

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

On Thursday May 4, 2023 at 9:00 AM

This is a hybrid in person and online provided meeting open to the public.

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.

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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 Carlos Palacios
Vice Chair Jamie Goldstein
Board Member Mali LaGoe
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)]**

THURSDAY MAY 4, 2023

9:00 A.M.

**Location:
Scotts Valley Branch Library
251 Kings Village Road, Scotts Valley CA 95066**

**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 when the Board reconvenes to General Business.

Conference with Legal Counsel – Liability Claims (Cal. Govt. Code §54956.95) -
Claimant: Victoria Lawson. Claim against the Santa Cruz Public Libraries Joint Powers Authority.

Public Employee Performance Evaluation/Conference with Labor Negotiators
(Cal. Govt. Code §54957(b); §54957.6) -
Unrepresented employee: Library Director
Joint Powers Authority designated representative: Board Chair

1. CALL TO ORDER / ROLL CALL

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

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 – May 2023 (p.8-10)

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. Consider the February 2, 2023 Meeting Minutes
Staff Recommendation: Approve the February 2, 2023 Board Meeting Minutes (p.11-14)

- B. Analysis of Patron Count Data. 3rd Qtr. Report FY 2023
Staff Recommendation: Accept and File Analysis of Patron Count Data from January to March 2023 (p.15-16)
- C. Community Impact Measures for 3rd Qtr. FY 2023
Staff Recommendation: Accept and File 3rd Qtr. Community Impact Measures for FY 2023 (p.17-22)
- D. Incident Report for 3rd Qtr. FY 2023
Staff Recommendation: Accept and File 3rd Qtr. Incident Report for FY 2023 (p.23-24)
- E. Work Plan for 3rd Qtr. FY 2023
Staff Recommendation: Accept and File 3rd Qtr. Work Plan for FY 2023 (p.25-33)
- F. Budget Adjustment for CA Library Services Act Funds
Staff Recommendation: Accept and amend the FY 2023 Library Operating Budget to include funds awarded from the California Library Services Act offered through the Pacific Library Partnership in the amount of \$13,998. (p.34-35)
- G. Budget Adjustments for FSCPL Chapter Donations
Staff Recommendation: Accept and amend the FY 23 Operating Budget to include donations in support of library services and spaces from the Friends of the Santa Cruz Libraries' various Chapters totaling \$10,362.12. (p.36-38)
- H. Budget Adjustment for County Technology Help Program
Staff Recommendation: Accept and amend the FY 23 Library Operating Budget to include payment from the County of Santa Cruz for the Library's support with the In Home Supportive Service (IHSS) workshops, in the amount of \$10,250. (p.39-41)
- I. Naming Rights Agreement for Garfield Park Branch Library
Staff Recommendation: Approve Naming Rights Gift Agreements for Garfield Park Branch Library and amend FY 23 Library Operating Budget in the amount of \$5,000. (p.42-46)
- J. Budget Adjustment to Increase Legal Services
Staff Recommendation: Amend the FY 23 Library Operating Budget to increase professional services for legal services in the amount of \$60K. (p.47-66)
- K. Updated Policy #306 Circulation
Staff Recommendation: Accept and Adopt Updated Policy #306 Circulation. (p.67-73)
- L. Library Sales Tax Revenue Update for 3rd Qtr. FY 2022-2023
Staff Recommendation: Accept and File Library Sales Tax Revenue Update for 3rd Qtr. FY 2022-2023. (p.74-76)

9. GENERAL BUSINESS

- A. Summer Reading 2023. Presentation by Heather Norquist, Youth Programs and Services Manager, and Jessica Goodman, Adult Programs and Services Manager.
- B. Strategic Communications Plan. Presentation by Amanda Rotella, Community Relations Specialist.
Staff Recommendation: Review and approve the FY24 Strategic Communications Plan (p.77-85)
- C. FY 24 Draft Library Operating Budget Proposal. Presentation by Yolande Wilburn, Library Director and Kira Henifin, Principal Management Analyst.
Staff Recommendation:
 - 1. Approve one of the three options presented for staffing at the Capitola Branch Library to be added to the final FY 24 Library Operating Budget.
 - 2. Accept the Proposed FY 24 Library Operating Budget and provide recommendations or edits to the Operating Budget. (p.86-127)

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

June 1, 2023	Branciforte Branch Library	Anticipated Upcoming Agenda Items:
9:00 am	230 Gault Street, Santa Cruz, CA 95062	<ul style="list-style-type: none"> • Budget • IT Technology Plan

12. ADJOURNMENT TO CLOSED SESSION

- A. Conference with Legal Counsel – Liability Claims (Cal. Govt. Code §54956.95) -
Claimant: Victoria Lawson. Claim against the Santa Cruz Public Libraries Joint Powers Authority.
- B. Public Employee Performance Evaluation/Conference with Labor Negotiators
(Cal. Govt. Code §54957(b); §54957.6) -
Unrepresented employee: Library Director
Joint Powers Authority designated representative: Board Chair

13. RECONVENE TO GENERAL BUSINESS

A. Liability Claim Filed Against the JPA

Staff Recommendation: Reject the liability claim of: Victoria Lawson. (p.128)

B. Library Director Salary Increase

Staff Recommendation: Approve an annual merit increase for the Library Director.
(p.129-130)

Adjourned to the next regular meeting of the LJPA to be held on Thursday, June 1, 2023 at 9:00 am [immediately following the LFFA meeting] at the Branciforte Branch Library, 230 Gault Street, Santa Cruz, CA 95062.

14. WRITTEN CORRESPONDENCE

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

May 4, 2023



Library Director's Report to the LJPA

Library Team

Over the last month, several vacant LA II positions were filled, including 1.0 at Capitola, 1.0 Collection Management (lateral Transfer), .50 at Downtown, .50, and .75 at Garfield park.

The Library filled three vacant Library Assistant III position, four Librarian positions and one Bookmobile Library Assistant II position.

Current Vacancies

Number of Vacancies	Title	Full/Part Time hours	Status
1	Volunteer Coordinator Assistant	.50	Held
4	Library Assistant II (1 CAP, 1 DTW, 2 SV)	1.0	Recruitment in process
1	Library Assistant II (FEL)	.75	Recruitment in process
2	Information Specialist	1.0	Recruitment in process
1	Information Technology Specialist III	1.0	Recruitment in process

Budget Preparation

The City of Santa Cruz adjusted its cost allocations formula for administrative services, including finance and human resources. The City agreed to honor the existing *Agreement Between the Library Joint Powers Authority and the City of Santa Cruz for Support Services* established in 2016 for the next two years when the Maintenance of Effort agreement expires on June 30, 2025.

Preliminary information indicates costs will double from approximately \$500,000 to over a million. To prepare for that shift and ensure fiscal responsibility while getting the service needed for successful operations, the Library is partnering with the City for a Request for Proposals (RFP) to hire a consultant to perform an analysis and make recommendations.

Approval for the request will go to the Library Board. Once responses are back and evaluated, the Board can decide the best path based on recommendations (by a combined City and Library evaluation committee) and costs.

Facilities

The Branciforte Library Branch Grand Reopening takes place Saturday, May 13, 2023 from 10 am to 2 pm. Everyone is welcome to attend.

The Santa Cruz City Council approved permits for the Downtown Library Affordable housing project on Tuesday, March 14, 2023. The project included direction for the City to plant 36 new trees in the downtown area to replace the 12 on-site and to try to incorporate any viable wood

from the felled trees into the project.

The Garfield Park Branch completed repair work to the floor on January 24th as scheduled.

The atmospheric river storms caused multiple power outages and facility closures across the system during the months of January, February and March. Library staff at all locations provided service to the community by maintaining open hours. La Selva Beach branch served as a space to charge devices thanks to the La Selva Fire department generator supplying power to our facility. Boulder Creek had numerous closes due to unsafe road conditions, and power and internet outages, however Felton Library and Scotts Valley continued to serve the San Lorenzo Valley area residents.

Featured Programs and Services

The Felton Library hosted a special National Library Week outdoor storytime featuring the First Partner, Jennifer Seibel Newson as the storyteller on April 25, 2023. In addition to touring the Felton Library and the Federal Emergency Management Agency (FEMA) Disaster Recovery Center (DRC) in the library community room, the first partner toured the County Discovery Park. She read a story to the participants and promoted the State Park pass program and Get Out and Explore kits offered at our Santa Cruz Public Libraries branches.

In conjunction with Santa Cruz County, the Felton Library branch served as the FEMA DRC for the San Lorenzo Valley area. FEMA utilized the library community room and outdoor patio to assist residents in filing claims and receiving resource support for damages caused by the January and February storms. The DRC was in place from January 24 through February 24, 2023, and reopened again after the March storms from April 5 through May 5, 2023. During the January and February openings, traffic at the Felton branch increased over 53% from 4,959 in December to 7,591 during the DRC period. The traffic for the period following the DRC closure was up 34% over the December numbers for the same period, with 6,652 visits.

Kudos to Library Manager Phil Boulton and his team for the extraordinary speed with which they worked to implement the center and their patience as the branch was stretched to capacity by the number of visitors. Thank you to the Felton Friends of the Library and other Community partners that graciously agreed to move their programming to accommodate the DRC. The County team and FEMA were exceptionally gracious in their ask and working with us to ensure the least disruption while providing disaster recovery service to the community.

A big thank you goes to Barbara Choi, Attorney at Law from ABC Law, for all her work in getting the Memoranda of Understanding reviewed and in place quickly so that we could serve the community. Barbara shared these comments the day after the center opened, *“I was at the Library yesterday, and it was so busy with people picking up kits, coming and going. A very worthwhile endeavor for community recovery. I am glad we could do this.”*

The Library completed migration to the Cloud hosted version of Polaris. There were a few issues with some third-party vendor connections and staff printers but overall, the transition went smoothly.

The Dignity Health Mobile Wellness Clinic Pilot Program has been utilizing the parking area of the Scotts Valley Library on Wednesdays from 9 am to 3 pm since mid-October. They are encouraged by tremendous positive feedback from the community, as well as gradually increasing patient volume.

Grants

The library received a grant of \$10,000 from the Central Coast Incentive Project to purchase and install EV charging stations at the Felton and Capitola branches. The new chargers replace the existing units, which have repeated operational outages. The City of Santa Cruz is including the library units under their existing EV Charging Station contract.

The Youth Services team received notice of an award of \$23,525 to provide two popup programs at ten summer meal sites. Participants can enroll in the Summer Reading Program and receive free books and craft supplies, in addition to all youths getting a tasty lunch.

CLA and State Library Relations

Library Commissioner Tricia Wynne and Director Wilburn met with Assemblymember Dawn Addis (30th District) and her Assistant, Alexis Garcia-Arrazola, at the Capitola Library in late March. The pair toured the Capitola branch and learned about the 2023 legislative priorities, including ongoing support for literacy, infrastructure, mental health, and public wellness and initiatives. Assemblymember Addis expressed her support and pledged to return to visit the La Selva Beach branch and the Aptos Library.

The California State Library Building Forward Infrastructure grant application opened for second-round submissions. The deadline for the City to submit its application is May 18, 2023.

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 FEBRUARY 2, 2023

9:00 A.M.

1. ROLL CALL

PRESENT: Carlos Palacios, Mali LaGoe, Matt Huffaker
ABSENT: Chloe Woodmansee until 9:17 am
STAFF: Yolande Wilburn, Library Director; Eric Howard, Assistant Director

2. ADDITIONAL MATERIALS

None

3. ADDITIONS AND DELETIONS TO AGENDA

The Agenda of February 2, 2023 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. Hiring is continuing with the hire of Librarians and Library Assistant II's. The hiring process for Branch managers (Library Assistant III's) is about to start. Hours at Boulder Creek and Garfield Park have been extended to six days per week. All Branches open at 10 am on Fridays and Saturdays, thereby providing even more availability to services.

Library Director Wilburn thanked outgoing LAC Chair Lindsay Bass for her commitment to the Library Advisory Commission. Mike Termini will take over as LAC Chair.

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.

7. REPORT BY LIBRARY ADVISORY COMMISSION (LAC)

No report available.

8. CONSENT CALENDAR

RESULT: APPROVED CONSENT CALENDAR

- A. Adopted Resolution No. 2023-001 Authorizing Continued Remote Teleconference Meetings pursuant to Assembly Bill 361**
 - B. Approved the November 10 and December 15, 2022 Board Meeting Minutes**
 - C. Accepted and Filed 2nd Qtr. Analysis of Patron Count Data**
 - D. Accepted and Filed 2nd Qtr. Community Impact Measures for FY 2023**
 - E. Accepted and Filed 2nd Qtr. Financial Report for FY 2023**
 - F. Accepted and Filed 2nd Qtr. Incident Report for FY 2023**
 - G. Accepted and Filed 2nd Qtr. Work Plan for FY 2023**
 - H. 1) Accepted and amended the FY23 Operating Budget to include donations in support of library services from the Friends of the Santa Cruz Libraries totaling \$125,000. 2) Accepted and amended the FY23 Operating Budget to include an increase in bequest funds from the Richardson Trust in support of library materials in the amount of \$7,459.**
 - I. Accepted and amended the FY23 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.**
 - J. Approved the revised revenue estimate for FY 2022-23 and preliminary revenue estimate for FY 2023-24.**
 - K. Reviewed and filed Library “Electric Vehicle (EV)” Stations.**
 - L. Adopted Policy # 305 Display [UNANIMOUS]**
- MOVER: Carlos Palacios**
SECONDER: Matt Huffaker
AYES: Palacios, Woodmansee, LaGoe, Huffaker

9. GENERAL BUSINESS

A. Elect Chair and Vice Chair for 2023.

RESULT:

Elected County of Santa Cruz and City of Capitola for Chair and Vice Chair for 2023 respectively.

[UNANIMOUS]

MOVER: Matt Huffaker

SECONDER: Carlos Palacios

AYES: Palacios, Woodmansee, LaGoe, Huffaker

B. 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 the excellent work that went into it.

RESULT:

Reviewed Strategic Plan update for FY 2022-2025.

[UNANIMOUS]

MOVER: Matt Huffaker

SECONDER: Mali LaGoe

AYES: Palacios, Woodmansee, LaGoe, Huffaker

10. COMMENTS BY BOARD MEMBERS

None

11. WRITTEN CORRESPONDENCE

None

12. ADJOURNMENT TO CLOSED SESSION

Public Employee Performance Evaluation

[Cal. Govt. Code §54957(b)]

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

Final Adjournment of the Library Joint Powers Authority Board (LJPA) at 9:45 a.m. to the next regular meeting 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.

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



STAFF REPORT

DATE: May 4, 2023
 TO: Library Joint Powers Authority Board
 FROM: Yolande Wilburn, Library Director
 RE: Analysis of Patron Count Data

STAFF RECOMMENDATION

Accept and File Analysis of Patron Count Data

DISCUSSION

Month-to-Month Comparison

Figure 1 compares the month-to-month patron count between January and March. The following are noteworthy trends:

- Despite closures caused by the atmospheric rivers, **Boulder Creek** experienced an increase in patron counts from January to March.
- Although the FEMA's Disaster Recovery Center was opened from January 25th to February 24th, **Felton** still saw a 15.58% increase in patron count in March.
- **Garfield Park** saw a 40.64% increase in patron count between February to March.

<i>Figure 1</i>	Jan-23	Feb-23	% Change	Feb-23	Mar-23	% Change
Boulder Creek	1,335	1,537	15.13%	1,537	1,669	8.59%
Capitola	11,411	11,188	-1.95%	11,188	12,509	11.81%
Downtown	13,447	12,838	-4.53%	12,838	14,525	13.14%
Felton	5,877	6,019	2.42%	6,019	6,957	15.58%
Garfield Park	2,601	2,608	0.27%	2,608	3,668	40.64%
La Selva			-		2,914*	-
Live Oak	3,905	4,254	8.94%	4,254	5,421	27.43%
Scotts Valley	5,533	5,525	-0.14%	5,525	6,619	19.80%

*Sensors at **La Selva Beach** was commissioned on March 8, 2023. Data is from March 8 to March 31, 2023.

Quarterly Comparison

Figure 2 compares the total patron counts for Quarters 2 and 3. All branches saw an increase in patron counts between Quarters 2 and 3.

<i>Figure 2</i>	Quarter 2	Quarter 3	% Change
Boulder Creek	3,845	4,541	18.10%
Capitola	31,627	35,108	11.01%
Downtown	34,409	40,810	18.60%
Felton	16,134	18,853	16.85%
Garfield Park	6,194	8,877	43.32%
La Selva		2,914*	
Live Oak	9,694	13,580	40.09%
Scotts Valley	12,650	17,677	39.74%

*Sensors at **La Selva Beach** was commissioned on March 8, 2023. Data is from March 8 to March 31, 2023.

Checkout Totals

Figure 3 provides the month-to-month comparison of checkout totals for branches with sensors that have been active since January 2023. The following are noteworthy trends:

- Most branches saw a decrease in checkout totals from January to February 2023.
- Boulder Creek and Live Oak both saw month-to-month increases from January to March 2023. This checkout totals appears to be related to the patron count increases both branches experienced in Quarter 3.

<i>Figure 3</i>	Jan-23	Feb-23	% Change	Feb-23	Mar-23	% Change
Boulder Creek	2898	2973	2.59%	2973	3795	27.65%
Capitola	28568	25715	-9.99%	25715	28778	11.91%
Downtown	24936	21775	-12.68%	21775	25453	16.89%
Felton	11000	10315	-6.23%	10315	12083	17.14%
Garfield Park	5085	5027	-1.14%	5027	6063	20.61%
Live Oak	9481	9575	0.99%	9575	11943	24.73%
Scotts Valley	15252	14503	-4.91%	14503	17372	19.78%

Prepared by: Gregory Yeh, Management Analyst

Reviewed and Approved by: Yolande Wilburn, Library Director

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



STAFF REPORT

DATE: May 4, 2023
TO: Library Joint Powers Authority Board
FROM: Yolande Wilburn, Library Director
RE: 3rd Quarter Report Community Impact Measures

STAFF RECOMMENDATION

Accept and File Community Impact Measures for 3rd Qtr. FY2023

DISCUSSION

This 3rd quarter report covers the time period of January 1, 2023 through March 31, 2023 and compares this data to the previous year.

New in this report:

SCPL App Circulation. This report shows the circulation of items through the Library mobile application for the quarter, based on the item's assigned branch. The data tracking begins with FY 22-23 and will continue as a quarterly report.

- Total circulation system-wide increased by 12%.
- Total number of new registrations increased by 41%.
- Total hours of public internet computer use system-wide increased by 27%.
- Total sessions of public internet use increased by 45%.
- Total hours of meeting room use system-wide increased by 158%.
- The total number of programs held system-wide increased by 54%.
- The total number of program attendees held system-wide increased by 224%.

Attachment: 3rd 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	0%	0			57	0
Boulder Cre	0	4,701	0%	0	4,404	0%	0	5,068	0%	1,936			0	14,173
Branciforte	0	0	0%	0	0	0%	0	2	0%	0			0	2
Capitola	54,347	56,372	4%	54,914	43,569	-21%	55,949	44,553	-20%	56,861			165,210	144,494
Downtown	47,273	42,357	-10%	45,507	34,241	-25%	48,246	37,979	-21%	45,104			141,026	114,577
Felton	29,805	24,456	-18%	31,593	17,104	-46%	33,951	16,949	-50%	32,652			95,349	58,509
Garfield Par	0	7,725	0%	0	6,551	0%	0	9,196	0%	1,779			0	23,472
La Selva Bea	7,903	7,565	-4%	6,642	6,218	-6%	6,723	6,625	-1%	6,690			21,268	20,408
Live Oak	12,762	40	-100%	10	12,836	128260%	26	17,527	67312%	10			12,798	30,403
Scotts Valley	7,511	16,626	121%	27	22,052	81574%	16	25,885	161681%	14			7,554	64,563
Outreach	5,062	5,906	17%	5,277	4,654	-12%	5,372	5,062	-6%	5,515			15,711	15,622
TOTAL	164,720	165,748	1%	143,970	151,629	5%	150,283	168,846	12%	150,561			458,973	486,223
Digital Bran	110,918	121,916	10%	109,713	123,424	12%	111,483	124,352	12%	115,268			332,114	369,692
Total incl. D	275,638	287,664	4%	253,683	275,053	8%	261,766	293,198	12%	265,829			791,087	855,915

SCPL APP CIRCULATION														
	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	% Chang	FY21/22	FY22/23
Aptos		2	0%		0	0%		0	0%				0	2
Boulder Creek		148	0%		188	0%		170	0%				0	506
Branciforte		0	0%		0	0%		0	0%				0	0
Capitola		2,074	0%		1,681	0%		2,002	0%				0	5,757
CMS		567	0%		522	0%		353	0%				0	1,442
Downtown		1,416	0%		1,241	0%		1,507	0%				0	4,164
Felton		660	0%		519	0%		486	0%				0	1,665
Garfield Park		184	0%		183	0%		337	0%				0	704
La Selva Beach		538	0%		572	0%		522	0%				0	1,632
Live Oak		2	0%		467	0%		481	0%				0	950
Outreach		165	0%		120	0%		162	0%				0	447
Scotts Valley		420	0%		686	0%		912	0%				0	2,018
TOTAL SYSTEM HRS		6,176	0%	0	6,179	0%	0	6,932	0%	0	0	0	0	19,287

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	% Chang	FY21/22	FY22/23
Aptos	124	81	-35%	82	64	-22%	69	111	61%	47			275	256
Boulder Cre	31	118	281%	17	64	276%	21	91	333%	83			69	273
Branciforte	28	22	-21%	32	20	-38%	21	31	48%	22			81	73
Capitola	828	582	-30%	557	420	-25%	592	532	-10%	621			1,977	1,534
Downtown	725	720	-1%	595	563	-5%	654	699	7%	679			1,974	1,982
Felton	243	209	-14%	201	150	-25%	265	208	-22%	228			709	567
Garfield Par	21	135	543%	22	74	236%	15	116	673%	76			58	325
La Selva Bea	46	78	70%	44	43	-2%	47	57	21%	87			137	178
Live Oak	146	56	-62%	50	215	330%	56	280	400%	51			252	551
Scotts Valley	109	384	252%	51	267	424%	42	130	210%	37			202	781
Outreach	85	118	39%	216	251	16%	82	381	365%	109			383	750
TOTAL	2,386	2,503	0%	1,867	2,131	14%	1,864	2,636	41%	2,040			6,117	7,270
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	% Change	FY21/22	FY22/23	% Chang	FY21/22	FY22/23
Aptos	0	0	0%	0	0	0%	0	0	0%	0			0	0
Boulder Cre	0	336	0%	0	251	0%	0	271	0%	182			0	858
Branciforte	0	0	0%	0	0	0%	0	0	0%	0			0	2,095
Capitola	1,390	2,504	80%	1,501	2,095	40%	2,064	2,230	8%	2,202			4,955	11,873
Downtown	6,676	7,873	18%	7,569	7,139	-6%	7,862	7,288	-7%	7,344			22,107	22,300
Felton	307	775	152%	591	664	12%	765	813	6%	813			1,663	2,252
Garfield Par	0	231	0%	0	229	0%	0	390	0%	64			0	850
La Selva Bea	83	101	22%	80	79	-1%	104	115	11%	75			267	295
Live Oak	294	5	-98%	0	796	0%	0	1,183	0%	0			294	1,984
Scotts Valley	113	775	586%	0	1,065	0%	0	1,367	0%	0			113	3,207
TOTAL SYST	8,863	12,600	42%	9,741	12,318	26%	10,795	13,657	27%	10,680			29,399	38,575

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	% Change	FY21/22	FY22/23	% Chang	FY21/22	FY22/23
Aptos	0	0	0%	0	0	0%	0	0	0%	0			0	0
Boulder Cre	0	482	0%	0	363	0%	0	432	0%	346			0	1,277
Branciforte	0	0	0%	0	0	0%	0	0	0%	0			0	0
Capitola	2,342	3,521	50%	2,494	2,991	20%	3,152	3,155	0%	3,241			7,988	9,667
Downtown	5,762	7,601	32%	6,577	6,532	-1%	7,011	7,154	2%	7,055			19,350	21,287
Felton	560	1,238	121%	923	1,026	11%	1,194	1,226	3%	1,345			2,677	3,490
Garfield Par	0	419	0%	0	344	0%	0	610	0%	118			0	1,373
La Selva Bea	148	202	36%	136	164	21%	178	209	17%	147			462	575
Live Oak	463	18	-96%	0	1,124	0%	0	1,776	0%	0			463	2,918
Scotts Valley	174	1,233	609%	0	1,725	0%	0	2,133	0%	0			174	5,091
TOTAL SYST	9,449	14,714	56%	10,130	14,269	41%	11,535	16,695	45%	12,252			31,114	45,678
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	% Change	FY21/22	FY22/23	% Chang	FY21/22	FY22/23
Aptos	0	0	0%	0	0	0%	0	0	0%	0			0	0
Boulder Cre	0	11	0%	0	137	0%	0	247	0%	2			0	395
Branciforte	0	0	0%	0	0	0%	0	0	0%	0			0	0
Capitola	200	268	34%	1230	1173	-5%	925	1399	51%	942			2,355	2,840
Downtown	140	98	-30%	534	607	14%	518	641	24%	646			1,192	1,346
Felton	138	57	-59%	520	400	-23%	231	1011	338%	202			889	1,468
Garfield Par	0	0	0%	0	0	0%	0	0	0%	0			0	0
La Selva Bea	0	0	0%	0	0	0%	0	0	0%	0			0	0
Live Oak An	0	0	0%	0	0	0%	0	0	0%	0			0	0
Scotts Valley	0	4	0%	0	821	0%	0	1017	0%	0			0	1,842
TOTAL HOU	478	438	-8%	2284	3138	37%	1,674	4,315	158%	1792			4,436	7,891

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	% Change	FY21/22	FY22/23	% Chang	FY21/22	FY22/23
Aptos	0	0	0%	0	0	0%	0	0	0%	0			0	0
Boulder Cre	0	16	0%	0	24	0%	0	20	0%	7			0	60
Branciforte	0	0	0%	0	0	0%	0	0	0%	0			0	0
Capitola	6	80	1233%	48	101	110%	71	100	41%	89			125	281
Downtown	17	146	759%	77	187	143%	178	197	11%	229			272	530
Felton	13	57	338%	61	80	31%	55	73	33%	68			129	210
Garfield Par	0	11	0%	0	21	0%	0	27	0%	4			0	59
La Selva Bea	5	32	540%	39	44	13%	56	59	5%	63			100	135
Live Oak	0	0	0%	0	40	0%	0	71	0%	0			0	111
Scotts Valley	0	12	0%	0	51	0%	0	71	0%	0			0	134
Outreach	212	53	-75%	52	49	-6%	35	61	74%	62			299	163
Virtual	0	18	0%	44	29	-34%	58	19	-67%	36			102	66
TOTAL	253	425	68%	321	626	95%	453	698	54%	558			1,027	1,749
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	% Change	FY21/22	FY22/23	% Chang	FY21/22	FY22/23
Aptos	0	0	0%	0	0	0%	0	0	0%	0			0	0
Boulder Cre	0	295	0%	0	297	0%	0	240	0%	127			0	832
Branciforte	0	0	0%	0	0	0%	0	0	0%	0			0	0
Capitola	122	1,295	961%	700	1,211	73%	894	1623	82%	1,163			1,716	4,129
Downtown	51	861	1588%	459	1,093	138%	685	2150	214%	1,047			1,195	4,104
Felton	186	527	183%	636	630	-1%	260	826	218%	739			1,082	1,983
Garfield Par	0	259	0%	0	295	0%	0	670	0%	39			0	1,224
La Selva Bea	56	473	745%	392	376	-4%	323	746	131%	675			771	1,595
Live Oak	0	0	0%	0	393	0%	0	871	0%	0			0	1,264
Scotts Valley	0	202	0%	0	814	0%	0	1397	0%	0			0	2,413
Outreach	2,205	2,164	-2%	963	955	-1%	422	1,765	318%	2,454			3,590	4,884
Virtual	0	136	0%	330	229	-31%	691	311	-55%	438			1,021	676
TOTAL	2,620	6,212	137%	3,480	6,293	81%	3,275	10,599	224%	6,682			9,375	23,104

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



STAFF REPORT

DATE: May 4, 2023
TO: Library Joint Powers Authority Board
FROM: Yolande Wilburn, Library Director
RE: 3rd Qtr. SCPL Incident Report

STAFF RECOMMENDATION

Accept and File Incident Report for 3rd Qtr. FY 2023.

DISCUSSION

The 3rd 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 3rd Qtr. FY 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	0	-100%	2	Closed	0%	0	0	0%	0			6	0	0.0%
Boulder Creek	Closed	4		Closed	3	0%	Closed	3	0%	1			1	0	-100.0%
Branciforte	Closed	0		Closed	Closed	0%	Closed	2	0%	Closed			0	0	0.0%
Capitola	9	5	-44%	8	1	-88%	3	2	-33%	4			24	0	-100.0%
Downtown	17	41	141%	12	30	150%	42	52	24%	23			94	0	-100.0%
Felton	4	6	50%	2	10	400%	4	13	225%	3			13	0	-100.0%
Garfield Park	2	1	-50%	Closed	5	0%	Closed	1	0%	0			2	0	-100.0%
La Selva Beach	0	0		0	0	0%	1	0	0%	1			2	0	-100.0%
Live Oak	2	4	100%	7	1	-86%	1	5	400%	2			12	0	-100.0%
Scotts Valley	Closed	0		Closed	0	0%	Closed	2	0%	Closed			0	0	0.0%
TOTAL	38	61	61%	31	50	61%	51	80	57%	34			154	0	-100.0%

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	0		0	Closed	0%	0	0	0%	0			0	0	0.0%
Boulder Creek	Closed	1		Closed	0	0%	0	1	0%	0			0	0	0.0%
Branciforte	Closed	0		Closed	Closed	0%	0	0	0%	0			0	0	0.0%
Capitola	0	1		0	0	0%	2	1	0%	1			3	0	0.0%
Downtown	10	17	70%	5	18	260%	33	34	3%	15			63	0	-100.0%
Felton	3	1	-67%	1	4	300%	1	2	100%	1			6	0	0.0%
Garfield Park	0	0		Closed	1	0%	0	1	0%	0			0	0	0.0%
La Selva Beach	0	0		0	0	0%	0	0	0%	0			0	0	0.0%
Live Oak	0	0		Closed	1	0%	0	0	0%	0			0	0	0.0%
Scotts Valley	Closed	0		Closed	0	0%	Closed	0	0%	Closed			0	0	0.0%
TOTAL	13	20	54%	6	24	300%	36	39	8%	17			72	0	-100.0%

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



STAFF REPORT

DATE: May 4, 2023
TO: Library Joint Powers Authority Board
FROM: Yolande Wilburn, Library Director
RE: FY 2023 Third Quarter Workplan

RECOMMENDATION

Accept and file FY 2023 Third Quarter Workplan.

DISCUSSION

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

The Library continues to make significant gains in hiring new employees. This quarter, the Library also embarked on its work to more closely study its impacts from its programs and services by working with the consultant, Knology. That work will continue with workshops at its April inservice day and beyond.

Attachments: 3rd Qtr. Workplan FY 2023

Report Prepared by: Eric Howard, Assistant Director

Reviewed and Forwarded by: Yolande Wilburn, Library Director

WORKPLAN: QUARTER 3 FISCAL YEAR 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 3

ADULT

"I applaud library efforts to nurture the community's in person engagement with neighbors and education about important local issues."

- *Participant in the Library's Neighbors for Neighbors program*

"I feel so lucky to belong to this library and that you offer these presentations! Thank you ever so much!!"

- *Participant in the Library's Digital Literacy Class*

"My favorite story was 'Do Not Attempt to Climb Out' as it discussed situations I've been in where I feel stuck and hopeless."

- *Participant in the Library's People & Stories program held in the county's correctional facility*

Total Adult Service Library Events: 306

Attendance: 3275

Adult Learning:

- Created partnership with Volunteer Center of Santa Cruz County's Literacy Program to offer English language tutoring for adult learners at library branches across the County and to support tutor training through workshops hosted in library branches.
- Held 10 "People & Stories" reading discussions with 44 participants in county correctional facilities.

Digital Literacy:

- Held 6 Tech Talks digital literacy workshops in person and online to teach smartphone basics, using apps for wellbeing, and exploring the wide world of apps.
- Expanded one-on-one tech help to Live Oak and Scotts Valley library branches. Held 112 hours of one-on-one tech help at Capitola, Downtown, Felton, Live Oak, and Scotts Valley libraries.
- Partnered with the County of Santa Cruz In-Home Supportive Services (IHSS) to provide tech help to 25 IHSS service providers

Partnerships to support career advancement, taxes, veterans' services, housing, and health:

- Partnered with Project Scout to provide free IRS-certified tax assistance to seniors, individuals with a disability, and low-income families at Boulder Creek, Capitola, and Downtown library branches. Approximately 200 people have been assisted during the 3rd quarter of the year.
- Created a new partnership with Healing the Streets in the Downtown branch library's Life Literacies Center. HTS is a SC County Behavioral Health program that connects people

experiencing homelessness to resources for health, mental health, substance use and housing.

- Hosted partner Homeless Garden Project's Job Training Series, which consisted of four classes including; Introduction Google Suite, Writing Cover Letters, Digital Literacy, and Interview Skills. Each class had about 15 participants.
- Hosted Pathways to Employment weekly sessions to connect decarcerated individuals to employment opportunities.
- Began the monthly Working Together program in the Downtown library's Life Literacies Center. This monthly program brings together service providers and library staff to connect people to service providers and community support. The program serves approximately 40 participants each month and features 9 partner organizations, including: Downtown Outreach Workers, Downtown Streets Team, Friends Outside, Court Community Service Program, Healing the Streets, Homeless Garden Project, Housing Matters, Santa Cruz Free Guide, and free sandwiches from Togo's Capitola, Scotts Valley & Watsonville.
- Hosted the Volunteer Housing Navigators in the Downtown library's Life Literacies Center. Participants were successful with critical tasks such as finalizing rental applications, addressing rent payment issues, and securing funds from the Housing Authority as an incentive for potential landlords.
- Continued to host the Dignity Health Mobile Wellness Clinic at Scotts Valley to support the healthcare needs of the uninsured, underinsured, or people experiencing challenges to accessing healthcare and health resources. 34 people have benefitted from this highly needed service.

Civic Literacy:

- Held 6 Neighbors for Neighbors community conversations at Capitola and Garfield Park library branches for people who want to learn how to take an active role in their neighborhood to bridge divides on the topic of homelessness. Presentations, reading materials, and discussions covered affordable housing, encampments, and mental health and crisis response. Each session had between 12-35 participants.

History and Diversity:

- Held a special Women's History Month film screening and discussion of *The Purity Myth*, a book and documentary that explores how societal pressure is used to undermine women's autonomy. Jessica Valenti, award-winning bestselling author of *The Purity Myth*, joined via Zoom for a discussion at the Capitola library branch mediated by Dr. Megan McNamara, professor of sociology at UCSC.
- Hosted an author talk with Tricia Montalvo Timm at the Scotts Valley library branch with the Scotts Valley Library Friends. Timm is a first-generation Latina board director, venture investor, and speaker and on a mission to inspire anyone who has ever felt like an "other" in the workplace. Her book, *Embrace the Power of You*, includes her own story and those of other top executives to offer strategies and tools on showing up as your authentic self at work.
- Partnered with Temple Beth El, the Resource Center for Nonviolence, Santa Cruz County United for Safe and Inclusive Communities, and the Islamic Center to host a screening and group discussion of *THE U.S. AND THE HOLOCAUST*, a three-part documentary, at the Capitola library branch. The documentary explores America's response to one of the greatest humanitarian crises in history.
- Partnered with the 418 Project to sponsor and present a Black History Month Film Festival.
- Hosted a talk with local author and artist Lynn Guenther at the Downtown library branch featuring her display of artifacts and illustrations related to Laura Hecox, a major figure in

Santa Cruz local history. Over 100 people came to view the display and learn about local history. Hecox (1854–1919) was a pioneer, naturalist, collector, activist, lighthouse keeper, and museum benefactor.

- Held a series of 6 “Glimpses of World History” illustrated talks at La Selva Beach library branch and on Zoom with Dr. Robert Strayer, Ph.D (European and African History). The talks covered topics in world history and their implications for the present.

Art:

- Added a new exhibit of veterans’ art at the Downtown library branch
- Worked with the Santa Cruz County Parks Department, the Arts Council of Santa Cruz County, and a selection panel to select the Santa Cruz County 2023-2024 Poet Laureate, Farnaz Fatemi, an Iranian American poet and writer. Fatemi is a founding member of The Hive Poetry Collective and was formerly a writing instructor at the University of California, Santa Cruz. The Santa Cruz County Board of Supervisors appointed the new Poet Laureate in their January 31 Board meeting.
- Held the first Soundswell Live Music Series concert featuring Brazilian music band Samba Cruz at the Garfield Park library branch. The concert was attended by 112 people connecting through music and culture. The series promotes the library’s Soundswell music collection, a growing collection of local musicians’ work to stream and download.

Connect, Learn and Laugh

- Hosted an author talk and plant-based breakfast lesson with local cookbook author Rachael J. Brown at the Scotts Valley library branch with the Scotts Valley Library Friends
- Created a partnership with non-profit organization Shared Adventures to offer a monthly picture bingo program for adults with disabilities to increase social and recreational interaction, and to support a welcoming and inclusive space at the Downtown library branch.
- Added 6 weeks of beginner bridge lessons with a new volunteer from the Santa Cruz Bridge Association to supplement our Bridge Club program in partnership with SC County Parks & Recreation at the Capitola library branch.

Community-Led Learning:

- Partnered with the Friends of the Santa Cruz Libraries to support the annual Our Community Reads 2023 program featuring the book *Mary Coin* by Marisa Silver. This year featured 12 programs across the County, 5 in hybrid virtual/in-person format, 2 live music concerts, an author talk, an art project, a creative writing workshop, film showings and discussion, a panel of local farmers and labor representatives, a panel of local photographers engaging the audience with technical expertise and artistic vision, and the ever-popular book-themed trivia night with 10 teams and almost 50 active participants. Our Community Reads is a program of the Friends of the Aptos Library, in which the community selects a book and then comes together for a series of related events. These events are presented in association with the Friends of the Capitola, Felton, La Selva Beach, and Scotts Valley libraries, in partnership with Cabrillo College and Aptos High School, and with the support of the Santa Cruz Public Libraries. The annual program brings people together across Santa Cruz County to gain understanding through arts and humanities programming.
- Hosted a diverse array of natural science, local history, and arts & crafts community-led learning programs brought to the Felton library branch by the Felton Library Friends.

Program topics included upcycled calendar art, travel sketching, San Lorenzo Valley water resources, starting summer garden seeds, and the complicated history of railroads and Scotts Valley.

Quarter 3

YOUTH

“This is the highlight of our week. We had [another commitment] we canceled so we could come to Make & Explore every week! It’s our special time together”

- *Mother of two regular Felton attendees*

“We came back early from our trip because we couldn’t miss today’s lesson”

- *Mother of a regular Boulder Creek Branch attendee*

Total Youth Service Library Events: 334

Attendees: 5,768

Early Literacy/Kindergarten Readiness:

- SCV hosted an ASL storytime on 3/24/23 with special guest Marcos Silva signing alongside Emily Bresett reading stories. His sister, SCPL employee Alejandra Ruiz, helped translate and answer questions. Afterwards, we had multiple inquiries from patrons/parents asking where they may sign up for ASL classes. I had an enthusiastic email from a patron telling how excited he and his deaf friend were to see ASL programming offered at the library and asking if there would be more in the future.

Student Success:

- The Tales to Tails program (where new readers read to dogs) restarted in April.
- After learning that the schools are all offering after-school tutoring, the Library adjusted its services to meet the current needs. It reduced its Homework Help offerings and increased its R.E.A.D. programming, offering it at Live Oak, Capitola, La Selva Beach, Felton and Downtown. These one-on-one sessions are well attended.
- The Library conducted 5 visits with books for 37 youth in juvenile hall.

Safe After School:

- STEAM programs continue to be a popular after school program at Scotts Valley, Boulder Creek and Felton.

Teens:

- North County ACT (Advisory Council of Teens) is now up and running at Felton. The group provides input on the space and on programming for their peers.

- Librarians Jacqueline Danziger and Rowan Rammer hosted a virtual comics workshop for Women’s History Month with Story Architects The Gibbs Sisters where tweens and teens were instructed step by step on how to build characters and create their own 6-panel, one-page comics story.
- South County ACT met with Lea de Wit, the artist who is creating the public art for the new Aptos building., to provide input on her concepts for art in the Teen area.



School Partnerships:

- Librarian Emily Bresett visited 1st grade classes at Brook Knoll Elementary and 1st grade classes at Vine Hill Elementary, giving a presentation on resources and programs students may find at the library.
- Librarians Julie Soto and Lorena Lopez participated in the *Amor y la lectura* =Love of Reading event at Del Mar Elementary. Lorena presented a bilingual storytime at this event celebrating reading in one’s native language.
- Catherine Upton and Valerie Murphy attended the annual Fiesta de las Artes at Bay View Elementary School. They provided 65 sunflower crafts, sunflower seeds and peat pods

for planting. They were also able to share information about our programs to many of the families who attended.

- Heather Norquist, Julie Soto and Lorena Lopez attended Community Engagement initiative trainings in Ontario, Calif., and Sacramento as part of the Live Oak School District cohort taking part in the statewide CEI initiative.
- Eric Howard and Heather Norquist met with LOSD Superintendent Dr. Daisy Morales and Family and Community Engagement Manager Crystal Perez to get their input on the summer Recover and Thrive pilot program for improving reading skills and to learn how the Library might best serve the children and families participating.

Community Partnerships and Special Events:

- Emily Bresett worked with Triple P (Positive Parenting Program) to offer a Storywalk at the Capitola, Downtown and Scotts Valley branches during January for Positive Parenting Awareness Month.
- Scotts Valley hosted Oakland-based children's author Angela Dalton in honor of Women's History Month. She read her newest book "To Boldly Go" and gave a presentation on Nichelle Nichols' life and how she helped the Civil Rights movement and paved the way for women and POC in the entertainment industry and at NASA. Angela expressed interest in returning in the future.
- Catherine Upton met with Marsa Greenspan from Housing Matters and developed a plan for providing Make and Explore programming at the Revele shelter for youth and families experiencing homelessness.
- Julie Soto gave a presentation on SCPL Services to the Live Oak Parent Leadership Committee, part of Cradle to Career Santa Cruz County.

3. Transformative Spaces Accomplishments:

Quarter 3

- The La Selva branch library re-wire project was completed and the final people-counter equipment was installed for that branch.
- Continued final preparation for the grand re-opening of the Branciforte Branch Library.
- Developed a display of artwork by artists from the veteran community at the Downtown Branch.
- Gathered input from teens for ideas around the usage of the new Downtown Library and from teens in the Felton area for transformative changes there.

4. User Experience Accomplishments:

Quarter 3

- Updated the Borrower Registration form to reflect the ability for patrons to indicate their preferred name, if that is different from their legal name.

- IT finalized a project to upgrade our existing Microsoft Active Directory servers. These are servers that used to manage staff account authentication as well as computer authentication and management. This involved operating system and Microsoft Active directory version upgrades.
- Deployed an initial (phase 1) batch of Staff computer replacements. This was done for the Downtown Library as well as CMS.
- Migrated the Library's in-house ILS (Polaris) to a cloud-hosted implementation. This was a 3-month endeavor.

5. Organizational Capacity:

Quarter 3

- During this period, the Library staff continued its work with the consultant Knology. The work entails reviewing how librarians study their impact on the community through programs and services so that the Library can continue to evolve with changing needs.
- The Library has also embarked on a historical phase of new recruitments. The following positions were filled this quarter:
- Promoted Maddy Damon to Selector.
- Promoted Abraham Escalante to Adult Services Librarian at Scotts Valley.
- Hired and onboarded three new Program Librarians who will provide programs and services for adults and children: Raven Patrick at Garfield Park, Lizz Borbas at Boulder Creek, and Oscar Hernandez at Branciforte.
- Hired Amanda Rotella into the Community Relations Specialist position.
- Hired Stephany Mendoza Aguado to the Librarian Assistant II position at Branciforte.

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



STAFF REPORT

DATE: May 4, 2023
TO: Library Joint Powers Authority Board
FROM: Yolande Wilburn, Library Director
RE: Budget Adjustment for CA Library Services Act Funds

STAFF RECOMMENDATION

Accept and amend the FY 23 Library Operating Budget to include funds awarded from the California Library Services Act offered through the Pacific Library Partnership in the amount of \$13,998.

DISCUSSION

The California Library Services Act has awarded SCPL funds in the amount of \$13,998. These funds will be used to support the Library's Overdrive budget line. Overdrive is the digital book collection for use by library patrons. It is estimated that these funds will add 210 titles to the collection and will circulate approximately 3,570 times.

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: 05/04/2023

Reso #:

Purpose: Amend FY 23 Budget to include CLSA funds.

ACCOUNT	PROJECT	PROJECT NAME	REVENUE EDEN ACCOUNT TITLE	AMOUNT
951-36-51-3601-43210			State Operating Contribution	13,998.00
TOTAL REVENUE				13,998.00

ACCOUNT	PROJECT	PROJECT NAME	EXPENDITURE EDEN ACCOUNT TITLE	AMOUNT
951-36-51-3601-53106			Books and Materials	13,998.00
TOTAL EXPENDITURE				13,998.00

NET: \$ 0.00

REQUESTED BY	DEPARTMENT HEAD APPROVAL	BUDGET/ACCOUNTING REVIEWED	FINANCE DIRECTOR APPROVAL	CITY MANAGER APPROVAL
Kira Henifin <small>Digitally signed by Kira Henifin Date: 2023.04.17 10:25:31 -0700</small>				

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



STAFF REPORT

DATE: May 4, 2023
 TO: Library Joint Powers Authority Board
 FROM: Yolande Wilburn, Library Director
 RE: Budget Adjustments for FSCPL Chapter Donations

STAFF RECOMMENDATION

Accept and amend the FY 23 Operating Budget to include donations in support of library services and spaces from the Friends of the Santa Cruz Libraries' various Chapters totaling \$10,362.12.

DISCUSSION

In addition to the annual support the Friends of the Public Libraries has authorized the library for use in FY 23, the Friends' Chapters have also committed financial support for their branches they support.

The Friends' Chapters have been busy raising funds and working with library staff to identify branch needs. The following is a list of contributions raised by the Chapters in support of library services and spaces:

Chapter	Amount	Description
CAP	\$ 1,000.00	Jessica Valenti- Presenter/Discussion Lead for event on 3/30/23
CAP	\$ 450.00	Tom Noddy
		Ricki Vincent Dungeons and Dragons Mini Figure Painting Workshop on July 8, 2023 (\$300 was paid to vendor since they required a pre payment the Library could not process)
CAP	\$ 300.00	
CAP	\$ 2,000.00	STEAM IEEE Grant the Chapter Received
Subtotal: CAP	\$ 3,750.00	
GP	\$ 5,000.00	Engraved Memory Bench
Subtotal: GP	\$ 5,000.00	
LSB	\$ 800.00	Backpacks for SRP participants at South County Bookmobile Sites
Subtotal: LSB	\$ 800.00	
SV	\$ 450.00	Tom Noddy's Bubble Magic Performance on June 22, 2023
	\$ 362.12	Ping Pong Table
Subtotal: SV	\$ 812.12	

The Library would like to thank the hard work of all the participants involved in making this support happen and enriching the communities in which these libraries are thriving.

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: 05/04/2023

Reso #:

Purpose: Amend the FY 23 Budget to include funds received from the Friends of the Santa Cruz Public Libraries Chapters.

ACCOUNT	PROJECT	PROJECT NAME	REVENUE EDEN ACCOUNT TITLE	AMOUNT
951-36-51-3605-46309	p362205-464-5010-1094	Capitola Chapter	Donations	3,750.00
951-36-51-3609-46309	p362209-464-5010-1094	LSB Chapter	Donations	800.00
951-36-51-3611-46309	p362211-464-5010-1094	SV Chapter	Donations	812.12
951-36-51-3608-46309	p362208-464-5010-1094	GP Chapter	Donations	5,000.00
TOTAL REVENUE				10,362.12

ACCOUNT	PROJECT	PROJECT NAME	EXPENDITURE EDEN ACCOUNT TITLE	AMOUNT
951-36-51-3605-54990	p362205-100-2020-0	Capitola Chapter	Misc. Supplies	3,750.00
951-36-51-3609-57990	p362209-100-2020-0	LSB Chapter	Misc. Supplies	800.00
951-36-51-3611-54990	p362211-100-2020-0	SV Chapter	Misc. Supplies	450.00
951-36-51-3611-57990	p362211-100-2020-0	SV Chapter	Capital Outlay	362.12
951-36-51-3608-57990	p362208-100-2020-0	GP Chapter	Capital Outlay	5,000.00
TOTAL EXPENDITURE				10,362.12

NET: \$ 0.00

REQUESTED BY	DEPARTMENT HEAD APPROVAL	BUDGET/ACCOUNTING REVIEWED	FINANCE DIRECTOR APPROVAL	CITY MANAGER APPROVAL
Kira Henifin <small>Digitally signed by Kira Henifin Date: 2023.04.17 10:25:31-0700'</small>				

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



STAFF REPORT

DATE: May 4, 2023
TO: Library Joint Powers Authority Board
FROM: Yolande Wilburn, Library Director
RE: Budget Adjustment for County Technology Help Program

STAFF RECOMMENDATION

Accept and amend the FY 23 Library Operating Budget to include payment from the County of Santa Cruz for the Library's support with the In Home Supportive Service (IHSS) workshops, in the amount of \$10,250.

DISCUSSION

The County of Santa Cruz enlisted the help of the Santa Cruz Public Libraries' with their IHSS Tech Help Pilot.

SCPL's digital literacy focus includes creating learning opportunities that empower people to safely and effectively use technology. The objective of this pilot was to deliver technology assistance to a county wide audience identified as requiring in-person tech help. The pilot period began November 29th, 2022 and extended through February 2023. The county paid SCPL approximately 20 hours/month to cover all temp fill costs associated with regular library staff providing this service.

This pilot was not extended beyond February for two reasons. First, approximately 38% of allotted tech help time was not filled with appointments. Second, of the filled appointments approximately 50% of the tech issues involved the administrative functions of the IHSS account And payment process, which was beyond our scope of work.

This pilot was an opportunity for SCPL to directly share information about the library's many digital learning resources and services to approximately 5,000 IHSS providers and recipients. As a result, there has been an increase in demand for the library's regular in-person Tech Help. We have added an additional location and hours to our weekly tech help schedule to help meet this demand.

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: 05/04/2023

Reso #:

Purpose: Amend FY 23 Budget to include payment for the County of Santa Cruz for the Library's support in their IHSS pilot program. Monies were to support temporary staff while regular staff were working on the project.

ACCOUNT	PROJECT	PROJECT NAME	REVENUE EDEN ACCOUNT TITLE	AMOUNT
951-36-51-3601-43354			County of SC Reimbursements	10,250.00
TOTAL REVENUE				10,250.00

ACCOUNT	PROJECT	PROJECT NAME	EXPENDITURE EDEN ACCOUNT TITLE	AMOUNT
951-36-51-3601-51122			Temporary Personnel	10,250.00
TOTAL EXPENDITURE				10,250.00

NET: \$ 0.00

REQUESTED BY	DEPARTMENT HEAD APPROVAL	BUDGET/ACCOUNTING REVIEWED	FINANCE DIRECTOR APPROVAL	CITY MANAGER APPROVAL
Kira Henifin <small>Digitally signed by Kira Henifin Date: 2023.04.17 10:25:31 -0700</small>				

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



STAFF REPORT

DATE: May 4, 2023
TO: Library Joint Powers Authority Board
FROM: Yolande Wilburn, Library Director
RE: Approve Naming Rights Gift Agreements for Garfield Park Branch Library

RECOMMENDATION

Approve Naming Rights Gift Agreement for Garfield Park Branch Library and amend FY 23 Library Operating Budget in the amount of \$5,000.

DISCUSSION

Rhonda Martyn has made the following donation to the Garfield Park Library:

\$ 5,000 for a bench to read "In loving memory of Ken and Rhoda Martyn 1926-2016. They loved their family, libraries and each other".

These naming rights will remain in place for the normal life of the Garfield Park Branch Library building and are subject to the JPA Board Policy #403, adopted in March 2017.

Attached:
Library Naming Policy #403
Martyn Naming Rights Signed Agreement
Budget Adjustment

Library Naming Policy

LJPB Policy #403

Adopted: 3/2/2017

Revised: 5/5/2022

Five-year Review Schedule: 5/2027

1. Purpose

This policy establishes the authority and process for philanthropic naming or re-naming of Santa Cruz Public Libraries interior and exterior spaces and features, major programs, and collections associated with specific branches. Philanthropic naming opportunities provide the Library with funds to meet strategic objectives. The Library determines the distribution of all naming funds.

2. Library Names

The Santa Cruz Public Libraries (the Library) name each branch according to their geographic location in the county, in order to identify each branch with either the neighborhood where it is located or the neighborhood that it primarily serves. This practice allows library users to easily determine the general location of a library facility they want to visit. Member jurisdictions may determine it appropriate to allow the Library building to be included in a naming policy.

3. Naming Criteria

Santa Cruz Public Libraries interior and exterior spaces and features, major programs, and a collection associated with a specific branch may be named in honor of an individual, family, or entity. Naming or re-naming rights is the purview of the local jurisdictions (City of Capitola, City of Scotts Valley, City of Santa Cruz, and County of Santa Cruz) subject to review by the Library Joint Powers Authority Board (JPAB) consistent with this policy.

Naming opportunity is provided only to those that exemplify the attributes of integrity, civic leadership, and deep commitment to the Library and community, specifically where:

- a) the proposed honoree reflects the spirit, values, and mission of the Library in support of free and equal access to information for all.
- b) an individual has provided extraordinary service and support to the Library system.
- c) an individual donor has made a significant monetary contribution to the Library.
- d) an entity's financial sponsorship has allowed the Library to significantly advance the provision of programs, services, or collections.

4. Naming Process

Each jurisdiction shall develop, propose, and maintain a list of Naming Opportunities.

The JPAB shall review each jurisdiction's naming plan to ensure that residents have a unified library experience as they visit branches across jurisdictions, and that the plan is consistent with this policy.

The JPAB shall review each jurisdiction's naming policy to ensure the plan:

- a) is appropriately consistent with other approved naming plans.
- b) does not overly commercialize the library space.
- c) includes clear time limits outlined below.
- d) reserves the right to reject any naming proposal or donation from any individual, family, or entity.

Naming rights shall not extend beyond the normal life of any interior or exterior space or feature, major program, or collection associated with a specific branch, or ten (10) years, whichever is less. In the event that a named Library interior or exterior space or feature, major program, or collection is significantly altered within (a) 75% of the expected lifespan, or (b) if the Branch Library is closed, deconstructed,

destroyed, or severely damaged such that the Branch Library is closed to the public for a period of term in excess of 18 months, or (c) in the event the Branch library goes through an end-of-life renovation, and the Branch Library is closed to the public for a period of time in excess of 18 months for that renovation, and a donor campaign is needed to fund the renovation, SCPL shall offer the naming rights to the same or a similar room to Donor, if available, or (d) If Donor materially breaches its obligations under this Agreement and, after receiving written notice from SCPL identifying such materials breach, fails to cure such material breach within 15 days of such notice.

Gift Policy: Naming rights agreements shall be reviewed and approved by the LJPB and reported to the appropriate JPA jurisdiction for final approval.

5. Naming Revocation

Any naming opportunity authorized by a JPAB jurisdiction can be revoked only by a vote of that body.

If an individual, family, or entity for whom a naming commitment has been made violates the standards defined in section three (3. Naming Criteria) of this policy, the JPAB may recommend the removal of the individual, family, or entity's name from the naming opportunity, interior or exterior space or feature, major program, or collection associated with a specific branch.

Before taking such action, the JPAB jurisdiction shall undertake due diligence, including consultation with counsel, as to any legal ramifications that the jurisdiction may expect under any pre-existing agreement(s) related to naming opportunities or in regard to any other matter that may have legal bearing upon a proposed change in name.

Where unforeseen circumstances make it impossible for a donor to complete a monetary donation commitment after associated name placement has occurred, the JPAB shall make reasonable efforts to work with the donor to create a plan for completion of the commitment. However, in certain circumstances it may be necessary and in the best interests of the Library to remove the donor's name choice from the naming opportunity.



Library Naming Rights Gift Agreement

Related JPAB Policy # 403

For the naming opportunities on a bench at the Garfield Branch Library to read "In loving memory of Ken and Rhoda Martyn 1926-2016. They loved their family, libraries and each other", Rhonda Martyn has made a donation to the Friends of the Santa Cruz Public Libraries, a 501(c)(3) nonprofit organization.

This gift will be subject to the JPA Board Policy #403 adopted March 2, 2017.

The Santa Cruz Public Libraries Joint Powers Authority Board, Friends of the Santa Cruz Public Libraries, and the donors named in this agreement acknowledge this gift and the terms set forth above by their signatures or the signatures of their duly appointed representatives on duplicate copies of this agreement.

Rhonda Martyn

Printed Name of Donors

Signature of Donor

Rhonda K Martyn

2/6/23

Date

Acknowledgment by the Chair of the Santa Cruz Public Libraries Joint Powers Authority Board

Date

Acknowledgment by the Friends of the Santa Cruz Public Libraries

Date

**City of Santa Cruz
BUDGET ADJUSTMENT REQUEST**

Clear Form

- Administrative Approval
- Council Approval

Fiscal Year: 2023

Date: 05/04/2023

Reso #:

Purpose: Amend the FY 23 Budget to include funds received from the Friends of the Santa Cruz Public Libraries for the Garfield Park Library Branch.

ACCOUNT	PROJECT	PROJECT NAME	REVENUE EDEN ACCOUNT TITLE	AMOUNT
951-36-51-3608-46309	p362208-464-5010-1094	Garfield Park Chapter	Donations	5,000.00
TOTAL REVENUE				5,000.00

ACCOUNT	PROJECT	PROJECT NAME	EXPENDITURE EDEN ACCOUNT TITLE	AMOUNT
951-36-51-3608-54990	p362208-100-2020-0	Garfield Park Chapter	Capital Oulay	5,000.00
TOTAL EXPENDITURE				5,000.00

NET: \$ 0.00

REQUESTED BY	DEPARTMENT HEAD APPROVAL	BUDGET/ACCOUNTING REVIEWED	FINANCE DIRECTOR APPROVAL	CITY MANAGER APPROVAL
Kira Henifin <small>Digitally signed by Kira Henifin Date: 2023.04.17 10:25:31 -0700</small>				

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



STAFF REPORT

DATE: May 4, 2023
TO: Library Joint Powers Authority Board
FROM: Yolande Wilburn, Library Director
RE: Budget Adjustment to Increase Legal Services

RECOMMENDATION

Amend the FY 23 Library Operating Budget to increase professional services for legal services in the amount of \$60K.

DISCUSSION

The Library has embarked on a robust review of all policies throughout the library system. These policies have needed quite a bit of review by the attorney's office to make sure they are legally complaint with confidentiality and other issues related to the public's use of our buildings.

Also, the Library has been working with the attorney's office on Memoranda of Understanding with various community partner agencies, and the County for establishing a Federal Emergency Management Administration Disaster Recovery Center.

The \$60K proposed increase, over the original \$50K adopted FY 23, would include the use of the uncommitted fund balance which as of December 30, 2022 was reported as \$7,231,022.

Attached:
BA for Legal Services
2nd Qtr. Financial Report

Revised October 2022

**City of Santa Cruz
BUDGET ADJUSTMENT REQUEST**

Clear Form

- Administrative Approval
- Council Approval

Fiscal Year: 2023

Date: 05/04/2023

Reso #:

Purpose: Amend FY 23 Budget to increase legal services budget line.

ACCOUNT	PROJECT	PROJECT NAME	REVENUE EDEN ACCOUNT TITLE	AMOUNT
TOTAL REVENUE				0.00

ACCOUNT	PROJECT	PROJECT NAME	EXPENDITURE EDEN ACCOUNT TITLE	AMOUNT
951-36-51-3601-52199			Other Professional & Technical Services	60,000.00
TOTAL EXPENDITURE				60,000.00

NET: \$ -60,000.00

REQUESTED BY	DEPARTMENT HEAD APPROVAL	BUDGET/ACCOUNTING REVIEWED	FINANCE DIRECTOR APPROVAL	CITY MANAGER APPROVAL
Kira Henifin <small>Digitally signed by Kira Henifin Date: 2023.04.17 10:25:31 -0700</small>				

TO: Library Joint Powers Authority Board
 FROM: Elizabeth Cabell, City of Santa Cruz Finance Director 03/22/23
 RE: Library Financial Dashboard Report for the Quarter ended December 2022



Dec 22 Report
*Preliminary,
 Unaudited*

Contained herein is the preliminary, UNAUDITED Library Financial Dashboard summary report for the Quarter ending December 2022. At Quarter's end, the NET operating results were \$713,935 with year-to-date net operating results of \$1,621,281. In general, preliminary revenues are ahead of the budget target by 0.3% and expenditures are under budget by 12.5%.

This "dashboard" summary includes only major revenue and expenditure lines items that are key to monitoring operating trends and allow us to provide a 1pg summary report. Items not reported individually but included in the "Other expenditures" line item below include contractually obligated accounts such as debt service, software licensing fees, and admin support (management, personnel, accounting, budgeting, payroll, etc.).

Net Operations (major accounts)	2nd Quarter (Oct-Dec)	Fiscal Year to Date	Percent of Budget Comparison			
			Annual Adj. Budget FY 2022/23	YTD Actuals	Months Completed	Positive / (Negative)
Revenue:						
(1) Sales Tax	\$ 2,772,576	\$ 5,527,624	\$ 10,875,331	50.8%	50.0%	0.8%
MOE - Member Contributions	1,818,045	3,801,303	7,276,853	52.2%	50.0%	2.2%
Other Revenue	54,677	66,632	529,269	12.6%	50.0%	(37.4%)
TOTAL REVENUES	\$ 4,645,298	\$ 9,395,560	\$ 18,681,453	50.3%	50.0%	0.3%
Expenditures:						
(2) Payroll	\$ 2,562,058	\$ 5,218,017	\$ 13,601,706	38.4%	49.9%	11.5%
Books (w/Grants)	332,922	772,536	2,442,684	31.6%	50.0%	18.4%
Janitorial Services	129,719	161,862	393,525	41.1%	50.0%	8.9%
Building and Facility	65,198	124,138	290,761	42.7%	50.0%	7.3%
Rent (Equip, Building, Land)	70,252	142,609	283,844	50.2%	50.0%	(0.2%)
(3) Utilities	145,695	236,681	681,295	34.7%	50.0%	15.3%
(4) Other expenditures	625,519	1,118,435	3,058,526	36.6%	50.0%	13.4%
TOTAL EXPENDITURES	\$ 3,931,364	\$ 7,774,278	\$ 20,752,340	37.5%	50.0%	12.5%
(5) Net Gain / (Loss)	\$ 713,935	\$ 1,621,281	\$ (2,070,887)			

Key Balance Sheet items	2nd Quarter (Oct-Dec)	Trust Balances as of 12/31/2022			
		Trust	Balance	Trust	Balance
(6) Equipment Reserve	834,252	McCaskill- Hist	221,997	Leet-Corday	99,415
(6) 20% Reserve	3,736,291	McCaskill- Vis	178,273	Morely	13,755
(7) Fund Balance-Beginning Available	6,517,087	Finkeldey	9,060	Hale	47,693
Net Change in Fund Balance	713,935	Whalen	3,626	Carolyn Virginia Claeay	17,956
(7) Fund Balance-Ending Available	7,231,022				

Notes:

- (1) For sales tax, September, December, March, and June include the State's estimated revenue plus any balances for actuals vs. estimates for the prior 3-months (true-up). The subsequent months (October, January, April, and July) tend to be lower as they contain the lower state estimates. The has been an increase in how much sales tax the City receives due to online purchases.
- (2) For the current fiscal year, the following months have more than two pay periods, which will create higher monthly payroll costs: December and June. The month's completed % is adjusted to reflect year-end accrual of the last pay period. There is a major decrease in payroll cost due to less temporary employees since branches have been closed due to renovations.
- (3) The average utility total is approximately \$45,000 monthly. Currently Boulder Creek, Branciforte, Garfield Park, Live Oak and Scotts Valley are still being remodeled and should reopen at the end of this fiscal year.
- (4) For the Quarter ending in December, the four largest expenditures within 'Other expenditures' included: [Financial services - outside at \$132k], [Computer equipment at \$125k], [Other professional & technical services at \$64k], and [Library functional supplies at \$59k].
- (5) Due to COVID-19 there were significant reductions in both Other Revenue and Total Expenditures since there are closures for both businesses and public entities.
- (6) The Library's reserves were changed on September 1, 2016 to: (1) reduce from 2 months to 15% the primary reserve and (2) formally establish a capital reserve with a target balance of \$400,000 (formally the informal reserve for fleet/equipment replacement). The Equipment Reserve includes fund balances from Library JPA - Technology, Felton Branch Reserve, Library JPA - Vehicle Replacement and Library JPA - Equipment. On November 2, 2017, the Library's reserves were increased from 15% to 20%.
- (7) Beginning & Ending Available Fund Balance is unaudited and before consideration of remaining contractual encumbrances (administrative support, legal, janitorial, equip & material purchases, etc.).

Financial Status Balances

Criteria: Summarize By = Report,Fund,Object,Account; As Of = 12/31/2022; Period = 0,1..12; Fund = 951

Acct	Title	10/31/2022 Month-To-Date Actual	11/30/2022 Month-To-Date Actual	12/31/2022 Month-To-Date Actual
Expenditures				
Fund 951 -- Library Joint Powers Authority				
Object 51000 -- PERSONNEL SERVICES				
51110	Regular full time	432,797.53	528,583.04	484,171.95
51111	Regular part time	54,207.85	89,421.32	72,144.61
51114	Overtime	0.00	280.64	0.00
51115	Termination pay	0.00	2,896.38	2,815.31
51122	Temporary	31,497.21	30,937.53	33,488.57
51130	Other pay	0.00	0.00	417.51
51132	Special vacation pay	0.00	0.00	14,202.27
51150	Vehicle-phone-data allowance	212.00	212.00	105.00
51201	Retirement contribution	29,028.89	32,053.58	32,794.43
51202	F.I.C.A.	1,635.17	1,626.35	1,695.20
51203	PERS unfunded liability	88,478.41	97,757.76	100,979.05
51210	Group health insurance	103,796.52	114,134.53	57,141.68
51212	Group dental insurance	6,459.82	6,617.73	3,385.18
51213	Vision insurance	1,091.18	1,122.06	578.51
51214	Medicare insurance	7,297.29	9,212.12	8,622.39
51215	Employee assistance program	297.56	299.40	321.94
51220	Group life insurance	136.34	141.49	73.42
51221	Disability insurance	3,179.60	3,428.64	3,569.05
51222	SDI	1,981.57	3,382.24	2,668.47
51230	Unemployment insurance	4,220.54	5,395.37	5,112.55
51240	Workers' compensation	13,577.96	15,004.07	15,369.11
Total PERSONNEL SERVICES		779,895.44	942,506.25	839,656.20
Object 52000 -- SERVICES				
52131	Claims management services - outside	4,109.16	0.00	474.21
52135	Financial services - outside	43,982.00	43,982.00	43,982.00
52139	Medical services	0.00	348.00	0.00
52150	Merchant bank fees	62.43	53.94	55.86
52155	Courier services	225.35	227.18	228.10
52199	Other professional & technical services	17,287.25	23,067.56	23,299.17

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Financial Status Balances

Criteria: Summarize By = Report,Fund,Object,Account; As Of = 12/31/2022; Period = 0,1..12; Fund = 951

Acct	Title	10/31/2022 Month-To-Date Actual	11/30/2022 Month-To-Date Actual	12/31/2022 Month-To-Date Actual
Expenditures				
Fund 951 -- Library Joint Powers Authority				
Object 52000 -- SERVICES				
52201	Water, sewer and refuse	6,200.26	9,037.49	4,492.85
52211	Janitorial services	54,810.14	38,251.02	36,658.09
52226	Vehicle work order charges - internal	387.99	220.00	503.30
52227	Vehicle fuel island charges - internal	1,810.93	2,065.54	2,195.57
52240	Office equipment operation/maint	1,099.97	0.00	0.00
52241	Vehicle maintenance costs - outside	0.00	0.00	682.81
52244	Other equipment operation/maintenance	2,950.86	0.00	0.00
52246	Building and facility o & m - outside	30,077.73	21,292.60	13,828.05
52247	Landscaping maintenance services	9,839.00	2,194.00	4,183.00
52248	Software maintenance services	12,663.91	13,853.65	10,071.24
52249	Hardware maintenance services	113.56	163.20	0.00
52261	Equipment, building and land rentals	23,175.00	23,902.00	23,175.00
52269	Equipment lease-outside	2,875.63	2,832.28	2,861.18
52302	Travel and meetings	254.69	73.50	66.56
52304	Training	8,681.57	443.64	32.91
52403	Telecommunications service - outside	39,249.78	7,282.42	11,206.28
52932	Liability insurance/surety bonds-interna	3,598.00	3,598.00	3,598.00
52960	Advertising	5,535.00	10.99	0.00
52961	Dues and memberships	270.00	1,193.00	0.00
52972	Printing and binding-outside	599.62	774.52	643.71
Total SERVICES		269,859.83	194,866.53	182,237.89
Object 53000 -- SUPPLIES				
53101	Postage charges	0.00	780.60	695.39
53102	Office supplies	1,815.23	3,119.22	1,837.19
53106	Books and periodicals	95,148.71	132,828.76	96,465.11
53107	Books and periodicals-grants & donations	1,830.72	6,285.93	362.99
53108	Safety clothing and equipment	502.09	710.44	408.57
53112	Library functional supplies	23,931.16	30,972.76	4,553.57
53113	Janitorial supplies	3,035.25	2,434.91	1,750.38

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Financial Status Balances

Criteria: Summarize By = Report,Fund,Object,Account; As Of = 12/31/2022; Period = 0,1..12; Fund = 951

Acct	Title	10/31/2022 Month-To-Date Actual	11/30/2022 Month-To-Date Actual	12/31/2022 Month-To-Date Actual
Expenditures				
Fund 951 -- Library Joint Powers Authority				
Object 53000 -- SUPPLIES				
53311	Electricity	20,342.21	16,978.15	17,628.39
53312	Natural gas	814.42	3,557.00	8,905.57
Total SUPPLIES		147,419.79	197,667.77	132,607.16
Object 54000 -- OTHER MATERIALS AND SERVICES				
54990	Miscellaneous supplies and services	4,149.89	11,687.14	5,177.51
Total OTHER MATERIALS AND SERVICES		4,149.89	11,687.14	5,177.51
Object 56000 -- OTHER CHARGES				
56995	Refunded fees and fines	120.00	29.99	27.98
Total OTHER CHARGES		120.00	29.99	27.98
Object 57000 -- CAPITAL OUTLAY				
57401	Office furniture/equipment	234.88	0.00	5,766.54
57402	Vehicle equipment	35,717.12	0.00	0.00
57409	Computer equipment	7,761.98	116,971.61	0.00
57990	Other capital outlay	23,306.17	26,655.87	7,040.00
Total CAPITAL OUTLAY		67,020.15	143,627.48	12,806.54
Total Library Joint Powers Authority		1,268,465.10	1,490,385.16	1,172,513.28
Total Expenditures		1,268,465.10	1,490,385.16	1,172,513.28
Revenues				
Fund 951 -- Library Joint Powers Authority				
Object 41000 -- TAXES				
41211	Sales and use tax	943,676.18	975,691.66	853,208.16
Total TAXES		943,676.18	975,691.66	853,208.16
Object 43000 -- GRANTS				
43110	Federal operating grants & contributions	0.00	0.00	20,000.00
43210	State operating grants and contributions	12,000.00	0.00	0.00
43311	Maintenance of effort contributions	478,106.71	733,534.04	606,404.41
Total GRANTS		490,106.71	733,534.04	626,404.41

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Financial Status Balances

Criteria: Summarize By = Report,Fund,Object,Account; As Of = 12/31/2022; Period = 0,1..12; Fund = 951

Acct	Title	10/31/2022 Month-To-Date Actual	11/30/2022 Month-To-Date Actual	12/31/2022 Month-To-Date Actual
Revenues				
Fund 951 -- Library Joint Powers Authority				
Object 45000 -- FINES AND FORFEITS				
45131	Library fines	2,035.79	3,006.96	2,602.57
Total FINES AND FORFEITS		2,035.79	3,006.96	2,602.57
Object 46000 -- MISCELLANEOUS REVENUES				
46190	Interest earnings - other	1,402.82	1,420.11	1,903.46
46303	Donations - library	0.00	0.00	9,805.23
46309	Donations - library - Friends of the Lib	0.00	500.00	0.00
Total MISCELLANEOUS REVENUES		1,402.82	1,920.11	11,708.69
Total Library Joint Powers Authority		1,437,221.50	1,714,152.77	1,493,923.83
Total Revenues		1,437,221.50	1,714,152.77	1,493,923.83
Total		168,756.40	223,767.61	321,410.55

Financial Status Balances

Criteria: Summarize By = Report,Fund,Object,Account; As Of = 12/31/2022; Period = 0,1..12; Fund = 951

Acct	Title	10/31/2022 Month-To-Date Actual	11/30/2022 Month-To-Date Actual	12/31/2022 Month-To-Date Actual
Revenues				
Fund 951 -- Library Joint Powers Authority				
Object 45000 -- FINES AND FORFEITS				
45131	Library fines	2,035.79	3,006.96	2,602.57
Total FINES AND FORFEITS		2,035.79	3,006.96	2,602.57
Object 46000 -- MISCELLANEOUS REVENUES				
46190	Interest earnings - other	1,402.82	1,420.11	1,903.46
46303	Donations - library	0.00	0.00	9,805.23
46309	Donations - library - Friends of the Lib	0.00	500.00	0.00
Total MISCELLANEOUS REVENUES		1,402.82	1,920.11	11,708.69
Total Library Joint Powers Authority		1,437,221.50	1,714,152.77	1,493,923.83
Total Revenues		1,437,221.50	1,714,152.77	1,493,923.83
Total		168,756.40	223,767.61	321,410.55

General Ledger Balances

Criteria: Summarize By = Report,Fund,Object,Account; As Of = 12/31/2022; Period = 0,1..12; Fund = 93*, 95*,96*

Acct	Title	Beginning Balance	Year-To-Date Debits	Year-To-Date Credits	Ending Balance
Fund 932 -- McCaskill - Visually Impaired					
Object 33000 -- Control accounts					
33410	Appropriations control	0.00	0.00	5,943.91	(5,943.91)
Total Control accounts		0.00	0.00	5,943.91	(5,943.91)
Total McCaskill - Visually Impaired		(12,966.82)	5,943.91	5,943.91	(12,966.82)
Fund 933 -- Estate Proceeds - Finkeldey					
Object 11000 -- Cash and investments					
11101	Pooled cash	9,246.97	0.00	0.00	9,246.97
11901	Allow for FV of invest w/City-cur unrstr	(196.19)	0.00	0.00	(196.19)
Total Cash and investments		9,050.78	0.00	0.00	9,050.78
Object 12000 -- Receivables - current					
12101	Pooled cash interest receivable	8.82	0.00	0.00	8.82
Total Receivables - current		8.82	0.00	0.00	8.82
Object 31000 -- Fund balance					
31999	Budgetary fund balance	0.00	230.23	0.00	230.23
Total Fund balance		0.00	230.23	0.00	230.23
Object 32000 -- Net assets					
32311	Net assets held in trust-library prog.	(9,232.96)	0.00	0.00	(9,232.96)
Total Net assets		(9,232.96)	0.00	0.00	(9,232.96)
Object 33000 -- Control accounts					
33410	Appropriations control	0.00	0.00	230.23	(230.23)
Total Control accounts		0.00	0.00	230.23	(230.23)
Total Estate Proceeds - Finkeldey		(173.36)	230.23	230.23	(173.36)
Fund 934 -- Whalen Estate - Felton Branch					
Object 11000 -- Cash and investments					
11101	Pooled cash	3,702.25	0.00	0.00	3,702.25
11901	Allow for FV of invest w/City-cur unrstr	(79.48)	0.00	0.00	(79.48)
Total Cash and investments		3,622.77	0.00	0.00	3,622.77
Object 12000 -- Receivables - current					
12101	Pooled cash interest receivable	3.58	0.00	0.00	3.58
Total Receivables - current		3.58	0.00	0.00	3.58

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General Ledger Balances

Criteria: Summarize By = Report,Fund,Object,Account; As Of = 12/31/2022; Period = 0,1..12; Fund = 93*, 95*,96*

Acct	Title	Beginning Balance	Year-To-Date Debits	Year-To-Date Credits	Ending Balance
Fund 934 -- Whalen Estate - Felton Branch					
Object 32000 -- Net assets					
32311	Net assets held in trust-library prog.	(3,744.44)	0.00	0.00	(3,744.44)
Total Net assets		(3,744.44)	0.00	0.00	(3,744.44)
Total Whalen Estate - Felton Branch		(118.09)	0.00	0.00	(118.09)
Fund 935 -- Robert Leet-Corday Estate					
Object 11000 -- Cash and investments					
11101	Pooled cash	101,471.03	0.00	0.00	101,471.03
11901	Allow for FV of invest w/City-cur unrstr	(2,152.91)	0.00	0.00	(2,152.91)
Total Cash and investments		99,318.12	0.00	0.00	99,318.12
Object 12000 -- Receivables - current					
12101	Pooled cash interest receivable	96.74	0.00	0.00	96.74
Total Receivables - current		96.74	0.00	0.00	96.74
Object 32000 -- Net assets					
32311	Net assets held in trust-library prog.	(101,315.62)	0.00	0.00	(101,315.62)
Total Net assets		(101,315.62)	0.00	0.00	(101,315.62)
Total Robert Leet-Corday Estate		(1,900.76)	0.00	0.00	(1,900.76)
Fund 936 -- Morley Estate-La Selva Branch					
Object 11000 -- Cash and investments					
11101	Pooled cash	14,039.24	0.00	0.00	14,039.24
11901	Allow for FV of invest w/City-cur unrstr	(297.87)	0.00	0.00	(297.87)
Total Cash and investments		13,741.37	0.00	0.00	13,741.37
Object 12000 -- Receivables - current					
12101	Pooled cash interest receivable	13.38	0.00	0.00	13.38
Total Receivables - current		13.38	0.00	0.00	13.38
Object 32000 -- Net assets					
32311	Net assets held in trust-library prog.	(14,017.74)	0.00	0.00	(14,017.74)
Total Net assets		(14,017.74)	0.00	0.00	(14,017.74)
Total Morley Estate-La Selva Branch		(262.99)	0.00	0.00	(262.99)

General Ledger Balances

Criteria: Summarize By = Report,Fund,Object,Account; As Of = 12/31/2022; Period = 0,1..12; Fund = 93*, 95*,96*

Acct	Title	Beginning Balance	Year-To-Date Debits	Year-To-Date Credits	Ending Balance
Fund 937 -- Hale Trust-Scotts Valley Branch					
Object 11000 -- Cash and investments					
11101	Pooled cash	48,679.08	0.00	0.00	48,679.08
11901	Allow for FV of invest w/City-cur unrstr	(1,032.82)	0.00	0.00	(1,032.82)
Total Cash and investments		47,646.26	0.00	0.00	47,646.26
Object 12000 -- Receivables - current					
12101	Pooled cash interest receivable	46.41	0.00	0.00	46.41
Total Receivables - current		46.41	0.00	0.00	46.41
Object 32000 -- Net assets					
32311	Net assets held in trust-library prog.	(48,604.52)	0.00	0.00	(48,604.52)
Total Net assets		(48,604.52)	0.00	0.00	(48,604.52)
Total Hale Trust-Scotts Valley Branch		(911.85)	0.00	0.00	(911.85)
Fund 951 -- Library Joint Powers Authority					
Object 11000 -- Cash and investments					
11101	Pooled cash	8,543,362.88	9,138,049.84	8,047,966.92	9,633,445.80
11121	Change fund	0.00	100.00	0.00	100.00
11901	Allow for FV of invest w/City-cur unrstr	(162,014.33)	0.00	0.00	(162,014.33)
Total Cash and investments		8,381,348.55	9,138,149.84	8,047,966.92	9,471,531.47
Object 12000 -- Receivables - current					
12101	Pooled cash interest receivable	6,948.46	0.00	0.00	6,948.46
12190	Other interest receivable	661.71	8,985.68	7,743.93	1,903.46
12201	Taxes receivable - current	845,292.02	5,527,884.60	5,519,968.46	853,208.16
12303	Accounts receivable - booked	345,521.64	3,801,042.50	3,540,159.73	606,404.41
12321	Utility accounts receivable - billed	0.00	16,344.01	16,344.01	0.00
Total Receivables - current		1,198,423.83	9,354,256.79	9,084,216.13	1,468,464.49
Object 14000 -- Other current assets					
14290	Prepaid expenses - other	400.00	0.00	400.00	0.00
Total Other current assets		400.00	0.00	400.00	0.00
Object 21000 -- Payables					
21101	Accounts payable	(277,642.08)	2,387,484.33	2,131,179.04	(21,336.79)
21105	Manual accounts payable	(5,019.92)	5,019.92	0.00	0.00
21201	Salaries and benefits payable	0.00	55.24	0.00	55.24

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General Ledger Balances

Criteria: Summarize By = Report,Fund,Object,Account; As Of = 12/31/2022; Period = 0,1..12; Fund = 93*, 95*,96*

Acct	Title	Beginning Balance	Year-To-Date Debits	Year-To-Date Credits	Ending Balance
Fund 937 -- Hale Trust-Scotts Valley Branch					
Object 11000 -- Cash and investments					
11101	Pooled cash	48,679.08	0.00	0.00	48,679.08
11901	Allow for FV of invest w/City-cur unrstr	(1,032.82)	0.00	0.00	(1,032.82)
Total Cash and investments		47,646.26	0.00	0.00	47,646.26
Object 12000 -- Receivables - current					
12101	Pooled cash interest receivable	46.41	0.00	0.00	46.41
Total Receivables - current		46.41	0.00	0.00	46.41
Object 32000 -- Net assets					
32311	Net assets held in trust-library prog.	(48,604.52)	0.00	0.00	(48,604.52)
Total Net assets		(48,604.52)	0.00	0.00	(48,604.52)
Total Hale Trust-Scotts Valley Branch		(911.85)	0.00	0.00	(911.85)
Fund 951 -- Library Joint Powers Authority					
Object 11000 -- Cash and investments					
11101	Pooled cash	8,543,362.88	9,138,049.84	8,047,966.92	9,633,445.80
11121	Change fund	0.00	100.00	0.00	100.00
11901	Allow for FV of invest w/City-cur unrstr	(162,014.33)	0.00	0.00	(162,014.33)
Total Cash and investments		8,381,348.55	9,138,149.84	8,047,966.92	9,471,531.47
Object 12000 -- Receivables - current					
12101	Pooled cash interest receivable	6,948.46	0.00	0.00	6,948.46
12190	Other interest receivable	661.71	8,985.68	7,743.93	1,903.46
12201	Taxes receivable - current	845,292.02	5,527,884.60	5,519,968.46	853,208.16
12303	Accounts receivable - booked	345,521.64	3,801,042.50	3,540,159.73	606,404.41
12321	Utility accounts receivable - billed	0.00	16,344.01	16,344.01	0.00
Total Receivables - current		1,198,423.83	9,354,256.79	9,084,216.13	1,468,464.49
Object 14000 -- Other current assets					
14290	Prepaid expenses - other	400.00	0.00	400.00	0.00
Total Other current assets		400.00	0.00	400.00	0.00
Object 21000 -- Payables					
21101	Accounts payable	(277,642.08)	2,387,484.33	2,131,179.04	(21,336.79)
21105	Manual accounts payable	(5,019.92)	5,019.92	0.00	0.00
21201	Salaries and benefits payable	0.00	55.24	0.00	55.24

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General Ledger Balances

Criteria: Summarize By = Report,Fund,Object,Account; As Of = 12/31/2022; Period = 0,1..12; Fund = 93*, 95*,96*

Acct	Title	Beginning Balance	Year-To-Date Debits	Year-To-Date Credits	Ending Balance
Fund 951 -- Library Joint Powers Authority					
Object 21000 -- Payables					
21504	Use tax payable	(77.34)	3,396.56	3,319.22	0.00
Total Payables		(282,739.34)	2,395,956.05	2,134,498.26	(21,281.55)
Object 31000 -- Fund balance					
31591	Committed - cash flow/unexpected expend	(1,982,478.15)	0.00	0.00	(1,982,478.15)
31701	Fund Balance - Unassigned	(5,123,137.22)	0.00	0.00	(5,123,137.22)
31998	Budgetary reserve for encumbrances	0.00	1,292,261.98	2,031,312.98	(739,051.00)
31999	Budgetary fund balance	0.00	2,613,746.05	2,172,344.21	441,401.84
Total Fund balance		(7,105,615.37)	3,906,008.03	4,203,657.19	(7,403,264.53)
Object 33000 -- Control accounts					
33110	Revenue control	0.00	9,068,384.27	18,463,943.79	(9,395,559.52)
33210	Expenditure/expense control	0.00	7,810,075.81	35,797.66	7,774,278.15
33310	Estimated revenue control	0.00	1,613,786.90	22,967.46	1,590,819.44
33410	Appropriations control	0.00	558,557.31	2,590,778.59	(2,032,221.28)
33510	Encumbrances control	0.00	2,031,312.98	1,292,261.98	739,051.00
Total Control accounts		0.00	21,082,117.27	22,405,749.48	(1,323,632.21)
Object 39000 -- Other equity/net asset accounts					
39110	General journal clearing	0.00	18,432,536.08	18,432,536.08	0.00
Total Other equity/net asset accounts		0.00	18,432,536.08	18,432,536.08	0.00
Total Library Joint Powers Authority		2,191,817.67	64,309,024.06	64,309,024.06	2,191,817.67
Fund 956 -- Library JPA - Technology					
Object 11000 -- Cash and investments					
11101	Pooled cash	259,343.67	0.00	0.00	259,343.67
11901	Allow for FV of invest w/City-cur unrstr	(562.93)	0.00	0.00	(562.93)
Total Cash and investments		258,780.74	0.00	0.00	258,780.74
Object 12000 -- Receivables - current					
12101	Pooled cash interest receivable	5.76	0.00	0.00	5.76
Total Receivables - current		5.76	0.00	0.00	5.76

General Ledger Balances

Criteria: Summarize By = Report,Fund,Object,Account; As Of = 12/31/2022; Period = 0,1..12; Fund = 93*, 95*,96*

Acct	Title	Beginning Balance	Year-To-Date Debits	Year-To-Date Credits	Ending Balance
Fund 956 -- Library JPA - Technology					
Object 31000 -- Fund balance					
31701	Fund Balance - Unassigned	(5,335.56)	0.00	0.00	(5,335.56)
Total Fund balance		(5,335.56)	0.00	0.00	(5,335.56)
Total Library JPA - Technology		253,450.94	0.00	0.00	253,450.94
Fund 958 -- Library JPA - General Capital Assets					
Object 17000 -- Capital assets					
17210	Infrastructure	579,683.02	0.00	0.00	579,683.02
17211	Accumulated depreciation - infrastruc	(387,276.57)	0.00	0.00	(387,276.57)
17320	Lease improvements - buildings	2,037,699.42	0.00	0.00	2,037,699.42
17321	Accumulated deprec - lease imp-buildings	(2,005,051.21)	0.00	0.00	(2,005,051.21)
17510	Machinery and equipment	2,427,446.17	0.00	0.00	2,427,446.17
17511	Accumulated depreciation - M&E	(2,091,737.30)	0.00	0.00	(2,091,737.30)
17710	Software	3,983.14	0.00	0.00	3,983.14
17711	Accumulated amortization-software	(3,983.14)	0.00	0.00	(3,983.14)
17910	Construction in progress	71,353.85	0.00	0.00	71,353.85
Total Capital assets		632,117.38	0.00	0.00	632,117.38
Object 31000 -- Fund balance					
31701	Fund Balance - Unassigned	18,163.50	0.00	0.00	18,163.50
Total Fund balance		18,163.50	0.00	0.00	18,163.50
Object 32000 -- Net assets					
32103	Invest in cap assets pr to 4/1/02-Librar	(1,291,588.96)	0.00	0.00	(1,291,588.96)
32106	Investment in capital assets - Library	641,308.08	0.00	0.00	641,308.08
Total Net assets		(650,280.88)	0.00	0.00	(650,280.88)
Total Library JPA - General Capital Assets		0.00	0.00	0.00	0.00
Fund 960 -- Felton Branch Reserve					
Object 11000 -- Cash and investments					
11101	Pooled cash	1,270.59	0.00	0.00	1,270.59
11901	Allow for FV of invest w/City-cur unrstr	(26.96)	0.00	0.00	(26.96)
Total Cash and investments		1,243.63	0.00	0.00	1,243.63

General Ledger Balances

Criteria: Summarize By = Report,Fund,Object,Account; As Of = 12/31/2022; Period = 0,1..12; Fund = 93*, 95*,96*

Acct	Title	Beginning Balance	Year-To-Date Debits	Year-To-Date Credits	Ending Balance
Fund 960 -- Felton Branch Reserve					
Object 12000 -- Receivables - current					
12101	Pooled cash interest receivable	1.21	0.00	0.00	1.21
Total Receivables - current		1.21	0.00	0.00	1.21
Object 31000 -- Fund balance					
31701	Fund Balance - Unassigned	(1,268.64)	0.00	0.00	(1,268.64)
31999	Budgetary fund balance	0.00	1,244.84	0.00	1,244.84
Total Fund balance		(1,268.64)	1,244.84	0.00	(23.80)
Object 33000 -- Control accounts					
33410	Appropriations control	0.00	0.00	1,244.84	(1,244.84)
Total Control accounts		0.00	0.00	1,244.84	(1,244.84)
Total Felton Branch Reserve		(23.80)	1,244.84	1,244.84	(23.80)
Fund 961 -- Library JPA - Vehicle Replacement					
Object 11000 -- Cash and investments					
11101	Pooled cash	516,045.87	0.00	0.00	516,045.87
11901	Allow for FV of invest w/City-cur unrstr	(10,948.92)	0.00	0.00	(10,948.92)
Total Cash and investments		505,096.95	0.00	0.00	505,096.95
Object 12000 -- Receivables - current					
12101	Pooled cash interest receivable	491.96	0.00	0.00	491.96
Total Receivables - current		491.96	0.00	0.00	491.96
Object 31000 -- Fund balance					
31701	Fund Balance - Unassigned	(515,188.11)	0.00	0.00	(515,188.11)
31999	Budgetary fund balance	0.00	28,500.00	0.00	28,500.00
Total Fund balance		(515,188.11)	28,500.00	0.00	(486,688.11)
Object 33000 -- Control accounts					
33410	Appropriations control	0.00	0.00	28,500.00	(28,500.00)
Total Control accounts		0.00	0.00	28,500.00	(28,500.00)
Total Library JPA - Vehicle Replacement		(9,599.20)	28,500.00	28,500.00	(9,599.20)
Fund 962 -- Library JPA Trusts					
Object 11000 -- Cash and investments					
11101	Pooled cash	18,327.13	0.00	0.00	18,327.13

Run: 3/22/2023 1:10 PM

General Ledger Balances

Criteria: Summarize By = Report,Fund,Object,Account; As Of = 12/31/2022; Period = 0,1..12; Fund = 93*, 95*,96*

Acct	Title	Beginning Balance	Year-To-Date Debits	Year-To-Date Credits	Ending Balance
Fund 962 -- Library JPA Trusts					
Object 11000 -- Cash and investments					
11901	Allow for FV of invest w/City-cur unrstr	(388.85)	0.00	0.00	(388.85)
Total Cash and investments		17,938.28	0.00	0.00	17,938.28
Object 12000 -- Receivables - current					
12101	Pooled cash interest receivable	17.47	0.00	0.00	17.47
Total Receivables - current		17.47	0.00	0.00	17.47
Object 31000 -- Fund balance					
31701	Fund Balance - Unassigned	(18,299.07)	0.00	0.00	(18,299.07)
Total Fund balance		(18,299.07)	0.00	0.00	(18,299.07)
Total Library JPA Trusts		(343.32)	0.00	0.00	(343.32)
Fund 963 -- Library JPA - Capital Equipment					
Object 11000 -- Cash and investments					
11101	Pooled cash	69,999.98	0.00	0.00	69,999.98
11901	Allow for FV of invest w/City-cur unrstr	(123.89)	0.00	0.00	(123.89)
Total Cash and investments		69,876.09	0.00	0.00	69,876.09
Object 12000 -- Receivables - current					
12101	Pooled cash interest receivable	0.18	0.00	0.00	0.18
Total Receivables - current		0.18	0.00	0.00	0.18
Total Library JPA - Capital Equipment		69,876.27	0.00	0.00	69,876.27
Total		2,483,483.49	64,372,021.83	64,372,021.83	2,483,483.49

Financial Status Balances

Criteria: Summarize By = Report,Fund,Object,Account; As Of = 12/31/2022; Period = 0,1..12; Fund = 951

Acct	Title	Year-To-Date Ado Budget	Year-To-Date Adj Budget	Year-To-Date Adjustments	Year-To-Date Actual	Year-To-Date Encumbrances	Bdgt. to Act. Variance	Pct. Spent
Fund 951 -- Library Joint Powers Authority								
Expenditures								
Object 51000 -- PERSONNEL SERVICES								
51110	Regular full time	6,484,822.00	6,988,385.00	503,563.00	2,845,379.31	0.00	4,143,005.69	40.7%
51111	Regular part time	1,237,074.00	1,637,074.00	400,000.00	456,864.03	0.00	1,180,209.97	27.9%
51114	Overtime	5,000.00	5,000.00	0.00	561.59	0.00	4,438.41	11.2%
51115	Termination pay	0.00	0.00	0.00	14,457.87	0.00	(14,457.87)	0.0%
51122	Temporary	825,000.00	452,119.66	(372,880.34)	231,552.50	0.00	220,567.16	51.2%
51130	Other pay	0.00	0.00	0.00	1,280.83	0.00	(1,280.83)	0.0%
51132	Special vacation pay	0.00	0.00	0.00	16,754.40	0.00	(16,754.40)	0.0%
51150	Vehicle-phone-data allowance	1,260.00	1,260.00	0.00	1,645.99	0.00	(385.99)	130.6%
51201	Retirement contribution	469,005.00	469,005.00	0.00	191,594.74	0.00	277,410.26	40.9%
51202	F.I.C.A.	63,113.00	63,113.00	0.00	12,223.81	0.00	50,889.19	19.4%
51203	PERS unfunded liability	1,396,809.00	1,396,809.00	0.00	578,965.78	0.00	817,843.22	41.4%
51210	Group health insurance	1,943,867.00	1,943,867.00	0.00	613,278.34	0.00	1,330,588.66	31.5%
51212	Group dental insurance	116,535.00	116,535.00	0.00	37,464.20	0.00	79,070.80	32.1%
51213	Vision insurance	18,732.00	18,732.00	0.00	6,352.77	0.00	12,379.23	33.9%
51214	Medicare insurance	108,708.00	108,708.00	0.00	50,304.41	0.00	58,403.59	46.3%
51215	Employee assistance program	4,356.00	4,356.00	0.00	1,780.46	0.00	2,575.54	40.9%
51220	Group life insurance	1,969.00	1,969.00	0.00	788.71	0.00	1,180.29	40.1%
51221	Disability insurance	86,241.00	86,241.00	0.00	20,559.42	0.00	65,681.58	23.8%
51222	SDI	39,084.00	39,084.00	0.00	15,360.61	0.00	23,723.39	39.3%
51230	Unemployment insurance	66,005.00	66,005.00	0.00	29,347.07	0.00	36,657.93	44.5%
51240	Workers' compensation	203,443.00	203,443.00	0.00	91,500.61	0.00	111,942.39	45.0%
Total PERSONNEL SERVICES		13,071,023.00	13,601,705.66	530,682.66	5,218,017.45	0.00	8,383,688.21	38.4%
Object 52000 -- SERVICES								
52131	Claims management services - outside	12,000.00	12,000.00	0.00	5,049.41	2,916.63	4,033.96	66.4%
52135	Financial services - outside	527,783.00	537,401.39	9,618.39	263,892.00	9,618.39	263,891.00	50.9%
52139	Medical services	1,000.00	1,000.00	0.00	2,288.30	0.00	(1,288.30)	228.8%
52150	Merchant bank fees	600.00	600.00	0.00	259.93	0.00	340.07	43.3%
52155	Courier services	2,000.00	2,691.67	691.67	1,135.91	1,324.00	231.76	91.4%
52199	Other professional & technical services	205,000.00	214,000.00	9,000.00	100,936.73	21,968.00	91,095.27	57.4%
52201	Water, sewer and refuse	81,985.00	81,985.00	0.00	39,464.99	3,871.51	38,648.50	52.9%
52202	Hazardous materials disposal	500.00	500.00	0.00	0.00	0.00	500.00	0.0%
52211	Janitorial services	321,525.00	393,525.00	72,000.00	161,861.74	250,647.79	(18,984.53)	104.8%
52223	Equip annual inventory charge - internal	1,725.00	1,725.00	0.00	0.00	0.00	1,725.00	0.0%
52226	Vehicle work order charges - internal	11,795.00	11,795.00	0.00	1,299.62	0.00	10,495.38	11.0%

Financial Status Balances

Criteria: Summarize By = Report,Fund,Object,Account; As Of = 12/31/2022; Period = 0,1..12; Fund = 951

Acct	Title	Year-To-Date Ado Budget	Year-To-Date Adj Budget	Year-To-Date Adjustments	Year-To-Date Actual	Year-To-Date Encumbrances	Bdgt. to Act. Variance	Pct. Spent
Fund 951 -- Library Joint Powers Authority								
Expenditures								
Object 52000 -- SERVICES								
52227	Vehicle fuel island charges - internal	18,163.00	18,163.00	0.00	12,336.03	0.00	5,826.97	67.9%
52230	Vehicle pool car charges - internal	0.00	0.00	0.00	44.00	0.00	(44.00)	0.0%
52240	Office equipment operation/maint	7,590.00	7,590.00	0.00	1,723.72	0.00	5,866.28	22.7%
52241	Vehicle maintenance costs - outside	6,500.00	6,500.00	0.00	682.81	0.00	5,817.19	10.5%
52244	Other equipment operation/maintenance	10,975.00	10,975.00	0.00	2,950.86	0.00	8,024.14	26.9%
52246	Building and facility o & m - outside	290,761.00	290,761.00	0.00	124,138.49	90,320.69	76,301.82	73.8%
52247	Landscaping maintenance services	55,950.00	55,950.00	0.00	18,626.00	11,954.00	25,370.00	54.7%
52248	Software maintenance services	409,019.00	412,019.00	3,000.00	102,144.28	33,244.60	276,630.12	32.9%
52249	Hardware maintenance services	30,000.00	45,000.00	15,000.00	3,620.20	14,972.06	26,407.74	41.3%
52261	Equipment, building and land rentals	283,844.00	283,844.00	0.00	142,609.00	9,031.00	132,204.00	53.4%
52269	Equipment lease-outside	18,000.00	18,000.00	0.00	8,925.30	18,046.69	(8,971.99)	149.8%
52302	Travel and meetings	19,800.00	13,800.00	(6,000.00)	871.15	0.00	12,928.85	6.3%
52304	Training	98,760.00	104,760.00	6,000.00	34,889.23	0.00	69,870.77	33.3%
52403	Telecommunications service - outside	354,085.00	354,085.00	0.00	76,606.44	58,838.79	218,639.77	38.3%
52932	Liability insurance/surety bonds-interna	43,170.00	43,170.00	0.00	21,588.00	0.00	21,582.00	50.0%
52933	Liability insurance/surety bonds-outside	93,000.00	93,000.00	0.00	80,730.24	0.00	12,269.76	86.8%
52960	Advertising	31,570.00	31,570.00	0.00	6,794.99	0.00	24,775.01	21.5%
52961	Dues and memberships	37,453.00	37,453.00	0.00	28,039.06	0.00	9,413.94	74.9%
52972	Printing and binding-outside	32,600.00	32,600.00	0.00	5,704.02	0.00	26,895.98	17.5%
Total SERVICES		3,007,153.00	3,116,463.06	109,310.06	1,249,212.45	526,754.15	1,340,496.46	57.0%
Object 53000 -- SUPPLIES								
53101	Postage charges	7,000.00	7,000.00	0.00	3,400.99	0.00	3,599.01	48.6%
53102	Office supplies	25,650.00	25,650.00	0.00	12,518.43	0.00	13,131.57	48.8%
53106	Books and periodicals	1,393,533.00	2,258,576.17	865,043.17	756,120.31	12,699.81	1,489,756.05	34.0%
53107	Books and periodicals-grants & donations	21,923.00	184,107.57	162,184.57	16,415.28	0.00	167,692.29	8.9%
53108	Safety clothing and equipment	16,510.00	16,510.00	0.00	5,029.23	0.00	11,480.77	30.5%
53109	Copier supplies	6,680.00	6,680.00	0.00	0.00	0.00	6,680.00	0.0%
53112	Library functional supplies	171,500.00	171,500.00	0.00	84,871.14	0.00	86,628.86	49.5%
53113	Janitorial supplies	33,500.00	33,500.00	0.00	12,708.36	0.00	20,791.64	37.9%
53311	Electricity	205,275.00	205,275.00	0.00	106,216.32	0.00	99,058.68	51.7%
53312	Natural gas	39,950.00	39,950.00	0.00	14,393.41	0.00	25,556.59	36.0%
Total SUPPLIES		1,921,521.00	2,948,748.74	1,027,227.74	1,011,673.47	12,699.81	1,924,375.46	34.7%

Financial Status Balances

Criteria: Summarize By = Report,Fund,Object,Account; As Of = 12/31/2022; Period = 0,1..12; Fund = 951

Acct	Title	Year-To-Date Ado Budget	Year-To-Date Adj Budget	Year-To-Date Adjustments	Year-To-Date Actual	Year-To-Date Encumbrances	Bdgt. to Act. Variance	Pct. Spent
Fund 951 -- Library Joint Powers Authority								
Expenditures								
Object 54000 -- OTHER MATERIALS AND SERVICES								
54990	Miscellaneous supplies and services	205,423.00	201,719.87	(3,703.13)	49,086.13	6,320.00	146,313.74	27.5%
Total OTHER MATERIALS AND SERVICES		205,423.00	201,719.87	(3,703.13)	49,086.13	6,320.00	146,313.74	27.5%
Object 56000 -- OTHER CHARGES								
56960	Loans and grants	0.00	277,587.87	277,587.87	0.00	5,600.00	271,987.87	2.0%
56995	Refunded fees and fines	2,000.00	2,000.00	0.00	223.26	0.00	1,776.74	11.2%
Total OTHER CHARGES		2,000.00	279,587.87	277,587.87	223.26	5,600.00	273,764.61	2.1%
Object 57000 -- CAPITAL OUTLAY								
57401	Office furniture/equipment	18,000.00	18,000.00	0.00	6,701.40	0.00	11,298.60	37.2%
57402	Vehicle equipment	0.00	83,499.00	83,499.00	35,717.12	28,551.41	19,230.47	77.0%
57409	Computer equipment	240,000.00	260,000.00	20,000.00	124,733.59	85,914.41	49,352.00	81.0%
57990	Other capital outlay	200,000.00	242,616.08	42,616.08	78,913.28	73,211.22	90,491.58	62.7%
Total CAPITAL OUTLAY		458,000.00	604,115.08	146,115.08	246,065.39	187,677.04	170,372.65	71.8%
Object 59000 -- OTHER FINANCING USES								
59191	Intra-entity fund transfer out	54,999.00	0.00	(54,999.00)	0.00	0.00	0.00	0.0%
Total OTHER FINANCING USES		54,999.00	0.00	(54,999.00)	0.00	0.00	0.00	0.0%
Total Expenditures		18,720,119.00	20,752,340.28	2,032,221.28	7,774,278.15	739,051.00	12,239,011.13	41.0%
Revenues								
Object 41000 -- TAXES								
41211	Sales and use tax	10,666,565.00	10,875,331.00	208,766.00	5,527,624.37	0.00	5,347,706.63	50.8%
41993	Libraries parcel tax	110,000.00	110,000.00	0.00	0.00	0.00	110,000.00	0.0%
Total TAXES		10,776,565.00	10,985,331.00	208,766.00	5,527,624.37	0.00	5,457,706.63	50.3%
Object 43000 -- GRANTS								
43110	Federal operating grants & contributions	0.00	30,000.00	30,000.00	20,000.00	0.00	10,000.00	66.7%
43210	State operating grants and contributions	0.00	24,467.52	24,467.52	12,000.00	0.00	12,467.52	49.0%
43310	Local operating grants and contributions	0.00	8,000.00	8,000.00	0.00	0.00	8,000.00	0.0%
43311	Maintenance of effort contributions	6,115,273.00	7,276,853.00	1,161,580.00	3,801,302.95	0.00	3,475,550.05	52.2%
Total GRANTS		6,115,273.00	7,339,320.52	1,224,047.52	3,833,302.95	0.00	3,506,017.57	52.2%
Object 44000 -- CHARGES FOR SERVICES								
44630	Room rentals-library JPA	4,640.00	4,640.00	0.00	0.00	0.00	4,640.00	0.0%
Total CHARGES FOR SERVICES		4,640.00	4,640.00	0.00	0.00	0.00	4,640.00	0.0%

Financial Status Balances

Criteria: Summarize By = Report,Fund,Object,Account; As Of = 12/31/2022; Period = 0,1..12; Fund = 951

Acct	Title	Year-To-Date Ado Budget	Year-To-Date Adj Budget	Year-To-Date Adjustments	Year-To-Date Actual	Year-To-Date Encumbrances	Bdgt. to Act. Variance	Pct. Spent
Fund 951 -- Library Joint Powers Authority								
Revenues								
Object 45000 -- FINES AND FORFEITS								
45131	Library fines	12,000.00	12,000.00	0.00	15,593.21	0.00	(3,593.21)	129.9%
Total FINES AND FORFEITS		12,000.00	12,000.00	0.00	15,593.21	0.00	(3,593.21)	129.9%
Object 46000 -- MISCELLANEOUS REVENUES								
46110	Pooled cash and investment interest	92,840.00	92,840.00	0.00	0.00	0.00	92,840.00	0.0%
46190	Interest earnings - other	5,253.00	5,558.00	305.00	8,985.46	0.00	(3,427.46)	161.7%
46303	Donations - library	13,100.00	36,350.31	23,250.31	9,805.23	0.00	26,545.08	27.0%
46309	Donations - library - Friends of the Lib	26,773.00	98,225.84	71,452.84	500.00	0.00	97,725.84	0.5%
46910	Miscellaneous operating revenue	22,000.00	22,000.00	0.00	0.00	0.00	22,000.00	0.0%
46990	Miscellaneous non-operating revenue	0.00	0.00	0.00	(251.70)	0.00	251.70	0.0%
Total MISCELLANEOUS REVENUES		159,966.00	254,974.15	95,008.15	19,038.99	0.00	235,935.16	7.5%
Object 49000 -- OTHER FINANCING SOURCES								
49122	From Library Private Trust Fund	22,190.00	55,442.93	33,252.93	0.00	0.00	55,442.93	0.0%
49191	Intra-entity fund transfer in	0.00	29,744.84	29,744.84	0.00	0.00	29,744.84	0.0%
Total OTHER FINANCING SOURCES		22,190.00	85,187.77	62,997.77	0.00	0.00	85,187.77	0.0%
Total Revenues		17,090,634.00	18,681,453.44	1,590,819.44	9,395,559.52	0.00	9,285,893.92	50.3%
Total Library Joint Powers Authority		(1,629,485.00)	(2,070,886.84)	(441,401.84)	1,621,281.37	(739,051.00)	(2,953,117.21)	(42.6%)
Total		(1,629,485.00)	(2,070,886.84)	(441,401.84)	1,621,281.37	(739,051.00)	(2,953,117.21)	(42.6%)

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



STAFF REPORT

DATE: May 4, 2023
TO: Library Joint Powers Authority Board
FROM: Yolande Wilburn, Library Director
RE: Updated Policy #306 Circulation

STAFF RECOMMENDATION

Accept and Adopt Updated Policy #306 Circulation

DISCUSSION

In the past few months, a team of staff members worked on revising Policy #306 Circulation. The following highlights the changes to the updated policy:

- **End of Age Restriction for All Library Items:** Since the last revision of this policy in 2013, the Library restricted Get Out & Explore Kits, Chromebooks, telescopes, Wi-Fi hotspots, and Fire 7 tablets to borrowers 18 years old or older. In the 2022-2025 Strategic Plan, the Library's mission focuses on inclusion, connection, and collaboration. One of the goals to achieve our mission is to support all members of society by increasing access to Library resources. Continuing age restrictions hinder our ability to achieve this mission.
- **Elimination of Various Lending Agreements:** The Library has a number of lending agreements with patrons. Attached is one of those agreements. Most of these agreements attempt to uphold the age restriction and ensure the patron understands fees associated with that item(s). Borrowers already sign an agreement stating they understand they will be responsible for any accessed fees for lost, incomplete, or damaged items as a condition of obtaining a library card. The updated policy will eliminate all of the agreements besides the one when a patron obtains their library card.

The Library plans to fully implement these changes in the updated policy later this month.

Attachments

- Updated Policy #306 Circulation
- Current Policy #306 Circulation
- Example of a Lending Agreement

Prepared by: Gregory Yeh, Management Analyst

Reviewed and Approved by: Yolande Wilburn, Library Director

Circulation Policy

JPAB Policy # 306
Approved: 5/2023
Last Revised: 3/2023
Review Schedule: 3/2028

The Santa Cruz Public Libraries (hereinafter the “Library”) aims to provide free and equitable access to information in all of its forms, innovative tools and technologies, and learning opportunities in line with evolving community needs. The Library does not act *in loco parentis*, and respects the responsibility of all parents and legal guardians to guide their own children’s use of the library, its resources, and services.

This policy assists the Library to ensure all community members regardless of age have equitable access to free services and collections.

Becoming a Borrower

California residents may apply for a free library card by visiting a service desk or filling out an online registration form. Anyone age 13 and up may complete an online registration form. Borrowers should bring a photo identification and verification of current address within 30 days of registering online to a branch to complete their registration to receive a library card. The Library defines a valid photo identification as an identity document with a name and photo of the applicant. Any official document that lists the name of the applicant and current address can serve as proof of residency. Any applicants who cannot present a verification of their current address will have their card mailed to their primary address. With the exception of educators and minors with two households, patrons are limited to one Library account. The following describes the requirements for most applicants:

Adults

A photo identification and verification of current address are required for all applicants 18 years old or older to receive a library card. Residents decarcerated in Santa Cruz County with a County Corrections Facilities (CCF) library account may visit a service desk to update their account information and receive a card.

Youths

Applicants 0-17 years old may apply for a card without providing identification or proof of current address. Minors who can provide identification and proof of address or who apply in the presence of a parent who can provide such proof may have full use of the card at the time of registration. The Library provides parents and/or guardians of applicants between the ages of 0 to 12 a “Letter to Parent” handout in English and Spanish.

Visitors

Visitors to California may apply for a temporary visitor card by paying a \$10 fee. Visitors may not have more than 10 items checked out.

Homebound

Any person in the Santa Cruz Public Libraries service area, who is unable to visit one of the library branches or the bookmobile due to physical disability, age-related limitations, or extended illness, may apply for a library card. Items checked out on a homebound borrower card have an extended loan period. Card of a homebound patron can be used by a designee. Applicants should contact a branch for more information.

Borrower Rights and Responsibilities

The Library allows anyone with a library card in good standing to check out any library materials designated as circulating.

Borrowers are expected to:

- Return all materials borrowed in a condition that can be reasonably used by another patron
- Pay all fees incurred, including all charges resulting from lending the card or library materials to another individual
- Report any issues on their accounts like lost library card or materials to staff in a timely manner
- Keep their contact information current by updating their personal information on their online account or by informing library staff

The Library requires borrowers to periodically renew their library card as a way to ensure the borrower's account and contact information is correct and up-to-date. The Library offers reminder and overdue notices as a courtesy. Failure to receive library notices does not mitigate the borrower's responsibilities regarding borrowing and use of materials.

Branch staff address and resolve a majority of reported circulation issues and account disputes. For borrowers reporting items as returned, but still on their account, the Library provides an informational handout that explains how the item will be searched and the process that is followed to resolve the issue.

Loan Policies

Most materials can be checked out for 21 days. Items can be renewed four times for the full borrowing period each time unless there is a request on the item or it is a non-renewable item. All items loaned by Santa Cruz Public Libraries may be returned to any branch of the Santa Cruz Public Libraries regardless of where the items were checked out. If the borrower returns incomplete or damaged items, the borrower agrees to pay fees incurred directly to the library.

Fees will be assessed for lost, incomplete, or damaged item(s). The Library will not charge any overdue fee. Lost item fees are assessed when items are approximately one month overdue. The replacement fees are based on the price of the item. Replacement fees are automatically removed from the account when an item is returned while it is still in the database, not to exceed 2 years after the replacement cost has been billed to the patron. Any damage fees will be assessed by branch staff.

If a borrower's account has a balance exceeding the Library's fine threshold published on the website, the Library will block the account from checking out additional items. In addition, the Library may turn over delinquent adult accounts (\$50 or more owed over 90 days) to a collection service agency with the additional debt service fee added to their account. The Library does not refer accounts belonging to patrons under 17 years of age or younger to a collection agency.

Library Circulation Policy

JPAB Policy # 306

Approved: N/A

Last Revised: 10/2013

Five-year Review Schedule: 5/2018

The Santa Cruz Public Library is committed to providing free and equitable access to information in all of its forms; innovative tools and technologies; and learning opportunities in line with evolving community needs. SCPL maintains collections and provides services that are organized to meet the different needs of children, teens, and adults. In addition, the Library provides for outreach and homebound programs to meet the needs of individuals or groups who might otherwise not have access to library services.

Library cards are issued free of charge to all Santa Cruz County residents. Application and eligibility requirements for anyone wishing to obtain a SCPL card are provided on the Library website. The Library requires borrowers to periodically renew their library card as way to keep borrower account and contact information correct and up to date. Additionally, the Library provides borrowers with online access to their personal information and account status. It is the borrower's responsibility to keep their contact information current.

Library cards are issued to individual users regardless of age and all protections and compliance with confidentiality laws apply equally to all users. While library staff assists all borrowers in finding materials and information appropriate to meet their needs, the library does not restrict the ability of anyone with a library card to check out any library materials that are available for checkout. Parents and/or Guardians of individuals under the age of twelve years old are advised of this policy information in a "Letter to Parent" handout when their child receives their first library card. The Library makes every effort to ensure that its services and collections are free to the community in order to ensure equitable access. However, the Library may charge fees for some services or use consistent with the community trust to maintain materials and to provide for equitable access to those materials or services for all members of the community.

For example, the Library charges fees for the replacement of lost and damaged materials. It charges overdue fines to encourage the timely return of materials. The purpose of these fees is not to be punitive or restrictive but to maximize the use and access to collections obtained from community funding.

Revenues collected by library fees are used to off-set service provided on a cost-recovery basis or passed on directly to the Library budget.

The Library website provides information detailing standard loan periods, renewal and request limits, overdue fines, lost and damaged item fees, refund procedures, debt collection service fees and eligibility, library card replacement fees, and any other fees that may be assessed to library borrower accounts. Changes in fines and fees will be approved by the Library Joint Powers Board. All borrowers have equal access to materials. All items which appear in the Library's online catalog, except reference, special collections, and other types of in-library-use-only material, can be requested. Requests are filled in order by the date requested. Requests can be placed for on-order titles, checked out titles, and available titles. Borrowers can designate the library location most convenient for them to pick-up requested items.

Materials can be returned to book returns at any SCPL location regardless of where the items were checked out.

All library noticing is done as a courtesy. The Library provides borrowers with options for receiving library notices and details the notice types, intervals, and delivery options on the Library website. The Library makes every effort to fulfill the delivery of library notices. However, failure to receive a library notice for whatever reason does not mitigate the borrower's responsibility or obligations regarding the borrowing and use of materials.

Reported circulation issues or disputes on borrower accounts are handled on an individual basis. It is the borrower's responsibility to inform library staff in a timely manner of any problem on their account or in the event their card is lost. For borrowers reporting items "claims returned," the Library provides an informational handout that explains how the item will be searched and the process that is followed to resolve the issue.

All regular and on-call staff are empowered to address and resolve circulation issues and account disputes. Staff may refer disputes to other appropriate staff members to research or clarify information as needed. Borrowers may request that the Onsite Services Manager review an issue if they are in disagreement with the decision or resolution by library staff at their location.

Santa Cruz Public Libraries "Tech Take-Out" Device Lending Agreement

Eligibility

Tech Devices (Fire tablet, Chromebook, and WiFi Hotspot) are available for use by Santa Cruz Public Libraries cardholders in good standing with a signed Device Lending Agreement on file. A new Agreement must be signed annually. Upon checkout patrons 18 years old and over must provide a valid, government-issued ID matching their library record. Patrons 17 years old and under may not check out a Tech Device.

Usage

Tech Devices are first come, first serve and patrons may only check out one of each type of device at a time. Patrons must take care of the Device and the accessories that come with them. Proper transport, handling, and use is imperative.

Printing is allowed via wireless printing or files may be saved on a compatible drive or to the cloud. All user data is deleted when the device is returned, though the borrower should take every precaution to log out of all accounts before returning the device. Instructions for doing this are included with the device.

The borrower agrees to return the device in clean and undamaged condition.

Fines and Fees

Overdue Tech Devices will accrue a \$.25 late fee every day past their due date. After 28 days of being overdue the total replacement cost will be applied to their library record. Patrons agree to assume any and all liability for the cost of repair or replacement in the event of loss due to theft, damage, negligence or misuse. Repair or replacement prices are as follows:

- Fire tablet = \$50
- Fire case = \$25
- Chromebook = \$275
- WiFi Hotspot = \$25
- Chromebook + WiFi Hotspot Bundle = \$300

Library staff reserve the right to suspend privileges for any reason.

Patron Name (Print) Library Card Number

Primary phone Email

I have read and understand the Tech Device Lending Agreement and agree to accept all terms and liability.

Signature Date

Staff Use Only

Patron Name:
Staff Initials:
Date:

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



STAFF REPORT

DATE: May 4, 2023
TO: Library Joint Powers Authority Board
FROM: Yolande Wilburn, Library Director
RE: Library Sales Tax Revenue Update

STAFF RECOMMENDATION

Accept and File Library Sales Tax Revenue Update 3rd Qtr. for FY 2022-23

BACKGROUND

The County of Santa Cruz respectfully submits the Library Sales Tax Revenue Update. This report covers actual receipts for the third quarter FY 2022-23.

Attachments: 3rd Qtr. FY 2022-23 Library Sales Tax Revenue Update

Report Prepared by: Nicole Coburn,
Assistant County Administrative Officer

Reviewed and Forwarded by: Yolande Wilburn, Library Director



County of Santa Cruz

COUNTY ADMINISTRATIVE OFFICE

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

CARLOS J. PALACIOS, COUNTY ADMINISTRATIVE OFFICER

April 28, 2023

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

2022-23 3rd QUARTER LIBRARY SALES TAX REVENUE UPDATE

Dear Members of the Board of Directors:

The purpose of this letter is to provide an update on the Library Sales Tax actual receipts for the 3rd quarter of Fiscal Year (FY) 2022-23.

Library Sales Tax actual receipts for the 3rd quarter totaled \$3,395,404, or \$129,596 (3.7%) less than the 3rd quarter estimate in the 2022-23 adopted budget and January estimate. Sales tax is showing signs of a gradual slowdown amid inflation.

Based on year-to-date actuals and HdL's forecast, receipts are expected to total \$13,737,330, or \$244,670 (1.7%) less than the 2022-23 adopted budget and January estimate. This is a \$30,095 (0.2%) increase from 2021-22 actual receipts, as shown in the attached history.

In FY 2022-23, the amount available to the two library systems is estimated at \$13,707,554 after administrative costs. This provides distributions of approximately \$3,032,111 to the Watsonville Library and \$10,675,443 to the Santa Cruz City/County Library System.

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

Sincerely,
DocuSigned by:

Nicole Coburn

Assistant County Administrative Officer

Attachment

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

SERVING THE COMMUNITY – WORKING FOR THE FUTURE

Library Sales Tax Receipts - Quarterly and Annual

Year	Quarter	Quarterly Actual*	Actual*	Annual	
				Change over Prior Year	% Change over Prior Year
2011-12	1	1,977,610			
2011-12	2	2,017,194			
2011-12	3	1,926,748			
2011-12	4	1,878,232	\$7,799,784	\$487,098	6.66%
2012-13	1	2,067,292			
2012-13	2	2,213,276			
2012-13	3	2,073,641			
2012-13	4	2,010,230	\$8,364,440	\$564,656	7.24%
2013-14	1	2,308,067			
2013-14	2	2,271,714			
2013-14	3	2,211,364			
2013-14	4	2,082,934	\$8,874,079	\$509,639	6.09%
2014-15	1	2,321,923			
2014-15	2	2,338,481			
2014-15	3	2,295,975			
2014-15	4	2,183,913	\$9,140,291	\$266,212	3.00%
2015-16	1	2,458,685			
2015-16	2	2,516,897			
2015-16	3	2,378,260			
2015-16	4	2,244,832	\$9,598,675	\$458,384	5.01%
2016-17	1	2,503,646			
2016-17	2	2,571,786			
2016-17	3	2,487,745			
2016-17	4	2,334,143	\$9,897,319	\$298,645	3.11%
2017-18	1	2,650,310			
2017-18	2	2,701,663			
2017-18	3	2,548,173			
2017-18	4	2,445,825	\$10,345,970	\$448,651	4.53%
2018-19	1	2,621,108			
2018-19	2	3,060,073			
2018-19	3	2,755,632			
2018-19	4	2,509,718	\$10,946,530	\$600,560	5.80%
2019-20	1	2,763,878			
2019-20	2	2,808,769			
2019-20	3	2,898,615			
2019-20	4	1,932,316	\$10,403,578	(\$542,952)	-4.96%
2020-21	1	2,948,620			
2020-21	2	2,946,224			
2020-21	3	2,887,198			
2020-21	4	2,997,846	\$11,779,888	\$1,376,310	13.23%
2021-22	1	3,502,644			
2021-22	2	3,416,562			
2021-22	3	3,455,708			
2021-22	4	3,332,321	\$13,707,234	\$1,927,347	16.36%
2022-23	1	3,537,556			
2022-23	2	3,560,062			
2022-23	3	3,395,404			
2022-23	4	3,244,308	\$13,737,330	\$30,095	0.22%
		2022-23 Total Receipts Net of Fees/Costs	\$13,707,554		

History for additional years going back to Fiscal Year 1997-98 is available upon request.
 * Bold Amounts are Estimated

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



STAFF REPORT

DATE: May 4, 2023
TO: Library Joint Powers Authority
FROM: Amanda Rotella, Community Relations Specialist
RE: Strategic Communications Plan FY24

RECOMMENDATION

Review and approve the FY24 Strategic Communications Plan

DISCUSSION

The overarching goals of the Santa Cruz Public Library (SCPL) Strategic Communications Plan are to 1) support the 2022-2025 SCPL Strategic Plan and 2) position the organization to be more proactive and strategic in both internal and external communications.

This plan outlines what information should be communicated, who should receive that information, where communication will be shared, and how those communications will be tracked and analyzed.

Prepared by: Amanda Rotella, Community Relations Specialist

Reviewed and Forwarded by: Yolande Wilburn, Library Director

Attachment: FY24 Strategic Communications Plan



SANTA CRUZ
PUBLIC LIBRARIES

FY24

Strategic Communications Plan





PURPOSE

The overarching goals of the Santa Cruz Public Library (SCPL) Strategic Communications Plan are to **1)** support the 2022-2025 SCPL Strategic Plan and **2)** position the organization to be more proactive and strategic in both internal and external communications.

This plan outlines **what** information should be communicated, **who** should receive that information, **where** (e.g., email, social media, mail) communication will be shared, and **how** those communications will be tracked and analyzed.

SCPL MISSION, VISION, & VALUES

MISSION

Inclusion, Connection, Collaboration

VISION

Empower people to transform their lives and strengthen our community

VALUES

Lifelong learning; intellectual freedom; social responsibility; respectfulness; professional competence

2022-2025 STRATEGIC PLAN GOALS & OBJECTIVES

1. Diversity, Equity, and Inclusion:
 - Create an organizational culture of equity and inclusion and provide equitable and relevant services to all
2. The Santa Cruz County Community
 - Create and support safe and friendly places
 - Foster Inclusion
 - Support all members of society
3. Library Services
 - Curate a relevant and engaging collection of materials diverse in content and format to satisfy the community's reading, listening, viewing, and learning preferences
 - Bridge the digital divide
 - Strengthen and support learning and measure the impact
 - Support and prepare staff to meet organizational needs and ensure excellent customer service



FY 24 Strategic Communications Plan Santa Cruz County Public Libraries

TARGET AUDIENCES

General Community Members	Life Literacy Program Patrons	Friends of the Santa Cruz Public Libraries
Kids & Families	Spanish Speaking Community	Media Outlets
Teens	Community Partners	Library Advisory Commission & Joint Powers Authority Board

ASSETS/TOOLS AVAILABLE

Website

- Event Calendar
- News Items (Webslide)
- Homepage Banner
- Subscriptions for newsletters

Social Media Channels

- Facebook
- Instagram
- Youtube
- Meetup
- Nextdoor

Collateral – Print

- Monthly Brochure
- Summer Reading Brochure
- Early Literacy Activity Calendar
- Rack Cards
- Fliers & posters
- Bookmarks
- Postcards
- Mailers

Online

- Google Business Profiles
- Yelp profiles
- Library App

Email

- Monthly Newsletter
- Tech Talks Newsletter
- Youth Newsletter
- Event notifications and reminders

- New Library Card Holder Newsletter

TV/Radio/Newspaper

- Press Releases
- Media Advisories
- Articles in local publications
- Paid advertising
- Radio Ads / PSAs

Partner Channels

- Community Calendars
- Social media shares'
- newsletters

In-person Active

- In-person communications: library desk, staff at events & parades
- Library Advisory Commission
- Library Join Power Authority

In-person Passive

- QR codes on fliers
- Banners/Signs at branches
- Ads on Library Vehicles (EX. Bookmobile, Kermit Book Bike)
- Digital Monitors (At each library branch)

Internal Communications

- Intranet
- Weekly internal email
- Monthly staff meetings
- All-staff emails
- Staff in-services & training days
- Surveys



FY 24 Strategic Communications Plan Santa Cruz County Public Libraries

DRAFT: Message Architecture

MISSION		VALUES	
Inclusion, Connection, and Collaboration		Support lifelong learning; intellectual freedom; social responsibility; respectfulness; professional competence;	
DIFFERENTIATORS			
Everyone is welcome	Accessible locations across the County	Universal access to information and ideas	Specialty collections relevant to the Santa Cruz Community
MESSAGE TONE & VOICE			
Positive & Fun	Helpful	Accesible, Approachable, Easy to read limit use of acronyms & library jargon	Friendly - human focused language "your library" "we provide"
OVERARCHING NARRATIVE			
<p>SCPL brings people, information, and resources together to enrich lives and strengthen our community. We give every Santa Cruz Community member the opportunity to learn through our educational resources, classes, and staff support. We develop programs for the broad community as well as specific groups like students, seniors, and those who are most vulnerable, including the unhoused and incarcerated. We curate specialty collections, like genealogy and local history. We are an ever-adapting organization, continuously innovating, iterating, and exploring new ways to meet our community's changing needs.</p>			
MESSAGING			
DIVERSITY, EQUITY, & INCLUSION	SAFE & FRIENDLY SPACES	SUPPORT LEARNING	ENGAGING PROGRAMS & RESOURCES
<p>Everyone is welcome and supported in accessing free information, resources, and services through the Library.</p>	<p>The new libraries are modern spaces supporting safe and welcoming visits for everyone in our community.</p>	<p>The library gives students of all ages the opportunity to learn and excel through resources, supportive programming, and access to resources.</p>	<p>The Library curates relevant and diverse programs, content, and collections to spark learning and enrich lives.</p>
<p>SCPL is dedicated to creating a culture of equity and inclusion both internally as an organization and externally for all library visitors.</p>	<p>Patrons can find safe, friendly, well-equipped libraries open 5+ days a week. Stop by for a program, get online with free WiFi and WiFi hot spots, checkout a laptop or tablet, or find a quiet space to read.</p>	<p>Kids: SCPL is your partner in early literacy and beyond. Visit the Santa Cruz Public Libraries for free, fun, and educational programs for your little ones. Find a book to share with your child, stop by for a storytime, or check out one of the online resources.</p>	
	<p>SCPL is your space for community connection. Our newly updated program and community rooms are available for meetings, events, and community-led learning.</p>	<p>Students: SCPL is your partner for student success. The Santa Cruz Public Library provides on-line and in-person educational resources and K-12 homework help. Students can access research databases, take practice tests, check out a laptop or tablet, or join one of our programs (like chess club or the diverse youth meetup).</p>	
	<p>As a result of the Measure 5 community investment, library spaces have been re-imagined to meet the needs of modern library users.</p>	<p>SCPL's "librarian at every branch" approach ensures high-quality programs and services designed for each branch community.</p>	
	<p>As community resources, libraries provide more than just reference materials. During storms and cold weather, to stop by to warm up, use public Internet services or recharge your devices. We are proud to be a community resource on sunny days and cold stormy ones.</p>		

Key Message

Supporting Messages

COMMUNICATIONS GOALS & WORKPLAN FY24

Programs and Resources

Goals:

- Provide consistent & comprehensive communications through a variety of channels
- Position the library as a place for relevant programs and resources through proactive promotion
- Develop highly-organized, proactive, and strategic plans & processes

Workplan:

- Develop marketing tiers for strategically promoting library programs, events, and services ✓
- Develop editorial calendar
- Update marketing request form & request process ✓
- Develop process for promoting community & Friends-led programs ✓
- Analyze current comms data – social media, newsletter, website data #
- Explore new channels for reaching new library users
- Launch tool to streamline, manage, & coordinate marketing team efforts ✓
- Conduct annual survey of program participants (1x/year)
- Produce Monthly Program Brochures and track usage #
- Produce Summer Reading Program Brochure #
- Coordinate promotion of programs/events for key historical & cultural months (Black History Month, Latinx Heritage Month, etc.) #
- Evaluate Engagement Platforms/Tools (Orange Boy, Communico, Patron Point) #

Community Events

Goals:

1. Ensure attendance at geographically & racially diverse community events & programs
2. Expand library reach and awareness of programs and services

Workplan:

- Develop criteria for tabling at community events #
- Identify list of annual events #
- Assess event kits & identify needed supplies and marketing materials #

✓: completed	#: In-progress
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Measure S & Construction Projects

Goals:

1. Demonstrate the value of Measure S community investment
2. Ensure the community is regular updated on construction projects
3. Build support for remaining branch projects
4. Build awareness of completed branch projects & encourage new visitors

Workplan

- Update Measure S webpage #
- Provide regular updates to community #
- Develop communications plans to ensure broad promotion of branch re-openings #

Branding & Marketing Assets

Goals:

1. Ensure a cohesive brand & high-quality promotional materials/assets
2. Ensure proactive (instead of reactive) processes
3. Develop & utilize tools/processes to improve efficiency and organization

Workplan:

- Explore organizational rebrand (new logo & brand colors)
- Analyze and develop recommendations for current tools/assets – specifically:
 - E-Newsletter ✓
 - Rack cards
 - Digital slides ✓
 - web slides ✓
- Develop social media plan & calendar #
- Launch social media calendaring & coordination tool ✓
- Develop Clear Brand Guidelines & Style Guide
- Develop templates (Presentations, fliers, etc.) #
- Coordinate with IT on website project
- Evaluate Existing Tools
- Organize Flickr Photo Database

✓: completed #: In-progress

Media Relations

Goals:

1. Expand coverage of library resources/programs by the media
2. Facilitate greater storytelling through media partners

Workplan

- Relationship building with local media partners #
- Press Releases for programs/resources of interest #
- Coordinate regular storytelling with media partners (SC Parent, Lookout Local, KSquid) #
- Develop Paid Media Plan #

Storytelling

Goals:

1. Help the community connect with the library through storytelling
2. Promote resources & services through patron storytelling

Workplan

- Identify stories
- Develop in-house videos #
- Push out stories through Library & partner channels #
- Analyze use of Library blog tool

Internal Communications

Goals:

1. Facilitate transparent & consistent internal communications
2. Ensure all communication tools are effective and easily-accessed by staff

Workplan

- Continue Weekly Email to staff with key updates & information #
- Analyze & develop recommendations for intranet #
- Conduct annual survey (January) of staff on internal comms & weekly newsletter
- Conduct quarterly visits to library branches to connect with staff and patrons #

v: completed #: In-progress



FY 24 Strategic Communications Plan Santa Cruz County Public Libraries

- As needed, develop communications plans for internal projects & resources

Emergency Communications:

Goals:

1. All staff knows where to go for library updates & information during an emergency
2. The community knows where to go for library updates & information during an emergency

Workplan

- Outline external communication plan, flow of information, and checklist ✓
- Outline internal communication plan, flow of information, and checklist ✓

✓: completed #: In-progress

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



STAFF REPORT

DATE: May 4, 2023
TO: Library Joint Powers Authority Board
FROM: Yolande Wilburn, Library Director
RE: FY24 Draft Library Operating Budget Proposal

RECOMMENDATION

1. Approve one of the three options presented for staffing at the Capitola Branch Library to be added to the final FY24 Library Operating Budget.
2. Accept the Proposed FY24 Library Operating Budget and provide recommendations or edits to the Library Operating Budget.

DISCUSSION

1. The Capitola Library branch currently offers Sunday hours. The opening is possible because the closure of Aptos placed extra staff at the Capitola branch. When Aptos Library reopens in the fall of 2024, Capitola Library will need to eliminate Sunday hours or fund an additional staff to cover the extra day of service. Currently, the proposed FY 24 budget has included in it option (b), the 6-month pilot, as a place holder.

Options to keeping Capitola open on Sundays once Aptos is open:

(a) Add 3.0 FTE regular staff members

Cost: \$303,600 annually

Hiring additional permanent staff to cover Sundays would include bringing these staff on full time. In addition to their Sunday schedule at Capitola they would also be utilized as floaters throughout the system to help cover scheduled and unscheduled absences. This type of position was utilized in the past as a pilot program where temporary employees were used to cover absences in order to help staff the branches and keep branches open.

(b) 6 month pilot- temporary staff will be used while surveying the public and usage numbers after the Aptos reopening

Cost: \$10,000

(c) Close Capitola on Sundays beginning August 6.

Cost: \$0

2. The draft FY24 Library Operating Budget includes the following budget assumptions:
- Aligning revenue with LFA estimates and adjusting for a projected decrease in sales tax of \$200K. Overall revenues will increase 3.5%
 - Reclassification of a part time Asst. Volunteer Coordinator position into a full time Library Specialist position.
 - Additional 1.00 FTE Librarian at Aptos
 - Projected increase in personnel costs of 4.8%
 - Building capital outlay by \$50K per year until fully funded at \$400K
 - Small decrease in system operational costs (-2.6%) in order to balance the budget.
 - Planning for organizational future using uncommitted fund balance to complete one-time projects.

Attachments:

FY24 Draft Library Budget

Analysis of Capitola Branch Library's Sunday Hours

Report Prepared by: Kira Henifin, Principal Management Analyst

Reviewed and Forwarded by: Yolande Wilburn, Library Director

FY 2024
DRAFT

Santa Cruz Public Libraries Budget



Santa Cruz Public Libraries

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May 4, 2023

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

Dear Board Members:

Santa Cruz Public Libraries brings people, information, and resources together to enrich lives and strengthen our communities. We strive to be inclusive so that every Santa Cruz County community member can connect, collaborate and learn through our information and educational resources, programs, and staff support. We develop programs to support the broad community while addressing the needs of students, seniors, and the most vulnerable, including the unhoused and incarcerated. Our specialty collections on local history and collaborations with the Friends of the Library, the Genealogical Society of Santa Cruz County, local history museums, and community partners help us provide beneficial resources unique to Santa Cruz County.

Over the last year, we completed various projects, including reopening five branches, relocating our Collection Management and Information Technology teams to the administration building, finalizing the new Strategic Plan, and moving our Integrated Library System to a hosted solution.

After hearing from community members, we worked to place a Librarian in every branch to provide community-based youth, teen, adult, and partner programming and outreach. We added 8.5 full-time equivalent staff enabling us to open most of our branches at least six days per week. Adding a Community Relations Specialist improved our ability to tell our story and provide updates to our web pages and social media on our construction projects and programming.

We aspire and look forward to completing recruitments and filling vacancies in 2024, allowing us to better meet the community's needs and provide excellent service. The vacancy rate average over the past seven years was calculated at 10%. As a precautionary measure, we reviewed the pre-pandemic rates and found them to be higher at 11%. Our goal in 2024 is to fill vacancies to operate effectively. Our 2024 Workplan includes a goal to partner with the human resources department to perform desk audits, review and revise job descriptions, duties, minimum qualifications and educational requirements in an effort to recruit and retain staff.

The Capitola Library branch currently offers Sunday hours. The opening is possible because the closure of Aptos placed extra staff at the Capitola branch. When Aptos Library reopens in the fall of 2024, Capitola Library will need to eliminate Sunday hours or fund additional staff members to cover the extra day of service. Included in this budget is temporary staff for six months. The six-month pilot should allow time to collect visitor statistics after Aptos reopens and solicit community input.

In 2023, we began reviewing insurance coverage for our facilities and worked with risk management to align our policies with the coverage needed, resulting in increased costs. The cost of administrative support established through the City of Santa Cruz Services Agreement increased by 4.5%. These costs are anticipated to double in 2026 with the new Maintenance of Effort (MOE) negotiation due to the

recalculation of the City of Santa Cruz cost allocations.

The City of Santa Cruz has used the same formula since 2012, which does not reflect current expenses. It adjusted its cost allocations formula for 2024, resulting in the library expense for these services doubling from approximately \$500,000 to almost \$1 million per year for the library system. The City of Santa Cruz agreed to honor the existing *Agreement Between the Library Joint Powers Authority and the City of Santa Cruz for Support Services* established in 2016 for the next two years until the MOE agreement renews at the end of the fiscal year 2025.

In preparation for the increased cost of administrative services, the Library is partnering with the City of Santa Cruz on a Request for Proposals (RFP) to hire a consultant to perform an analysis and make recommendations. It would include an analysis of the current administrative support model for the library system and other potential models. Recommendations include:

- Remaining under the current model through the City.
- Creating a standalone administrative support model.
- Providing the associated staffing within the library system.

Key considerations include staying with the City for Public Employees' Retirement System (PERS) purposes or creating a standalone PERS entity. An analysis of the service delivery for administrative, finance, and human resource services is required to determine a solution for long-term sustainability.

Measure S is entering the final phase with the completion of the new Aptos Library in the fall and the groundbreaking of the new Downtown Santa Cruz Library Affordable Housing project in late 2024. As we wrap up these projects, our County leases help us to maintain the infrastructure that allows us to meet our strategic goal of providing safe and friendly places. One accomplishment we hope to achieve in 2024 is to secure leases for all City of Santa Cruz facilities ensuring that Branciforte and Garfield Park infrastructures are resilient.

The 2024 proposed budget for the Santa Cruz Public Libraries reflects the first phase of priorities that align with our Strategic Plan while maintaining service and programs at our ten locations and the Live Oak Annex. The management team reviewed individual spending and made cuts to reflect a 2.6% decrease in non-personnel costs.

Sales tax and maintenance of effort (MOE) revenues are projected to increase by 3.5% over last year's total. Operationally, we anticipate increases in expenditures as we fully open all locations and absorb price increases due to rising inflation and utility costs.

We are grateful for the support and guidance of our Friends of the Santa Cruz Public Libraries, Library Advisory Commission, and Joint Powers Authority Board as we navigate the next phase of building and strategic direction.

I want to thank everyone on the library team, including our temporary and on-call members, for their tremendous commitment to the people of Santa Cruz County. Our team is the reason for every success and sustainability of our organization.

Respectfully,

Yolande Wilburn
Director of Libraries



Mission – Vision –Values

Mission

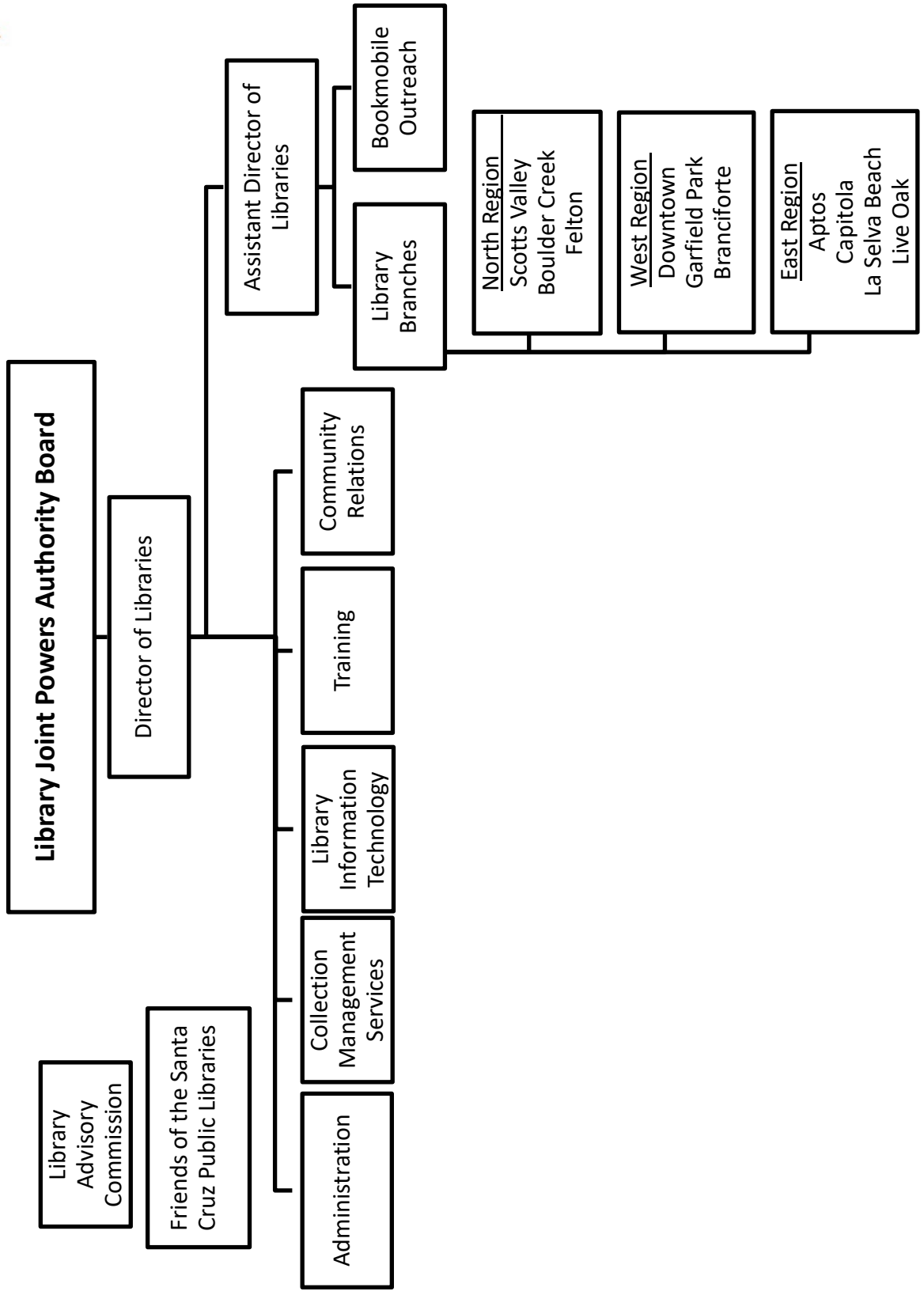
Inclusion, Connection, Collaboration

Our Vision

Empower people to transform their lives and strengthen communities

Values

Lifelong Learning
Intellectual Freedom
Social Responsibility
Respectfulness
Professional Competence



Library Overview

The Santa Cruz Public Libraries provide resources and services to residents and visitors through a network of ten neighborhood branches, the Live Oak Annex, a bookmobile, and an online digital library. Branch locations include Aptos, Boulder Creek, Branciforte, Capitola, Downtown Santa Cruz, Felton, Garfield Park, La Selva Beach, Live Oak, the Live Oak Annex at the Simpkins Swim Center, and Scotts Valley. The Downtown Santa Cruz branch maintains the genealogical and Santa Cruz local history collections.

Core Services

Life Long Learning

Provide inclusive programs, services, and collections that nurture literacy and the love of learning.

Digital Inclusion

Ensure that all residents have access to the training, devices, and internet to participate fully in community life.

Community Connections

Connect residents to educational, economic, and health opportunities to strengthen relationships, promote civic engagement, and foster community well-being.

Transformative Spaces

Provide inclusive and inspirational spaces to support multipurpose learning zones, resiliency, and emergency response.

Organizational Capacity

Develop highly skilled staff to ensure excellent customer service and fiscal sustainability

FY 2023 Accomplishments

1. Expanded Service Hours and Organizational Capacity
 - a. Increased open hours from 240 to 422 across nine locations.
 - b. Added 8.5 full-time equivalent (FTE) positions.
 - c. Received a \$12,000 grant from the Pacific Library Partnership and implemented NEOGOV Perform and Onboard modules.
 - d. Established quarterly meetings with the County to manage facilities and maintenance items.

2. Transformative Spaces
 - a. Opened Live Oak, Scotts Valley, Branciforte and Garfield Park branch libraries and the Live Oak Annex.
 - b. Collaborated with the City of Santa Cruz to support the approval of the Downtown Library Affordable Housing Project.
 - c. Forged partnerships with Dignity Health and Optimum Serve to bring health services to the San Lorenzo Valley.
 - d. Replaced EV charging stations at the Felton and Capitola branch libraries to improve services to patrons.
 - e. Partnered with the County Office of Response, Recovery, and Resilience to establish the Felton and Scotts Valley Library branches as Community Resource Centers.
 - f. Provided space for a Federal Emergency Management Agency (FEMA) Disaster Recovery Center (DRC) at the Felton Library after the atmospheric river emergency.

3. Learning
 - a. Established a Community Led Learning Program with the Felton Friends.
 - b. Received a \$20,000 California State Library grant to purchase laptops for youth STEAM programming.
 - c. Received \$23,525 from the California State Library to conduct Summer Lunch at the Library programming.
 - d. Collaborated with the Friends of the Aptos Library on the 2023 Our Community Reads (Mary Coin, by Marisa Silver) program.

4. Digital Inclusion
 - a. Provided technology support through Tech Talks and in-person tech help programming.
 - b. Received a \$114,625 California Library Connect grant to upgrade wiring at La Selva Beach, replace all network switches and branch servers.
 - c. Collaborated with the Southern California Library Cooperative (SCLC) to bring the Digital Navigators program to Santa Cruz County.
 - d. Migrated to a cloud-hosted Integrated Library System (ILS).

5. User Experiences
 - a. Completed 2022-2025 Strategic Plan
 - b. Completed the Diversity Equity and Inclusion (DEI) plan.
 - c. Completed a new Communications Plan.
 - d. Established the 2024 Technology Plan to support Library Operations.
 - e. Installed SenSource people counters at all open locations.
 - f. Relocated the Collection Management Services and the Library Information Technology to the Administration building.

FY 2022-2025 Strategic Goals:

- Diversity, Equity and Inclusion
Create an organizational culture of equity and inclusion and provide equitable and relevant services to all.
- Santa Cruz County Community
Create and support safe and friendly places. Foster inclusion. Support all members of society.
- Library Services
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. Strengthen and support learning, and measure the impact. Support and prepare staff to meet organizational needs and ensure excellent customer service.



FY 2024 Workplan

1. Diversity Equity and Inclusion (DEI)

- a. Collaborate with the County Office of Education on early childhood literacy pilot.
- b. Develop targets for measuring success of the literacy pilot.
- c. Identify and conduct programming and services based on input from community partners that support DEI.
- d. Identify, analyze and implement best practice DEI methodologies for building a diverse and inclusive collection of materials.
- e. Identify organizational development need for successful shift to a DEI culture for all staff.
- f. Identify staff training needs around DEI.
- g. Identify tools for best practices in evaluation of all policies through a DEI lens.
- h. Reinstate community conversations with staff on the topic of DEI.
- i. Identify funding sources for paid internships.
- j. Develop an onboarding program for new employees and volunteers that incorporate DEI.

2. The Santa Cruz Community

- a. Open the Aptos branch Library.
- b. Establish collaboration with the Aptos History Museum for display case exhibits.
- c. Partner with the County Office of Response, Recovery and Resilience to establish the Aptos Library branch as Community Resource Center.
- d. Complete Ground breaking for the new Downtown Santa Cruz Library and Affordable Housing project.
- e. Identify the threshold for adding additional bi-lingual signage based on demographic changes and need.
- f. Develop a Library Sustainability Plan.
- g. Collaborate with partners to provide programs and services which address community health outcomes.
- h. Establish a partnership with the County of Santa Cruz to provide a social worker in the Downtown Library.
- i. Develop marketing campaigns and rebrand to raise community awareness of the library.

3. Library Services

- a. Augment collection resources through alternative sources such as Link+ and Zip Books.
- b. Develop customer service surveys that assess library performance, hours and services.
- c. Recruit and hire 1.0 FTE Librarian to provide adult services and history programming at the Aptos Branch Library.
- d. Recruit and hire a 1.0 Library Specialist to provide support for the marketing, rebranding and volunteer services.
- e. Review administrative services provided by the City of Santa Cruz and present alternative options and cost analysis.
- f. Partner with human resources to perform desk audits, review and revise job descriptions, duties, minimum qualifications and educational requirements.

- g. In collaboration with City of Santa Cruz review the process for recruitment, hiring, onboarding and off-boarding and establish a plan for improved efficiency and effectiveness.
- h. Set aside funds for ongoing maintenance at library branches.
- i. Complete La Selva Beach branch back door awning, and HVAC installation project.
- j. Establish leases with the City of Santa Cruz on the Garfield Park, Branciforte and Downtown Library branches.

Performance Indicators

DEI:

- Enhanced communication with community partners around literacy and inclusion.
- Percent increase of collection materials available in international languages.
- Increase in reading levels among participants in the Early Childhood Literacy pilot.
- Number of staff members completing DEI Training.

Santa Cruz County Community:

- A deeper understanding of service ecosystems and gaps at the neighborhood level.
- Obtain patron feedback on library spaces and use.
- Survey the community to determine their perspective on the library support and nurturing of life-long learners.

Library Services:

- Cardholders, circulation, visits, database use, computer use, program attendance.
- Staff competence based on performance evaluation input, and feedback.
- Staff capacity based on strategic goals.



Governance, Funding, and Budget Overview

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

Governance

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

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

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

Library Advisory Commission

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

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

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

Funding

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

- Measure R, a quarter cent permanent sales tax approved in 2008 designated for public library service is collected throughout the County. The Library Financing Authority divides these revenues between the Santa Cruz Public Libraries and the Watsonville Public Library, based on

a population formula which gives Watsonville credit for serving people who live in the unincorporated area close to that city.

- Maintenance of Effort (MOE) contributions from the County Library Fund which includes Capitola and Scotts Valley based on the MOE agreement approved in June 2022. The County Board of Supervisors is responsible for allocating any excess property taxes in the fund for the exclusive use on library improvements or services at County Library Fund Branches.
- The Cities of Santa Cruz and Watsonville contribute money from their general funds based on the (MOE) agreement.

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

Budget

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

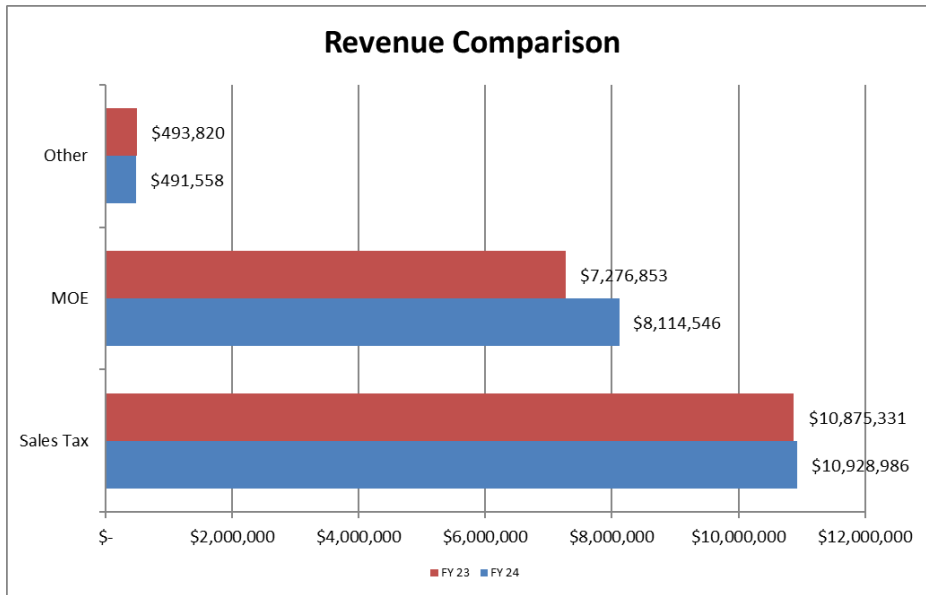
Budget in Brief

The Santa Cruz Public Libraries (SCPL) continues to emerge from the pandemic with a new strategic plan and with-it new goals, priorities and vision for the library system.

The library's two main sources of revenue are projected to take opposite trajectories. The sales tax estimates are projected to come in slightly lower than originally estimated earlier this calendar year. The estimates are being projected to decline \$200K or -1.3%. However, maintenance of effort is

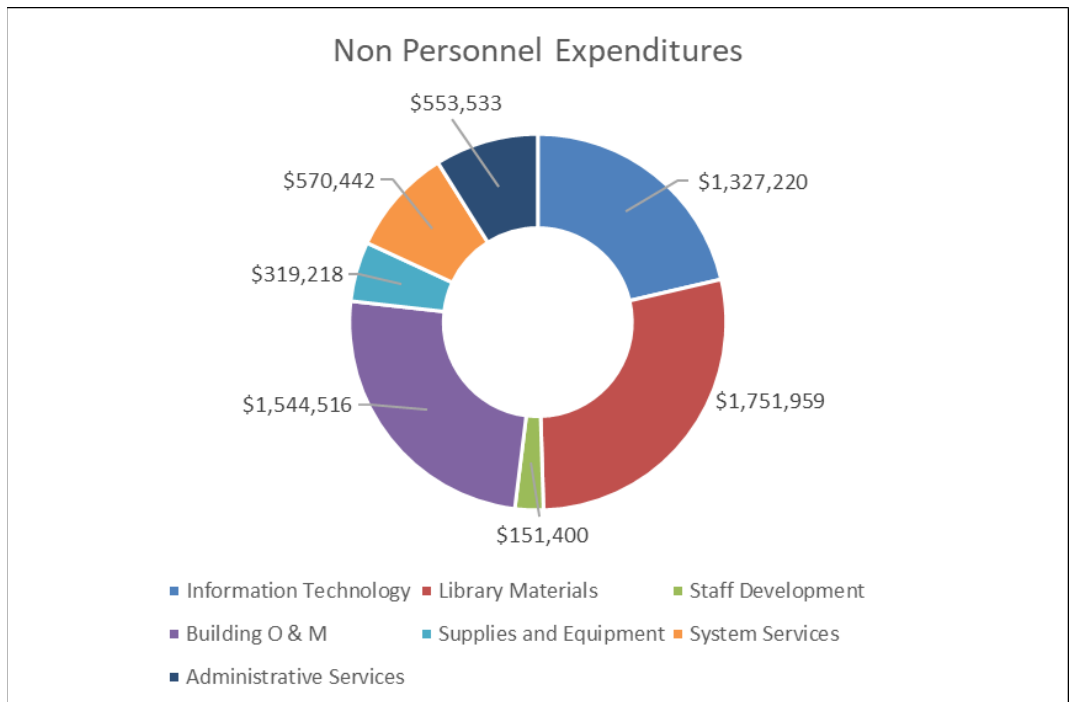
projected to increase 11.5% over last year which leaves total revenues estimated at an increase of 3.5% over last year.

Operationally the Library increased costs for the Branciforte and Aptos branch libraries that will be fully operational and providing services to the community in FY 24. Other increases to the non-personnel expenditure budget, based on increased rates and contract increases, are electricity, gas and janitorial services. The Library has also done an



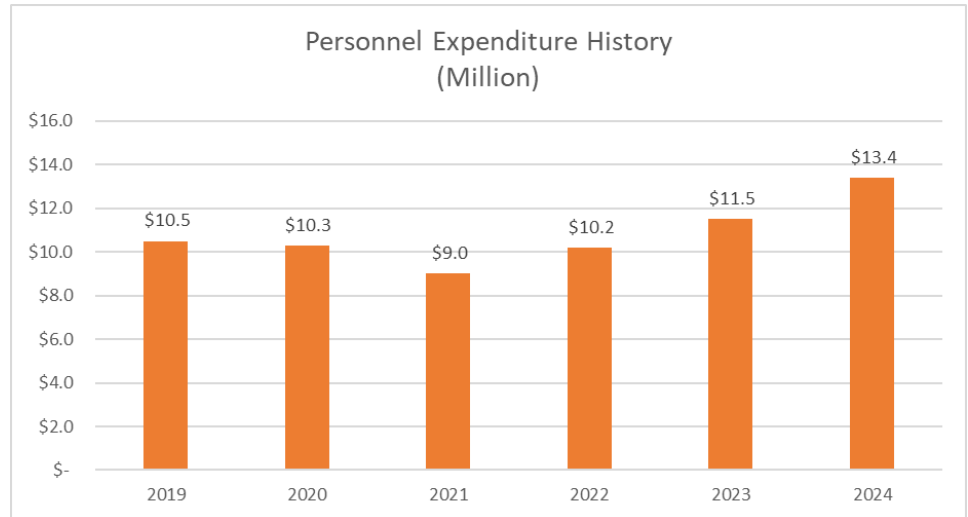
analysis on insurance coverage for the library system and has had to increase annual premium costs where the library will need to provide insurance for itself rather than rely on jurisdictions for coverage.

Additionally, the City of Santa Cruz's Services Agreement has increased 4.5% or \$23,750 after the City conducted a cost allocation plan for all its departments. Overall non-personnel operating costs have decreased 2.6% compared to last year. This decrease was in an effort to help cut costs overall in



order to reduce the funds used from the uncommitted fund balance to help balance the budget this year.

Over the past year the library system has re-envisioned staffing. The reliance on temporary staff was decreased by using permanent staff in a more flexible way when covering absences. SCPL also decided to deploy librarians by branch instead of by region. Larger branches will now have a dedicated youth and adult librarian staffing those branches. The smaller branches will benefit from having a generalist librarian serving their community. The new distribution of librarians throughout the system leaves the library in need of one (1.00) additional FTE for the Aptos Branch Library. The costs



associated with this additional FTE are part of the proposed FY 24 budget. These changes in staffing will help focus services by branch and build a stronger branch community between the staff and the public. In addition, the Library would like to reclassify the current part-time (20 hour) Volunteer Assistant Coordinator to a Library Specialist (40 hours). This change will help support the Community Relations Specialist with managing volunteers as well as helping with marketing library programs. The savings from the Volunteer Coordinator Assistant position proposed to be deleted will help to offset the cost of the new full-time Library Specialist position.

SCPL's proposed FY 24 operating budget is being presented as a balanced budget with the use of funds from the uncommitted fund balance in the amount of \$360,810 to cover the year's operating budget shortfall.

Budget Overview

	2022		2023		2023		2023		2024		2025	
	Actual	Adopted Budget	Adjusted Budget	Year End Estimate	Proposed Budget	Growth/Loss From Adjusted	Projected Budget					
Expenditures by Activity:												
Personnel Services	\$ 10,159,185	\$ 12,301,023	\$ 12,831,706	\$ 11,240,072	\$ 13,444,105	\$ 612,399	\$ 13,847,428					
Services, Supplies & Other Charges	\$ 3,071,084	\$ 3,720,641	\$ 4,103,836	\$ 4,008,282	\$ 4,036,515	\$ (67,321)	\$ 4,238,341					
Books & Materials	\$ 1,216,096	\$ 1,415,456	\$ 1,656,105	\$ 1,656,105	\$ 1,667,281	\$ 0.7%	\$ 1,534,859					
Capital Outlay	\$ 148,897	\$ 458,000	\$ 604,115	\$ 565,753	\$ 493,000	\$ -18.4%	\$ 493,000					
Intra-entity fund transfer out	\$ 324,000	\$ 54,999	\$ 54,999	\$ 54,999	\$ 54,999							
<i>Subtotal Supplies and Services</i>	\$ 4,760,077	\$ 5,649,096	\$ 6,419,055	\$ 6,285,139	\$ 6,251,795	\$ -2.6%	\$ 6,266,200					
Total Expenditures	\$ 14,919,262	\$ 17,950,119	\$ 19,250,761	\$ 17,525,211	\$ 19,695,900	\$ 445,139	\$ 20,113,628					
Activity Resources:												
Taxes	\$ 10,677,936	\$ 10,666,565	\$ 10,875,331	\$ 10,775,331	\$ 10,728,986	\$ -1.3%	\$ 10,879,192					
Member Contributions	\$ 5,938,706	\$ 6,115,273	\$ 7,276,853	\$ 7,276,853	\$ 8,114,546	\$ 11.5%	\$ 8,114,546					
State/Federal/Local Grants	\$ 136,983	\$ -	\$ 62,468	\$ 63,998	\$ 13,998							
Fines and Forfeits	\$ 20,124	\$ 12,000	\$ 12,000	\$ 18,428	\$ 12,000		\$ 12,000					
Donations & Trusts	\$ 318,448	\$ 141,816	\$ 134,576	\$ 134,576	\$ 245,792		\$ 60,000					
Other Financing Sources	\$ 186,093	\$ 154,980	\$ 320,225	\$ 327,955	\$ 219,768		\$ 120,000					
Total Resources	\$ 17,278,290	\$ 17,090,634	\$ 18,681,453	\$ 18,597,141	\$ 19,335,090	\$ 653,637	\$ 19,185,738					
Sub Total Operational Savings or (Cost)	\$ 2,359,028	\$ (859,485)	\$ (569,308)	\$ 1,071,930	\$ (360,810)		\$ (927,890)					
Uncommitted Fund Balance Applied	\$ -	\$ 859,485	\$ 569,308	\$ -	\$ 360,810		\$ 927,890					
Total	\$ 2,359,028	\$ -	\$ -	\$ 1,071,930	\$ -		\$ -					
Committed Fund Balance (20% Reserve)	\$ 1,982,478		\$ -	\$ 3,719,428	\$ 3,867,018							
Uncommitted Fund Balance	\$ 7,314,955		\$ -	\$ 6,649,935	\$ 6,141,535							
Total Fund Balance	\$ 9,297,433		\$ -	\$ 10,369,363	\$ 10,008,553							
Trust Balances												
		Claeys	\$ 18,327									
		Finkeldey	\$ 9,233									
		Hale	\$ 48,605									
		Leet-Corday	\$ 101,316									
		McCaskill-Local Hisotry	\$ 227,358									
		McCaskill-Visually Impaired	\$ 191,240									
		Morley	\$ 14,018									
		Richardson	\$ 337,564									
		Utter	\$ 278,167									

Personnel Authorization

	FY 2021 Amended Budget	FY 2022 Amended Budget	FY 2023 Adopted Budget	FY 2023 Amended Budget	FY 2024 Proposed Budget
Accounting Assistant I	1.50	1.50	1.50	1.50	1.50
Administrative Assistant II	3.53	2.91	2.91	2.91	2.91
Assistant Director of Libraries	1.00	1.00	1.00	1.00	1.00
Bookmobile Library Assistant II	1.80	2.80	2.80	2.80	2.80
Building Maintenance Worker II	2.00	2.00	2.00	2.00	2.00
Community Relations Specialist				1.00	1.00
Courier Driver	1.00				
Director of Libraries	1.00	1.00	1.00	1.00	1.00
Information Tech Specialist I	1.00	1.00	1.00	1.00	1.00
Information Tech Specialist III	2.00	2.00	2.00	2.00	2.00
Librarian I/II	20.01	20.01	20.01	21.01	22.00
Librarian III	4.00	4.00	4.00	4.00	4.00
Library Assistant I	1.00				
Library Assistant II	31.50	37.12	36.12	44.62	44.62
Library Assistant III	10.00	10.00	11.00	11.00	11.00
Library Assistant IV	2.00	2.00	2.00	2.00	2.00
Library Information Specialist	5.00	5.00	5.00	4.00	4.00
Library IT Manager	1.00	1.00	1.00	1.00	1.00
Library Specialist	2.00	2.00	2.00	1.00	2.00
Management Analyst		1.00	1.00	1.00	1.00
Network & Systems Administrator	2.00	2.00	2.00	2.00	2.00
Principal Management Analyst	1.00	1.00	1.00	1.00	1.00
Programmer Analyst II	1.00	1.00	1.00	1.00	1.00
Service Field Crew Leader	1.00	1.00	1.00	1.00	1.00
Systems Coordinator	1.00	1.00	1.00	1.00	1.00
Volunteer Coordinator Assistant	0.50	0.50	0.50	0.50	
FTE Total	97.84	102.84	102.84	111.34	112.83

Library Revenue

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

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

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

Early estimates regarding sales tax are projected to decrease. The decrease is being estimated at \$200k less than projections from earlier this calendar year. Revenues overall for FY 24 will increase 3.5% over last year due in part to increased maintenance of effort (MOE) projections.

The library is also increasing the use of trust funds to help balance the budget. This year the increase in library private trust fund transfer will be from the McCaskill Visually Impaired trust fund. The use of these funds will exhaust the trust completely.

Budget Development Revenue Balances

Acct Title	FY 2022 Actual	2023 Ado Budget	2023 Adj Budget	2023 Year End Est.	2024 Proposed	Growth/Loss from Adj.
Fund 951 -- Library Joint Powers Authority						
41211 Sales and use tax	\$ 10,677,936	\$ 10,666,565	\$ 10,875,331	\$ 10,775,331	\$ 10,728,986	-1.3%
41993 Libraries parcel tax	\$ -	\$ 110,000	\$ 110,000	\$ 110,000	\$ 110,000	
43110 Federal operating grants & contributions	\$ 110,791	\$ -	\$ 30,000	\$ 30,000	\$ -	
43199 Other federal revenues	\$ 118,757	\$ -	\$ -	\$ -	\$ -	
43210 State operating grants and contributions	\$ 26,192	\$ -	\$ 24,468	\$ 25,998	\$ 13,998	-42.8%
43310 Local operating grants and contributions	\$ -	\$ -	\$ 8,000	\$ 8,000	\$ -	
43311 Maintenance of effort contributions	\$ 5,938,706	\$ 6,115,273	\$ 7,276,853	\$ 7,276,853	\$ 8,114,546	11.5%
43354 County of SC - reimbursements	\$ -	\$ -	\$ -	\$ 1,230	\$ -	
44630 Room rentals-library JPA	\$ 2,320	\$ 4,640	\$ 4,640	\$ 4,640	\$ 4,640	
45131 Library fines	\$ 20,124	\$ 12,000	\$ 12,000	\$ 18,428	\$ 12,000	
46110 Pooled cash and investment interest	\$ 25,838	\$ 92,840	\$ 92,840	\$ 92,840	\$ 92,840	
46190 Interest earnings - other	\$ 5,519	\$ 5,253	\$ 5,558	\$ 12,309	\$ 12,288	121.1%
46303 Donations - library	\$ 22,842	\$ 13,100	\$ 36,350	\$ 36,350	\$ 13,100	-64.0%
46309 Donations - library - Friends of the Lib	\$ 295,606	\$ 26,773	\$ 98,226	\$ 98,226	\$ 27,923	-71.6%
46910 Miscellaneous operating revenue	\$ 23,346	\$ 22,000	\$ 22,000	\$ 22,000	\$ -	
46990 Miscellaneous non-operating revenue	\$ (1,099)	\$ -	\$ -	\$ (252)	\$ -	
49122 From Library Private Trust Fund	\$ 10,530	\$ 22,190	\$ 55,443	\$ 55,443	\$ 204,769	269.3%
49191 Intra-entity fund transfer in	\$ -	\$ -	\$ 29,745	\$ 29,745	\$ -	
49201 Sales of surplus equipment	\$ 883	\$ -	\$ -	\$ -	\$ -	
Total	\$ 17,278,290	\$ 17,090,634	\$ 18,681,453	\$ 18,597,141	\$ 19,335,090	3.5%

NOTE for FY 24: The adjusted FY 23 budget represents grants and donations received throughout the year.

Library Operating Expenditures and Capital Outlay

The Santa Cruz Public Libraries system operates 10 branches, 1 bookmobile, and 1 headquarters facility.

The library system does not own any of the facilities but leases from the governing board jurisdictions for use as public libraries. The Library operating budget supports the day to day operations of running a public library from these spaces.

As a public library, apart from personnel costs, our largest expenditure is books and materials. Books and materials represent both the physical and digital collections the library offers to its patrons. The breakdown of how these monies are spent is roughly 40% for the physical collection and 60% for the digital collection. The digital collection includes not only audio books but access to databases and other digital platforms that provide audio visual content.

The proposed FY 24 non-personnel expenditures are 2.6% lower than last year in an effort to achieve a balanced budget.

Line item increases greater than \$10K:

- **Financial Services-Outside**

The City of Santa Cruz's Services Agreement has been increased by 4.5% due to a recent cost allocation study the City conducted. This cost, in addition to the increased cost in the annual audit charge, represents the overall increase in this budget line.

Increase (from FY 23 Adjusted): \$14,132

- **Professional Services Other**

The City of Santa Cruz raised its cost allocation formula this year. The cost allocations are related to the services the Library receives from the City associated with finance, human resources, and other administrative services. The City agreed to honor the existing service agreement for the next two years. Preliminary information indicates that costs will more than double at that time from approximately \$500,000 to over a million dollars. In preparation for that shift and to ensure the Library is fiscally responsible while getting the services it needs for it to operate efficiently and effectively, the Library is partnering with the City to issue a Request for Proposals to perform an analysis to help determine the best path forward. The Library will explore the costs of remaining with the City provided service, the cost of the Library hiring additional staff to perform these services, and the possibility of the Library forming an administrative Joint Powers Authority for services.

Increase (from FY 23 Adjusted): \$50,000

- **Building O & M/Utilities/ & Janitorial Services**

Branciforte and Aptos will be fully operational in FY 24 so increases in building operations, utilities and janitorial services has increased in these lines.

Also adding to the increase are higher rates for electricity/water/gas utilities.

Janitorial services have also increased due to adjustments in services based on library use of the facilities.

Increase in Bldg O & M (from FY 23 Adjusted): \$26,247

Increase in Water/Electricity/Gas (from FY 23 Adjusted): \$72,697

Increase in Janitorial Services (from FY 23 Adjusted): \$50,975

- **Software Maintenance**

A new ILS contract and increased G Suite costs have driven this budget line item.

Increase (from FY 23 Adjusted): \$49,357

- **Equipment Lease**

Additional Multi-Function Printers (MFP) will be needed for the branches re-opening in FY 24. These MFPs are used by the public.

Increase (from FY 23 Adjusted): \$10,000

- **Training**

Additional funds have been added for all staff trainings, quarterly management training and LIT trainings. These trainings are vital to staff growth and organization effectiveness. Additionally, funds from travel have been moved into this line item to better track travel to meetings and conferences.

Increase (from FY 23 Adjusted): \$40,690

- **Liability Insurance**

The Library has done a full analysis of insurance coverage over the past year for the system, branch materials and functions of the library. This budget line has increased in anticipation of strengthening the library's insurance coverage needs in the upcoming year.

Increase (from FY 23 Adjusted): \$10,000

- **Books and Periodicals**

In the past the Library has budgeted for books and materials by allocating 8% of total revenues (minus grants, donations and debt). This year the Library has subsidized this calculation with the use of private trust funds in order to still fully fund this line item. This year the Library has chosen to use the McCaskill Visually Impaired trust to help subsidize this line item. Funds from this trust are earmarked for visually impaired materials and will support the purchase of audio books and playaways.

Increase (from FY 23 Adjusted): \$200,134

- **Other Capital Outlay**

The Library continues to honor the agreement made to increase the capital outlay budget line by \$50K per year until FY 28 when the capital outlay will be fully funded at \$450K annually.

Increase (from FY 23 Adjusted): \$50,000

Budget Development Expenditure Balances

Acct	Title	2022 Actual	2023 Ado Budget	2023 Adj Budget	2023 YEE	2024 Proposed	% Change from Adjusted
Fund 951 -- Library Joint Powers Authority							
52131	Claims management services - outside	\$ 2,545	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	0.0%
52135	Financial services - outside	\$ 509,838	\$ 527,783	\$ 537,401	\$ 537,401	\$ 561,233	4.4%
52139	Medical services	\$ 3,037	\$ 1,000	\$ 1,000	\$ 2,700	\$ 2,000	100.0%
52150	Merchant bank fees	\$ 562	\$ 600	\$ 600	\$ 600	\$ 600	0.0%
52155	Courier services	\$ 2,466	\$ 2,000	\$ 2,692	\$ 2,692	\$ 2,000	-25.7%
52199	Other professional & technical services	\$ 100,789	\$ 205,000	\$ 234,000	\$ 214,000	\$ 259,007	10.7%
52201	Water, sewer and refuse	\$ 72,211	\$ 81,985	\$ 81,985	\$ 81,985	\$ 92,235	12.5%
52202	Hazardous materials disposal	\$ -	\$ 500	\$ 500	\$ 500	\$ 500	0.0%
52211	Janitorial services	\$ 278,588	\$ 321,525	\$ 393,525	\$ 393,525	\$ 444,500	13.0%
52223	Equip annual inventory charge - internal	\$ 4,950	\$ 1,725	\$ 1,725	\$ -	\$ 3,600	108.7%
52226	Vehicle work order charges - internal	\$ 14,740	\$ 11,795	\$ 11,795	\$ -	\$ 9,000	-23.7%
52227	Vehicle fuel island charges - internal	\$ 18,978	\$ 18,163	\$ 18,163	\$ -	\$ 20,794	14.5%
52240	Office equipment operation/maint	\$ 6,378	\$ 7,590	\$ 7,590	\$ 8,390	\$ 7,690	1.3%
52241	Vehicle maintenance costs - outside	\$ 3,081	\$ 6,500	\$ 6,500	\$ 6,500	\$ 1,500	-76.9%
52244	Other equipment operation/maintenance	\$ 7,571	\$ 10,975	\$ 10,975	\$ 11,825	\$ 11,900	8.4%
52246	Building and facility o & m - outside	\$ 302,793	\$ 290,761	\$ 290,761	\$ 293,748	\$ 317,008	9.0%
52247	Landscaping maintenance services	\$ 47,805	\$ 55,950	\$ 55,950	\$ 55,950	\$ 55,950	0.0%
52248	Software maintenance services	\$ 264,611	\$ 409,019	\$ 412,019	\$ 412,019	\$ 461,376	12.0%
52249	Hardware maintenance services	\$ -	\$ 30,000	\$ 45,000	\$ 45,000	\$ 15,000	-66.7%
52261	Equipment, building and land rentals	\$ 283,536	\$ 283,844	\$ 283,844	\$ 283,844	\$ 284,204	0.1%
52269	Equipment lease-outside	\$ 29,115	\$ 18,000	\$ 18,000	\$ 18,000	\$ 28,000	55.6%
52302	Travel and meetings	\$ 2,465	\$ 19,800	\$ 13,800	\$ 13,800	\$ 5,950	-56.9%
52304	Training	\$ 51,023	\$ 98,760	\$ 104,760	\$ 104,760	\$ 145,450	38.8%
52403	Telecommunications service - outside	\$ 184,641	\$ 354,085	\$ 354,085	\$ 354,085	\$ 349,845	-1.2%
52932	Liability insurance/surety bonds-interna	\$ 43,170	\$ 43,170	\$ 43,170	\$ 43,170	\$ 43,170	0.0%
52933	Liability insurance/surety bonds-outside	\$ 63,140	\$ 93,000	\$ 93,000	\$ 93,000	\$ 103,000	10.8%
52960	Advertising	\$ 16,525	\$ 31,570	\$ 31,570	\$ 31,570	\$ 26,570	-15.8%
52961	Dues and memberships	\$ 32,317	\$ 37,453	\$ 37,453	\$ 37,453	\$ 38,503	2.8%
52972	Printing and binding-outside	\$ 11,072	\$ 32,600	\$ 32,600	\$ 32,600	\$ 32,600	0.0%
53101	Postage charges	\$ 5,698	\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,000	0.0%
53102	Office supplies	\$ 22,888	\$ 25,650	\$ 25,650	\$ 26,533	\$ 28,150	9.7%
53108	Safety clothing and equipment	\$ 10,736	\$ 16,510	\$ 16,510	\$ 17,760	\$ 16,525	0.1%
53109	Copier supplies	\$ -	\$ 6,680	\$ 6,680	\$ 6,680	\$ 8,530	27.7%
53112	Library functional supplies	\$ 135,287	\$ 171,500	\$ 171,500	\$ 171,500	\$ 121,377	-29.2%
53113	Janitorial supplies	\$ 18,044	\$ 33,500	\$ 33,500	\$ 33,578	\$ 39,500	17.9%
53311	Electricity	\$ 169,477	\$ 205,275	\$ 205,275	\$ 135,275	\$ 241,475	17.6%
53312	Natural gas	\$ 41,871	\$ 39,950	\$ 39,950	\$ 40,450	\$ 46,350	16.0%
54990	Miscellaneous supplies and services	\$ 251,770	\$ 205,423	\$ 181,720	\$ 198,801	\$ 190,423	4.8%
56960	Loans and grants	\$ 57,000	\$ -	\$ 277,588	\$ 277,588	\$ -	-100.0%
56995	Refunded fees and fines	\$ 365	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	0.0%
	Subtotal: Services, Supplies and Other Charge	\$ 3,071,084	\$ 3,720,641	\$ 4,103,836	\$ 4,008,282	\$ 4,036,515	-1.6%
53106	Books and periodicals	\$ 1,175,548	\$ 1,393,533	\$ 1,471,997	\$ 1,471,997	\$ 1,656,131	12.5%
53107	Books and periodicals-grants & donations	\$ 40,548	\$ 21,923	\$ 184,108	\$ 184,108	\$ 11,150	-93.9%
	Subtotal: Books & Materials	\$ 1,216,096	\$ 1,415,456	\$ 1,656,105	\$ 1,656,105	\$ 1,667,281	0.7%
57401	Office furniture/equipment	\$ 32,871	\$ 18,000	\$ 18,000	\$ 18,000	\$ 18,000	0.0%
57402	Vehicle equipment	\$ -	\$ -	\$ 83,499	\$ 83,499	\$ -	-
57409	Computer equipment	\$ 20,209	\$ 240,000	\$ 260,000	\$ 260,000	\$ 225,000	-13.5%
57990	Other capital outlay	\$ 95,817	\$ 200,000	\$ 242,616	\$ 204,254	\$ 250,000	3.0%
	Subtotal: Capital Outlay	\$ 148,897	\$ 458,000	\$ 604,115	\$ 565,753	\$ 493,000	-18.4%
59191	Intra-entity fund transfer out	\$ 324,000	\$ 54,999	\$ 54,999	\$ 54,999	\$ 54,999	0.0%
Total		\$ 4,760,077	\$ 5,649,096	\$ 6,419,055	\$ 6,285,139	\$ 6,251,795	-2.6%

Library Personnel Expenditures

The Santa Cruz Public Libraries staff 10 branches, 1 bookmobile and 1 headquarters facility where system operations are housed. The library system is open in some capacity 7 days a week. The Library also offers programming after hours and off site.

FY 24 personnel cost assumptions include:

- All COLA's per ratified MOU's.
- New/Vacant positions are budgeted at bottom step and PEPRA (Management budgeted at top step).
- Rising PERS and other employee costs are reflected.
- New/Vacant positions are budgeted at employee+1 for Health.
- Medical costs increased 5%.
- Workers compensation increased 55% (after being reduced the past several years).
- Vacancy factor estimate has been updated by the City of Santa Cruz and is based on a 7-year average of salaries and benefits comparing the adjusted budget to the actual.

FY 24 FTE changes include:

- Addition of 1.00 FTE Librarian at Aptos.
- Deletion of .50 FTE Volunteer Assistant Coordinator.
- Addition of 1.00 FTE Library Specialist.

FY 24 Temporary Budget includes:

- \$360,000 for Library Aide hours at the branches.
- \$50,000 for Library Aide hours for system functions (ie: outreach and collections mgmt.).
- \$60,000 for On-Call staff. These are the staff who are called when internal help cannot be found.
- \$10,000 for Capitola Sunday Open Hours Pilot.
The plan when the Aptos Library opens was to shift the Library being open on Sundays from Capitola to Aptos. Since Capitola's use on Sunday has been steady, when the Aptos Branch opens the library plans to fund Sunday hours at Capitola temporarily (6 months) while staff can analyze the use and public needs at Capitola.

Budget Development Expenditure Balances

Acct	Title	FY 2022 Actual	2023 Ado Budget	2023 Adj Budget	2023 Year End Est.	2024 Proposed	% Change from Adjusted
Fund 951 -- Library Joint Powers Authority							
51110	Regular full time	\$ 5,286,882	\$ 6,484,822	\$ 6,988,385	\$ 6,110,370	\$ 7,701,794	10.2%
51111	Regular part time	\$ 976,773	\$ 1,237,074	\$ 1,637,074	\$ 943,984	\$ 1,233,990	-24.6%
51114	Overtime	\$ 1,796	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	0.0%
51115	Termination pay	\$ 72,895	\$ -	\$ -	\$ 32,300	\$ -	
51122	Temporary	\$ 604,759	\$ 825,000	\$ 452,120	\$ 452,120	\$ 480,000	6.2%
51130	Other pay	\$ 3,618	\$ -	\$ -	\$ 1,674	\$ -	
51132	Special vacation pay	\$ 15,857	\$ -	\$ -	\$ 18,476	\$ -	
51150	Vehicle-phone-data allowance	\$ 1,513	\$ 1,260	\$ 1,260	\$ 3,065	\$ 2,544	101.9%
51199	Salary savings	\$ -	\$ (770,000)	\$ (770,000)	\$ -	\$ (1,035,597)	34.5%
51201	Retirement contribution	\$ 398,162	\$ 469,005	\$ 469,005	\$ 422,349	\$ 656,268	39.9%
51202	F.I.C.A.	\$ 30,166	\$ 63,113	\$ 63,113	\$ 21,073	\$ 36,720	-41.8%
51203	PERS unfunded liability	\$ 1,056,899	\$ 1,396,809	\$ 1,396,809	\$ 1,261,107	\$ 1,615,358	15.6%
51210	Group health insurance	\$ 1,205,417	\$ 1,943,867	\$ 1,943,867	\$ 1,425,493	\$ 1,927,365	-0.8%
51212	Group dental insurance	\$ 77,152	\$ 116,535	\$ 116,535	\$ 82,733	\$ 113,169	-2.9%
51213	Vision insurance	\$ 12,957	\$ 18,732	\$ 18,732	\$ 14,121	\$ 18,535	-1.0%
51214	Medicare insurance	\$ 97,813	\$ 108,708	\$ 108,708	\$ 106,166	\$ 123,475	13.6%
51215	Employee assistance program	\$ 3,316	\$ 4,356	\$ 4,356	\$ 5,738	\$ 4,688	7.6%
51220	Group life insurance	\$ 1,537	\$ 1,969	\$ 1,969	\$ 1,776	\$ 2,071	5.2%
51221	Disability insurance	\$ 40,546	\$ 86,241	\$ 86,241	\$ 44,864	\$ 89,248	3.5%
51222	SDI	\$ 29,964	\$ 39,084	\$ 39,084	\$ 30,627	\$ 42,420	8.5%
51230	Unemployment insurance	\$ 56,689	\$ 66,005	\$ 66,005	\$ 63,348	\$ 77,638	17.6%
51240	Workers' compensation	\$ 184,474	\$ 203,443	\$ 203,443	\$ 193,688	\$ 349,419	71.8%
Total		\$ 10,159,185	\$ 12,301,023	\$ 12,831,706	\$ 11,240,072	\$ 13,444,105	4.8%

Appendix A: Authorized Personnel by Individual Position

Position Title	Position No.	Library FTE
Accounting Assistant I	101-005	1.00
Accounting Assistant I	101-009	0.50
Administrative Assistant II	106-007	1.00
Administrative Assistant II	106-008	1.00
Administrative Assistant II	106-009	0.90
Assistant Director of Libraries	830-001	1.00
Bookmobile Library Assistant II	284-001	1.00
Bookmobile Library Assistant II	284-002	0.80
Bookmobile Library Assistant II	284-004	1.00
Building Maintenance Worker II	118-007	1.00
Building Maintenance Worker II	118-011	1.00
Community Relations Specialist	757-006	1.00
Director of Libraries	808-001	1.00
Information Tech Specialist I	145-009	1.00
Information Tech Specialist III	232-004	1.00
Information Tech Specialist III	232-005	1.00
Librarian I/II	750-028	1.00
Librarian I/II	750-029	1.00
Librarian II	750-001	1.00
Librarian II	750-002	1.00
Librarian II	750-003	1.00
Librarian II	750-004	1.00
Librarian II	750-005	1.00
Librarian II	750-006	1.00
Librarian II	750-007	1.00
Librarian II	750-008	1.00
Librarian II	750-009	1.00
Librarian II	750-010	1.00
Librarian II	750-011	1.00
Librarian II	750-012	1.00
Librarian II	750-013	1.00
Librarian II	750-014	1.00
Librarian II	750-015	1.00
Librarian II	750-017	1.00
Librarian II	750-021	1.00
Librarian II	750-026	1.00
Librarian II	750-030	1.00
Librarian II	750-xxx	1.00

Position Title	Position No.	Library FTE
Librarian III	831-001	1.00
Librarian III	831-002	1.00
Librarian III	831-003	1.00
Librarian III/CMS Manager	831-004	1.00
Library Assistant II	283-002	1.00
Library Assistant II	283-003	1.00
Library Assistant II	283-004	1.00
Library Assistant II	283-005	1.00
Library Assistant II	283-006	1.00
Library Assistant II	283-007	1.00
Library Assistant II	283-009	1.00
Library Assistant II	283-010	0.50
Library Assistant II	283-011	1.00
Library Assistant II	283-012	1.00
Library Assistant II	283-013	0.75
Library Assistant II	283-014	0.50
Library Assistant II	283-015	1.00
Library Assistant II	283-016	1.00
Library Assistant II	283-017	1.00
Library Assistant II	283-018	1.00
Library Assistant II	283-019	1.00
Library Assistant II	283-020	1.00
Library Assistant II	283-021	1.00
Library Assistant II	283-022	1.00
Library Assistant II	283-023	0.75
Library Assistant II	283-024	0.50
Library Assistant II	283-026	1.00
Library Assistant II	283-041	0.75
Library Assistant II	283-042	0.50
Library Assistant II	283-043	0.50
Library Assistant II	283-046	0.50
Library Assistant II	283-047	0.75
Library Assistant II	283-050	1.00
Library Assistant II	283-055	0.50
Library Assistant II	283-056	1.00
Library Assistant II	283-063	1.00
Library Assistant II	283-064	1.00

Position Title	Position No.	Library FTE
Library Assistant II	283-065	0.50
Library Assistant II	283-068	0.50
Library Assistant II	283-069	0.50
Library Assistant II	283-072	1.00
Library Assistant II	283-073	0.50
Library Assistant II	283-074	0.50
Library Assistant II	283-075	1.00
Library Assistant II	283-076	0.63
Library Assistant II	283-077	0.75
Library Assistant II	283-082	1.00
Library Assistant II	283-084	0.50
Library Assistant II	283-085	0.75
Library Assistant II	283-086	0.75
Library Assistant II	283-087	0.75
Library Assistant II	283-088	1.00
Library Assistant II	283-089	1.00
Library Assistant II	283-090	1.00
Library Assistant II	283-091	1.00
Library Assistant II	283-078	1.00
Library Assistant II	283-079	0.50
Library Assistant II	283-081	0.50
Library Assistant II (Tel Info)	283-083	0.50
Library Assistant III	363-001	1.00
Library Assistant III	363-002	1.00
Library Assistant III	363-003	1.00
Library Assistant III	363-004	1.00
Library Assistant III	363-005	1.00
Library Assistant III	363-007	1.00
Library Assistant III	363-008	1.00
Library Assistant III	363-009	1.00
Library Assistant III	363-010	1.00
Library Assistant III	363-011	1.00
Library Assistant III	363-012	1.00
Library Assistant IV	364-001	1.00
Library Assistant IV	364-003	1.00
Library Information Specialist	285-002	1.00
Library Information Specialist	285-003	1.00

Position Title	Position No.	Library FTE
Library Information Specialist	285-004	1.00
Library Information Specialist	285-006	1.00
Library IT Manager	832-003	1.00
Library Specialist/Training Coordinator	740-002	1.00
Library Specialist/Volunteer Coordinator	740-xxx	1.00
Management Analyst	702-011	1.00
Network & Systems Administrator	726-012	1.00
Network & Systems Administrator	726-013	1.00
Principal Management Analyst	729-018	1.00
Programmer Analyst II	706-006	1.00
Service Field Crew Leader	330-011	1.00
Systems Coordinator	793-002	1.00
<i>Total</i>		112.83

Appendix B: Trust Fund Details

CAROLYN VIRGINIA CLAEYS CHARITY TRUST

Donor: Carolyn Virginia Claeys died in 2017 leaving the Library a bequest.

Terms: The Carolyn Virginia Claeys charity does not have any restrictions on its use.

Balance of Trust as of 3/1/23: \$18,327

Income: Interest earned is added to principal

Management: Held by the City Finance Department.

FINKELDEY TRUST

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

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

Balance of Trust as of 3/1/23: \$9,233

Income: Interest earned is added to principal

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

DOROTHY A. HALE TRUST

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

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

Balance of Trust as of 3/1/23: \$48,605

Income: Interest earned is added to principal

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

LEET-CORDAY TRUST

Donor: Robert Leet-Corday

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

Balance of Trust as of 3/1/23: \$101,316

Income: Interest earned is added to principal

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

MCCASKILL TRUST – LOCAL HISTORY

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

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

Balance of Trust as of 3/1/23: \$227,358

Income: Interest earned is added to principal

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

MCCASKILL TRUST – VISUALLY IMPAIRED

Donor: See above

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

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

Balance of Trust as of 3/1/23: \$191,240 (**Balance of this trust is scheduled to be spent in FY 24**)

Income: Interest earned is added to principal

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

JAMES MORLEY TRUST

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

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

Balance of Trust as of 3/1/23: \$14,018

Income: Interest earned is added to principal

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

RICHARDSON TRUST

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

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

Balance of
Trust as of
3/1/23: \$337,564

Income: Distribution schedule is set for November of each year. No specific date is attached to the distribution. The Trust distributes out 5% of the market value each year and the Santa Cruz Library receives 80% of the amount.

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

Management: Held by Comerica Bank. Check is received annually and is appropriated into the Library’s annual budget. Grantor wanted the trust to continue in perpetuity and made the trust irrevocable.

UTTER TRUST

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

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

Balance of
Trust as of
3/1/22: \$278,167

Income: Interest Only

Management: Friends of the Santa Cruz Public Library (FSPCL) holds this trust. Held at Community Foundation of Santa Cruz County. Asst. Director manages these funds.

Appendix C: Vehicle Replacement Schedule

Library FY 24 Vehicle Replacement Schedule						
#	Department	Description	Replacement Cost	Year Acquired	Year of Replacement	Savings Need/Yr to Meet Replacement Date
434	Courier	Ford Transit	\$45,000	2020	2030-31	\$4,500
528	Bldg Maint	Ford Truck	\$45,000	2022	2032-33	\$5,833
527	Bldg Maint	Ford Transit	\$35,000	2015	2024-25	\$3,500
529	Bldg Maint	Ford Transit	\$45,000	2019	2029-30	\$4,500
151	Outreach	Ford Transit	\$35,000	2022	2032-33	\$5,833
178	Outreach	Ford Escape Hybrid	\$35,000	2015	2024-25	\$3,500
531	Outreach	Freightliner	\$350,000	2016	2030-31	\$23,333
546	LIT	Ford Transit	\$35,000	2018	2028-29	\$3,500
	Programs	Pedal Library	\$2,500	2016	2021-22	\$500
279	Bldg Maint	Trailer				
TOTAL SAVINGS NEEDS PER YEAR						\$54,999
Savings Began in FY 11/12						
**The Library System has chosen to abide by the City's vehicle replacement schedule which is defined as replacing vehicles every 100,000 miles or every 10 years.						

Appendix D: Fines and Fees Schedule

Description	Current	Proposed FY 2022-2023
Overdue Item Fine	\$0	No Change
Lost/Replacement Fine	Varies Based on Item	No Change
Collection Agency Fee	\$20.00	No Change
Damaged Item Fine	Varies Based on Item	No Change
Flashdrive Fee	\$5.00	No Change
Headphone Fee	\$4.00	No Change
Library Card Replacement Fee	\$2.00	No Charge
Meeting Room Fee	\$0	No Change
Missing Parts Fine	Varies Based on Item	No Change
Photocopying Fee	15¢per page	No change
Test Proctoring Fee	\$40.00	No change
Inter Library Loan	\$0	No Change

Appendix E: History of Open Hours by Branch

Weekly Open Hours	Current	10-Jul-21	18-May-20	2-Feb-20	1-Nov-19	1-Sep-19	1-Jun-18	1-Jun-17
Aptos	closed	closed	20	54	56	56	56	50
Boulder Creek	34	closed	closed	closed	38	38	38	38
Branciforte	closed	closed	closed	36	36	36	36	36
Capitola	46	47	closed	closed	closed	closed	closed	41
Downtown	46	46	24	58	58	58	58	58
Felton	40	40	20	50	closed	36	36	36
Garfield Park	34	closed	closed	36	51	51	51	42
La Selva Beach	38	31	closed	closed	closed	closed	36	36
Live Oak	46	36	20	54	54	54	54	44
Scotts Valley	46	closed	20	50	50	50	50	50
Total	330	200	104	338	343	379	415	431

Appendix F: History of Collection Spending

Fiscal Year	Physical Expenditures	Digital Expenditures
FY 17/18	74.2%	25.8%
FY 18/19	69.3%	30.7%
FY 19/20	64.1%	35.9%
FY 20/21	55.3%	44.7%
FY 21/22	64.7%	35.3%

Physical = books, DVDs, audio CDs, Playaways, lendable tech, telescopes, magazines

Digital = reference databases, ebooks, eaudiobooks, streaming video, digital magazines

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



STAFF REPORT

DATE: May 1, 2023
 TO: Library Joint Powers Authority Board
 FROM: Yolande Wilburn, Library Director
 RE: Analysis of Capitola Branch Library’s Sunday Hours

This report provides an analysis of the Sunday hours at the Capitola Branch Library from October 2022 to March 2023. During the aforementioned time period, Capitola Library was open to patrons from 1:00 P.M to 5:00 P.M on Sundays 24 times. The branch only closed for New Year’s Day and Christmas Day holidays.

Absences

Data extracted from the records management system, Frontline (ASEOP), show the Capitola Branch Library experienced a staffing issue during the analyzed time period. The following trends were observed in *Figure 1*:

- Number of Absences: Regular staff members scheduled to work on Sundays at the branch recorded an absence in ASEOP 24 times. 75% of the 24 Sundays analyzed had an absence recorded on those days. 25% of the 24 Sundays analyzed did not have a recorded absence on those days.
- Backfilling Absences: Temporary or part-time employees backfilled vacancies 18 times. 61% of these 18 times were filled by 1 temporary staff member. Data on how the other vacant positions were backfilled is unavailable at the time of this report.
- Month with Highest Number of Absences: December 2022 had the highest number of recorded absences.

Figure 1: Absences - Breakdown by Month

Month	Number of Sundays	Number of Absences	Number of Sundays w/o Recorded Absences	Number of Temporary or Part-Time Employee Backfill
October	5	4	2	2
November	4	3	1	0
December*	3	7	0	2
January*	4	3	1	4
February	4	3	1	3
March	4	4	1	7

Total	24	24	6	18
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*Closures include Christmas Day and New Year's Day holidays.

Patron Counts

From October 2022 – March 2023, Downtown Branch Library and Capitola Branch Library were open on Sundays from 1:00 P.M to 5:00 P.M. *Figure 2* provides a comparison of patron counts of Downtown and Capitola broken down by monthly totals. *Figure 3* and *Figure 4* are heatmaps of the average number of patrons entering Downtown and Capitola at a particular hour for all 24 Sundays. The following trends were observed in Figures 2, 3, and 4:

- Difference in Total Patron Counts: Capitola had a 15.70% lower total patron count compared to the Downtown Branch Library. During the six months, Capitola experienced a lower total patron count each month compared to the Downtown branch.
- Day and Hour Heatmaps: Both branches experienced a tapering of the average patron count each hour from 1:00 P.M to 5:00 P.M. Capitola, for example, only had average of 38 patrons going into the branch from 4:00 P.M to 5:00 P.M.

Figure 2: Patron Counts by Month – Downtown versus Capitola

Month	Downtown	Capitola	% Difference
October	1,359	1,198	-11.85%
November	1,034	987	-4.55%
December*	812	628	-22.66%
January*	1,271	906	-28.72%
February	1,257	1,004	-20.13%
March	1,215	1,134	-6.67%
Total	6,948	5,857	-15.70%

*Closures include Christmas Day and New Year's Day holidays.

Figure 3: Day and Hour Heatmap for Downtown

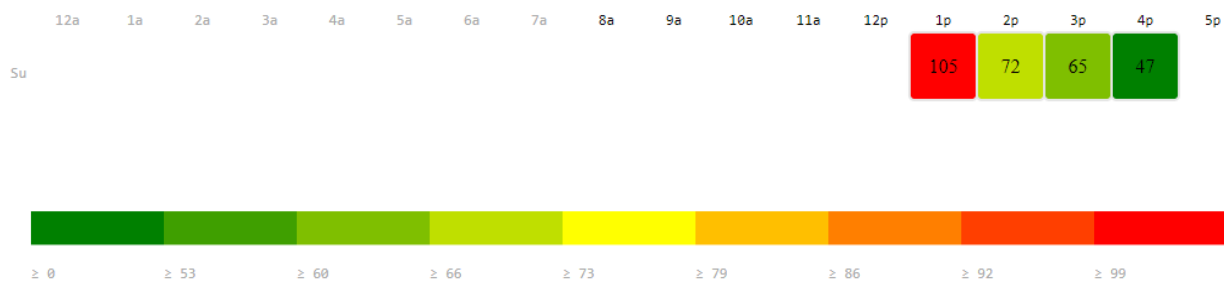
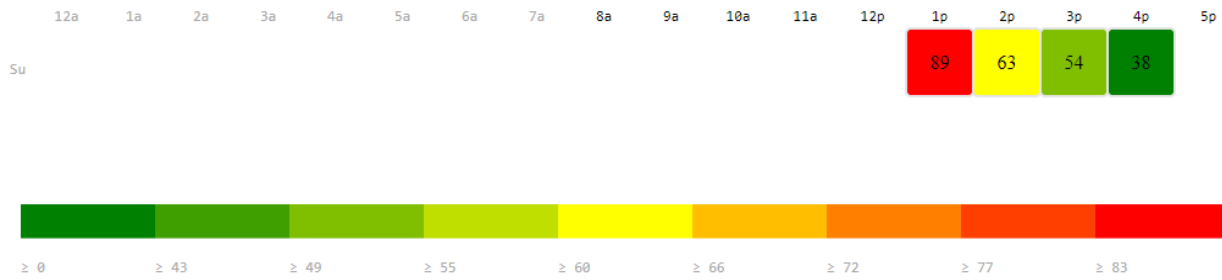


Figure 4: Day and Hour Heatmap for Capitola



Library Events

Figure 4 provides a breakdown of the number of events hosted at Capitola and Downtown between October 2022 to March 2023. Reoccurring events, such as the In-Person Tech Help on Sundays at the Downtown Library, were added to the totals.

The number of library events at both branches might have been one contributing factor of the lower patron counts at the Capitola Branch Library.

Figure 4: Number of Library Events – Downtown versus Capitola

Month	Downtown	Capitola
October	5	2
November	5	1
December*	3	0
January*	5	1
February	4	1
March	6	2
Total	28	7

*Closures include Christmas Day and New Year’s Day holidays.

Checkout Totals

Figure 5 provides the checkout totals by month for both Downtown and Capitola from October 2022 to March 2023. The following trends were observed in the following figure:

- **Total Checkouts:** Patrons at Capitola checked out more library materials than patrons at Downtown. The checkout totals at Capitola exceeded Downtown collectively by 1,215 checkouts or 13.72%.
- **Differences by Month:** Checkouts at Capitola exceeded Downtown five of the six months being examined. January 2023 was the only month when the checkout totals at Downtown exceeded Capitola, with the difference of only 0.33%.

At the time of this report, the zip codes of the patrons checking out materials cannot be extracted and analyzed from the Polaris Integrated Library System.

Figure 5: Checkout Totals – Downtown versus Capitola

Month	Downtown	Capitola	% Difference
October	1,552	1,887	17.75%
November	1,282	1,409	9.01%
December*	683	773	11.64%
January*	1,499	1,494	-0.33%
February	1,214	1,402	13.41%
March	1,411	1,891	25.38%
Total	7,641	8,856	13.72%

*Closures include Christmas Day and New Year's Day holidays.

Prepared by: Gregory Yeh, Management Analyst

Reviewed and Approved by: Yolande Wilburn, Library Director

13. RECONVENE TO GENERAL BUSINESS

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



STAFF REPORT

DATE: May 4, 2023
TO: Library Joint Powers Authority Board
FROM: Yolande Wilburn, Library Director
RE: Liability Claim Filed Against the Santa Cruz Public Libraries

RECOMMENDATION

Reject the liability claim of: Victoria Lawson

DISCUSSION

Claim to be rejected:
Claimant: Victoria Lawson
Date of occurrence: 12/23/2022
Date of claim: 3/01/2023
Amount of claim: \$1,485.27

Claimant seeks compensation for damages to their vehicle allegedly caused by a gate at the Boulder Creek Library Branch.

FISCAL IMPACT: None.

Prepared By: Ross Brandon, Risk & Safety Manager
Submitted By: Kira Henifin, Principal Management Analyst
Approved By: Yolande Wilburn, Director of Libraries

ATTACHMENTS: None

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



STAFF REPORT

DATE: May 4, 2023
TO: Library Joint Powers Authority Board
FROM: Carlos Palacios, Board Chair
RE: Library Director Salary Increase

Recommendation

Approve an annual merit increase for the Library Director moving her to the top step of the salary range for Director of Libraries.

Background

The Library Director is employed under a contract with the Santa Cruz City/County Library Joint Powers Authority (LJPA) that was approved in December 2021. The contract calls for an annual performance evaluation and salary review to be conducted by the LJPA Board, and authorizes the LJPA to grant an annual merit increase based thereon at the Board's sole discretion. Under the contract, the City of Santa Cruz is to administer the Library Director's employment contract, and the Library Director's salary is set based on the City of Santa Cruz Compensation and Benefits Plan, applicable to other employees of the City of Santa Cruz.

Discussion

1. The LJPA Board will conduct an annual performance evaluation of the Library Director on May 4, 2023 in closed session, consistent with the Brown Act (Gov't Code §§ 54957(b), 54957.6). The Library Joint Powers Board also set on the agenda for the May 4, 2023 meeting, to consider, in open session, a merit increase for the Library Director. It is contemplated that the discussion will involve adjusting the Library Director's salary to the top step in the salary range. This increase is consistent with other City of Santa Cruz employees who, upon completion of a successful performance evaluation, are provided a merit increase (often referred to as a Step Increase) equal to five percent (5%) of the employee's salary. If approved, this will result in an increase to the Library Director's base compensation from (\$17,525/month) to (\$18,394/month). The amount of the proposed merit salary increase is, however, subject to change based on LJPA Board's open session discussion and may not be the final dollar amount.

It is required by California State Law that all executive employee salary increases must be approved in open session at a regularly scheduled LJPA meeting. As such, following the closed session discussion, the LJPA Board will have an opportunity to take action on the salary increase amount to be decided and finalized at the open session.