):

As described in Exhibit A of Resolution No. 2016-001 for the Santa Cruz Libraries Facilities Financing Authority (LFFA) Community Facilities District (CFD) No. 2016-1, the types of public facilities to be financed included but weren't limited to library facilities in Aptos, Boulder Creek, Branciforte, Capitola, Downtown Santa Cruz, Felton, Garfield Park, La Selva Beach, Live Oak and Scotts Valley, but excluded library facilities in the City of Watsonville. Pursuant to Exhibit A, Measure S allowed for existing or new library facilities in these locations and supported various improvements and needs. This included any of the following: new construction, building renovations and service model upgrades needed to provide service desks, an area for displaying materials, separate areas for teens and children, flexible spaces and/or meeting rooms and study rooms, places to display art, new flooring, paint, shelving, furniture and technology, power/data to support library technology, and other upgrades. This is consistent with Measure S, which explicitly stated that the funds are to be used, among other things, to "construct/expand facilities where necessary."

- F2. The Santa Cruz Public Libraries website states that Measure S funds would be used to address the “most urgent needs” identified in the Facilities Master Plan, which stated no new library branches were needed and focused only on the needs of the existing ten library branches—likely misleading voters.

☐ **AGREE**  
☐ **PARTIALLY DISAGREE**  
☒ **DISAGREE**

**Response explanation** (required for a response other than **Agree**):

The Santa Cruz Public Libraries (SCPL) website provides general information on the facilities master planning process conducted in 2013. This eventually led to the development of the LFFA and related CFD No. 2016-1, which placed Measure S on the ballot in 2016. The Facilities Master Plan (FMP) was conducted prior to Measure S and covered needs at the time. The FMP was not part of the Measure S ballot measure language and voter materials. However, as stated on pages 3 and 4, the FMP identified the need to upgrade, renovate or replace the Downtown Branch Library. The FMP also identified the need to create program space for the Live Oak Branch Library. Since program space could not be accommodated at the Live Oak Branch Library, it was done at the Live Oak Library Annex. The new facility is explicitly authorized under the plain language of Measure S.

- F3. Voter materials disclosed how Measure S funds would be divided among the Santa Cruz Public Libraries' Member Agencies, but did not disclose the allocation of \$5 million to a Live Oak Library Annex within the Live Oak Community Center—likely misleading voters.

☐ AGREE  
☐ PARTIALLY DISAGREE  
☒ DISAGREE

**Response explanation** (required for a response other than **Agree**):

Measure S funds are not limited to existing branches, and the division of Measure S funds was identified in the LFFA's Joint Powers Agreement (JPA). This information was not required as part of voter materials. Member agencies were given an allocation of funds in the JPA, and their governing bodies could determine how those funds were spent. The JPA provided member agencies the flexibility to determine how their allocations would be used on existing or new facilities in their jurisdictions.

F5. The Annex is an expansion of the Live Oak Community Center and not an expansion of the Live Oak Branch Library.

☐ **AGREE**

☐ **PARTIALLY DISAGREE**

☒ **DISAGREE**

**Response explanation** (required for a response other than **Agree**):

As identified in the FMP and stated previously, there wasn't adequate program space at the Live Oak Branch Library, and the Live Oak Library Annex (Annex) provides that space. The Annex is an expansion of library facilities in the Live Oak community. It establishes a learning center with meeting/study room space that complements the existing Live Oak Branch Library and provides additional opportunities for library-related activities and services that the existing Live Oak Branch Library could not accommodate. SCPL can provide digital literacy classes, job training, coding, and other programs for youth and adults that are not possible in the existing Live Oak Branch Library due to size and noise constraints.



F6. The County's decision to use Measure S funds for the Live Oak Library Annex in the Live Oak Community Center will impact the Santa Cruz Public Libraries operating budget.

☐

**AGREE**

☐

**PARTIALLY DISAGREE**

☒

**DISAGREE**

**Response explanation** (required for a response other than **Agree**):

Establishing the Annex with Measure S funds will not adversely impact SCPL's operating budget. As part of future budgets, the Library Joint Powers Authority Board will consider offering programs and services at the Annex that would have been provided at the Live Oak Branch Library if there were space to accommodate them. SCPL is also exploring establishing a small free library of materials and resources at the Annex that will also not have an adverse impact on the operating budget. Library patrons will be able to use the Annex for program and meeting or study space.

## RECOMMENDATIONS

- R1. By December 31, 2022, the Santa Cruz County Board of Supervisors should reassess its decision to use Measure S funds to improve the Live Oak Community Center and either reimburse the Library Facilities Financing Authority or commit additional funds to establish the Annex as a library resource consistent with other SCPL branches. (F1, F4, F5, F6)

— **HAS BEEN IMPLEMENTED** – summarize what has been done

— **HAS NOT YET BEEN IMPLEMENTED BUT WILL BE IN THE FUTURE** – summarize what will be done and the timeframe

— **REQUIRES FURTHER ANALYSIS** – explain the scope and timeframe (not to exceed six months)

☒ **WILL NOT BE IMPLEMENTED** – explain why

### Required response explanation, summary, and timeframe:

The use of Measure S funds on the Annex is appropriate. It is not necessary to reimburse the LFFA or commit additional funds to establish the Annex. In addition, as previously stated, no adverse impact on SCPL's operating budget is anticipated. The Measure S ballot language as well as Exhibit A of the ballot measure specifically allow for the expansion and construction of library facilities, including Live Oak, in order to provide flexible spaces, such as meeting and study rooms, and expand access to library technology.

- R2. In the case of any future ballot measures, the Santa Cruz Public Libraries should inform voters of prior commitments of ballot funds, such as the County Board of Supervisors' commitment of Measure S funds to Live Oak. (F2, F3, F5)

- **HAS BEEN IMPLEMENTED** – summarize what has been done
- **HAS NOT YET BEEN IMPLEMENTED BUT WILL BE IN THE FUTURE** – summarize what will be done and the timeframe
- **REQUIRES FURTHER ANALYSIS** – explain the scope and timeframe (not to exceed six months)
- \_X\_ WILL NOT BE IMPLEMENTED** – explain why

**Required response explanation, summary, and timeframe:**

First, Government Code Section 50075.1 sets forth requirements for identifying “specific purposes” for any local special tax measure that is subject to voter approval. Section 50075.1, subdivision (a) requires that the ballot measure include “[a] statement indicating the specific purpose of the special tax[.]” while subdivision (b) requires “that the proceeds be applied only to the specific purposes identified pursuant to subdivision (a).”

The Measure S ballot language met this requirement because it did inform voters that monies generated through the measure would go to Live Oak, including to “support growing use by children, senior, veterans, and others; expand access to modern technology, and construct/expand facilities where necessary.”

Secondly, the law does not require a public agency to identify how each dollar generated by a specific tax measure will be spent. In fact, courts have consistently held that “the rule is that public bodies may submit bond propositions in broad and general terms.” (*Monette-Shaw v. San Francisco Bd. of Supervisors* (2006) 139 Cal.App.4th 1210, 1221 [finding that a measure for “the acquisition, improvement, construction and/or reconstruction” of a specific hospital did not limit the County to building a new hospital at a different location].) Under the plain language of the ballot measure and the related resolutions, it is reasonable to expect the voters had no interest in micromanaging the SCPL or exactly which projects should be undertaken.

As previously noted, the ballot materials also described how the funds would be distributed to specific member agencies. Details on how each member agency planned to specifically use Measure S funds is neither required by law nor practical. While this report focuses on Live Oak, note that the ballot language did not include how funds would be spent in other County areas (Felton, Aptos, Boulder Creek, etc.), nor was it required to do so.

R3. In the case of any future ballot measures, the Santa Cruz Public Libraries should inform voters of the impact of facility expansion on its future operating budgets. (F6)

- ☐ **HAS BEEN IMPLEMENTED** – summarize what has been done
- ☐ **HAS NOT YET BEEN IMPLEMENTED BUT WILL BE IN THE FUTURE** – summarize what will be done and the timeframe
- ☐ **REQUIRES FURTHER ANALYSIS** – explain the scope and timeframe (not to exceed six months)
- ☒ **WILL NOT BE IMPLEMENTED** – explain why

**Required response explanation, summary, and timeframe:**

As noted above, State law does not require ballot measures issued for a specific purpose (i.e., construction, repairs, expansion of library facilities) to include projected impacts on various budgets in the future. It is also reasonable that voters would be aware that the construction of new facilities may require additional costs to staff and maintain those facilities. Accordingly, the purpose of Measure S was to finance construction, repairs, and expansion of library facilities.

It is unclear how the construction of the Annex impacts SCPL's operating budget any more than other infrastructure upgrades or expansions to other library facilities would. For example, the Grand Jury Report points to SCPL's responsibility for "replacing lost or damaged equipment in the Annex" as evidence that Annex will have an outsized impact on the SCPL operating budget. This concern is misplaced as it relates to the Annex and could be applied to any library improvements funded through Measure S. Funds spent to upgrade any equipment or facilities, as well as the costs to replace or repair them, are a natural and necessary portion of any library budget, regardless of location.

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



## STAFF REPORT

DATE:                August 4, 2022  
TO:                  Library Joint Powers Authority Board  
FROM:                Yolande Wilburn, Library Director  
RE:                  New MOE Agreement and Sales Tax Estimates

### RECOMMENDATION

Approve additional MOE revenues, adjusted sales tax projections, and expenditure additions to the FY 23 Library Operating Budget.

### DISCUSSION

The Library Financing Authority recently announced the revised sales tax revenue estimates for FY 23 and approved a new MOE Agreement, both of which have a positive impact on the library's operating budget.

Given these additional revenues in conjunction with the Library's FY 23 work plan goals, the following proposal are adjustments the Library would like to make to the FY 23 Operating Budget.

#### Revenue

With the adoption of the new LFA MOE 4<sup>th</sup> Agreement, SCPL will see a \$1.16M increase to the library's FY 23 budget.

Additionally, the LFA updated its sales tax estimates for FY 23 and SCPL will see an increase of \$208K.

#### Expenditures

<i>Janitorial Services</i>	<i>\$72,000</i>
----------------------------	-----------------

The Library is included in the City of Santa Cruz's city-wide contract for janitorial services. The contract pricing and approval happened during the budget process. The Library will need to increase its janitorial services budget line to accommodate for this new pricing.

Additionally, the Library would like to reinstitute the mid-day bathroom cleaning at the Downtown Library. Previously, before the 2020 pandemic, the Library had this service as part of the library operating budget. This service allows the bathrooms at the Downtown Branch to be cleaned mid-day to help keep the restrooms clean and safe for both staff and patrons

Collections (8%) \$109,652

The increase in revenue from the new sales tax projections and MOE monies will trigger an increase in the collections budget. SCPL has committed to funding the collections budget at 8% of total revenues (excluding grants, donations and debt).

	Adopted FY 23	Proposed Updates
Sales Tax	\$ 10,666,565	\$ 10,875,331
MOE	\$ 6,115,273	\$ 7,276,853
Interest Earning from County	\$ 5,253	\$ 5,558
Revenue Subtotal	\$ 16,787,091	\$ 18,157,742
Janitorial Increases:		
Downtown Mid Day Bathroom Cleaning		\$ 32,000
Contract Increase		\$ 40,000
8% for Collections		\$ 109,652
Expenditure Subtotal		\$ 181,652
Balance of New Revenues Received		\$ 1,188,999

Attachments:

- 2021-22 3<sup>rd</sup> Quarter Library Sales Tax Revenue Update
- LFA 4<sup>th</sup> Agreement
- Budget Adjustment

Prepared by: Kira Henifin, Principal Management Analyst

Reviewed and Approved by: Yolande Wilburn, Library Director



# County of Santa Cruz

## COUNTY ADMINISTRATIVE OFFICE

701 OCEAN STREET, SUITE 520, SANTA CRUZ, CA 95060-4073

831) 454-2100 • FAX: (831) 454-3420 • TDD/TTY: CALL 711

CARLOS J. PALACIOS, COUNTY ADMINISTRATIVE OFFICER

April 25, 2022

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

### 2021-22 3<sup>rd</sup> QUARTER LIBRARY SALES TAX REVENUE UPDATE

Dear Members of the Board of Directors:

The purpose of this letter is to provide an update on the Library Sales Tax actual receipts for the 3<sup>rd</sup> quarter of Fiscal Year (FY) 2021-22.

Library Sales Tax actual receipts for the 3<sup>rd</sup> quarter totaled \$3,455,708, or \$412,601 (13.6%) more than the 3<sup>rd</sup> quarter estimate in the 2021-22 adopted budget. Based on year-to-date actuals, receipts will total \$13,607,914, or \$1,191,912 (9.6%) more than the 2021-22 adopted budget, and \$340,708 (2.6%) more than the January estimate. This is also a \$1,828,026 (15.5%) increase from 2020-21 actual receipts, as shown in the attached history.

In FY 2021-22, the amount available to the two library systems is estimated at \$13,591,890 after administrative costs. This provides distributions of approximately \$3,096,232 to the Watsonville Library and \$10,495,658 to the Santa Cruz City/County Library System.

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

Sincerely,

DocuSigned by:

*Nicole Coburn*

Nicole Coburn

Assistant County Administrative Officer

Attachment

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

SERVING THE COMMUNITY – WORKING FOR THE FUTURE

**Library Sales Tax Receipts - Quarterly and Annual**

Year	Quarter	Quarterly Actual	Estimate *	Annual		
				Actual / Estimate *	Change over Prior Year *	% Change over Prior Year
2010-11	1	1,845,994				
2010-11	2	1,944,408				
2010-11	3	1,784,248				
2010-11	4	1,738,035		\$7,312,685	\$365,266	5.26%
2011-12	1	1,977,610				
2011-12	2	2,017,194				
2011-12	3	1,926,748				
2011-12	4	1,878,232		\$7,799,784	\$487,098	6.66%
2012-13	1	2,067,292				
2012-13	2	2,213,276				
2012-13	3	2,073,641				
2012-13	4	2,010,230		\$8,364,440	\$564,656	7.24%
2013-14	1	2,308,067				
2013-14	2	2,271,714				
2013-14	3	2,211,364				
2013-14	4	2,082,934		\$8,874,079	\$509,639	6.09%
2014-15	1	2,321,923				
2014-15	2	2,338,481				
2014-15	3	2,295,975				
2014-15	4	2,183,913		\$9,140,291	\$266,212	3.00%
2015-16	1	2,458,685				
2015-16	2	2,516,897				
2015-16	3	2,378,260				
2015-16	4	2,244,832		\$9,598,675	\$458,384	5.01%
2016-17	1	2,503,646				
2016-17	2	2,571,786				
2016-17	3	2,487,745				
2016-17	4	2,334,143		\$9,897,319	\$298,645	3.11%
2017-18	1	2,650,310				
2017-18	2	2,701,663				
2017-18	3	2,548,173				
2017-18	4	2,445,825		\$10,345,970	\$448,651	4.53%
2018-19	1	2,621,108				
2018-19	2	3,060,073				
2018-19	3	2,755,632				
2018-19	4	2,509,718		\$10,946,530	\$600,560	5.80%
2019-20	1	2,763,878				
2019-20	2	2,808,769				
2019-20	3	2,898,615				
2019-20	4	1,932,316		\$10,403,578	(\$542,952)	-4.96%
2020-21	1	2,948,620				
2020-21	2	2,946,224				
2020-21	3	2,887,198				
2020-21	4	2,997,846		\$11,779,888	\$1,376,310	13.23%
2021-22	1	3,502,644				
2021-22	2	3,416,562				
2021-22	3	3,455,708				
2021-22	4		<b>3,233,000</b>	<b>\$13,607,914</b>	<b>\$1,828,026</b>	<b>15.52%</b>
2021-22 Total Receipts Net of Fees/Costs				\$13,591,890		

\* Bold amounts are estimated.

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



**FOURTH AMENDMENT TO THE JOINT EXERCISE OF POWERS  
AGREEMENT ESTABLISHING THE SANTA CRUZ COUNTY LIBRARY  
FINANCING AUTHORITY**

**WHEREAS**, the Santa Cruz County Library Financing Authority (“the Financing Authority”) was created in 1996 for the purpose of financing library services and facilities; and

**WHEREAS**, the Financing Authority was established pursuant to the Joint Exercise of Powers Law of the State of California, constituting Chapter 5 of Division 7 of Title 1 of the Government Code of the State of California (“the Act”); and

**WHEREAS**, an original agreement entitled the “Joint Exercise of Powers Agreement Santa Cruz County Library Financing Authority” (“the Agreement”) was entered into by each of the parties in May 1996; and

**WHEREAS**, an agreement amending the original Agreement was entered into by each of the parties in November 2013; and

**WHEREAS**, a Second Amendment to the Agreement was entered into by each of the parties in December 2015; and

**WHEREAS**, a Third Amendment to the Agreement was entered into by each of the parties in June 2021; and

**WHEREAS**, a Fourth Amendment to the Agreement is necessary to increase the Maintenance of Effort contributions and extend the term three years; and

**WHEREAS**, said Section 9.5 of said Second Amendment authorizes amendments at any time, or from time to time, only by the unanimous consent of the parties.

NOW THEREFORE, the Board of Supervisors of the County of Santa Cruz, and the City Councils for the Cities of Santa Cruz, Watsonville, Scotts Valley and Capitola agree to further amend the Third Amendment as follows:

1. **Article III – Contributions** is hereby amended as follows:

Section 3.1 – Maintenance of Effort Contributions of the Cities. Commencing with the 2022-23 fiscal year, the City of Santa Cruz shall contribute a Maintenance of Effort (“MOE”) amount each year in the amounts shown below:

**City of Santa Cruz Maintenance of Effort**

<b>Fiscal Year</b>	<b>Amount</b>
2022-23	\$1,976,853
2023-24	\$2,214,546
2024-25	\$2,452,089

Commencing with the 2022-23 fiscal year, the City of Watsonville shall contribute a MOE amount each year in the amounts shown below:

**City of Watsonville Maintenance of Effort**

<b>Fiscal Year</b>	<b>Amount</b>
2022-23	\$541,684
2023-24	\$541,684
2024-25	\$541,684

Section 3.2 – Maintenance of Effort Contributions of the County. Commencing with the 2022-23 fiscal year, and subject to the terms below, the County of Santa Cruz, on behalf of the Unincorporated Area and the cities of Capitola and Scotts Valley, shall contribute a MOE amount from the County Library Fund each year in the amounts shown below:

**County Library Fund Maintenance of Effort**

<b>Fiscal Year</b>	<b>Amount</b>
2022-23	\$6,322,019
2023-24	\$6,870,918
2024-25	\$7,422,372

If the Annual Net Amount of Allocated Taxes received by the County Library Fund is less than the annual MOE amount shown above, the County shall contribute the lesser amount as its annual MOE contribution. In no instance shall the County's annual MOE contribution exceed the Annual Net Amount of Allocated Taxes received by the County Library Fund.

If the Annual Net Amount of Allocated Taxes received by the County Library Fund exceeds the annual MOE amount shown above, the County shall allocate any excess funds in the County Library Fund for exclusive use on library improvements, major maintenance, or services at County Library Fund branches (including Capitola and Scotts Valley branches) with input by library staff and the cities of Capitola and Scotts Valley.

2. **Article IV – Annual Budget/Disbursement of Funds** is hereby amended as follows:

Section 4.3 – Disbursement of Funds. Commencing with the 2023-23 fiscal year, the amounts available from MOE contributions, taxes or fees, and carryover balances or surplus funds shall be disbursed as follows:

(A) The estimated amount available from MOE contributions shall be distributed to the Santa Cruz City/County Library System and the Watsonville Library each year in the amounts shown below:

**Santa Cruz City/ County Library System**

<b>Fiscal Year</b>	<b>Amount</b>
2022-23	\$7,276,853
2023-24	\$8,114,546
2024-25	\$8,952,089

**Watsonville Library**

<b>Fiscal Year</b>	<b>Amount</b>
2022-23	\$1,563,703
2023-24	\$1,512,602
2024-25	\$1,464,056

The Watsonville Library's MOE distribution remains fixed at \$1,563,703 in the 2022-23 fiscal year and then reduces so that the Watsonville Library's share of the Annual Net Amount of Allocated Taxes received by the County Library Fund reaches the targeted level of funding based on the population served.

3. **Article VI – Term and Withdrawal** is hereby amended as follows:

Section 6.1 – Term. The changes outlined in this Fourth Amendment shall commence upon the execution by the parties hereto, and will continue to remain in effect through June 30, 2025.

All other provisions of said Agreement shall remain the same.

IN WITNESS WHEREOF, the parties hereto have caused this Fourth Amendment to be executed and attested by their proper officers thereunto duly authorized on the day and year stated below the name of each of the parties. This Fourth Amendment may be signed in counterparts, each of which shall be deemed an original, and all of which shall constitute one and the same agreement.

**COUNTY OF SANTA CRUZ**

Approved as to form:

By: DocuSigned by:  
Carlos J. Palacios  
93584188463442...  
Dated: 7/16/2022

DocuSigned by:  
Ruby Marquez  
87E8D02EEC2447...

**CITY OF SANTA CRUZ**

Approved as to form:

By: DocuSigned by:  
Matt Huffaker  
907765053581400...  
Dated: 7/7/2022

DocuSigned by:  
Anthony Condotti  
9434C2029829450...

**CITY OF WATSONVILLE**

Approved as to form:

By: DocuSigned by:  
Tamara Vides  
62EF430759F2477...  
Dated: 7/11/2022

DocuSigned by:  
Samantha Butler  
C0E26B9C408347A...

**CITY OF CAPITOLA**

Approved as to form:

By: DocuSigned by:  
Jamie Goldstein  
98193072C65A900...  
Dated: 7/11/2022

DocuSigned by:  
Samantha Butler  
C0E26B9C408347A...

**CITY OF SCOTTS VALLEY**

Approved as to form:

By: DocuSigned by:  
Mali LaGoe  
2308057A8219400...  
Dated: 7/7/2022

DocuSigned by:  
Kirsten Powell  
33C3E0924F647F...

Library Financing JPA Fourth Amendment May 2022

☐ Council Approval  
☒ Administrative Approval

**City of Santa Cruz  
BUDGET ADJUSTMENT REQUEST**

**Clear Form**

Fiscal Year: 2023  
Date: 08/04/2022

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

Purpose: Adjusted MOE and sales tax revenue with associated expenditures. LJPB 8/4/2022

ACCOUNT	PROJECT	REVENUE EDEN ACCOUNT TITLE	AMOUNT
951-36-51-0000-41211		Sales Tax	208,766
951-36-51-0000-43311		MOE	1,161,580
951-36-51-0000-46620		Interest Earning from County	305
TOTAL REVENUE			1,370,651

ACCOUNT	PROJECT	EXPENDITURE EDEN ACCOUNT TITLE	AMOUNT
951-36-51-3605-52211		Janitorial Services	20,000
951-36-51-3607-52211		Janitorial Services	10,000
951-36-51-3611-52211		Janitorial Services	10,000
951-36-51-3606-52211		Janitorial Services	32,000
951-36-51-3601-53106	p360814-100-2020-185	Books and Materials	109,652
TOTAL EXPENDITURE			181,652

**NET: \$ 1,188,999**

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

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



## **STAFF REPORT**

DATE:                    August 4, 2022  
TO:                      Library Joint Powers Authority Board  
FROM:                   Yolande Wilburn, Library Director  
RE:                      Annual Staff Training Day

### **RECOMMENDATION**

Approve Closure for All Staff Training Day on Thursday, October 13, 2022.

### **DISCUSSION**

In September 2013, the Library Joint Powers Authority approved an annual and recurring staff training day requiring all branches to close on Columbus Day.

In 2021, All Staff Training Day was moved to a Thursday to accommodate the work schedules of Sunday through Thursday or Tuesday through Saturday. The Library Holiday Closure Policy Schedule erroneously listed the closure as Columbus Day, Monday, October 10, 2022.

Therefore, we recommend adjusting the date to remain open on Columbus Day and close on Thursday, October 13, 2022.

Report Prepared by: Kira Henifin, Principal Management Analyst

Reviewed and Forwarded by: Yolande Wilburn, Library Director

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



## **STAFF REPORT**

DATE:                August 4, 2022  
TO:                  Library Joint Powers Authority Board  
FROM:               Yolande Wilburn, Library Director  
RE:                  Library Policies

### **RECOMMENDATION**

Accept and File:

Policy #307 Freedom to View  
Policy #308 Freedom to Read  
Policy #311 Library Bill of Rights

### **DISCUSSION**

The Library System is governed by policies in order to maintain standards to ensure a safe and healthy environment for staff and patrons.

The Library would like the LJPA to accept and file the attached three (3) policies that were endorsed for renewal by the Library Advisory Commission. The three policies are derived from the American Library Association Freedom to View, Freedom to Read and Library Bill of Rights.

Attachments:

Policy #307 Freedom to View  
Policy #308 Freedom to Read  
Policy #311 Library Bill of Rights

Report Prepared by: Kira Henifin, Principal Management Analyst

Reviewed and Approved by: Yolande Wilburn, Library Director

## The Freedom to View Statement

JPAB Policy # 307  
Approved: 7/1997  
Last Revised: 8/2022  
Five-year Review Schedule: 8/2027

The freedom to view, along with the freedom to speak, to hear, and to read is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore, we affirm these principles:

1. It is in the public interest to provide the broadest possible access to films and other audiovisual materials because they have proven to be among the most effective means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
  2. It is in the public interest to provide for audiences films and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
  3. It is our professional responsibility to resist the constraint of labeling or prejudging a film on the basis of the moral, religious or political beliefs of the producer or filmmaker, or on the basis of controversial content.
  4. It is our professional responsibility to contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.
- 

Adopted by the Education Film Library Association in February, 1979, and endorsed in June, 1979 by the Intellectual Freedom Committee of the American Library Association.

Adopted by the Santa Cruz City/County Library System [citizen] Board in December 1987, and by the Library Oversight Committee at its first meeting on November 3, 1988.

Confirmed by the Library Joint Powers Authority Board in July 1997.



## FREEDOM TO READ

JPAB Policy #308

Adopted: 6/1953

Revised: 8/2022

Five-year Review Schedule: 8/2027

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

- 1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.**

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

- 2. Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.**

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

- 3. It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.**

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

- 4. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.**

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters' values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

**5. It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.**

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

**6. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.**

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive.

Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

**7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.**

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said.

Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the

application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society.

Freedom itself is a dangerous way of life, but it is ours.

---

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

## The Library Bill of Rights

JPAB Policy # 311  
Approved: 7/1997  
Last Revised: 8/2022  
Five-year Review Schedule: 8/2027

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services:

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgement of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.
7. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

First adopted by the American Library Association in 1949, with subsequent amendments approved and incorporated over the years.

Adopted by the Santa Cruz City/County Library System [citizen] Board;  
adopted at the first meeting of the Library Oversight Committee on November 3, 1988;  
confirmed by the Library Joint Point Powers Authority Board, July 1997.

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



## STAFF REPORT

DATE:                August 4, 2022  
TO:                    Library Joint Powers Authority Board  
FROM:                Yolande Wilburn, Library Director  
RE:                    Classification Changes

### RECOMMENDATION

Approve classification changes and the expenditure to the FY 23 Library Operating Budget.

### DISCUSSION

The Library continues to finalize its strategic plan and 5-year work plan goals. However, in anticipation of the final proposal, the Library would like to move forward with the following classification changes, resulting in increased expenditure in the FY 23 operating budget.

1. *Remove Library Specialist/Volunteer Coordinator*
2. *Add Community Relations Specialist*
3. *Remove Library Information Specialist/CMS*
4. *Add Librarian II/CMS*

The Library Director spent the last six months conducting listening sessions with staff. The listening sessions revealed the Library would immediately benefit from a few staffing changes. Attrition in the Library Specialist and Information Specialist classifications created the vacancies used to offset the expenditures.

In addition to managing volunteers, the Library Specialist-Volunteer Coordinator helped plan and organize library events and outreach utilizing volunteers. Analysis in the marketing department revealed that the Librarian currently providing marketing is overextended with marketing and outreach duties while also conducting adult programs and services. To deepen relationships with our partners and improve communication, collaboration, and outreach, we request removing the Library Specialist-Volunteer Coordinator position and adding a Community Relations Specialist. The Librarian can then focus on programming and outreach. At the same time, the Community Relations Specialist will provide the marketing experience and capacity the Library needs to communicate its mission, vision, and message.

The Community Relations Specialist develops public and internal communication strategies and coordinates and implements informational, educational, and outreach communication and events. They provide development and maintenance of the department's website and social media pages, including updating and expanding the content and appearance of the site. They facilitate developing and implementing community engagement to identify community needs and interests and manage library media relations, including writing news releases, articles, social media, and blog posts. They serve as the media contact for the Library, ensuring that communication efforts are coordinated with the cities and County.

The Santa Cruz Public Libraries develops and maintains a robust collection of materials to support the educational and informational needs of the community. The importance of having professional Librarians perform collection selection and deselection across genres, formats, and languages is an essential component of Library operations. Collection Development takes professional judgment, skill, and knowledge gained through a master's degree in library science. The necessary skills can be attained through other education and experience, though this is not typical. Therefore, we recommend converting the vacant Library Information Specialist position to a Librarian II position to ensure the highest levels of material selection for our patrons.

### **Financial Impact**

*Classification Change Financial Impact:* \$85,694

The Library will fund the classification changes by utilizing the removal of one Library Specialist/Volunteer Coordinator, and one Library Information Specialist vacancy and the new MOE funds the Library receives from the recent LFA 4th Amendment Agreement adoption. The chart below outlines the impact on the general fund.

FY 23 Operating Budget		
Approval of Item 8:		
MOE & Sales Tax Adjustments		\$ 1,370,651
Janitorial Increases	\$ 72,000	
8% for Collections	\$ 109,652	
Subtotal	\$ 1,188,999	
Classification Changes	\$ 85,694	
Total	\$ 1,103,304	

Attachments:

Budget Adjustment

Prepared by: Kira Henifin, Principal Management Analyst

Reviewed and Approved by: Yolande Wilburn, Library Director

☐ Council Approval  
☒ Administrative Approval

**City of Santa Cruz**  
**BUDGET ADJUSTMENT REQUEST**

[Clear Form](#)

Fiscal Year: 2023  
Date: 08/04/2022

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

Purpose: Classification changes. LJPB 8/4/2022

ACCOUNT	PROJECT	REVENUE EDENACCOUNT TITLE	AMOUNT
TOTAL REVENUE			0

ACCOUNT	PROJECT	EXPENDITURE EDEN ACCOUNT TITLE	AMOUNT
951-36-51-3601-51110		Regular Full Time	85,694
TOTAL EXPENDITURE			85,694

**NET: \$ -85,694**

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



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



## **STAFF REPORT**

DATE:                August 4, 2022  
TO:                    Library Joint Powers Authority Board  
FROM:                Yolande Wilburn, Library Director  
RE:                    Presentation and Staffing Proposal

### **RECOMMENDATION**

Approve the addition of 8.5 FTE Library Assistant II positions, and the reduction of the temporary budget for FY 23.

### **DISCUSSION**

Over the past several months, the Library conducted various listening sessions with staff. A result of these listening sessions was the confirmation that the Library relies too heavily on temporary staff to keep branches open. This reliance on temporary staff hinders library operations and leads to reduced levels of service, programming, and outreach to the community. It also puts a strain on the behind-the-scenes operations, including pulling professional staff away from librarian duties to help with customer service coverage and the support it takes to schedule temporary staff each day based on changes in daily staffing needs.

The Library would like to take a phased approach to changes in the staffing model by first addressing the branch staff who provide services while the branch is open, described as Phase 1.

Phase 1 seeks to provide adequate staffing levels to create smooth and less stressful operations. It will also ensure staff is trained and professional when providing services to the public, something the Library experienced gaps with when using temporary employees. This approach to staffing will also help the library recruit, train, and retain benefitted permanent staff by lessening job fatigue and staff having to fill multiple positions. Phase 1 will ensure excellent customer service while also meeting strategic goals by helping to dedicate Librarian staff to meeting program, outreach, and service needs.

Phase 2 will examine the impact of these changes on frontline library service and the ability to improve programming and outreach to the community. This report is currently being developed for presentation to the Board at the February meeting.

## FINANCIAL IMPACTS

Phase 1 of the staffing model plans to hire 8.5 FTE Library Assistant II positions throughout the system. The Library intends to fund Phase 1 of the staffing model changes with a portion of the temporary budget and the new MOE funds the Library receives after the recent adoption of the LFA 4th Amendment Agreement.

The table below breaks down the use of the temporary budget by reallocating Library Aide hours for each branch and keeping a small budget for on-call Library Assistant II help when needed on a limited basis. In the fiscal year 2022, the Library utilized 427 aide hours. The new model accounts for an additional 5 percent of hours as branches reopen.

<b>FY 23 Temp Personnel Budget Proposal</b>	<b>Proposed Aide Hours (Weekly)</b>	<b>Annual Salary</b>	<b>Current Aide Hours (Weekly)</b>	<b>% Change</b>
Aptos	50	\$ 40,140		
Boulder Creek	20	\$ 16,056	37	-46%
Branciforte	30	\$ 24,084		
Capitola	50	\$ 40,140	142	-65%
Downtown	120	\$ 96,336	121	-1%
Downtown/Collections Mgmt	20	\$ 16,056	16	25%
Felton	30	\$ 24,084	58	-48%
Garfield Park	20	\$ 16,056	26	-23%
Live Oak	30	\$ 24,084		
La Selva Beach	10	\$ 8,028	3	233%
Scotts Valley	50	\$ 40,140		
Outreach	20	\$ 16,056	24	-17%
<b>Subtotal: Library Aide</b>	<b>450</b>	<b>\$ 361,261</b>	<b>427</b>	<b>5%</b>
On-Call LA II		\$ 90,000		
<b>Total Temporary Personnel Budget</b>		<b>\$ 451,261</b>		

The staffing costs associated with Phase 1, adding additional FTEs throughout the system, are shown in the table below.

<b>LJPB Staffing Proposal: Phase 1</b>	<b>LAII FTE</b>	<b>Salary &amp; Benefits</b>
Aptos	0.25	\$ 22,719
Boulder Creek	0.75	\$ 68,156
Branciforte	1.75	\$ 159,030
Capitola	2.00	\$ 181,749
Downtown	0.50	\$ 90,874
Felton	1.75	\$ 159,030
Live Oak	1.00	\$ 90,874
La Selva Beach	0.50	\$ 45,437
<b>TOTAL FTE ADDED</b>	<b>8.50</b>	<b>\$ 817,869</b>

The tables below show the proposed changes to the FY 23 Operating Budget.

FY 23 Operating Budget	Expenditure	Revenue
Approval of Item 8 I: MOE & Sales Tax Adjustments		\$ 1,370,651
Approval of Item 8 I: Janitorial Increases	\$ 72,000	
Approval of Item 8 I: 8% for Collections	\$ 109,652	
Approval of Item 9A: Classification Changes	\$ 85,694	
<b>Subtotal</b>	<b>\$ 1,103,304</b>	
Savings From Temporary Personnel Budget Reallocation		\$ 373,739
Proposed Additional 8.5 FTE LA II	\$ 817,869	
<b>Total</b>	<b>\$ 659,175</b>	

After these staffing changes are made, the Library will have a remainder of approximately \$659K for other adjustments needed in FY 23.

Attachments:  
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: 2023  
Date: 08/04/2022

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

Purpose: Staffing Proposal Changes. LJPB 8/4/2022

ACCOUNT	PROJECT	REVENUE EDEN ACCOUNT TITLE	AMOUNT
TOTAL REVENUE			0

ACCOUNT	PROJECT	EXPENDITURE EDEN ACCOUNT TITLE	AMOUNT
951-36-51-3601-51122		Temporary Personnel	-373,739
951-36-51-3601-51110		Regular Full Time	417,869
951-36-51-3601-51111		Regular Part Time	400,000
TOTAL EXPENDITURE			444,130

**NET: \$ -444,130**

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

## WRITTEN CORRESPONDENCE LISTING

Dear JPA ~

"The **consent agenda** is a tool used to streamline meeting procedures by collecting routine, **non-controversial** items into a group whereby all are passed with a single motion and vote." See

[https://www.svsu.edu/media/supo/docs/supopdf/SUPO\\_Consent\\_Agenda\\_Overview.pdf](https://www.svsu.edu/media/supo/docs/supopdf/SUPO_Consent_Agenda_Overview.pdf)

The Grand Jury report concerns a very **controversial** matter. As two of your current Board members may recall, the public is even on record with the JPA concerning the Live Oak Annex project using Measure S funds.

Therefore, please **remove** agenda item 8 H. **Grand Jury Response - How a Community Center Became a Library: The Transformational Power of Measure S Funds** from the Consent Calendar and properly move it to 9. General Business.

Sincerely, Jean Brocklebank Live Oak resident

*Dear Ms. Brocklebank:*

*This is to confirm that your email has been forwarded to the JPA Board for review.*

*Should a member of the board wish to pull an item off the consent agenda they may do so at the meeting. Items pulled from the consent calendar will be considered following General Business.*

*Sincerely, Yolande Wilburn*

Please move Consent Agenda item H to the regular agenda for public discussion.

Also, please provide the names of those who authored the response to the Grand Jury.

Thank you, Judi Grunstra

*Dear Ms. Grunstra:*

*Your request to move Consent agenda item 8H to the regular agenda has been forwarded to the Library Joint Powers Authority Board.*

*Should a member of the board wish to pull an item off the consent agenda they may do so at the meeting. Items pulled from the consent calendar will be considered following General Business.*

*The response to the Grand Jury was authored by the Library Director and LJPA staff in consultation with legal counsel. Sincerely, Yolande Wilburn*