

PUBLIC ADVISORY REGARDING COVID-19 AND PUBLIC PARTICIPATION

Pursuant to AB361 and the PROCLAMATION OF A STATE OF EMERGENCY dated March 4, 2020 the regular meeting of the

LIBRARIES FACILITIES FINANCING AUTHORITY (LFFA) AND THE LIBRARY JOINT POWERS AUTHORITY (LJPA) BOARD

On Thursday February 2, 2023 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/84605404230>

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: 846 0540 4230

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

Public comment: There are three ways to comment during this meeting. All comments must be received prior to the close of public comment on that agenda item:

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

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

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

- All correspondences received prior to 12:00 p.m. on the Wednesday preceding a LJPA Meeting will be distributed to Board members to review prior to the meeting. Information submitted after 12 p.m. on that Wednesday may not have time to reach Board members, nor be read by them prior to consideration of an item.

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

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

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

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

- During the comment period for that agenda item, use the “raise hand” icon found on the Zoom control bar
- The moderator will announce your name or the last 3 digits of your phone number when it is your turn to speak
- Unmute yourself using the microphone icon
- Identify the agenda item
- Introduce yourself using your first and last name
- You will have three minutes of speaking time

If you are accessing the meeting using telephone audio:

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

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



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

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

VIRTUAL MEETING

THURSDAY FEBRUARY 2, 2023

9:00 A.M.

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

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

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, Chloe Woodmansee, and 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

5. REPORT BY LIBRARY DIRECTOR

A. Library Director's Report – February 2023 (p.7-12)

6. REPORT BY FRIENDS OF THE SANTA CRUZ PUBLIC LIBRARIES (SCPL)

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. 2023-001 Authorizing Continued Remote Teleconference Meetings pursuant to Assembly Bill 361. (p.13-16)
- B. Consider the November 10 and December 15, 2022 Board Meeting Minutes
Staff Recommendation: Approve the November 10 and December 15, 2022 Board Meeting Minutes (p.17-22)
- C. Analysis of Patron Count Data. 2nd Qtr. Report FY 2023
Staff Recommendation: Accept and File Analysis of Patron Count Data from October to December 2022 (p.23-25)

- D. Community Impact Measures for 2nd Qtr. FY 2023
Staff Recommendation: Accept and File 2nd Qtr. Community Impact Measures for FY 2023 (p.26-32)
- E. Financial Report for 2nd Qtr. FY 2023
Staff Recommendation: Accept and File Financial Report for 2nd Qtr. FY 2023. (p.33-37)
- F. Incident Report for 2nd Qtr. FY 2023
Staff Recommendation: Accept and File 2nd Qtr. Incident Report for FY 2023 (p.38-39)
- G. Work Plan for 2nd Qtr. FY 2023
Staff Recommendation: Accept and File 2nd Qtr. Work Plan for FY 2023 (p.40-48)
- H. Budget Adjustments for FSCPL Donation and Richardson Trust
Staff Recommendation: 1). Accept and amend the FY 23 Operating Budget to include donations in support of library services from the Friends of the Santa Cruz Libraries totaling \$125,000. 2). Accept and amend the FY 23 Operating Budget to include an increase in bequest funds from the Richardson Trust in support of library materials in the amount of \$ \$7,459. (p.49-51)
- I. Budget Adjustment for Grant Funds Awarded
Staff Recommendation: Accept and amend the FY 23 Operating Budget to include grant funds awarded from the California Library Connect Program offered through the California State Library in the amount of \$114,625.17. (p.52-54)
- J. Revenue Estimate for FY 2022-23 and FY 2023-24
Staff Recommendation: Approve the revised revenue estimate for Fiscal Year 2022-23 and preliminary revenue estimate for Fiscal Year 2023-24. (p.55-58)
- K. Library “Electric Vehicle (EV)” Stations
Staff Recommendation: Review and File (p.59-60)
- L. Display Policy #305
Staff Recommendation: Adopt Policy #305 Display (p.61-74)

9. GENERAL BUSINESS

- A. Elect Chair and Vice Chair for 2023
Staff Recommendation: Elect Chair and Vice Chair for 2023. (p.75)
- B. Presentation: Strategic Plan – Final Draft – by Eric Howard, Assistant Director
Staff Recommendation: Review and approve the 2022-2025 Strategic Plan. (p.76-91)

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

May 4, 2023	Boulder Creek Branch Library	Anticipated Upcoming Agenda Items:
9:00 am	13390 West Park Ave. Boulder Creek, CA 95006	<ul style="list-style-type: none">• Preliminary Budget• 3rd Quarter Reports

12. WRITTEN CORRESPONDENCE

13. 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, May 4, 2023 at 9:00 am [immediately following the LFFA meeting] at the Boulder Creek Branch Library, 13390 West Park Ave. Boulder Creek, CA 95006.

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.

February 2023



Library Director's Report to the LJPA

Community Relations Specialist Amanda Rotella joined the Library team on January 3, 2023. Recruitment for various positions continues.

Current Vacancies

Number of Vacancies	Title	Full/Part Time hours	Status
1	Volunteer Coordinator Assistant	.50	Held
3	Library Assistant II	1.0	Interviews ongoing
2	Library Assistant II	.75	Interviews ongoing
2	Library Assistant II	.50	Interviews ongoing
3	Library Assistant III (SV, Capitola, Downtown)	1.0	Recruitment in process
4	Librarian I/II	1.0	Interviews in process
1	Information Specialist	1.0	Recruitment in process
1	Bookmobile Library Assistant II	.80	Held
1	Information Technology Specialist III	1.0	Recruitment in process

Facilities

The County posted the official results of November 8, 2022, Santa Cruz election on December 6. The City of Santa Cruz Our Downtown, Our Future-General Plan and Downtown Plan Amendment Initiative, Measure O lost with 59.48% (14,174) of the City voters saying no to O. A total of 25,058 residents cast their vote, with 40.52% (9,656) voting yes.

The Garfield Park Branch closed on January 23rd and 24th to complete repair work to the floor. Regular service resumed on the 25th.

Glass shipments will arrive at the Branciforte Library Branch in late January. The Library Information Team has begun to complete some wiring and computer system setup to prepare for staff setup of the facility. Collection Management staff will begin set up in February.

Featured Programs and Services

On January 3, 2023, hours expanded at several branches. The Boulder Creek and Garfield Park libraries added Monday hours, 10 a.m. to 6 p.m., and Capitola and Downtown open at 10 a.m. on Friday and Saturday rather than noon.

During the storms in early January, the Scotts Valley Library Team assisted with evacuating 160 youths from a San Lorenzo Valley camp. The staff demonstrated the ability to come together quickly to aid the community, and we are glad to have been able to provide service during the emergency evacuations.

The Federal Emergency Management Association (FEMA) set up a Disaster Recovery Center (DRC) at the Felton Library in collaboration with Santa Cruz County and the Santa Cruz Public Libraries on January 24. FEMA and other agencies are providing assistance and information for residents and businesses filing claims and providing flood clean-up kits and other resources. The FEMA DRC scheduled operations in the Felton Library Community Room through February 21. However, they will assess the need to remain in place every two weeks based on use. Staff relocated all programs that had booked the space to accommodate their meetings.

Grants

The library received a grant for \$114,625 for technology hardware and the installation, configuration, and upgrades to inside wiring at the La Selva Beach, Aptos, Branciforte, Capitola, Downtown, Felton, Garfield Park, Live Oak, Scotts Valley, and the Library Support building.

CLA and State Library Relations

The Santa Cruz Public Libraries will participate in Day in the District visits in February and March 2023. Library Commissioners and Friends of the Library set up meetings with our legislators to promote our libraries' work and advocate for continued and ongoing funding to support the 2023 Legislative Priorities (attached).

The January News from the Capitol is attached. It outlines critical information on the Governor's budget concerning Libraries.



January 10, 2023

TO: CLA MEMBERS/ GUESTS/ NETWORK CONTACTS

FROM: Christina DiCaro, CLA Lobbyist

RE: **News From the Capitol**

GOVERNOR NEWSOM RELEASES STATE BUDGET PROPOSAL

Popular library programs appear to be protected from cuts

This morning Governor Gavin Newsom released his January 2023-24 State Budget proposal in a press conference in Sacramento, calling it a Budget to “protect the most vulnerable Californians” during challenging fiscal times. As had been anticipated, the state is facing a sizeable budget deficit this year, with the Governor’s office forecasting a \$29.5 billion deficit that will need to be addressed with a series of actions. The Governor suggests tackling the major deficit with a “balanced plan of funding delays, reductions and pullbacks, fund shifts, trigger reductions, and limited revenue generation and borrowing to address the budget problem.” Over the course of the last few Budget cycles the Governor and Legislature, anticipating a future economic downturn or potential Recession, socked away a significant amount of funds in the state’s reserve accounts. While the Reserves could possibly be tapped to address the \$29.5 billion deficit, the Governor “does not propose to draw from the state’s reserve accounts to close the budget gap.” He writes in his Budget summary document:

“Due to the work that the Governor and the Legislature have done to plan for a revenue shortfall such as this one, the Budget is able to maintain the majority of recent commitments, including continuing to build upon programs and services that the most vulnerable populations rely even more heavily upon during economic downturns. However, considerable risks to the economy remain. In particular, if the economy slips into a recession in the coming months, there will be more difficult decisions ahead. The Administration has taken steps in the Budget, such as not using the state’s reserves, to ensure there is additional capacity to protect the programs and services that California residents rely on...”

In what appears to be relatively positive news for public library funding given the state’s fiscal challenges, the Governor’s Budget does not propose cuts or deferrals to the historic, major appropriations that public library programs received in the 2021-22 and 2022-23 state budgets, including \$439 million (Budget year 2021-22) and \$50 million (Budget year 2022-23) for library infrastructure projects. The Governor does propose suspending the \$100 million that he and the legislature intended for public library infrastructure projects this Budget year, if the state’s fiscal

picture would have allowed. Instead, the Governor suggests that the \$100 million for library infrastructure money intended for 2023-24 be delayed until 2024-25 at which time \$33 million could be made available, then \$33 million in year 2025-26, and \$33 million in year 2026-27. Again, this is just a proposal from the Governor, and it will be subject to extensive discussions with the legislature over the course of the next 5-6 months as the state Budget is developed. Also, notable is that the Governor has chosen to protect funding for popular programs such as Lunch at the Library, the Dolly Parton's Statewide Imagination Library, and online public library subscriptions for job training and workforce development programs.

The Senate and Assembly Budget Committees and their subcommittees will begin holding hearings on the various pieces of Governor Newsom's Budget in the coming weeks. The Governor will release a May Revision of his January Budget in mid-May, which will serve as an updated analysis of the state's fiscal picture after the April tax receipts are in hand. The legislature is required to send the Governor a Budget bill by the Constitutional deadline of June 15th.



2023 LEGISLATIVE PRIORITIES

The California Library Association — through its members and advocates — works to make a difference for all Californians by providing adequately funded libraries, which transform lives through their programs and services.

At the state level, CLA actively advocates for the following:

1. New and Ongoing Funding Requests (2023-24 State Budget)

- a. \$100 million for library infrastructure grants through the Building Forward Library Improvement Grant Program to continue to address the significant public library construction backlog.
- b. \$5 million in ongoing funding to support training library staff and hiring of social workers to support the de-escalation of behavioral trends in libraries.

2. Protection of 2021-22 and 2022-23 State Budget Augmentations in light of a looming Recession

- a. \$3.63 million in ongoing funding for the California Library Services Act (CLSA) that fosters resource sharing among libraries, particularly in rural areas where funding challenges persist.
- b. \$5 million in ongoing funding for Lunch at the Library to provide literacy-rich programs to blunt the impact of the summer slide for children who receive 300,000+ free and nutritious lunches at hundreds of libraries across the state.
- c. \$10 million in funding to support online job training and workforce development.
- d. Increase ongoing funding to \$1 million to support the diverse informational needs of people in rural and underserved populations who cannot get to a physical library through Zip Books.
- e. \$439 million (2021-22 Budget year) and an additional \$50 million (2022-23 Budget year) for library infrastructure grants through the Building Forward Library Improvement Grant Program.

3. Equitable Access to Critical Library and Information Services

- a. Broadband equity and digital literacy for unserved and underserved communities.
- b. Support the freedom to read and access to material with diverse points of view.

- c. Support libraries as a safe haven for all community members.
- d. Accessible buildings, including upgrades to critical infrastructure and support in times of disaster such as wildfires and extreme heat.
- e. Early literacy, school readiness, adult literacy, career development, vocational support, and assistance to vulnerable populations.
- f. Mandate credentialed Teacher Librarians in all California Public Schools.
- g. Support for libraries to purchase digital content including eBooks and e-audiobooks at the same price as consumers.

CLA supports positive action in key areas, including, but not limited to:

- **Equity, inclusion and anti-racism**
- **Intellectual Freedom**
- **Privacy**
- **Net Neutrality**

CLA also monitors all state legislation that may impact items on the above list or that are identified as having an impact on libraries, library funding and/or library staff.

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



STAFF REPORT

AGENDA: February 2, 2023
DATE: January 9, 2023
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. 2022-001 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.¹ 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.² The County of Santa Cruz Health Services Agency also recently issued a press release noting an uptick in local COVID-19 cases and urging the public to "continue basic prevention methods like vaccination, frequent hand washing, and wearing a mask."³

¹ Cal. Gov't Code § 54953(e)(1)(A)-(C).

² 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; See CDPH, *Guidance for the Use of Face Coverings* (Updated September 20, 2022), <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/guidance-for-face-coverings.aspx>.

³ *Press Release*, Santa Cruz County Public Health Urges Residents to Take Preventative Measures Against Circulating Viruses this Holiday Season (Nov. 23, 2022), <https://www.santacruzhealth.org/Portals/7/pdfs/Coronavirus/Press%20Release-RSV,%20Flu,%20COVID%20Prevention%20112322.pdf>.

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, May 5, 2022, August 4, 2022, November 10, 2022, and December 15, 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 in person; and/or (ii) state or local officials continue to impose or recommend measures to promote social distancing.⁴

Attachment:
Resolution No. 2023-001

⁴ 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, May 5, 2022, August 4, 2022, November 10, 2022, and December 15, 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 2nd day of February, 2023, 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 NOVEMBER 10, 2022

9:00 A.M.

1. ROLL CALL

PRESENT: Carlos Palacios, Mali LaGoe, Matt Huffaker
ABSENT: Jamie Goldstein until 9:18 am
STAFF: Yolande Wilburn, Library Director; Eric Howard, Assistant Director, Gregory Yeh, Management Analyst

2. ADDITIONAL MATERIALS

None

3. ADDITIONS AND DELETIONS TO AGENDA

The agenda of November 10, 2022 was approved by consensus.

4. ORAL COMMUNICATIONS

None

5. REPORT BY LIBRARY DIRECTOR

Library Director Yolande Wilburn reported on the recent activities of the Library. The City is awaiting the final vote count with regards to Measure O. The library is continuing to hire new staff in order to fill a variety of positions. Last week, Senator Laird visited the Scotts Valley Branch Library. The All Staff in-service meeting was held at the Scotts Valley Branch Library, which was a great success.

6. FRIENDS OF THE SANTA CRUZ PUBLIC LIBRARIES REPORT

Bruce Cotter, Executive Director, submitted his report on the recent activities and future plans of the Friends of the Santa Cruz Public Libraries. Outgoing members of the Friends are Jill Mitch and Laura Albrecht.

A member of the public expressed her opinion about the use of funds.

Received via Q&A: agenda item 8 H – Library Sales Tax Revenue update on p. 51, second paragraph contains a typo: it should read 2021-2022 (instead of 2022-2022).

7. REPORT BY LIBRARY ADVISORY COMMISSION (LAC)

Lindsay Bass, Chair of the LAC, gave an update on the LAC’s activities. The September was cancelled due to lack of quorum.

8. CONSENT CALENDAR

RESULT: APPROVED CONSENT CALENDAR

- A. Adopted Resolution No. 2022-004 Authorizing Continued Remote Teleconference Meetings pursuant to Assembly Bill 361**
 - B. Approved the August 4, 2022 Board Meeting Minutes**
 - C. Accepted and Filed 1st Qtr. Community Impact Measures for FY 2023**
 - D. Accepted and Filed 1st Qtr. Financial Report for FY 2023**
 - E. Accepted and Filed 1st Qtr. Incident Report for FY 2023**
 - F. Accepted and Filed 1st Qtr. Work Plan for FY 2023**
 - G. Approved and Filed the updated list of filers under the Library’s Conflict of Interest Code**
 - H. Accepted and Filed the Library Sales Tax Revenue Update 1st Qtr. for FY 2023**
 - I. Accepted and Amended the FY 23 Operating Budget to include grant funds awarded from the Pacific Library Partnership in the amount of \$12,000 and CA State Library in the amount of \$20,000 to the Santa Cruz Public Libraries**
 - J. Accepted and Amended the FY 23 Operating Budget:**
 - a. ...To remove the previously adopted transfer-out for future vehicle replacement savings in the amount of \$54,999.**
 - b. ...To include the transfer-in of funds in the amount of \$28,500 from the Vehicle Replacement fund to help fund the two new vehicle replacement purchases.**
 - c. ...To include two vehicle replacement purchases in the amount of \$83,499.**
- [UNANIMOUS]**

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

9. GENERAL BUSINESS

- A. Library Closure Schedule for Calendar Year 2022 (remaining) and 2023. Library Director Wilburn introduced the item.

RESULT:

Approved

- 1. Library Closure Schedule for the remainder of 2022**
 - 2. Library Closure Schedule for the 2023 calendar year**
 - 3. Eliminate Policy #108 – Library Closure Policy**
- [UNANIMOUS]**

MOVER: Carlos Palacios

SECONDER: Matt Huffaker

AYES: Palacios, Goldstein, LaGoe, Huffaker

- B. Annual Meeting Schedule 2023

The schedule is consistent with the approved Annual Meeting Schedule for the LFFA.

RESULT:

Adopted Annual Meeting Schedule for 2023. [UNANIMOUS]

MOVER: Carlos Palacios

SECONDER: Matt Huffaker

AYES: Palacios, Goldstein, LaGoe, Huffaker

- C. Presentation by Eric Howard: Strategic Plan update

No Board action is necessary. Item is for review and input only.

The Board members expressed appreciation for the report and gave a number of suggestions regarding outreach to non-profit groups such as Community Action Board, United Way, Barrios Unidos, etc. to help develop people to participate in focus groups. Vice Chair Palacios was supportive of investment in outreach and suggested to work with County staff. He emphasized the importance of specific actions rather than high level objectives only.

Board member Goldstein agreed that the plan is important but cautioned against overreliance on “chasing/collecting data” in favor of getting real results.

Board member Huffaker praised the great presentation and expressed his appreciation of the goals presented. He mentioned the importance of growing and expanding staff around diversity. Chair LaGoe stated that collaboration is key. She also touched on the issue of chasing data in favor of measuring outcomes.

A member of the public expressed how this is another big growth opportunity and that this plan is the start of setting the path to meaningful growth and collaboration.

Another member of the public expressed her opinion as follows: the goals laid forth in the plan are nice sounding but vague. She also wondered about the staff time spent on collecting and measuring data and finally stated that the library's mission is to inform not to deliver communal services.

D. Presentation by Gregory Yeh: People Counter

The Board members expressed appreciation for the presentation and asked a number of questions regarding data reporting to the public and to the Board. Quarterly reports plus analysis and general statistics would be presented at LJPA meetings.

E. SenSource's People Counting Statistics for 1st Qtr. FY 2023.

RESULT:

**Accepted and Filed SenSource's People Counting Statistics for 1st Qtr. FY 2023.
[UNANIMOUS]**

MOVER: Carlos Palacios

SECONDER: Jamie Goldstein

AYES: Palacios, Goldstein, LaGoe, Huffaker

10. Comments by Board Members

None

Final Adjournment of the Library Joint Powers Authority Board (LJPA) at 10:36 a.m. to the next regular meeting on February 2, 2023 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



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

SPECIAL MEETING MINUTES

THURSDAY DECEMBER 15, 2022

9:00 A.M.

1. ROLL CALL

PRESENT: Carlos Palacios, Mali LaGoe, Matt Huffaker, Jamie Goldstein
STAFF: Yolande Wilburn, Library Director

2. ADDITIONAL MATERIALS

None

3. ADDITIONS AND DELETIONS TO AGENDA

The agenda of December 15, 2022 was approved by consensus.

4. GENERAL BUSINESS

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

RESULT:

Adopted Resolution No. 2022-005 Authorizing Continued Remote Teleconference Meetings pursuant to Assembly Bill 361 [UNANIMOUS]

MOVER: Jamie Goldstein

SECONDER: Matt Huffaker

AYES: Palacios, Goldstein, LaGoe, Huffaker

5. Award of Integrated Library System Contract

RESULT:

Approved the award of the contract to Innovative, Chandler, Arizona, (LIB2311) for an amount not to exceed \$254,351.78 over three years to furnish, install and maintain the Polaris Integrated Library System (ILS) beginning April 1, 2023, and ending March 31, 2026, with two, one-year options to extend with the same terms and conditions and authorize the Library Director to sign the contract approved by the City Attorney. [UNANIMOUS]

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

Final Adjournment of the Library Joint Powers Authority Board (LJPA) at 9:17 a.m. to the next regular meeting on February 2, 2023 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: February 2, 2023
 TO: Library Joint Powers Authority Board
 FROM: Yolande Wilburn, Library Director
 RE: Analysis of Patron Count Data: 2nd Qtr. FY 2022-23

STAFF RECOMMENDATION

Accept and File Analysis of Patron Count Data for 2nd Qtr. FY 2022-23

DISCUSSION

The Library analyzed month-to-month patron counts from October to December 2022. Figure 1 compares data between October to November and November to December. The Library observed the following noteworthy trends:

- Boulder Creek had a 15.60% increase in patron count between November to December. This represents the highest percent change increase of all of the branches between November and December.
- Capitola had a 19.65% drop in patron count from November to December.
- Scotts Valley saw a steady decrease of patron traffic between October to December.

Figure 1

	Oct-22	Nov-22	% Change	Nov-22	Dec-22	% Change
Boulder Creek	1191	1231	3.36%	1231	1423	15.60%
Capitola	11951	10910	-8.71%	10910	8766	-19.65%
Downtown	10826	11566	6.84%	11566	12017	3.90%
Felton	5266	5517	4.77%	5517	5351	-3.01%
Garfield Park	1888	2231	18.17%	2231	2075	-6.99%
Live Oak	2725	3281	20.40%	3281	3688	12.40%
Scotts Valley	4634	4253	-8.22%	4253	3763	-11.52%

Source: Data extracted from SenSource Patron Counter System on 1/5/2023 and analyzed on 1/9/2023.

The Library examined potential causes behind the decrease of library patron traffic at Capitola and Scotts Valley by looking at data from library programs and circulation. The following summarizes the findings:

Circulation

The Library analyzed the total number of checkouts at all branches from October to December. Capitola and Scotts Valley saw decreases in the total number of checked out items. The table below shows data extracted from our integrated library system. The Library observed the following trends:

- From November to December, Capitola experienced a 7.51% decrease in the total checkouts.
- Scotts Valley experienced a decrease in checkouts from October to December.

Checkout Total by Loaning Branch

	Oct-22	Nov-22	% Change	Nov-22	Dec-22	% Change
Boulder Creek	3156	2886	-8.56%	2886	2983	3.36%
Capitola	32056	29009	-9.51%	29009	26829	-7.51%
Downtown	23298	23103	-0.84%	23103	23957	3.70%
Felton	12297	11005	-10.51%	11005	11940	8.50%
Garfield Park	4363	4218	-3.32%	4218	4209	-0.21%
Live Oak	4804	6736	40.22%	6736	8871	31.70%
Scotts Valley	14846	14600	-1.66%	14600	13921	-4.65%

Library Programs

In the past years, there have been a decrease in library programs from October to December. The decrease in programs this year were attributed to the following factors:

- Youth programs went on hiatus between December 17 to January 6. Homework Help and Reading comprehension programming do not resume until January 23.
- There was some librarian attrition in December.

The 46.67% decrease in programs from November to December may have contributed to the -19.65% drop in patron count at Capitola.

General Statistics

	Oct-22	Nov-22	Dec-22
Total Events Systemwide	247	257	203

Number of Programs by Branch with People Counting System

	Oct-22	Nov-22	% Change	Nov-22	Dec-22	% Change
Boulder Creek	10	11	10%	11	5	-54.55%
Capitola	46	45	-2.17%	45	24	-46.67%
Downtown	75	73	-2.67%	73	65	-10.96%
Felton	34	26	-23.53%	26	19	-26.92%
Garfield Park	8	10	25%	10	5	-50.0%
Live Oak	15	17	13.33%	17	13	-23.53%
Scotts Valley	22	31	40.91%	31	18	-41.94%

Conclusion

Typically, patron counts and program attendance decline during the winter holidays as people go on vacation or participate in other activities. The reopening of Live Oak Branch Library on October 1, 2022 may have also caused decrease of patron traffic at the Capitola Branch Library from October to December. As more patron count data becomes available in the SenSource Patron Counter System, the Library will be able to conduct a more comprehensive trend analysis.

Prepared by: Gregory Yeh, Management Analyst

Reviewed and Approved by: Yolande Wilburn, Library Director

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



STAFF REPORT

DATE: February 2, 2023
TO: Library Joint Powers Authority Board
FROM: Yolande Wilburn, Library Director
RE: 2nd Quarter Report Community Impact Measures

STAFF RECOMMENDATION

Accept and File Community Impact Measures for 2nd Qtr. FY 2022-2023

DISCUSSION

This 2nd quarter report covers the time period of October 1, 2022 through December 31, 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 8%.
- Total visitors by branch system-wide: N/A since the library is switching to a new tracking system and no data is available for October through December.
- Total number of new registrations increased by 14%.
- Total hours of public internet computer use system-wide increased by 26%.
- Total hours of wireless internet sessions increased by 67%.
- Total sessions of public internet use increased by 41%.
- Total number of public wifi sessions increased by 26%.

- Total hours of meeting room use system-wide increased by 37%.
- The total number of programs held system-wide increased by 95%.
- The total number of program attendees held system-wide increased by 81%.

Attachment:

2nd 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 Qtr.			2nd Qtr.			3rd Qtr.			4th Qtr.			Totals	
	FY21/22	FY22/23	% Change	FY21/22	FY22/23	% Change	FY21/22	FY22/23	% Change	FY21/22	FY22/23	% Change	FY 21/22	FY22/23
Aptos	57	0	-100%	0	0	0%	0			0			57	0
Boulder Cree	0	4,701	0%	0	4,404	0%	0			1,936			0	9,105
Branciforte	0	0	0%	0	0	0%	0			0			0	0
Capitola	54,347	56,372	4%	54,914	43,569	-21%	55,949			56,861			109,261	99,941
Downtown	47,273	42,357	-10%	45,507	34,241	-25%	48,246			45,104			92,780	76,598
Felton	29,805	24,456	-18%	31,593	17,104	-46%	33,951			32,652			61,398	41,560
Garfield Par	0	7,725	0%	0	6,551	0%	0			1,779			0	14,276
La Selva Bea	7,903	7,565	-4%	6,642	6,218	-6%	6,723			6,690			14,545	13,783
Live Oak	12,762	40	-100%	10	12,836	128260%	26			10			12,772	12,876
Scotts Valley	7,511	16,626	121%	27	22,052	81574%	16			14			7,538	38,678
Outreach	5,062	5,906	17%	5,277	4,654	-12%	5,372			5,515			10,339	10,560
TOTAL	164,720	165,748	1%	143,970	151,629	5%	150,283			150,561			308,690	317,377
Digital Bran	110,918	121,916	10%	109,713	123,424	12%	111,483			115,268			220,631	245,340
Total incl. D	275,638	287,664	4%	253,683	275,053	8%	261,766			265,829			529,321	562,717

NEW REGISTRATIONS														
	1st Qtr.			2nd Qtr.			3rd Qtr.			4th Qtr.			Totals	
	FY21/22	FY22/23	% Change	FY21/22	FY22/23	% Change	FY21/22	FY22/23	% Change	FY21/22	FY22/23	% Change	FY21/22	FY22/23
Aptos	124	81	-35%	82	64	-22%	69			47			206	145
Boulder Cree	31	118	281%	17	64	276%	21			83			48	182
Branciforte	28	22	-21%	32	20	-38%	21			22			60	42
Capitola	828	582	-30%	557	420	-25%	592			621			1,385	1,002
Downtown	725	720	-1%	595	563	-5%	654			679			1,320	1,283
Felton	243	209	-14%	201	150	-25%	265			228			444	359
Garfield Par	21	135	543%	22	74	236%	15			76			43	209
La Selva Bea	46	78	70%	44	43	-2%	47			87			90	121
Live Oak	146	56	-62%	50	215	330%	56			51			196	271
Scotts Valley	109	384	252%	51	267	424%	42			37			160	651
Outreach	85	118	39%	216	251	16%	82			109			301	369
TOTAL	2,386	2,503	0%	1,867	2,131	14%	1,864			2,040			4,253	4,634

HOURS OF PUBLIC INTERNET COMPUTER USE														
	1st Qtr.			2nd Qtr.			3rd Qtr.			4th Qtr.			Totals	
	FY21/22	FY22/23	% Change	FY21/22	FY22/23	% Change	FY21/22	FY22/23	% Chang	FY21/22	FY22/23	% Chang	FY21/22	FY22/23
Aptos	0	0	0%	0	0	0%	0			0			0	0
Boulder Cree	0	336	0%	0	251	0%	0			182			0	587
Branciforte	0	0	0%	0	0	0%	0			0			0	2,095
Capitola	1,390	2,504	80%	1,501	2,095	40%	2,064			2,202			2,891	9,643
Downtown	6,676	7,873	18%	7,569	7,139	-6%	7,862			7,344			14,245	15,012
Felton	307	775	152%	591	664	12%	765			813			898	1,439
Garfield Par	0	231	0%	0	229	0%	0			64			0	460
La Selva Bea	83	101	22%	80	79	-1%	104			75			163	180
Live Oak	294	5	-98%	0	796	0%	0			0			294	801
Scotts Valley	113	775	586%	0	1,065	0%	0			0			113	1,840
TOTAL SYST	8,863	12,600	42%	9,741	12,318	26%	10,795			10,680			18,604	24,918

HOURS OF WIRELESS INTERNET SESSIONS														
	1st Qtr.			2nd Qtr.			3rd Qtr.			4th Qtr.			Totals	
	FY21/22	FY22/23	% Change	FY21/22	FY22/23	% Change	FY21/22	FY22/23	% Chang	FY21/22	FY22/23	% Chang	FY21/22	FY22/23
Aptos	2,510	0	-100%	0	0	0%	0			0			2,510	0
Boulder Cree	0	7,450	0%	0	4,767	0%	0			4,161			0	12,217
Branciforte	0	0	0%	0	558	0%	0			0			0	558
Capitola	23,551	32,953	40%	27,345	31,419	15%	28,662			32,534			50,896	64,372
Downtown	42,246	61,992	47%	44,127	57,144	29%	46,994			51,414			86,373	119,136
Felton	16,743	22,983	37%	21,355	21,894	3%	19,996			22,176			38,098	44,877
Garfield Par	0	7,562	0%	0	7,876	0%	142			1,725			0	15,438
Headquarte	12,478	15,118	21%	10,920	17,968	65%	14,501			13,435			23,398	33,086
La Selva Bea	2,439	4,566	87%	2,378	8,528	259%	2,987			3,943			4,817	13,094
Live Oak	9,975	9,190	-8%	7,185	19,506	171%	8,055			6,903			17,160	28,696
Scotts Valley	11,205	27,953	149%	7,161	31,351	338%	8,547			5,429			18,366	59,304
TOTAL SYST	121,147	189,767	57%	120,471	201,011	67%	129,884			141,720			241,618	390,778

SESSIONS OF PUBLIC INTERNET USE														
	1st Qtr.			2nd Qtr.			3rd Qtr.			4th Qtr.			Totals	
	FY21/22	FY22/23	% Change	FY21/22	FY22/23	% Change	FY21/22	FY22/23	% Chang	FY21/22	FY22/23	% Chang	FY21/22	FY22/23
Aptos	0	0	0%	0	0	0%	0			0			0	0
Boulder Cre	0	482	0%	0	363	0%	0			346			0	845
Branciforte	0	0	0%	0	0	0%	0			0			0	0
Capitola	2,342	3,521	50%	2,494	2,991	20%	3,152			3,241			4,836	6,512
Downtown	5,762	7,601	32%	6,577	6,532	-1%	7,011			7,055			12,339	14,133
Felton	560	1,238	121%	923	1,026	11%	1,194			1,345			1,483	2,264
Garfield Par	0	419	0%	0	344	0%	0			118			0	763
La Selva Bea	148	202	36%	136	164	21%	178			147			284	366
Live Oak	463	18	-96%	0	1,124	0%	0			0			463	1,142
Scotts Valley	174	1,233	609%	0	1,725	0%	0			0			174	2,958
TOTAL SYST	9,449	14,714	56%	10,130	14,269	41%	11,535			12,252			19,579	28,983

NUMBER OF PUBLIC WIFI SESSIONS														
	1st Qtr.			2nd Qtr.			3rd Qtr.			4th Qtr.			Totals	
	FY21/22	FY22/23	% Change	FY21/22	FY22/23	% Change	FY21/22	FY22/23	% Chang	FY21/22	FY22/23	% Chang	FY21/22	FY22/23
Aptos	7,601	0	-100%	0	0	0%	0			0			7,601	0
Boulder Cre	0	4,915	0%	0	3,822	0%	0			2,882			0	8,737
Branciforte	0	6	0%	0	2,389	0%	0			0			0	2,395
Capitola	26,045	32,093	23%	28,350	27,035	-5%	28,986			30,822			54,395	59,128
Downtown	41,463	53,939	30%	42,371	50,351	19%	43,812			51,022			83,834	104,290
Felton	16,503	19,123	16%	18,870	17,766	-6%	18,229			19,394			35,373	36,889
Garfield Par	0	5,439	0%	0	5,880	0%	113			2,372			0	11,319
Headquarte	5,853	8,071	38%	5,539	6,188	12%	7,255			7,502			11,392	14,259
La Selva Bea	2,289	3,704	62%	2,407	11,903	395%	2,661			2,955			4,696	15,607
Live Oak	12,244	9,064	-26%	9,118	3,483	-62%	8,837			9,151			21,362	12,547
Scotts Valley	15,734	18,865	20%	10,948	19,128	75%	10,901			11,376			26,682	37,993
TOTAL SYST	127,732	155,219	22%	117,603	147,945	26%	120,794			137,476			245,335	303,164

HOURS OF MEETING ROOM USE														
	1st Qtr.			2nd Qtr.			3rd Qtr.			4th Qtr.			Totals	
	FY21/22	FY22/23	% Change	FY21/22	FY22/23	% Change	FY21/22	FY22/23	% Chang	FY21/22	FY22/23	% Chang	FY21/22	FY22/23
Aptos	0	0	0%	0	0	0%	0			0			0	0
Boulder Creek	0	11	0%	0	137	0%	0			2			0	148
Branciforte	0	0	0%	0	0	0%	0			0			0	0
Capitola	200	268	34%	1230	1173	-5%	925			942			1,430	1,441
Downtown	140	98	-30%	534	607	14%	518			646			674	705
Felton	138	57	-59%	520	400	-23%	231			202			658	457
Garfield Park	0	0	0%	0	0	0%	0			0			0	0
La Selva Beach	0	0	0%	0	0	0%	0			0			0	0
Live Oak Annex	0	0	0%	0	0	0%	0			0			0	0
Scotts Valley	0	4	0%	0	821	0%	0			0			0	825
TOTAL HOURS	478	438	-8%	2284	3138	37%	1,674			1792			2,762	3,576

NUMBER OF PROGRAMS														
	1st Qtr.			2nd Qtr.			3rd Qtr.			4th Qtr.			Totals	
	FY21/22	FY22/23	% Change	FY21/22	FY22/23	% Change	FY21/22	FY22/23	% Chang	FY21/22	FY22/23	% Chang	FY21/22	FY22/23
Aptos	0	0	0%	0	0	0%	0			0			0	0
Boulder Creek	0	16	0%	0	24	0%	0			7			0	40
Branciforte	0	0	0%	0	0	0%	0			0			0	0
Capitola	6	80	1233%	48	101	110%	71			89			54	181
Downtown	17	146	759%	77	187	143%	178			229			94	333
Felton	13	57	338%	61	80	31%	55			68			74	137
Garfield Park	0	11	0%	0	21	0%	0			4			0	32
La Selva Beach	5	32	540%	39	44	13%	56			63			44	76
Live Oak	0	0	0%	0	40	0%	0			0			0	40
Scotts Valley	0	12	0%	0	51	0%	0			0			0	63
Outreach	212	53	-75%	52	49	-6%	35			62			264	102
Virtual	0	18	0%	44	29	-34%	58			36			44	47
TOTAL	253	425	68%	321	626	95%	453			558			574	1,051

PROGRAM ATTENDANCE														
	1st Qtr.			2nd Qtr.			3rd Qtr.			4th Qtr.			Totals	
	FY21/22	FY22/23	% Change	FY21/22	FY22/23	% Change	FY21/22	FY22/23	% Chang	FY21/22	FY22/23	% Chang	FY21/22	FY22/23
Aptos	0	0	0%	0	0	0%	0			0			0	0
Boulder Cree	0	295	0%	0	297	0%	0			127			0	592
Branciforte	0	0	0%	0	0	0%	0			0			0	0
Capitola	122	1,295	961%	700	1,211	73%	894			1,163			822	2,506
Downtown	51	861	1588%	459	1,093	138%	685			1,047			510	1,954
Felton	186	527	183%	636	630	-1%	260			739			822	1,157
Garfield Par	0	259	0%	0	295	0%	0			39			0	554
La Selva Bea	56	473	745%	392	376	-4%	323			675			448	849
Live Oak	0	0	0%	0	393	0%	0			0			0	393
Scotts Valley	0	202	0%	0	814	0%	0			0			0	1,016
Outreach	2,205	2,164	-2%	963	955	-1%	422			2,454			3,168	3,119
Virtual	0	136	0%	330	229	-31%	691			438			330	365
TOTAL	2,620	6,212	137%	3,480	6,293	81%	3,275			6,682			6,100	12,505

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



STAFF REPORT

DATE: February 2, 2023
TO: Library Joint Powers Authority Board
FROM: Yolande Wilburn, Library Director
RE: 2nd Quarter Financial Report

STAFF RECOMMENDATION

Accept and File Financial Report for 2nd Qtr. FY 2022-2023.

DISCUSSION

The 2nd quarter financial report covers July 1, 2022, through December 31, 2022. All financial figures included in this report are unaudited.

Revenues

Total Revenue for this quarter: 50.1%

Sales Tax	51.7%
MOE	50.1%

Expenditures

Total actual expenditures for this quarter: 35.6%

*Delayed branch openings due to remodel/construction delays have resulted in under spent budget line categories.

Personnel Costs

Total Personnel costs for this quarter: 38.4%

Regular Full Time	40.7%
Part Time	27.9%

Attachments: 2nd Quarter Financial Reports (Expenditure, Personnel and Revenue)

Report Prepared by: Kira Henifin
Principal Management Analyst

Reviewed and Forwarded by: Yolande Wilburn, Library Director

Expenditure Balances

Criteria: Summarize By = Report,Account,Account; As Of = 12/31/2022; 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	Year-To-Date Encumbrances	Bdgt. to Act. Variance	Pct. Spent
52131	Claims management services - outside	12,000.00	-	12,000.00	5,049.41	2,916.63	4,033.96	66.4%
52135	Financial services - outside	527,783.00	9,618.39	537,401.39	263,892.00	9,618.39	263,891.00	50.9%
52139	Medical services	1,000.00	-	1,000.00	2,288.30	-	(1,288.30)	228.8%
52150	Merchant bank fees	600.00	-	600.00	204.07	-	395.93	34.0%
52155	Courier services	2,000.00	691.67	2,691.67	1,135.91	1,324.00	231.76	91.4%
52199	Other professional & technical services	205,000.00	9,000.00	214,000.00	100,936.73	21,968.00	91,095.27	57.4%
52201	Water, sewer and refuse	81,985.00	-	81,985.00	37,327.43	3,871.51	40,786.06	50.3%
52202	Hazardous materials disposal	500.00	-	500.00	-	-	500.00	-
52211	Janitorial services	321,525.00	72,000.00	393,525.00	161,861.74	250,647.79	(18,984.53)	104.8%
52223	Equip annual inventory charge - internal	1,725.00	-	1,725.00	-	-	1,725.00	-
52226	Vehicle work order charges - internal	11,795.00	-	11,795.00	576.32	-	11,218.68	4.9%
52227	Vehicle fuel island charges - internal	18,163.00	-	18,163.00	8,074.92	-	10,088.08	44.5%
52230	Vehicle pool car charges - internal	-	-	-	44.00	-	(44.00)	-
52240	Office equipment operation/maint	7,590.00	-	7,590.00	1,723.72	-	5,866.28	22.7%
52241	Vehicle maintenance costs - outside	6,500.00	-	6,500.00	682.81	-	5,817.19	10.5%
52244	Other equipment operation/maintenance	10,975.00	-	10,975.00	2,950.86	-	8,024.14	26.9%
52246	Building and facility o & m - outside	290,761.00	-	290,761.00	124,138.49	90,320.69	76,301.82	73.8%
52247	Landscaping maintenance services	55,950.00	-	55,950.00	18,626.00	11,954.00	25,370.00	54.7%
52248	Software maintenance services	409,019.00	3,000.00	412,019.00	102,144.28	33,244.60	276,630.12	32.9%
52249	Hardware maintenance services	30,000.00	15,000.00	45,000.00	3,620.20	14,972.06	26,407.74	41.3%
52261	Equipment, building and land rentals	283,844.00	-	283,844.00	142,609.00	9,031.00	132,204.00	53.4%
52269	Equipment lease-outside	18,000.00	-	18,000.00	8,925.30	18,046.69	(8,971.99)	149.8%
52302	Travel and meetings	19,800.00	(6,000.00)	13,800.00	871.15	-	12,928.85	6.3%
52304	Training	98,760.00	6,000.00	104,760.00	34,889.23	-	69,870.77	33.3%
52403	Telecommunications service - outside	354,085.00	-	354,085.00	76,606.44	58,838.79	218,639.77	38.3%

52932	Liability insurance/surety bonds-interna	43,170.00	-	43,170.00	21,588.00	-	21,582.00	50.0%
52933	Liability insurance/surety bonds-outside	93,000.00	-	93,000.00	80,730.24	-	12,269.76	86.8%
52960	Advertising	31,570.00	-	31,570.00	6,794.99	-	24,775.01	21.5%
52961	Dues and memberships	37,453.00	-	37,453.00	28,039.06	-	9,413.94	74.9%
52972	Printing and binding-outside	32,600.00	-	32,600.00	5,704.02	-	26,895.98	17.5%
53101	Postage charges	7,000.00	-	7,000.00	3,400.99	-	3,599.01	48.6%
53102	Office supplies	25,650.00	-	25,650.00	12,518.43	-	13,131.57	48.8%
53106	Books and periodicals	1,393,533.00	865,043.17	2,258,576.17	756,120.31	12,699.81	1,489,756.05	34.0%
53107	Books and periodicals-grants & donations	21,923.00	162,184.57	184,107.57	16,415.28	-	167,692.29	8.9%
53108	Safety clothing and equipment	16,510.00	-	16,510.00	5,029.23	-	11,480.77	30.5%
53109	Copier supplies	6,680.00	-	6,680.00	-	-	6,680.00	-
53112	Library functional supplies	171,500.00	-	171,500.00	84,871.14	-	86,628.86	49.5%
53113	Janitorial supplies	33,500.00	-	33,500.00	12,708.36	-	20,791.64	37.9%
53311	Electricity	205,275.00	-	205,275.00	106,216.32	-	99,058.68	51.7%
53312	Natural gas	39,950.00	-	39,950.00	14,393.41	-	25,556.59	36.0%
54990	Miscellaneous supplies and services	205,423.00	(3,703.13)	201,719.87	49,086.13	6,320.00	146,313.74	27.5%
56960	Loans and grants	-	277,587.87	277,587.87	-	5,600.00	271,987.87	2.0%
56995	Refunded fees and fines	2,000.00	-	2,000.00	223.26	-	1,776.74	11.2%
57401	Office furniture/equipment	18,000.00	-	18,000.00	6,701.40	-	11,298.60	37.2%
57402	Vehicle equipment	-	83,499.00	83,499.00	35,717.12	28,551.41	19,230.47	77.0%
57409	Computer equipment	240,000.00	20,000.00	260,000.00	124,733.59	85,914.41	49,352.00	81.0%
57990	Other capital outlay	200,000.00	42,616.08	242,616.08	78,913.28	73,211.22	90,491.58	62.7%
Total		5,594,097.00	1,556,537.62	7,150,634.62	2,549,082.87	739,051.00	3,862,500.75	

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Expenditure Balances

Criteria: Summarize By = Report,Activity,Account; As Of = 12/31/2022; 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	Bdgt. to Act. Variance	Pct. Spent
Activity 3601 -- Administration								
51110	Regular full time	6,484,822.00	503,563.00	6,988,385.00	2,845,379.31	-	4,143,005.69	40.7%
51111	Regular part time	1,237,074.00	400,000.00	1,637,074.00	456,864.03	-	1,180,209.97	27.9%
51114	Overtime	5,000.00	-	5,000.00	561.59	-	4,438.41	11.2%
51115	Termination pay	-	-	-	14,457.87	-	(14,457.87)	-
51122	Temporary	825,000.00	(372,880.34)	452,119.66	231,607.74	-	220,511.92	51.2%
51130	Other pay	-	-	-	1,280.83	-	(1,280.83)	-
51132	Special vacation pay	-	-	-	16,754.40	-	(16,754.40)	-
51150	Vehicle-phone-data allowance	1,260.00	-	1,260.00	1,645.99	-	(385.99)	130.6%
51201	Retirement contribution	469,005.00	-	469,005.00	191,594.74	-	277,410.26	40.9%
51202	F.I.C.A.	63,113.00	-	63,113.00	12,223.81	-	50,889.19	19.4%
51203	PERS unfunded liability	1,396,809.00	-	1,396,809.00	578,965.78	-	817,843.22	41.4%
51210	Group health insurance	1,943,867.00	-	1,943,867.00	613,278.34	-	1,330,588.66	31.5%
51212	Group dental insurance	116,535.00	-	116,535.00	37,464.20	-	79,070.80	32.1%
51213	Vision insurance	18,732.00	-	18,732.00	6,352.77	-	12,379.23	33.9%
51214	Medicare insurance	108,708.00	-	108,708.00	50,304.41	-	58,403.59	46.3%
51215	Employee assistance program	4,356.00	-	4,356.00	1,780.46	-	2,575.54	40.9%
51220	Group life insurance	1,969.00	-	1,969.00	788.71	-	1,180.29	40.1%
51221	Disability insurance	86,241.00	-	86,241.00	20,559.42	-	65,681.58	23.8%
51222	SDI	39,084.00	-	39,084.00	15,360.61	-	23,723.39	39.3%
51230	Unemployment insurance	66,005.00	-	66,005.00	29,347.07	-	36,657.93	44.5%
51240	Workers' compensation	203,443.00	-	203,443.00	91,500.61	-	111,942.39	45.0%
Total Administration		13,071,023.00	530,682.66	13,601,705.66	5,218,072.69	-	8,383,632.97	
Total		13,071,023.00	530,682.66	13,601,705.66	5,218,072.69	-	8,383,632.97	

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Revenue Balances

Criteria: Summarize By = Report,Fund,Account; As Of = 12/31/2022; 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
Fund 951 -- Library Joint Powers Authority							
41211	Sales and use tax	10,666,565.00	208,766.00	10,875,331.00	5,618,092.39	5,257,238.61	51.7%
41993	Libraries parcel tax	110,000.00	-	110,000.00	-	110,000.00	-
43110	Federal operating grants & contributions	-	30,000.00	30,000.00	20,000.00	10,000.00	66.7%
43210	State operating grants and contributions	-	24,467.52	24,467.52	12,000.00	12,467.52	49.0%
43310	Local operating grants and contributions	-	8,000.00	8,000.00	-	8,000.00	-
43311	Maintenance of effort contributions	6,115,273.00	1,161,580.00	7,276,853.00	3,673,005.25	3,603,847.75	50.5%
44630	Room rentals-library JPA	4,640.00	-	4,640.00	-	4,640.00	-
45131	Library fines	12,000.00	-	12,000.00	15,593.21	(3,593.21)	129.9%
46110	Pooled cash and investment interest	92,840.00	-	92,840.00	-	92,840.00	-
46190	Interest earnings - other	5,253.00	305.00	5,558.00	8,484.82	(2,926.82)	152.7%
46303	Donations - library	13,100.00	23,250.31	36,350.31	9,805.23	26,545.08	27.0%
46309	Donations - library - Friends of the Lib	26,773.00	71,452.84	98,225.84	500.00	97,725.84	0.5%
46910	Miscellaneous operating revenue	22,000.00	-	22,000.00	-	22,000.00	-
46990	Miscellaneous non-operating revenue	-	-	-	(251.70)	251.70	-
49122	From Library Private Trust Fund	22,190.00	33,252.93	55,442.93	-	55,442.93	-
49191	Intra-entity fund transfer in	-	29,744.84	29,744.84	-	29,744.84	-
Total Library Joint Powers Authority		17,090,634.00	1,590,819.44	18,681,453.44	9,357,229.20	9,324,224.24	
Total		17,090,634.00	1,590,819.44	18,681,453.44	9,357,229.20	9,324,224.24	

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



STAFF REPORT

DATE: February 2, 2023
TO: Library Joint Powers Authority Board
FROM: Yolande Wilburn, Library Director
RE: 2nd Qtr. SCPL Incident Report

STAFF RECOMMENDATION

Accept and File Incident Report for 2nd Qtr. FY 2022-2023.

DISCUSSION

The 2nd 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 2nd Qtr. FY 2022-2023

Prepared by: Kira Henifin,
Principal Management Analyst

Reviewed and forwarded by: Yolande Wilburn, Library Director

SCPL Incident Report by Branch - FY 22/23															
	QTR 1			QTR 2			QTR 3			QTR 4			YTD Totals		
	FY 21/22	FY 22/23	% Change	FY 21/22	FY 22/23	% Change	FY 21/22	FY 22/23	% Change	FY 21/22	FY 22/23	% Change	FY 21/22	FY 22/23	% Change
Aptos	4	Closed		2	Closed		0			0			6	Closed	0.0%
Boulder Creek	Closed	4		Closed	3		Closed			1			1	7	600.0%
Branciforte	Closed	Closed		Closed	Closed		Closed			Closed			Closed	Closed	0.0%
Capitola	9	5	-44%	8	1	-88%	3			4			24	6	-75.0%
Downtown	17	41	141%	12	30	150%	42			23			94	71	-24.5%
Felton	4	6	50%	2	10	400%	4			3			13	16	23.1%
Garfield Park	2	1	-50%	Closed	5		Closed			0			2	6	200.0%
La Selva Beach	0	0		0	0		1			1			2	0	-100.0%
Live Oak	2	4	100%	7	1	-86%	1			2			12	5	-58.3%
Scotts Valley	Closed	0		Closed	0		Closed			Closed			0	0	0.0%
TOTAL	38	61	61%	31	50	61%	51			34			154	111	-27.9%
Suspensions by Branch															
	QTR 1			QTR 2			QTR 3			QTR 4			YTD Totals		
	FY 21/22	FY 22/23	% Change	FY 21/22	FY 22/23	% Change	FY 21/22	FY 22/23	% Change	FY 21/22	FY 22/23	% Change	FY 21/22	FY 22/23	% Change
Aptos	Closed	Closed		0	Closed		0			0			0	Closed	0.0%
Boulder Creek	Closed	1		Closed	0		0			0			0	1	0.0%
Branciforte	Closed	Closed		Closed	Closed		Closed			Closed			Closed	Closed	0.0%
Capitola	0	1		0	0		2			1			3	1	0.0%
Downtown	10	17	70%	5	18	260%	33			15			63	35	-44.4%
Felton	3	1	-67%	1	4	300%	1			1			6	5	0.0%
Garfield Park	0	0		Closed	1		0			0			0	1	0.0%
La Selva Beach	0	0		0	0		0			0			0	0	0.0%
Live Oak	0	0		Closed	1		0			0			0	1	0.0%
Scotts Valley	Closed	0		Closed	0		Closed			Closed			0	0	0.0%
TOTAL	13	20	54%	6	24	300%	36			17			72	44	-38.9%
* Reopenings - Capitola 6/12/21, Felton 2/22/20, La Selva Beach 3/20/21, Boulder Creek 5/7/22, Garfield Park 6/11/22, Scotts Valley 8/6/22, Live Oak 10/1/22															

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



STAFF REPORT

DATE: February 2, 2023
TO: Library Joint Powers Authority Board
FROM: Yolande Wilburn, Library Director
RE: FY 2023 Second Quarter Workplan

RECOMMENDATION

Accept and file FY 2023 Second Quarter Workplan.

DISCUSSION

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

The reopening of the newly renovated Live Oak Branch helped to kick off the quarter. Planning continues for the opening day celebrations for the Branciforte and the Aptos branches. The Library hosted and facilitated 761 programs/events inside and outside its walls this quarter. In addition to its many regular programs and services, the Library also began a pilot program with the Santa Cruz County's In-Home Supportive Services Program at the end of November to provide tech help, including bilingual Spanish/English help, to caregivers so they can participate in the program. The In-Home Supportive Services (IHSS) Program helps elderly, blind and disabled people to safely remain in their own homes when they are not able to fully care for themselves or handle routine household tasks. IHSS encourages independence and self-reliance where possible. Ten caregivers/recipients have received assistance.



WORKPLAN: QUARTER 2 FY 2022-2023

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

1. Learning Accomplishments:

Quarter 2

ADULT

- "The library is the best thing that has ever happened in the jail. It brings peace of mind."*
- Santa Cruz County Correctional Officer

- "Having books in here is life. Especially a variety of them."*
- Patron inside the County Correctional Facility

"You guys are really good tech teachers. I could grasp everything, and normally, tech instructors leave me confused and overwhelmed. You presented the material in a clear, comprehensible fashion. Thank you."

- Patron Participant in the Library's Digital Resources Program

"Thank you, thank you, this has been life changing for me. There is a live person who can answer my very primitive technology questions."

- Patron Participant in the Library's Digital Resources Program

Total Adult Service Library Events: 243

Attendance: 1168

Community conversations and connections through partnerships:

- Partnered with Housing Matters to host the new Neighbors for Neighbors meetups for people who want to learn how to take an active role in their neighborhood to bridge divides on the topic of homelessness. (Capitola and Garfield Park)
- Participated in planning and delivering United Against Hate Week (November 14-21) events with Santa Cruz County United for Safe and Inclusive Communities (SCCUSIC), Temple Beth El, and the Resource Center for Nonviolence (RCNV). This annual event supports communities in working together against hate, in order to restore respect and civil discourse, embrace the strength of diversity, and build inclusive and equitable communities for all. SCPL is now a regular participant in SCCUSIC monthly meetings. Events included:
 - Bystander Training presented by Right To Be (Zoom)
 - Youth Panel - Local youth and community leaders joined in a frank discussion about three local incidents of hate and bias and how young people and adults can work together to educate, prevent, and respond to incidents like these in the future. (Hybrid event at Capitola and on Zoom)
 - CALLING PEOPLE IN: Having difficult Conversations about Racism and White Supremacy - United Against Hate Week - Presented by SURJ of Santa Cruz County (Showing Up for Racial Justice)- on Zoom
 - "Repairing the World: Stories from the Tree of Life" documentary film and discussion of a community's response to hate and antisemitism in the aftermath of a horrific tragedy - at the 418 Project
- Partnered with Hospice of Santa Cruz County to host the Death Cafe group-directed discussion of death. (Capitola)

Partnerships to support job training, veterans' services, housing, and mental health:

- Life Literacies Center core partner John Dietz, leader of the Volunteer Housing Navigators, was featured in Lookout Santa Cruz's [John Dietz - Unsung Santa Cruz](https://lookout.co/santacruz/civic-life/story/2022-12-23/unsung-santa-cruz-john-dietz-housing-navigator-homeless-library): "John Dietz is not your average 85-year-old riding out his golden years. He and his team at the downtown Santa Cruz library work diligently to help house folks who might otherwise be deemed off-limits by landlords. They help find important paperwork, fill out forms and prepare for housing interviews. Once those clients are in, the team helps them remain stable. If and when they lose that roof overhead, Dietz and his team try, try again." <https://lookout.co/santacruz/civic-life/story/2022-12-23/unsung-santa-cruz-john-dietz-housing-navigator-homeless-library>
- Volunteer Housing Navigators served 33 participants. The Navigators supported clients through lengthy and discouraging application processes, handling challenges caused by financial insecurity, developing budgets, connecting with County benefits, locating critical information and documents, and gathering history to support renters' rights
- Life Literacies Center added the new Housing Matters Family Outreach to provide open office hours for families experiencing homelessness to access resources, navigate housing, and meet with Housing Matters. During this quarter, Family Outreach helped 27 participants
- Life Literacies Center at the Downtown Library hosted regular partners:
 - Encompass Downtown Outreach Workers served 166 participants
 - Workforce Innovation and Opportunity Act intake for job seekers with Goodwill Central Coast
 - Wings Birth Certificate and Notary Services served 63 participants and helped 27 people obtain their birth certificates
 - Homeless Garden Project Open Office Hours served 25 participants
 - The Diversity Center brought together 24 youth participants.
- Veterans Information Center, open 8 hours/week, served 30 veterans in partnership with local veterans' service organizations. (Downtown)
- Operation Gratitude Letter Writing Campaign - Patrons at every branch had the opportunity to create handwritten letters to include in every Care Package sent to Military and First Responders

Civic Literacy:

- Hosted presentation of Nonpartisan Pros and Cons of State Ballot Measures with League of Women Voters. (Hybrid event at Downtown and on Zoom)

Learning: Older Adults

- Partnered with Hospice of Santa Cruz County to offer an Advance Directives presentation and individual assistance. (Capitola)
- Partnered with Senior Network Services Health Insurance Counseling and Advocacy Program (HICAP) to offer a Medicare Part D presentation. (Capitola)
- Hosted California Highway Patrol to offer Age Well, Drive Smart traffic safety driver education. (Capitola and Scotts Valley)

Learning: Local History and Genealogy

- Hosted the Genealogical Society of Santa Cruz County monthly lecture series -
 - Germany & Germans in America (Zoom)
 - The History of Eberts: A Family Business - Eastside Oral History Project film and talk with local historian Daniel Model. (Zoom)

Community-Led Learning:

- Focus on Fire series - brought to the community by the Felton Library Friends at Felton
 - “CZU Fire in Their Own Words: Fighting Fires, Losing Homes, and Rebuilding Community” film and Q&A with filmmaker
 - “People and Fire in California: Then and Now” presentation with local expert
 - “A Landscape Built to Burn--Fire in Our State Parks” presentation by the Natural Resource Program Manager for the Santa Cruz District of California State Parks.
- Printmaking art workshop series - brought to the community by the Felton Library Friends at Felton
- Collage art workshop - brought to the community by the Felton Library Friends at Felton
- Author talk with local author Kellie (K.M.) (Felton)
- Art workshop creating inspirational cards and origami boxes. (Scotts Valley)

Connect, Have Fun, and Learn:

- Scotts Valley Library Ping Pong Club for teens and adults. (Scotts Valley)
- Gardening Basics workshop for teens and adults with Scarborough Gardens. (Felton)
- Queer Gaming with the Diversity Center monthly - A safe place for LGBTQ+ folks and allies to gather, play games and build community. (Downtown)
- Bridge Club with Santa Cruz County Parks and Recreation. (Capitola)
- Virtual Writers’ Open Mic Night collaborative writing group. (Zoom)
- Community Poetry Circle writing workshops. (Capitola and Felton)
- Book and movie discussion groups. (Felton, Live Oak, La Selva Beach, Boulder Creek, and on Zoom)

Quarter 2

YOUTH

“I just wanted you to know that I sent out books to 17 schools in the county (including mine!). Everyone is soooo appreciative! I have a few more to distribute; might wait until the new year. From all of the SC County school libraries, thank you for the books!”

- Sheryl Andersen, School Librarian at Shoreline Middle School.

130 programs for ages 0-5 with 2548 attendees

209 programs for ages 6-11 with 2179 attendees

179 programs for teens 12-18, with 1300 attendees

Early Literacy/Kindergarten Readiness:

- Demand for the program, “1000 Books Before Kindergarten” has exceeded anticipated supply, but the Library has ordered more starter bags.
- Programs to support early literacy this quarter have included, Felton’s special Halloween-themed storytime; special storytimes at both Boulder Creek and Felton celebrating Native American Heritage Month and winter solstice.
- The Scotts Valley Branch hosted a tour for State Senator John Laird in November, who also read a story to families at the library during a special storytime on November 3.
- Live Oak celebrated Noon Year’s Eve with crafts, snacks and a balloon drop. Seventy people attended this bilingual event for all ages.

Student Success:

- The Library is strategically running its READ program with its Make & Explore!

One librarian noted that: *The children have loved the variety of activities, experiments, and projects we've offered. Homeschool families have been especially grateful for these fun learning opportunities (and the informative handouts, explaining the science, history, etc. behind what we are doing each week, as well as instructions for repeating the projects at home). It has also been a wonderful place where children can interact with each other and hone their social skills. It's a treat to see friendships blossom weekly!*

- In-person Homework Help returned to branches this quarter.

Safe After School:

- Youth Librarians offered 110 STEAM programs to 1,351 school aged children, teens and families throughout the system. These included Make and Explore STEAM Craft programs, Chess, Coding, Animation, Lego Engineering, and Gardening

Teens:

- Dungeons & Dragons reached a new group of teens. The program provides valuable skills of leadership, negotiation, teamwork, and out of the box thinking to achieve goals, help imaginary villagers, and that not all monstrous looking creatures are monsters in need of slaying, sometimes they are pets in need of saving.

School Partnerships:

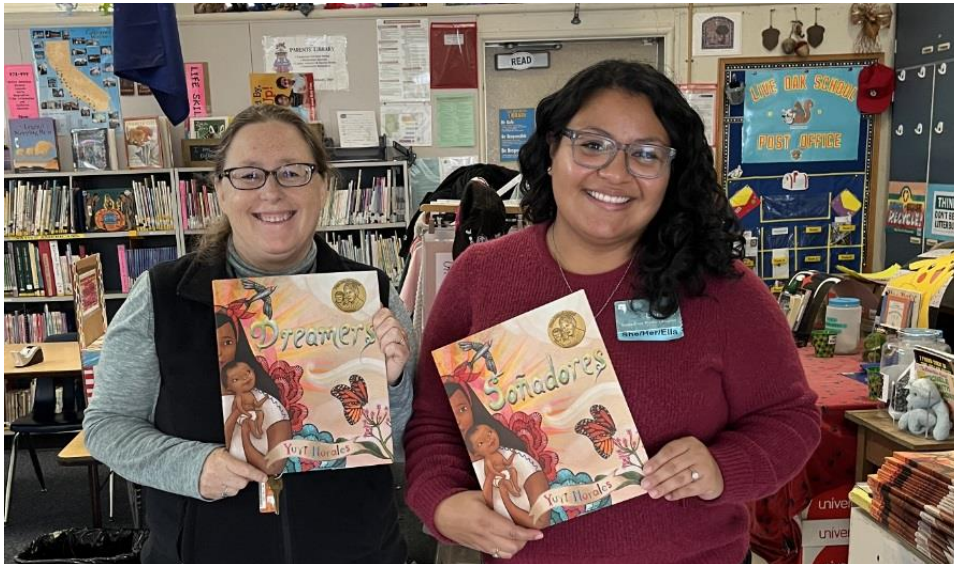
- The Live Oak School District invited Library staff to participate in the Community Engagement Initiative in partnership. The goal of this statewide grant-funded initiative is to improve engagement between families, schools, and community partners. The initiative includes conferences and developing identifying strategies for supporting alignment around learning.
- Staff tabled at Del Mar Elementary's Trick or Treat event, giving out library bookmarks and Halloween-themed button pins.
- An entire 2nd grade class from DeLaveaga Elementary participated in the Library's Lea Latinx reading challenge during Latinx Heritage Month (program developed by Ivàn and Lorena). The teacher submitted 27 entries, and shared that she was so happy to see a program that promoted diverse content and inclusivity.
- The Library donated two carloads of books and playaways no longer needed for our collections to schools throughout the county. Shoreline Middle School Librarian Sheryl Anderson collected the items and distributed them to other school librarians, who were thrilled to receive them.

Community Partnerships:

- The Library partnered with California State Parks to offer "When the Mission Bells Rang - A StoryWalk through Downtown Santa Cruz". Pages from the book "When Mission Bells Rang" by UCSC professor emeritus Judith Scott were posted on panels in the windows of

downtown businesses, and storywalk participants read through the panels as they made their way from the Downtown Branch Library to the Mission Park.

- The Library partnered with Live Oak Farmers' Market and Live Oak School District to offer a bilingual storytime and hosted a market hunt at Día de la Familia, when the market offered \$10 incentive for fresh fruits and veggies to families in the school district at the market.
- The Library partnered with the Walnut Avenue Women's and Family Center to display materials at the Live Oak, Boulder Creek and Scotts Valley Branches during October for Domestic Violence Awareness Month.
- Staff also partnered with Live Oak School District on their first ever Caregivers' University on Saturday, November 5, hosting a reading room, presenting a bilingual storytime and also sharing information about library programs and services.



Quarter 2

OUTREACH

- Events:
 - Open Streets Santa Cruz County on West Cliff Drive - Engaged with 100+ people
 - Downtown Santa Cruz Winter Holiday Parade
 - Food Truck Friday at Scotts Valley Skypark
 - Storywalk Event with California State Parks - Santa Cruz District at the Santa Cruz Mission State Park
- Trivia night in Scotts Valley at Steel Bonnet
- Veterans Appreciation at Cabrillo College
- County Corrections Facilities (CCF):

“People & Stories” reading and discussion class - 10 classes with 71 total participants. This quarter's classes resulted in 1 Milestone awarded to a participant. Milestones reward participation in educational courses with credit towards early release.

2. Digital Inclusion Accomplishments:

Quarter 2

- Began pilot with Santa Cruz County's In-Home Supportive Services Program at the end of November to provide tech help, including bilingual Spanish/English help, to caregivers so they can participate in the program. The In-Home Supportive Services (IHSS) Program helps elderly, blind and disabled people to safely remain in their own homes when they are not able to fully care for themselves or handle routine household tasks. IHSS encourages independence and self-reliance where possible. Ten caregivers/recipients have received assistance.
- Taught 5 Tech Talks workshops to 35 attendees on the following topics: Mobile Device Security, Search Strategies, Library Databases and Resources, Focus and Productivity Tools . (Capitola, Downtown, and on Zoom)
As a result of these workshops, participants reported 85% more capability in using their devices and 90% intention to apply what they had just learned
- Created new Digital Learning resources web page to support learning how to counteract the health downsides of using technology and to manage/use technology instead to improve physical and mental well-being
<https://www.santacruzpl.org/digitallearning/?display=mind-and-body>
- Held 83 in-person tech help appointments. (Capitola, Downtown, and Felton)
- The Library was awarded \$20,000 in LSTA funds to purchase laptops for afterschool STEAM programs.

3. Transformative Spaces Accomplishments:

Quarter 2

- The Live Oak Branch reopened on October 1 with a completely reimagined children's area. Families were delighted with the sea-themed design and the child-friendly furnishings. We celebrated the reopening with a special bilingual presentation from Musical Me and a performance by the Ukulele Club of Santa Cruz.
- Created MOU to host Santa Cruz Mid-County Groundwater Association quarterly public meetings at Capitola

4. User Experience Accomplishments:

Quarter 2

- The Felton Branch created new ways to shelve and display board books, vox books, and kits in a spot that is easy to access and convenient for young children and their caregivers. It also separated J audiobooks and feature them in a prominent space. New J items have a new home in a prominent location.
- Lendable Tech update: Introduced 28 new Chromebook + Hotspot tech bundles for checkout. Each bundle includes a Chromebook, a T-Mobile hotspot, a headset, a mouse, and charging cables for the Chromebook and hotspot. All contents are packaged in a convenient case with a shoulder strap.
- Parks Pass update: Added 123 California State Parks Passes, bringing the total number of circulating passes to 167, eliminating the holds list for a Parks pass.

More information about these passes: In partnership with the First Partner's Office and the California State Library, State Parks is providing free vehicle day-use entry to over 200 participating state park units operated by State Parks for check out to library-card holders. The California State Library Parks Pass is valid for entry of one passenger vehicle with capacity of nine people or less or one highway licensed motorcycle.

5. Organizational Capacity:

Quarter 2

- Hosted the Monterey Bay Area Cooperative Library System (MOBAC) Fall Reference Workshop for librarians on the curation of e-resources. (Zoom)
 - Completed Digital Literacy Internship with San Jose State iSchool student to create videos and workshop content for Digital Literacy programming.
 - Moved public services librarians from Library Headquarters to the Downtown library. The Library's Information Technology staff and the Collection Management Service staff moved from the Downtown Library to the Library Headquarters.
 - Microsoft approved the Library's request to be recognized as an Academic Institution. As a result, the Library qualifies at Academic pricing for their software products, reducing the Library's costs.
 - The Library received grant funding to re-wire of LSB; replace Cisco Network switches at all Branch locations; and replace Dell Servers at all Branch location.
-

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



STAFF REPORT

DATE: February 2, 2023
TO: Library Joint Powers Authority Board
FROM: Yolande Wilburn, Library Director
RE: Budget Adjustments for FSCPL Donation and Richardson Trust

STAFF RECOMMENDATION

- 1). Accept and amend the FY 23 Operating Budget to include donations in support of library services from the Friends of the Santa Cruz Libraries totaling \$125,000.
- 2). Accept and amend the FY 23 Operating Budget to include an increase in bequest funds from the Richardson Trust in support of library materials in the amount of \$ \$7,459.

DISCUSSION

- 1). The annual request from the Friends has been approved for \$125K. This continued financial support will help the Library and its goals of providing exceptional programs and services to the public.

Summer Reading: \$25,000

Homework Help/READ/Spanish Storytime: \$41,500

Other Program Support: \$35,000

Capital Projects: \$23,500

Total: \$125,000

2). The Richardson Trust, which is managed by Comerica bank, sent two disbursements this year. The budget adjustment will account for both in FY 23.

The Richardson Trust is a bequest that the Library may use for the purchase of nonfiction books written for the general public.

Attachments: Budget Adjustment

Report Prepared by: Kira Henifin, Principal Management Analyst

Reviewed and Forwarded by: Yolande Wilburn, Library Director

**City of Santa Cruz
BUDGET ADJUSTMENT REQUEST**

Clear Form

- Administrative Approval
- Council Approval

Fiscal Year: 2023

Date: 01/24/2023

Reso #:

Purpose: Accept FSCPL funds.

ACCOUNT	PROJECT	PROJECT NAME	REVENUE EDEN ACCOUNT TITLE	AMOUNT
951-36-51-0000-46309	p362201-464-5010-1094	FSCPL	Donations	125,000.00
951-36-51-0000-46303	p360814-989-5012-1093	Richardson Trust	Donations	7,459.00
TOTAL REVENUE				132,459.00

ACCOUNT	PROJECT	PROJECT NAME	EXPENDITURE EDEN ACCOUNT TITLE	AMOUNT
951-36-51-3601-57990	p362201-100-2020-0	FSCPL	Capital Expense	23,500.00
951-36-51-3601-54990	p362201-100-2020-0	FSCPL	Misc. Supplies	101,500.00
951-36-51-3601-53106	p360814-100-2020-186	Richardson Trust	Books and Periodicals	7,459.00
TOTAL EXPENDITURE				132,459.00

NET: \$ 0.00

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

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



STAFF REPORT

DATE: February 2, 2023
TO: Library Joint Powers Authority Board
FROM: Yolande Wilburn, Library Director
RE: Budget Adjustment for Grant Funds Awarded

STAFF RECOMMENDATION

Accept and amend the FY 23 Operating Budget to include grant funds awarded from the California Library Connect Program offered through the California State Library in the amount of \$114,625.17.

DISCUSSION

The California State Library program entitled California Library Connect has awarded SCPL a grant in the amount of \$114,625.17. This grant will fund several projects to provide library patrons and staff with a more secure and reliable network along with a safer workplace for the staff.

These funds will be used to replace current switches and servers for all branches. The funds will also be used for re-wiring and relocating the network room at the La Selva Beach Branch location.

Attachments: Budget Adjustment
 Grant Award Letter

Report Prepared by: Kira Henifin, Principal Management Analyst

Reviewed and Forwarded by: Yolande Wilburn, Library Director

**City of Santa Cruz
BUDGET ADJUSTMENT REQUEST**

Clear Form

- Administrative Approval
- Council Approval

Fiscal Year: 2023

Date: 02/02/2023

Reso #:

Purpose: Accept grant funds from the CA State Library at the 2/2/23 LJPB meeting.

ACCOUNT	PROJECT	PROJECT NAME	REVENUE EDEN ACCOUNT TITLE	AMOUNT
951-36-51-3601-43210	g362303-270-2100-0	CLC Grant	State Grant	114,625.17
TOTAL REVENUE				114,625.17

ACCOUNT	PROJECT	PROJECT NAME	EXPENDITURE EDEN ACCOUNT TITLE	AMOUNT
951-36-51-3601-57409	g362303-100-2020-0	CLC Grant	Computer Hardware	114,625.17
TOTAL EXPENDITURE				114,625.17

NET: \$ 0.00

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



November 18, 2022

To: Yolande Wilburn, Library Director
Santa Cruz Public Library

Re: California Library Connect Grant Award--Year 9

Dear Yolande,

Congratulations! I am pleased to announce that the California Library Connect ("CLC") grant program is awarding funding to the Santa Cruz Public Library.

The CLC team informed me that the Santa Cruz Public Library is completing several connectivity projects to provide library patrons and staff with a more secure and reliable network along with a safer workspace for the staff of Santa Cruz Public Library.

This letter constitutes the State Library's recognition of award for the grant application submitted by Santa Cruz Public Library in the following amount(s):

Technology Hardware Funding:	\$106,035.42
Upgrades to Inside Wiring:	\$8,589.75
Total award:	\$114,625.17

Please continue to work with Rachel Stogner, Grants Coordinator for California Library Connect, who is the grant coordinator for the California Library Connect grant program. She may be contacted at grants@californialibraryconnect.org. You should expect payment of this grant in whole from CTC Technology & Energy.

Respectfully yours,

A handwritten signature in black ink that reads "Rebecca L. Wendt".

Rebecca L. Wendt
Deputy State Librarian

On behalf of

Greg Lucas
California State Librarian

Cc: Heather Mills, Program Administrator, CTC Technology & Energy
Rachel Stogner, Grants Coordinator, CTC Technology & Energy
Caroline Mueller, Project Coordinator, CTC Technology & Energy

Library – Courts Building
P.O. Box 942837
Sacramento, CA 94237-0001

916-323-9759
csl-adm@library.ca.gov
www.library.ca.gov



Santa Cruz County Library Financing Authority

Agenda Item Submittal

From: Library Financing Authority

831-454-2100

Subject: Revenue Estimates for Fiscal Years 2022-23 and 2023-24

Meeting Date: January 25, 2023

Recommendation

Approve the revised revenue estimate for Fiscal Year 2022-23 and preliminary revenue estimate for Fiscal Year 2023-24.

Discussion

In January of each year, the County Administrative Office is required to provide the Authority's Board with a report including an estimate of the funds available to the Authority for the upcoming fiscal year. Based on the report of funds available, the Board decides for the upcoming fiscal year the proposed amount to be distributed to qualified public libraries.

The final distribution amount for the upcoming fiscal year is then determined in June following the issuance of updated population numbers by the State and based on the latest revenue estimates.

Revenue Estimates

The LFA Revenue Estimates table includes the following amounts:

- The 2022-23 Approved Budget;
- The 2022-23 Revised Estimate and the variance from the 2022-23 Approved Budget;
- The 2023-24 Preliminary Estimate and the difference from the 2022-23 Approved Budget; and
- The Distribution Detail for the qualified public libraries.

2022-23 Revised Estimate

As a result of the 2022-23 revised estimate (Column 4), staff anticipate that total revenues available to the Library Financing Authority from Measure R sales tax, Maintenance of Effort contributions and interest earnings will be \$22,821,466, which is \$9,558 (0.04 percent) more than the budgeted amounts approved in June 2022.

Sales Tax Revenue

The revised sales tax estimate is \$917 (0.01 percent) more than the 2022-23 Approved Budget. The revised estimate includes actual sales tax receipts for the first two quarters of 2022-23 and an estimate for the remainder of the fiscal year. The result is a revised sales tax estimate of \$13,965,132, which is net of the California Department of Tax and Fee Administration's Administrative Cost Assessment, annual audit fees and insurance costs. While the slight increase results from insurance costs that were less than the amount budgeted, actual sales tax revenue remains consistent with the budget.

In accordance with the Board's direction, this office provides an update at the end of each quarter to the members of the Authority and to the libraries and cities. Staff will provide the next update in April 2023 when actual sales tax revenue for the third quarter of 2022-23 is known.

Maintenance of Effort

In 2022-23, the Maintenance of Effort (MOE) contributions from the City of Watsonville remained the same, while the City of Santa Cruz's contribution grew by \$162,102, and the County Library Fund's contribution grew by \$999,478. This growth is included in the Approved Budget and January estimate, resulting in total contributions of \$8,840,556.

Interest Earnings

Staff anticipate that 2022-23 interest earnings for the Library Financing Authority will be \$15,778, or \$8,641 more than the budgeted amount approved in June 2022.

Distributions

In 2022-23, the distribution of MOE contributions remains the same with the Watsonville Library receiving a fixed distribution of \$1,563,703. The remaining amount available from MOE contributions, totaling \$7,276,853, is being distributed to the Santa Cruz City-County Library System.

Sales tax and interest earnings are being distributed on a per capita basis using the State's population estimates. The revised estimates for these distributions are shown in the attached table.

2023-24 Preliminary Estimate

The 2023-24 preliminary estimate (Column 6) is that total revenues available to the Library Financing Authority will be \$23,676,036, which is \$864,128 (3.8 percent) more than the 2022-23 Approved Budget.

Sales Tax Revenue

The 2023-24 preliminary estimate for sales tax is expected to remain relatively flat with 0.5 percent growth based on current year performance and information from HdL, the Authority's sales tax consultant. In 2023-24, sales tax revenue is estimated at \$14,033,110, which is \$68,895 (0.5 percent) more than the 2022-23 Approved Budget. This amount reflects total sales tax receipts after administrative, audit and insurance costs.

Maintenance of Effort

The MOE component of the 2023-24 revenue estimate assumes the same contribution from the City of Watsonville, and increased contributions of \$237,693 from the City of Santa Cruz and \$548,899 from the County Library Fund. Based on the Fourth Amendment to the Joint Exercise of Powers Agreement, MOE contributions will total \$9,627,148 in 2023-24.

Interest Earnings

Staff assumes an increase of \$8,641 in 2023-24 interest earnings from the 2022-23 Approved Budget.

Distributions

In 2023-24, the distribution of MOE contributions for the Watsonville Library decreases for the first time to \$1,512,602, as agreed upon in the Fourth Amendment. The remaining amount available from MOE contributions, totaling \$8,114,546, will be distributed to the Santa Cruz City-County Library System.

Sales tax and interest earnings will be distributed on a per capita basis using the State's population estimates. The preliminary estimates for these distributions are shown in the attached table.

Submitted by: LFA

Attachments:
LFA Revenue Estimates

Library Financing Authority - January 2023 Estimates

	(1)	(2)	(3)	(4)	(5)	(2)	(6)	(7)
	2022-23					2023-24		
Item	Population %**	Approved Budget	January Estimate	Variance		Population %**	January Estimate	Difference from Prior Year Budget
Measure R (Sales Tax)*		\$13,964,215	\$13,965,132	\$917			\$14,033,110	\$68,895
Maintenance of Effort								
City of Santa Cruz		1,976,853	1,976,853	0			2,214,546	237,693
City of Watsonville		541,684	541,684	0			541,684	0
County Library Fund		6,322,019	6,322,019	0			6,870,918	548,899
Subtotal		<u>8,840,556</u>	<u>8,840,556</u>	<u>0</u>			<u>9,627,148</u>	<u>786,592</u>
Interest Earnings		7,137	15,778	8,641			15,778	8,641
Carryover Balances or Surplus Funds		0	0	0			0	0
Total		<u>\$22,811,908</u>	<u>\$22,821,466</u>	<u>\$9,558</u>			<u>\$23,676,036</u>	<u>\$864,128</u>
Distribution Detail								
Measure R (Sales Tax)								
Watsonville Library	22.12%	\$3,088,884	\$3,089,087	\$203		22.12%	\$3,104,124	\$15,240
Santa Cruz Library System	77.88%	10,875,331	10,876,045	714		77.88%	10,928,986	53,656
Total	100.00%	<u>\$13,964,215</u>	<u>\$13,965,132</u>	<u>\$917</u>		100.00%	<u>\$14,033,110</u>	<u>\$68,895</u>
Maintenance of Effort								
Watsonville Library		\$1,563,703	\$1,563,703	\$0			\$1,512,602	(\$51,101)
Santa Cruz Library System		7,276,853	7,276,853	0			8,114,546	837,693
Total		<u>\$8,840,556</u>	<u>\$8,840,556</u>	<u>\$0</u>			<u>\$9,627,148</u>	<u>\$786,592</u>
Interest Earnings								
Watsonville Library	22.12%	\$1,579	\$3,490	\$1,911		22.12%	\$3,490	\$1,911
Santa Cruz Library System	77.88%	5,558	12,288	6,730		77.88%	12,288	6,730
Total	100.00%	<u>\$7,137</u>	<u>\$15,778</u>	<u>\$8,641</u>		100.00%	<u>\$15,778</u>	<u>\$8,641</u>
Carryover Balances or Surplus Funds								
Watsonville Library	22.12%	\$0	\$0	\$0		22.12%	\$0	\$0
Santa Cruz Library System	77.88%	0	0	0		77.88%	0	0
Total	100.00%	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>		100.00%	<u>\$0</u>	<u>\$0</u>
Grand Total								
Watsonville Library		\$4,654,166	\$4,656,280	\$2,114			\$4,620,216	(\$33,950)
Santa Cruz Library System		18,157,742	18,165,185	7,443			19,055,820	898,078
Total		<u>\$22,811,908</u>	<u>\$22,821,466</u>	<u>\$9,558</u>			<u>\$23,676,036</u>	<u>\$864,128</u>

* Net of the cost of the annual audit that was authorized by the Library Sales Tax ballot measure, the California Department of Tax and Fee Administration's Administrative Cost Assessment and insurance costs

** Based on California Department of Finance E-1 Population Estimates for January 1, 2022 as released May 2, 2022

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



STAFF REPORT

DATE: February 2, 2023

TO: Library Joint Powers Authority

FROM: Yolande Wilburn, Library Director

SUBJECT: Library “Electric Vehicle (EV)” Stations

RECOMMENDATION

Review and File

DISCUSSION

Overview

The Library needs to address the ongoing maintenance of the EV stations at the Capitola and Felton Branch Libraries. In particular the dual port station at our Capitola location has been out of order for some time. The City of Santa Cruz has offered to manage the EV stations at our library locations. In order to do that they need our stations to be converted to Blink Charging Stations.

The City of Santa Cruz’s Facilities Maintenance/Energy Project Coordinator, Andy Shatney, would lead the project of converting the stations to Blink Charging stations and would be able to add the payment feature to the charging stations. Currently, the Library does not charge for the EV charging stations but these stations do cost the Library by increasing electricity costs. This service is costing the Library to offer this amenity for free. The cost of converting the stations would be off set with rebates being offered. Blink offers a 1-year warranty on their charging stations.

The City would be responsible for managing the EV maintenance portals and payments. They would coordinate repairs as needed and would ask for our building maintenance crew to meet repair personnel at the stations to help with turning off power or other building specific needs. All revenue from these stations would come directly to the Library.

Financial Impact

The City has worked with Blink to estimate replacements costs. In addition, they have a grant resource that would allow these stations to receive a rebate making the EV station replacements free.

Replacement Cost (Dual ports at Capitola and Felton): \$5,000 per connector

Rebate Offered through Cal eVIP: \$6,500 per connector

Cost to Library: \$0

Since the Library does not have usage statistics from the current charging stations, because Capitola’s station is not networked and Felton’s usage is set to private, we can use the City’s charging station information as a comparative base line. The City’s charging model is based on a break-even model. The Library could choose another payment model but the costs below are based on this break-even model.

Average Revenue City EV Stations Generate: \$1,200 per year per charger

Rates for Users: \$.35 kWh

Library Cost: \$.25kWh

Maintenance and Staff Time: \$.10 kWh

Annual Blink Maintenance per station: \$216 per year per charger

The installation of the new stations would be covered through a grant rebate program. Therefore, the only annual cost the Library would pay would be Blink’s annual maintenance fee of \$216. The projected revenue for the Library would be zero but the electricity costs would be recouped through implementing a fee for charging EV vehicles.

	Capitola Charging Port 1	Capitola Charging Port 2	Felton Charging Port 1	Felton Charging Port 2
Replacement Cost	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
Rebate Offered	\$ 6,500	\$ 6,500	\$ 6,500	\$ 6,500
Annual Vendor Maintenance	\$ 216	\$ 216	\$ 216	\$ 216
Cost to Library- Annually	\$ 216	\$ 216	\$ 216	\$ 216
Revenue Generated	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200
Utility Cost	\$ 857	\$ 857	\$ 857	\$ 857
Maintenance and Staff Time	\$ 343	\$ 343	\$ 343	\$ 343
Revenue Generated-Annually	\$ (0)	\$ (0)	\$ (0)	\$ (0)

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: February 2, 2023
TO: Library Joint Powers Authority Board
FROM: Yolande Wilburn, Library Director
RE: Library Policy #305 Display

STAFF RECOMMENDATION

Adopt Policy #305 Display

DISCUSSION

Since September 2022, a team of staff members on the Library's Policy Review Committee have been revising Policy #305 Display. The City of Santa Cruz's Risk Manager and City Attorney's Office provided recommendations during the revision process. On November 14, 2022, the Library Advisory Commission reviewed, accepted, and filed an updated version of Policy #305 Display. Since the meeting, all staff members within the library system were provided an opportunity to provide input on the updated version. Based on feedback from staff, the team made minor changes to the updated version of Policy #305.

During the process of updating Policy #305, the team of staff members identified and addressed risk management and legal concerns. The following summarizes the changes in the updated policy:

- **Prohibitions on Political and Religious Messages:** The current Policy #305 prohibits "[n]otices about political candidates, religious services, or private enterprises" to be posted on bulletin boards. However, the Santa Cruz Municode Code 9.49.030 permits "[s]igns containing political, civic, public service, or religious messages" to be posted on "public property only on public light and utility poles, kiosks and public bulletin boards." Therefore, the particular provision in the current Policy #305 conflicts with the City of Santa Cruz Municipal Code 9.49.030. The updated version of Policy #305 will allow political and religious messages to be displayed at designated public bulletin boards and display cases, if space is available.

- **First Amendment Concerns:** The Free Speech Clause of the First Amendment and forum classification doctrine governs this display policy. The Library will have content-neutral restrictions for spaces designated as public bulletin boards and display cases. Wall-mounted exhibits for 2D artwork will be limited to library use only at all branches, where the Library will have flexibility in determining the content. After the Library Joint Powers Authority Board adopts the updated version of Policy #305, the logistics of the Art Committee for the wall-mounted exhibits will be developed. The full implementation of the artwork selection process will likely not occur until early 2024.
- **Rumors of Insurance Coverage:** Although the current version of Policy #305 explicitly states the “Library system has no insurance covering the contents of display cases or other exhibits,” rumors that the Library insures artwork in display cases and wall-mounted exhibits have been circulating for an unknown time period. While revising Policy #305, the Library reevaluated insurance coverages. Offering insurance coverage for artwork will open the Library, local jurisdictions, and the Library Joint Powers Authority up to civil liability. Library branches do not have adequate personnel and equipment to protect artwork compared to a commercial art gallery or an art museum. The associated costs with litigation may result in negative impacts to staff and services. Hence, the Library clarified the language on insurance coverage in the updated version of Policy #305.

Attachments

- Updated Policy #305 Display
- Current Policy #305 Display
- Copy of City of Santa Cruz Municipal Code 9.49

Prepared by: Gregory Yeh, Management Analyst

Reviewed and Approved by: Yolande Wilburn, Library Director

Display Policy: Bulletin Boards, Display Cases and Wall-Mounted Exhibits

JPAB Policy # 305
Approved: 10/2001
Last Revised: 1/2023
Five-year Review Schedule: 1/2028

To create welcoming spaces that serve the needs of a diverse community, the Santa Cruz Public Libraries (hereinafter the "Library") may make available for Library use or community use certain designated spaces for conveying information or publicizing events pursuant to the conditions provided in this Display Policy. As provided further below, bulletin boards and display cases shall be open for public use pursuant to the guidelines in this Display Policy, and wall-mounted exhibits shall be reserved for Library use only.

Members of the public understand that the Library accepts no liability for the contents of any display and/or exhibit displayed by the public.

The following rules govern the type and manner in which materials may be displayed.

Bulletin Boards

The Library Bulletin Boards shall be open for public use pursuant to the guidelines listed below. Content in any posting by the public on the bulleting boards does not necessarily represent the values, agenda, and policies of the Library, its staff, or the Library Joint Powers Authority Board. The Library assumes no responsibility for the preservation, protection, or security against theft or damage to any displayed material.

- All materials must be submitted to the branch service desk for posting. Library staff reserves the right to deny materials if the posting does not comply with this Display Policy, or if the content violates local, state, or federal laws, including but not limited to, any laws on obscenity, libel, defamation of character or invasion of privacy. The Library shall endeavor to post bulletin board materials on a first-come, first-served basis.
- Branch managers will determine the maximum size of materials on bulletin boards within their location. The Library does not guarantee space to post materials. Staff reserves the right to deny submissions if staff deems that there is no available space at that time on the bulletin board.
- All materials must have a posted and removal date on them. No materials should be posted longer than 15 calendar days. Library staff are not obligated, but they reserve the right to remove materials after the removal date has passed, dates have been falsified, or no removal date exists on the material.

Display Cases

The Library Display Cases at the Downtown Branch, Felton Branch, Live Oak Branch, and Boulder Creek Branch shall be open for public use pursuant to the guidelines listed below. Content expressed in or on display cases does not necessarily represent that of the Library, its staff, or the Library Joint Powers Authority Board. Library assumes no responsibility for the preservation, protection, or security against theft or damage to any displayed material. Participants assume all

responsibility for their display, including the provision of any desired insurance coverage. The Library shall not be responsible for or insure any displays at the Library.

- Display Cases shall not be used for commercial purposes, including but not limited to advertising for any goods or services. No work of art, craft, or artifact displayed may be priced for sale.
- Groups or individuals shall make a request to reserve space by completing the Library's Display Case Reservation Form, which shall include the proposed content of the display and a signed waiver of liability, release, assumption of risk and indemnity agreement. Approval shall be based on compliance with this Display Policy and shall be subject to available space.
- Generally, only one display per year per individual/organization may be booked at any one Library branch.
- Displays are retained monthly or as decided by the Library Branch Manager or their designee.
- The Library shall endeavor to schedule displays on a first-come, first-served basis.
- Each display must contain a sign indicating the name of the sponsoring group or individual. This sign shall be provided to the Library Branch Manager for review or their designee, by the sponsoring group or individual, at its sole cost, in advance of posting the display. The sponsor may also post a sign listing its address and phone number so that interested members may contact the sponsor directly. The sign may not exceed 5.5 x 8.5 inches. The location of the sign will be determined by the branch manager.
- Any participating individual or sponsor understands that in displaying contents in the cases, they are voluntarily agreeing to accept and assume any and all risks, known or unknown, including injury or property damage. By displaying contents in the cases, the participating individual or sponsor agrees not to assert any claim, institute any suit or other legal process against the Library, its officers, officials, employees, agents or volunteers for any property damage resulting from or in any way related to the display cases. If the sponsoring group or individual is concerned about insuring a display, that group or individual shall be responsible for obtaining and maintaining their own insurance.
- The group or individual must follow all rules regarding installation and de-installation established by the Library branch at which the display is exhibited. Such rules may be changed from time to time by the applicable Library branch.
- Failure to adhere to the Library's Display Policy may result in removal of the current display as well as restrictions from further use of the Display Cases.
- Branch Managers, the Assistant Director of Libraries, or the Director of Libraries reserve the right to remove any display at any time if a display does not reflect any of the information stated in the Display Case Reservation Form or if the display does not comply with this Display Policy.
- The Library reserves the right to remove displays after the display period has ended as designated in the Display Case Reservation Form. The Library also reserves the right to

discard or donate any displays not retrieved within 14 calendar days after the end of the agreed upon display period.

Wall-Mounted and Rotating Art Exhibits

The Library wall-mounted and rotating art exhibits shall be reserved for Library use only and shall not be open for public use.

The Library may solicit artwork to display on wall-mounted spaces or for rotating art exhibits. Interested artists should contact the Branch Manager at any Library branch to obtain information on how to submit their work on the Library's website. All submitted artwork shall be reviewed and selected by the Library's Art Committee. The artwork shall be evaluated by the Library's Art Committee based on the following criteria and standards:

- The artistic quality and originality of the artwork.
- The suitability of the artwork to the aesthetics of the applicable Library branch and exhibition space.
- The size or dimensions of the artwork.
- Budget considerations of the Library.
- The artwork does not contain images of an offensive nature, including but not limited to, elements of graphic depiction of violence or sexually explicit imagery or nudity.
- The artwork shall comply with any existing State and Federal laws on obscenity, libel, defamation of character or invasion of privacy.

The Library reserves the right to form partnerships with Santa Cruz County arts organizations to schedule, select, coordinate, and manage art exhibits.

All artists selected to display artwork shall be responsible for hanging or installing their artwork in compliance with this policy, as well as in compliance with any instructions from the Library's Art Committee or any Branch Manager.

No work displayed may be priced for sale.

The Library assumes no responsibility for the preservation, protection, or security against theft or damage to any artwork. Participating artists or individuals displaying artwork at a Library branch assume all responsibility for their display, including the provision of any desired insurance coverage. The Library shall not be responsible for or insure any artwork displayed at the Library. Any artist or individual submitting artwork to be displayed at a Library branch shall provide a signed waiver of liability, release, assumption of risk and indemnity agreement in a form provided by the Library.



**DISPLAY CASE RESERVATION FORM
AND
WAIVER OF LIABILITY, RELEASE,
ASSUMPTION OF RISK AND INDEMNITY AGREEMENT**

LIBRARY BRANCH: _____ DISPLAY CASE ASSIGNED: _____

PARTICIPANT (Please Print): _____

ORGANIZATION, if applicable: _____

PHONE: _____ EMAIL: _____

SECONDARY CONTACT INFORMATION:

NAME: _____

PHONE: _____ EMAIL: _____

DESCRIPTION OF DISPLAY: _____

SETUP DATE/TIME _____ REMOVAL DATE/TIME _____

Assumption of Risk: By using a display case (the “Display”) at the Santa Cruz Public Libraries (hereinafter, “SCPL”), the Participant voluntarily agrees to accept and assume any and all risks, known or unknown, including the risk of injury, property damage, or death.

Indemnification, Waiver and Release: Participant hereby agrees to release, discharge, hold harmless and indemnify the Library Joint Powers Authority, the Santa Cruz Public Libraries, the



City of Santa Cruz, the City of Scotts Valley, the City of Capitola, and the County of Santa Cruz, and each entity's respective officers, officials, employees, agents and volunteers from and against all actions, claims, or demands (including attorney fees and costs) for injury, death, or damage resulting from or in any way related to the Display, to the fullest extent permitted by law.

Installation: The undersigned has read the Library's Display Policy and agrees to follow the rules set out therein. Failure to adhere to the Library's Display Policy may result in removal of the Participant's Display and restrictions from further use of the Display Case.

Authorization for Use of Photos/Videos: Participant authorizes SCPL to use photographs and/or videos taken of the Display or Participant for reproduction in any medium for any lawful purpose.

Severability. In the event that any clause or provision of this Agreement shall be held to be invalid by any court of competent jurisdiction, the invalidity of such clause or provision shall not affect any of the remaining provisions of this Agreement.

Interpretation. Participant acknowledges that the normal rule of construction to the effect that any ambiguities are to be resolved against the drafting party shall not be employed in the interpretation of this Agreement.

I HEREBY CERTIFY THAT I HAVE CAREFULLY READ THIS AGREEMENT AND FULLY UNDERSTAND ITS CONTENTS. I FURTHER CERTIFY MY UNDERSTANDING THAT THIS AGREEMENT CONSTITUTES A RELEASE OF ALL CLAIMS AGAINST THE SANTA CRUZ PUBLIC LIBRARIES AND AGAINST ALL OTHERS MENTIONED IN THE AGREEMENT. I ACKNOWLEDGE THAT I AM VOLUNTARILY SIGNING MY NAME TO THIS AGREEMENT AND BY DOING SO AM ACCEPTING ITS TERMS AS BINDING UPON MYSELF, MY HEIRS, EMPLOYEES, AGENTS, LEGAL REPRESENTATIVES, ORGANIZATION, AND ASSIGNS.

SIGNATURE OF PARTICIPANT: _____ DATE: _____

Display Policy: Bulletin Boards, Display Cases and Wall-Mounted Exhibits

JPAB Policy # 305
Approved: 10/2001
Last Revised: 9/2014
Five-year Review Schedule: 5/2019

In the context of its mission to enhance Santa Cruz County's quality of life by providing vibrant physical and virtual public spaces where people connect, discover, and engage the mind, the Library System makes available for community use display cases, bulletin boards, and other space for conveying information or publicizing events. The following rules govern the type and manner in which materials may be displayed.

Bulletin Boards

- Bulletin Boards in public areas may be used to publicize cultural events and programs of community interest.
- Notices about political candidates, religious services, or private enterprises may not be posted.
- All materials must be submitted to the branch service desk for posting and approval.
- Branches using digital signage may require posted notices to be received in or converted to electronic format for posting.

Display Cases

- Use of Display Cases is reserved for individuals, non-profit and not-for-profit groups only.
- Groups or individuals may reserve space in display cases on a first-come, first-served basis, by making arrangements in advance with the Branch Manager or her/his designee.
- Generally, only one display per year per individual/organization may be booked at any one Branch.
- Displays are for one calendar month.
- Displays must be of interest to some segment of the community. They may not advocate the election of any candidate for political office. They may concern an issue of current political interest. It is understood that the opinions expressed in the display do not represent those of the Library System, its staff, or the Library Joint Powers Authority Board and signs stating this are posted at each Display Case.
- The Library System will endeavor to make display space available to groups representing all sides of issues. It reserves the right to schedule displays on the first-come, first-served

basis cited in Number 2 above. For displays regarding issues of current public debate, it also reserves the right to facilitate public comment on the issue via a binder in which people are invited to write their comments.

- Each display must contain a sign indicating the name of the sponsoring group or individual. The sponsor may also post a sign listing its address and phone number so that interested members may contact the sponsor directly.
- No work of art, craft, or artifact displayed may be priced for sale. The artist or sponsor of the display may post a sign within the display case stating that her/his business card is available at the service desk.
- The Library System has no insurance covering the contents of display cases or other exhibits. If the sponsoring group or individual is concerned about insurance, it must make independent arrangements.
- The group or individual must follow all rules regarding installation and de-installation established by the Branch at which the display is mounted.
- Groups or individuals sponsoring displays must sign a Display Reservation Form provided by the Library System stating the proposed content of the display and attesting that they understand the rules and policies governing displays.
- Branch Managers or the Director of Libraries reserve the right to remove any display whose content does not reflect that stated in the Display Reservation Form.
- Library reserves the right to remove displays after the month display period has ended.

Wall-Mounted Exhibits

- All the strictures listed above apply to wall-mounted exhibits.
- The Library System reserves the right to specify and limit the space in which wall-mounted exhibits are displayed.
- The Library System reserves the right to form partnerships with Santa Cruz County arts organizations to select, coordinate, and manage the hanging of art exhibits.

Chapter 9.49
NONCOMMERCIAL SIGNS ON PUBLIC PROPERTY

Sections:

- 9.49.010 Purpose.**
- 9.49.020 Definitions.**
- 9.49.030 Permitted signs.**
- 9.49.040 Prohibited signs.**
- 9.49.050 Removal of signs.**
- 9.49.060 Penalty for failure to remove.**
- 9.49.070 Penalty for violation.**
- 9.49.075 Evidence establishing responsibility for posting of commercial signs in violation of this chapter.**
- 9.49.080 Severability.**

9.49.010 PURPOSE.

The purposes of this chapter are as follows:

- (a) To accommodate the need for full expression of noncommercial ideas and messages in a forum freely accessible to the public at minimal cost;
- (b) To minimize the threats to traffic safety posed by distracting signs on and along city streets;
- (c) To avoid the blighting effect of randomly placed temporary signs cluttering public spaces;
- (d) To harmonize the city's policy of promoting freedom of speech with its comprehensive program of aesthetic protection and beautification;
- (e) To prevent interference with the normal and primary uses of public objects;
- (f) To minimize windblown litter;

- (g) To prevent damage to public property;
- (h) To assure equal access to temporary signs by all persons seeking to use them.

(Ord. 83-33 § 1, 1983).

9.49.020 DEFINITIONS.

(a) Commercial Sign. A “commercial sign” is one whose message concerns goods or services offered for consideration by a person engaged in a profit-oriented business.

(b) Noncommercial Sign. A “noncommercial sign” is any sign that is not commercial. Noncommercial signs include:

- (1) Advertising displays erected by non-profit organizations for fundraising and related purposes; and
- (2) Signs containing political, civic, public service, or religious messages.

(Ord. 83-33 § 1, 1983).

9.49.030 PERMITTED SIGNS.

Noncommercial signs may be placed on public property only on public light and utility poles, kiosks and public bulletin boards as provided in this section. Signs found to violate this section may be summarily removed by anyone.

- (a) Each sign must state the name and address of the person responsible for its placement and the date of its placement.
- (b) Each sign must be capable of being removed without marring or otherwise damaging the object to which it is attached.
- (c) No sign may be affixed with glue or any other substance except tape.
- (d) No portion of a sign may protrude from the edge of the object to which it is attached.
- (e) Signs on the Pacific Garden Mall must be placed on the information kiosks designed and maintained for that purpose and not elsewhere; noncommercial banners may be installed by city employees pursuant to procedures adopted by the city council and are exempted from the requirements of subsections (a) and (d) of this section.

(f) Signs authorized by this chapter may not exceed fourteen inches in their longest dimension.

(g) Only one copy of a single sign may be posted on any one light or utility pole.

(Ord. 84-39 § 1, 1984; Ord. 83-33 § 1, 1983).

**9.49.040 PROHIBITED
SIGNS.**

The following signs are prohibited on public property:

(a) Commercial signs;

(b) Signs placed on any building, fence, fire alarm, utility guy wire, support wire, traffic sign, signal or standard, or on any tree or shrub;

(c) Signs placed on or over any portion of another lawfully placed sign.

(Ord. 83-33 § 1, 1983).

**9.49.050 REMOVAL OF
SIGNS.**

All signs placed in conformity with this chapter must be removed as follows:

(a) Torn, tattered or damaged signs must be immediately removed or replaced.

(b) Signs relating to political campaigns or civic events must be removed within ten days following the election or event.

(Ord. 83-33 § 1, 1983).

**9.49.060 PENALTY
FOR FAILURE TO
REMOVE.**

Signs found to violate any portion of this chapter may be removed by the city. The person or group responsible for placing the sign or causing it to be placed may be billed for the cost of its removal and the cost of billing and bill collection.

(Ord. 83-33 § 1, 1983).

**9.49.070 PENALTY
FOR VIOLATION.**

Violation of this chapter is an infraction. Each sign placed in violation of Section [9.49.030](#) or 9.49.040 or allowed to remain beyond the time specified for removal in Section [9.49.050](#) shall constitute a separate offense for purposes of this section. This remedy is in addition to, and not exclusive of, the remedy provided in Section [9.49.060](#).

(Ord. 83-33 § 1, 1983).

**9.49.075 EVIDENCE ESTABLISHING RESPONSIBILITY FOR POSTING OF COMMERCIAL
SIGNS IN VIOLATION OF THIS CHAPTER.**

For purposes of establishing responsibility for posting of commercial signs in violation of Section [9.49.040](#)(a), information that appears on any sign such as, but not limited to, the following, may be used as evidence to establish the fact, and may create an inference, that a person or entity is responsible for the posting of the sign, picture, transparency, advertisement, or mechanical device:

- (a) The name, telephone number, address, or other identifying information of the owner or lessee of property used for a commercial activity or event.
- (b) The name, telephone number, address, or other identifying information of the sponsor or promoter of a sporting event, concert, theatrical performance, or similar activity or event.

(Ord. 2005-18 § 2, 2005).

**9.49.080
SEVERABILITY.**

If any provision of this chapter is found to be invalid such invalidity shall not affect any other provision of this chapter.

(Ord. 83-33 § 1, 1983).

The Santa Cruz Municipal Code is current through Ordinance 2022-12, passed August 9, 2022.

Disclaimer: The city clerk's office has the official version of the Santa Cruz Municipal Code.

Users should contact the city clerk's office for ordinances passed subsequent to the ordinance cited above.

City Website: City <https://www.cityofsantacruz.com>

Telephone: (831) 420-5030

[Code Publishing Company](#)

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



STAFF REPORT

DATE: February 2, 2023
TO: Library Joint Powers Authority
FROM: Yolande Wilburn, Library Director
SUBJECT: Annual Election of Board Chair and Board Vice-Chair

STAFF RECOMMENDATION

Elect the Calendar year 2023 Board Chair and Vice-Chair as the County of Santa Cruz and the City of Capitola respectively.

BACKGROUND

The LFFA agreement requires that at the first meeting of the new year (January/February) the Board shall elect a Chair and a Vice-Chair. The Chair is the presiding officer and shall sign all contracts of the LFFA unless otherwise provided by a Board resolution.

DISCUSSION

The rotation has been established in 2021 and is as follows for the next 3 years:

YEAR	CHAIR	VICE-CHAIR
2021	City of Santa Cruz	City of Scotts Valley
2022	City of Scotts Valley	County of Santa Cruz
2023	County of Santa Cruz	City of Capitola
2024	City of Capitola	City of Santa Cruz

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: February 2, 2023
TO: Library Joint Powers Authority
FROM: Eric Howard, Assistant Director of Libraries
RE: Second Review of Draft 2022-2025 Strategic Plan

RECOMMENDATION

Review and approve the 2022-2025 Strategic Plan

DISCUSSION

On January 9th, 2023 the Library presented the attached draft of the 2022-2025 Strategic Plan for a second time to the Library Advisory Commission (LAC). The LAC approved and commended the work that was done on it since the Commissioners had provided their input at their meeting on November 14th, 2022. The Library had been meeting with a LAC subcommittee on the Strategic Plan prior to November. The Library Joint Powers Board met on November 3rd, 2022 and also provided feedback on the first draft.

The current draft attempts to incorporate the earlier feedback. It includes a new and revised mission and vision statement. Additionally, the Library attempted to more clearly present its goals and align its strategies within the three areas of its focus: Diversity, Equity and Inclusion (DEI); Santa Cruz County Community; Library Services. Minor edits have been made to the Library's DEI plan.

In prior years, the Library's Workplan existed independently from the Strategic Plan. In the new Strategic Plan, the Workplan is incorporated into the Plan and is represented as the Library's "objectives." One goal of the Strategic Plan is to build an online dashboard so that the community can monitor the status of the Library's work on its objectives.

The Strategic Plan also exists online in a more user-friendly form and provides a feedback feature. The user-friendly Plan is posted to the Library's website (<https://www.santacruzpl.org/>)

STRATEGIC PLAN FY 2022-2025

Mission:

Inclusion, Connection, Collaboration

Vision:

Empower people to transform their lives and strengthen our communities.

Values:

Lifelong Learning
Intellectual Freedom
Social Responsibility
Respectfulness
Professional Competence

The new Strategic Plan for the Santa Cruz Public Libraries is the culmination of a yearlong examination into the following three critical areas:

1. Diversity, Equity, and Inclusion (DEI)
2. The Santa Cruz County Community
3. Library Services

The Plan aspires to ensure that the Library remains adaptive and continues to provide outstanding service that meets the community's needs. The goals evolved from community engagement and included surveys, organized community conversations, and workshops with the Library's partners, staff, and senior management.

Methodology

The Santa Cruz Public Libraries began the Strategic Planning process in August 2021. The Library convened a team of eleven staff to lead the effort. The group reviewed the existing strategic plan for the Santa Cruz Public Libraries and those of other organizations. The Library collected in-person and online survey questionnaires, then developed a list of seventeen prioritized groups and surveyed and interviewed members of those groups using the Harwood approach. Applied Survey Research coded and analyzed the community data.

The prioritized groups included:

City Staff from Capitola, Santa Cruz, and Scotts Valley
County Government Staff
Educators
Families with young children
Frequent library users and Friends of the Santa Cruz Public Libraries
Infrequent or nonusers of the Library
Library Advisory Commission,
Library partners and their clients
Library staff

Members and partners of the BIPOC community
Members and partners of the disabled community
Members and partners of the Spanish-speaking community
People without housing
Seniors
Teens.

At the Library's All Staff Training Day in October 2021, the Library conducted a strengths, opportunities, aspirations, and results (SOAR) exercise with staff. Former San Jose Public Library Director Jane Light led the exercise. Staff also engaged in activities that helped define the organization's values. In addition to the staff exercises, the Library's internal Equity Team began developing a Diversity, Equity, and Inclusion Plan in 2020 with the goal of incorporating its work into the Strategic Plan. Following that work, a Community Partner Dialogue took place in February 2022 to gather additional input from the following groups: The Friends of the Library, the Library Advisory Commission, the County Office of Education, Cabrillo College, Santa Cruz City Schools, the Chamber of Commerce, Community Foundation/Rise Together, the Diversity Center, Monterey Bay Economic Partnership, NAACP, United Way, and the Santa Cruz County Sheriff's Office.

After completing the Community Partner Dialogue event, Library Director Yolande Wilburn led the Library's senior management team through a workshop to analyze the information gathered from the staff and community input and the work achieved by the Library's Equity Team. Those workshops resulted in the final goals presented in this report. The Library then sought further input on the Plan from the Library Advisory Commission (LAC) and the Library Joint Powers Authority (LJPA) before seeking final approval from the LJPA.

1. Diversity, Equity and Inclusion (DEI)

GOAL A: Create an organizational culture of equity and inclusion and provide equitable and relevant services to all.

Strategies:

- Seek approval from the LJPA for the Diversity, Equity, and Inclusion Plan.
- Initiate the Diversity, Equity, and Inclusion three-year goals.
- Apply the newly developed tools for measuring the success of the DEI Plan.

**Please see the entire DEI Plan attached.*

2. The Santa Cruz County Community

GOAL A: Create and support safe and friendly places.

Strategies:

- Ensure library facilities are accessible, safe, and welcoming.
- Promote the Library's spaces and program rooms to all community members.
- Support community resilience.

Objectives

(A)
Create welcoming spaces for all ages and ensure that spaces go beyond ADA compliance and achieve universal design at remodeled or new facilities: Provide annual audits of spaces.

(B)
Analyze the need for bilingual signage at all branch locations by the end of 2023. Identify the threshold for signage based on demographic changes and increases in languages other than English. The Library will address three branches a year for each of this Plan's three years.

(C)
Open Branciforte, Live Oak Annex and Aptos Branch Libraries in 2023.

(D)

Develop and pilot three (3) programs, one each year in a different community that explores at least one of the following: civic engagement, polarization, conflict resolution, cultural awareness and healthy communication.

(E)

Ensure that the Library remains a leader in the County for environmental sustainability: Develop a plan by 2024 to reduce the Library's carbon footprint by half by 2026.

(F)

Collaborate with the County to provide access to the Library as a Community Resource Center during emergencies.

GOAL B: Foster inclusion.

Strategies:

- Deepen relationships with partners to collaborate on programming and services and improve health outcomes.
- Create opportunities for diverse groups to connect, have fun, and gain understanding through art, history, literature, humanities, and civic engagement.
- Work with the schools to improve math and reading outcomes for children.
- Support the socio-psychological wellness of youth and teens through partnerships and programming.
- Collaborate with community partners to connect people to job training, veterans services, housing, and mental health resources.

Objectives:

(A)

Continue to collaborate with schools to invest in programs that focus on underserved children. Identify and develop programming to support school readiness. Provide annual reports to the LAC and LJPA on any changes or proposals that resulted from the collaboration.

(B)
Invite participation and feedback about library services, programs, and collections from community members. In collaboration with partners, provide annual community conversations with prioritized groups. Provide an annual report to the LAC and the LJPA on the feedback and recommended actions.

(C)
Develop programs with partners that support the socio-psychological wellness of youth and teens and provide ongoing feedback. The target number of programs will be developed within the first year of the plan.

(D)
Establish a partnership with the County by the end of 2023 to bring social workers into the Library. Seek input and best practices from across the industry for other social work programs and best practices that support mental health for patrons using the library.

(E)
Create/support programs that bridge cultures, generations, lived experiences, and communities. The number of annual programs will be identified during a planning process in the first quarter of the plan. This work could include some community led programming.

GOAL C: Support all members of society.

Strategies:

- Develop communication strategies that connect the community to needed resources.
- Continuously gather feedback and evaluate processes, programs, and policies to reduce barriers and increase access to Library resources.
- Develop programs that support incarcerated and decarcerated individuals.

Objectives

(A)
Ensure that the yearly milestones within the DEI Plan are met.

(B)
Develop a Communications Plan dedicated to marketing, event coordination and public information in order to expand reach and to streamline the Library's communication.

(C)
Develop an assessment of current services for incarcerated and recently decarcerated. Identify current impacts and a plan for potential impacts if resources are increased or reorganized for the Library's County Correctional Facilities (CCF) program in FY 24-25.

(D)
Strengthen partnerships to ensure the library continues to serve as a bridge for patron access to social services. Develop more robust measures for identifying how many and how well patrons are referred and served by partners through the library's work.

(E)
Develop annual marketing campaigns, including rebranding, to raise awareness of library programs and services.

3. Library Services

GOAL A: Curate a relevant and engaging collection of materials diverse in content and format to satisfy the community's reading, listening, viewing, and learning preferences and bridge the digital divide.

Strategies:

- Conduct diversity audits of collections to be reflective of the community.
- Promote diverse collections, including local history, music, and art, through programming and exhibits.
- Identify and digitize objects and collections for genealogical and historical information of importance to Santa Cruz County.
- Launch and promote an integrated content and digital asset management system for local history and genealogical content.

Objectives

(A)
Develop an audit plan for the Library's Collections utilizing an equity lens.

(B)
Establish a more robust process for cataloging in other languages, involving affiliates such as Pacific Library Partnership.

(C)
Utilize an equity lens in the revision of the Collection Development Plan by 2024.

(D)
Explore augmenting the collection through alternative resources such as Link+, and ZipBooks to better meet patron needs. Develop annual patron feedback on the accessibility of the collection.

GOAL B: Strengthen and support learning and measure the impact.

Strategies:

- Facilitate community conversations and conduct regular surveys to identify the service and programming needs within Santa Cruz County.
- Identify opportunities and best practices for nurturing curiosity and community connection.
- Strengthen and support digital literacy access and training.
- Develop and apply meaningful measurements to determine the library’s impact.
- Strengthen Library staff’s network with community organizations through participation in local events and locations outside the library’s walls.

Objectives

(A) Ensure that key staff have training on measuring impacts and facilitating community conversations. Begin in 2023 for all librarians. Begin in 2024 for all other staff.
(B) Develop and revise measurement tools for evaluating the Library's programs and services by December 2023. By December 2024, provide a dashboard that publicly displays the Library's measurements.
(C) Partner with area museums and historical societies to develop opportunities for nurturing curiosity.
(D) Seek out traveling museum exhibits that can spark conversation in the Library for all ages and develop measurement tools for assessment. The target number for programming will be developed within the first quarter of the year.
(E) Identify key programs that result in positive impacts on economic outcomes. Define these programs and services by the end of 2023. Offer those services by the beginning of 2024.
(F) Collaborate with the County to end the digital divide in Santa Cruz County by assisting with grants, information sharing and special projects.
(G) Provide comprehensive resources and services to support public research on the local history of the County.

(H)

Provide research assistance, teach information literacy skills and connect patrons of all ages with materials and information to meet their educational, informational and entertainment needs. Develop customer service surveys that assess these specific services and begin implementing them in 2023.

(I)

Support Santa Cruz County K-12 students with cutting edge digital and physical resources and through collaboration with partner organizations that focus on the socio-emotional health of youth. Develop measurement tools for assessment.

(J)

Expand participation in the summer learning program for all students and identify new avenues for reaching students within the groups identified through the Equity Plan. Develop measurement tools for assessment.

(K)

Utilize the bookmobile to expand outreach efforts for summer learning goals.

GOAL C: Support and prepare staff to meet organizational needs and ensure excellent customer service.

Strategies:

- Conduct a comprehensive review of technology and update the technology plan's priorities.
- Assess staffing to ensure the organization's fiscal sustainability and recalibrate public hours and staffing to provide equitable service levels across the County.
- Develop a staff training plan to maximize knowledge and expertise.
- Support staff well-being and career advancement.

Objectives

(A)

Complete a new Technology Plan by June 2023 which will include:

- Upgrades to the Virtual Private Cloud Infrastructure.

- Development of an updated website by December 2024 that is more user friendly for other language users and for people with disabilities.
- A technology and computer replacement policy by June 2023.
- Migration of the Library's in-house Integrated Library System (ILS) to a hosted solution by April 01, 2023.
- Replacement of obsolete hardware Servers at all Branch locations by June 2023.
- Installation of occupancy counting equipment at all branches by September 2023 with the exception of Live Oak annex.

(B)
Implement Neogov "Onboard" and "Perform" modules by March 2023 to ensure staff training is tracked and performance appraisals are completed on time.

(C)
Re-locate Collection Management Services and the Library Information Technology teams to the Headquarters building by June 2023.

(D)
Provide ongoing training on Equity Diversity and Inclusion for the Library's managers and then all staff. Complete a skills and knowledge assessment by the end of the fiscal year 2024.

(E)
Expand training to all staff on deescalation. Ensure everyone trains on it once a year.

(F)
Ensure high quality training for all staff to support the action steps for the Safe & Friendly focus, specifically to support staff in providing friendly, responsive customer service. Begin in 2023.

(G)
Develop and implement measurement tools for evaluating the Library's customer service by December 2023.

(H)
Provide training for all staff to support constructive communication. Begin for all staff in 2023.

(I)
Seek annual feedback on the Strategic Plan from staff.

(J)
Establish meetings between Human Resources, and senior management to meet the goal of developing a recruitment, training and retention plan that addresses any changes needed in the educational requirements, job descriptions and recruitment advertising practices, and

process i.e. interviews and how the candidates are vetted.

(K)
Identify staffing needs and the potential creation, conversion or addition of positions which ensure the fiscal sustainability of the organization by the end of 2023.

(L)
Support staff wellbeing by exploring best practices of other Library organizations and implementing pilots in collaboration with the City of Santa Cruz Human Resources Department.

(M)
Continue to develop the volunteer program to work seamlessly between the City's volunteer office and the Library.

Diversity, Equity, Inclusion Plan (DEI):

The Santa Cruz Public Libraries launched an internal team (the Equity Team) in 2020 that consisted of volunteers from different levels of the organization and that was led by the Assistant Library Director. They drafted the following statement of purpose: *To create an organizational culture of equity and inclusion, and to provide equitable and relevant services to all of the Library's patrons.* The Santa Cruz Public Libraries have endorsed this purpose and will also work to create a culture of belonging and accessibility for staff and all patrons. As an institution, the Library supports a learning culture which drives the DEI statement of purpose.

The team then focused its work in three areas:

Focus Areas:

1. The Library's External Services: Collection, Services and Programs.
2. The Library's Internal Services and Goals: Library Culture.
3. The Library's Hiring and Onboarding Practices.

The goal now is to ensure that the work of the Equity Team becomes an embedded and permanent work within all aspects of the Library. The following outline serves as a three-year guide for taking action within the Library to fundamentally advance diversity, equity and inclusion within the Library and in the community.

The plan begins with DEI training for the Library's senior staff and the senior management team responsible for ensuring the success of this plan. Training will cover core competencies for increasing awareness and vocabulary and communication skills to effectively support DEI work within the Library. Training will also support the development of further leadership skills to improve inclusion, a sense of belonging, and tolerance and the development of a further understanding of both conscious and unconscious bias. The team will also engage Consultants to assist senior management in assessing current staff's understanding of DEI, identifying staff training needs, and building trust among staff.

Focus 1: External Services: Collection, Services and Programs

The Library will align its DEI work on its collections, services and programs with the County of Santa Cruz's work on equity.

Year One:

1. The Library will focus on early childhood literacy to improve educational outcomes for all students in Santa Cruz County. It will also foster greater curiosity among all students. Community survey data provided by the United Way and in partnership with Applied Research Survey (ARS) indicates that significant inequities exist in third grade reading levels, college readiness, socioeconomic status, and in health disparities. We know that children learn to read up until third grade and then read to learn after third grade. Those not reading by third grade will therefore struggle to learn. The consequences for students who fail to read on grade level by third grade has far reaching implications for the individual and society. This plan begins by focusing primarily on third grade level reading outcomes as a long-term investment in addressing the many inequities within the County. It will also provide a roadmap for expanding learning outcomes for all students. The plan will develop a pilot program to increase the number of students reading on a third-grade level by 50% within its chosen school or schools by 2025. Lessons learned from that pilot program will be used throughout the County.
2. The library will work to reduce inequities in learning outcomes and raise outcomes for all students. Targets for success still need to be developed by Library and school staff. The Library will continue with annual Community Conversations with the prioritized groups as identified in the strategic planning process. The results of that feedback shall be incorporated in service and program development by using the best practice DEI methodology.
3. Identify, develop, and maintain appropriate programming and services based on the data and input from community partners that support the DEI Plan.
4. Develop an audit plan for the Library's Collections. Identify, analyze, and implement best practice DEI methodologies for building the collection. Use an equity lens in evaluations of vendors, service, and content providers. Establish a more robust process for cataloging Library materials in other languages, involving affiliates such as Pacific Library Partnership.
5. Remain adaptive to the lessons learned through the library's work with the County and other partners.

Year Two:

1. Evaluate and expand relevant, successful equity-focused programming and services.
2. Implement measurements developed in year one.
3. At the end of year two, the Assistant Library Director will draft a report on the services and programs identified in year one and analyze the success of the programs. The report should make recommendations and be presented to the Library's governance: Library Advisory Commission (LAC), and the Library Joint Powers Board (LJPB).

4. The Collection Management Services (CMS) Manager will identify gaps found in the collections audit and make recommendations for change.

Year Three:

1. Implement recommendations from year two.
2. Provide a report to the LAC and the LJPB at the end of year three on the success of the program and provide recommendations for next steps including how this work can be integrated into the next Strategic Plan.

Focus 2: The Library's Internal Services and Goals: Library Culture

Organizational culture is intricately tied to organizational readiness and the ability of staff to carry out the goals of the DEI Plan and Strategic Plan. Beyond building staff knowledge and skills, this focus area is crucial to building trust and creating an environment where DEI efforts can flourish.

Year One:

1. Identify a consultant to develop an understanding of staff knowledge about Diversity Equity and Inclusion (DEI). Additionally, utilize the consultant(s) to gain a better understanding of staff wellbeing, levels of trust within the organization, and feelings of belonging and accessibility. Together, this data will inform training needs and help identify organizational development processes that need to be put in place.
2. The Training Coordinator and senior managers will identify staff trainings and workshops to provide in year one through year three. All Training will support and develop the competencies listed above.
3. Identify tools through The Government Alliance on Race and Equity (GARE) or other best practices that can become regularly used in evaluation of practices and all policies through a DEI lens.
4. The Assistant Director of Libraries will provide a report to the staff that outlines senior management's plan for addressing the results of a consultant driven survey that captures the baseline of the organization's well-being on DEI.
5. With the assistance of a consultant, support peer groups for the purpose of developing community and constructive feedback for DEI leadership skills and professional development.
6. Continue community conversations throughout the year with staff. Senior management will prepare a report for the staff on its lessons learned from those conversations and how it intends to incorporate those lessons learned within the current strategic plan and the next plan.

Year Two:

1. Include in the consultant's contract a requirement to return in year two to conduct and report out on a follow up staff survey. The consultant should provide methods for identifying DEI progress and accountability.

2. In collaboration with the same consultant, identify additional staff trainings and workshops for all staff in response to year two's survey data.
3. Maintain an ongoing survey of knowledge and staff well-being as it relates to DEI.
4. The Assistant Library Director will provide a report to staff, the LAC and the LJPB that outlines senior management's plan for addressing the results of the survey, enriching the culture of the Library, and meeting the purpose of this plan.
5. The Library will consider how the lessons learned from this work and its recommendations can be integrated into the next Strategic Plan.

Year Three:

1. The same consultant used in year one and year two will return to conduct a third staff survey and compare results.
2. Identify staff trainings and workshops with the Training Coordinator and senior managers in response to year two's survey data.
3. The Assistant Library Director will create a report for staff and the Library's governance that provides a three-year history of the Library's work on improving its culture. The report will make recommendations for next steps including how this work can be integrated into the next Strategic Plan.

Focus 3: The Library's Hiring and Onboarding Practices

Systemic inequities in hiring practices have long affected the ability of marginalized groups to benefit from and participate in various organizations and institutions, including the Library. Employing a diverse workforce is intricately tied to achieving each goal of the Strategic Plan and this DEI Plan.

Year One:

1. A diverse workforce is critical for supporting a culture of learning at the Library. The Santa Cruz Public Libraries recognizes the immeasurable value of listening and responding to varied perspectives, philosophies and life experiences. A goal within year one is to develop a recruitment plan resulting in a workforce that reflects the diverse community served. Our community is made of every resident in the County and the Library also serves patrons who commute in from other counties. We are local as well as regional and we seek to learn more about our connection to our global community. The Library's senior management will establish meetings with HR to support an employment pipeline. Those meetings should focus initially on examining the following: job descriptions; skills and educational requirements; recruitment

advertising practices; and hiring processes such as interviews and candidate vetting. The Library will also identify community partners that support diversity and will work with them to develop recruitment strategies. Lastly, the library will develop an exit interview forms to document whether DEI issues were a factor in a staff person's departure.

2. Identify funding sources for paid internships to encourage young people to consider librarianship.
3. At the end of year one, the Assistant Library Director will develop a report to the Library's governance on the Library's recommendations regarding hiring.
4. Conduct annual diversity audits on staff and ensure accountability through transparent benchmarks.
5. Develop an onboarding program for new employees and volunteers that incorporates the key findings around staff knowledge on DEI.

Year Two:

1. The Library will develop and implement a development plan to provide staff with a clearer understanding of opportunities for professional growth and promotion.
2. At the end of year two, the Assistant Library Director will provide a report that documents the history of its actions and recommendations based on the work that came out of its year one report regarding the Library's hiring practices. The Library will consider in its report how the lessons learned from this work and its recommendations can be integrated into the next Strategic Plan.

Year Three:

1. At the end of year three, the Assistant Library Director will report on progress to date and next steps to be integrated in to the next Strategic Plan.