

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

On Thursday June 1, 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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Please click the link below to join the webinar:

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

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

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

Members of the public may provide public comment by sending an email to the Library Board Clerk at [clerk@santacruzpl.org](mailto:clerk@santacruzpl.org)

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

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

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

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

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

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

***If you are accessing the meeting using telephone audio:***

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

Chair 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 JUNE 1, 2023**

**9:00 A.M.**

**Location:  
Branciforte Branch Library  
230 Gault Street, Santa Cruz, CA 95062**

**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 – June 2023 (p.6-21)

**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 May 4, 2023 Meeting Minutes  
Staff Recommendation: Approve the May 4, 2023 Board Meeting Minutes (p.22-26)
- B. Budget Adjustments for FSCPL Annual Donation  
Staff Recommendation: Approve and amend the FY23 and FY24 Operating Budgets to include adjustments made to the annual request for funding from the Friends of the Santa Cruz Libraries. (p.27-28)
- C. Recover and Thrive Funding from FSCPL  
Staff Recommendation: Accept and amend the FY 23 & FY 24 Operating Budget to include grant funds awarded to the Friends of the Santa Cruz Public Library in the amount of \$50,480 to fund the Recover and Thrive Library Initiative for enhancing learning for Santa Cruz Pre-K through Grade 12 students. (p.29-32)
- D. Aptos Library Construction Project – Accept and Transfer Funds  
Staff Recommendation: Approve transfer of funds from the Friends of the Santa Cruz Library to the County of Santa Cruz for the Aptos Building Project in the amount of \$394,000. (p.33-35)
- E. Patron Count Statistics, January through April  
Staff Recommendation: Accept and File Patron Count Statistics for January to April 2023. (p.36-37)
- F. Transfer and Amend FY 23 Budget  
Staff Recommendation: Approve the transfer of the Whalen Trust monies in the amount of \$3,636.35 and amend the FY 23 Operating Budget. This transfer will effectively close the Whalen Fund. (p.38-39)



## 9. GENERAL BUSINESS

- A. Issuance of a Request for Proposal  
Staff Recommendation: Accept and authorize the issuance of a request for proposal to research and recommend an administrative support model, along with associated costs. (p.40-60)
- B. Link+. Presentation by Sarah Harbison, Manager of Collection Management Services
- C. IT Technology Plan. Presentation by Carlos Silva, Library IT Manager
- D. FY 24 Santa Cruz Public Library Budget  
Staff Recommendation: Adopt the FY 24 Library Operating Budget (p.61-101)

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

## 10. COMMENTS BY BOARD MEMBERS

## 11. SCHEDULED UPCOMING MEETINGS

August 3, 2023	Boulder Creek Branch Library	Anticipated Upcoming Agenda Items:
9:00 am	13390 West Park Ave. Boulder Creek, CA 95006	<ul style="list-style-type: none"><li>• 4<sup>th</sup> Qtr. Reports</li></ul>

## 12. ADJOURNMENT

Adjourned to the next regular meeting of the LJPA to be held on Thursday, August 3, 2023 at 9:00 am [immediately following the LFFA meeting] at the Boulder Creek Branch Library, 13390 West Park Ave., Boulder Creek, CA 95006.

## 13. WRITTEN CORRESPONDENCE

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

June 1, 2023

## Director’s Report to the Library Joint Powers Authority Board

### Library Team

Library Management completed interviews for the Library Assistant II transfers in mid-May. The next steps involve filling the remaining vacancies from the internal and the external list process. One retirement in May 2023 added a vacant Library Assistant II position at the Live Oak Library.

The new Library Assistant III assignments are as follows. Downtown: Addison Sani, Capitola: Mary Pukenis, Scotts Valley: Raziel Davidson.

### Current Vacancies

Number of Vacancies	Title	Full/ Part Time hours	Status
1	Volunteer Coordinator Assistant	.50	Held
6	Library Assistant II (2 DTN, SV, FEL, BC, CAP)	.50	Recruitment in process
1	Library Assistant II (LO)	1.0	Recruitment in process
2	Information Specialist (DTN)	1.0	Recruitment in process

### Facilities

The Branciforte Library Branch Grand Reopening took place on Saturday, May 13, 2023, from 10 am to 2 pm. Over 800 people attended the festivities that day. State Representative Jimmy Panetta, State Senator John Laird, and Assembly member Gail Pellerin were all in attendance. Supervisor Justin Cummings, Mayor Fred Keely, and District 2 City Councilmember Sonya Brunner provided comments and well wishes on the reopening.



**Featured Programs and Services**

The Summer Reading program kicks off on Thursday, June 1, 2023 with an Adult Summer Reading Camp Nostalgia Craft program from 2:30-4:30 at the Garfield Park library branch. The Summer Reading Program and Event Calendar is attached to this report. More information is available on our events calendar at [www.santacruzpl.org](http://www.santacruzpl.org).

**Grants**

The City of Santa Cruz submitted the Building Forward Infrastructure grant for the Downtown Library Affordable Housing and Parking project. Notification of awards are anticipated in September. At the California Library Services Board meeting held on May 23, 2023, it was announced that 140 applications were received with total requests at \$546 million. The California State Library Building Forward program currently has \$176 million in funds available. An additional \$100 million will be divided equally over the three years following.

**CLA and State Library Relations**

The California Library Association News from the Capitol with the May budget revised information is attached for your review.



May 12, 2023

TO: CLA MEMBERS/ SYSTEMS/ NETWORK CONTACTS  
FROM: Christina DiCaro, CLA Lobbyist  
RE: News From the Capitol

**I. GOVERNOR NEWSOM RELEASES “MAY REVISION” OF STATE BUDGET  
No Proposed Cuts to Library Programs**

This morning Governor Gavin Newsom released his “May Revision” of the State Budget before the press corps in Sacramento. As you may recall, in January the Governor released his 2023-24 State Budget proposal which identified a \$22.5 billion budget shortfall. Today, the Governor announced that the budget deficit has grown another \$9.3 billion which will put the total budget deficit in the range of \$31 billion. The increased downturn in revenues is largely due to the volatility of the state’s tax structure, particularly the reliance on high income earners and their fluctuating corporate and personal income tax receipts. Under that structure, when there are sizeable changes for that segment of tax filers in terms of capital gains taxes, inflation, etc., California’s deficits can swing wildly.

Despite the challenges facing the Governor and legislature this year in attempting to address the \$31 billion deficit, **the Governor is proposing no cuts to public libraries in his May Revision.**

The May Revision of the State Budget is an opportunity for the Governor to make changes to his January Budget once he has a sense of the state’s fiscal health, after having taken into account the April tax receipts. You may recall, however, that numerous counties were given tax filing relief this year due to the emergency storm declarations at the start of 2023. Individuals in those affected counties found that their tax filing was delayed until October. As you can imagine, the October tax deferral creates all sorts of unique challenges for the Governor and legislature as they attempt to pass a Budget by the constitutional deadline of June 15<sup>th</sup>, all the while not knowing the full extent of the taxes coming into the state coffers until mid-October.

For the time being, to address the \$31 billion budget deficit, the Governor proposes a series of fund shifts, reductions, and deferrals of programs that the legislature and Governor had hoped to finance if revenues had remained stable. The Governor and legislature are to be commended for creating a substantial Budget reserve over the past few years, in anticipation of a future economic downturn, such as the one we are seeing projected for Budget year 2023-24. The Governor’s January Budget does not propose tapping the reserves yet, and neither does his May Revision released today. As the Governor said in his press conference this morning, there are too many looming risks ahead such as the debt limit impasse, higher interest rates, uncertainty in financial institutions, and other factors that would not make it prudent to tap the reserves at this early juncture.

CLA members may recall that the Governor's January Budget would defer \$100 million in library construction grants - intended to be allocated this year - to future years because of the budget deficit. Instead, the Governor suggests providing \$33 million in library infrastructure grants in 2024-25, \$33 million in 2025-26, and \$33 million 2026-27. (There was no change on this item in the Governor's May Revision.)

## II. SENATE DEMOCRATS PROPOSE \$100 MILLION IN LIBRARY CONSTRUCTION GRANTS

On April 26, the Senate Democrats released a Budget Plan entitled, "Protect our Progress," which represents their goals, "key values," and a framework regarding the 2023-24 State Budget. One important highlight contained in the plan is a new \$10 billion Housing and Infrastructure Fund, which would be paid for using an internal borrowing mechanism. Included in that proposal is to spend "**\$100 million for Library Infrastructure Projects that the Governor proposes to be delayed.**"

On April 27<sup>th</sup>, the Senate Budget Subcommittee on Education Finance reviewed the State Library items in the Budget, including the proposed library infrastructure grant deferral. At the hearing, Chair Senator John Laird asked State Librarian Greg Lucas about the ongoing library construction need. The State Librarian said that he anticipated receiving applications for the next round of funding totaling \$600 million to upwards of \$1 billion. The subcommittee held the item "open" and no action was taken. During public comment, I was able to thank the Senate President pro Tem Toni Atkins, Senate Budget Chair Nancy Skinner, and the Senate Budget Subcommittee on behalf of CLA, for their ongoing support of the library infrastructure grants and for including another \$100 million in their "Protect our Progress" plan.

On May 2, the State Library issues were on the agenda in the Assembly Budget Subcommittee on Education Finance, where the State Librarian gave a similar overview of the library construction grant program. Subcommittee Chair, Assemblyman Kevin McCarty noted that the library construction grants were a great use of one-time funds when they come available.

In the coming days, in a "News From the Capitol" update, I will provide information on how CLA members can write the members of the Budget Subcommittees to encourage their support for the \$100 million library infrastructure grant proposal in this year's state Budget.

## III. GOVERNOR NEWSOM'S "LOVE LETTER TO LIBRARIANS"

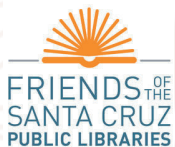
Governor Newsom recently penned an article for EdSource entitled, "*Gov. Newsom's love letter to librarians*" which can be found on the CLA website. The Governor has been very open about his struggle with dyslexia and notes in the article that: "**Through support, advice, and mentorship from specialists, educators, and librarians too numerous to list, I didn't just fall in love with words...my life started *revolving* around them. Because people – people like *you* – took the time to care about me, to show me the power of words and the power of books, I was able to find my footing in business, service, and eventually, elected office. I am in your debt.**" The article is heartwarming and heartfelt and I hope that you will take time to read it when you have a moment. I want to thank CLA President Gary Shaffer, as well as members of the CLA Legislative Committee, and the California County Librarians Association for sending the Governor tweets and letters of support for the kind words expressed in the article.

# Program & Event Calendar

**SUMMER**  
**Reading Program**  
**2023**

[SantaCruzPL.org/SRP](http://SantaCruzPL.org/SRP)

**Thank you to our sponsors!**



**SANTA  
CRUZ  
PUBLIC  
LIBRARIES**



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## Branch Locations:

Boulder Creek - 13390 West Park Ave, Boulder Creek

Branciforte - 230 Gault St, Santa Cruz

Capitola - 2005 Wharf Road, Capitola

Downtown - 224 Church Street, Santa Cruz

Felton - 6121 Gushee St, Felton

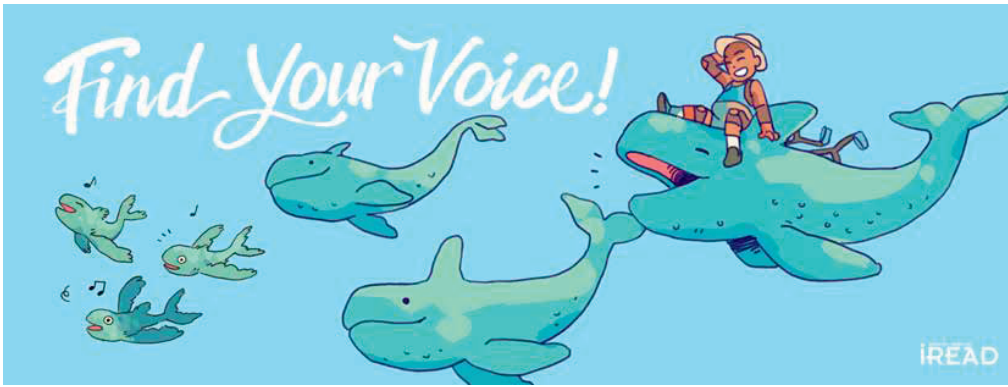
Garfield Park - 705 Woodrow Ave, Santa Cruz

La Selva Beach - 316 Estrella Ave, Aptos

Live Oak - 2380 Portola Dr, Live Oak

Scotts Valley - 251 Kings Village Road, Scotts Valley





This theme at the Santa Cruz Public Library this summer is

## Find Your Voice!

*Our voices have power. We use our voices to share stories, express ourselves, and spark change. Our voices include not only the sounds we make, but the words we write, the art we create, the movements we perform, and the actions we take each day to impact our world.*

*This summer we encourage you to read for fun, to learn a new skill, to make a new friend... Library programs and events are FREE and focused on maintaining and improving reading skills, exploring inside and out, and building up our community.*

**Read! Write! Draw! Sing!**

**Find Your Voice at the Santa Cruz Public Library this summer!**



### What is the Summer Reading Program?

The annual library summer reading program is all about supporting summer learning through reading, programs, and events. Track how much you read this summer to win prizes and raffle tickets.

### Who can sign up?

Everyone! There are categories for all ages: 0-11, 12-18, and 19+. Get the whole family involved reading and earning prizes!

### How do I sign up?

Scan the QR code, visit us online at [SantaCruzPL.org](http://SantaCruzPL.org), or stop by your local library branch. Track your reading online or use our reading log.



### Important Dates:

- June 1st - Sign up & start logging reading!
- July 31st - Last day to log reading.
- August 13th - Last day to pick up prizes.






## Special Events

### The Puppet Company Presents: The Three Dinosaurs Gruff En

Join us for The Puppet Company's production of The Three Dinosaurs Gruff! This theatrical comedy pokes fun at the famous "3 Billy Goats Gruff" tale through the use of imagery, music, and songs.

6/14 (Wed) 11:00am La Selva Beach   
6/14 (Wed) 2:30pm Branciforte


### Seed Balls: Plant It! with Peopleologie En

Create seed balls that can be planted (or randomly thrown) to help our planet and make our neighborhoods bloom! All materials provided.

6/15 (Th) 11:00am La Selva Beach  
6/15 (Th) 1:30pm Garfield Park


### Let's Dye! Shibori Workshop with Peopleologie En R

Weave together history, science, math, and folk art when you transform a piece of cotton into a unique shibori/resist-dyed art work and wall hanging. It is always a surprise! Materials provided. By registration only.

6/15 (Th) 4:00pm Felton 

### Tom Noddy's Bubble Magic En

Come join America's Bubble Guy, Tom Noddy, for an incredible display of bubble magic, filled with humor, joy, and wonder!

6/22 (Th) 11:00am Scotts Valley   
6/22 (Th) 2:00pm Capitola  
7/27 (Th) 4:00pm Felton

### Soundswell Live Music Concert

Come out and enjoy fresh air, live music, food trucks, a musical instrument petting zoo, and the company of your community!

6/24 (Sat) 1:00pm Felton


### Fratello Marionettes Present: Jack and the Bean Stalk En

Fratello Marionettes' production of "Jack and the Bean Stalk" tells a classic story through the art of puppetry. This performance is sure to delight the whole family!

6/26 (Mon) 11:00am Boulder Creek  
6/26 (Mon) 2:00pm Capitola

### Mike the Magician's Summer Reading Magic Show En

Celebrate the magic of reading with this fun, funny, highly participatory magic show for all ages!

6/28 (Wed) 11:00am Live Oak   
6/28 (Wed) 2:00pm Downtown  
6/28 (Wed) 4:00pm Felton

### Slim Chance Circus

Hilarious and inspiring family entertainment! The perfect mix of thrills and skills to delight audiences of all ages.

7/1 (Sat) 11:00am Downtown  
7/1 (Sat) 3:00pm Scotts Valley


### Rhonda Applesed and the Tree that Learned How to Speak En

Join us for the story of Rhonda Applesed, who, like her ancestor Johnny Applesed, spreads her love for trees and for the environment in this fun and exciting production!

7/7 (Fri) 1:30pm Scotts Valley

### Dungeons & Dragons Figure Painting En R

Teens will join puppeteer Ricki Vincent in painting their own figurines for the game Dungeons and Dragons. Teens 12-18.

7/8 (Sat) 1:00pm Capitola 



## Special Events

### Baba Shibambo Marimba En

Safari rhythm at the Library! Come play and learn with Master Hand Drummer Baba Shibambo.

7/12 (Wed) 12:00pm Live Oak

### Cascada de Flores Presents: ¡Aquí-les va... un cuento! The Treasure of Aquiles B

Come join the adventures of Aquiles! Sing, dance and play with Cascada de Flores. ¡Aquí-les va... un cuento! The Treasure of Aquiles is a bilingual, participatory and original story told with music, dance and you!

7/13 (Th) 2:00pm Branciforte  
7/13 (Th) 4:30pm Live Oak

### Circus of Smiles En

Your kids won't be able to stop smiling as our amazingly silly characters take you on a circus inspired journey. Engaging audiences of all ages, the show incorporates juggling, acrobatics, music, and feats of incredible strength.

7/17 (Mon) 2:00pm Capitola

### The Magic Of Germar B

Non-stop learning and fun through magic and illusion!

7/19 (Wed) 11:00am Garfield Park  
7/19 (Wed) 3:00pm Nueva Vista  
133 Leibrandt St, SC

### Python Ron's Reptile Kingdom En

Come join Python Ron and learn all about and get to meet his reptile friends! From 18 foot pythons to 4 foot long lizards, Python Ron gives everyone the opportunity to get close up and personal with these awesome creatures.

7/20 (Th) 11:00am Capitola  
7/20 (Th) 1:00pm La Selva Beach  
7/20 (Th) 4:00pm Scotts Valley

### The Superpowers of the Storyteller En

Young and old will exercise, stretch and strengthen their listening, their voices, their memories, and their imaginations. Learn the Storyteller's Secret and leave with an easy to tell story to share with family and friends.

7/21 (Fri) 12:00pm Live Oak  
7/22 (Sat) 2:00pm Capitola

### Sing, Dance, and Play with Happily Ever Laughter En

Join the Faeries from Happily Ever Laughter for this enchanted event! Get silly with an instrument sing along. Get your wiggles and giggles out with a high-energy freeze dance. Use your imagination with free play activities.

7/22 (Sat) 1:00pm Boulder Creek



### NorCalBats En

NorCalBats is dedicated to the rescue, rehabilitation and release of bats throughout Northern California. Come to the library to meet the bats, learn about these animals and their role in insect control, and learn how you can help save these important mammals with education and rescue!

7/27 (Th) 11:00am Boulder Creek  
7/27 (Th) 2:00pm Downtown

**Event Key:**

- En English Language Program
- B Bilingual Program
- R Registration required
- Sponsored by Friends of the Santa Cruz Public Libraries



Visit our website for updates and additional details: [SantaCruzPL.org](http://SantaCruzPL.org)

**S.T.E.A.M.**

**Weekly Make & Explore** En

Every week we will have a new project idea for you to build or explore. Projects will include Science, Arts & Crafts, including model building, and exploration of the environment around us.

Tue	3:00pm	Branciforte
Wed	2:00pm	Boulder Creek
Wed	2:30pm	Garfield Park
Thur	3:00pm	Felton
Fri	3:00pm	Live Oak

**Lego Engineering Challenges** En

The Lego Engineering Challenge is a fun way for tweens to learn about basic engineering, teamwork, and leadership by completing various lego projects.

6/15 (Th)	3:00pm	Downtown
7/20 (Th)	3:00pm	Downtown

**Games**

**Chess Club with Gjon** En

Professional chess instruction with Chess Master Gjon Feinstein. Saturdays except 1st Saturday of the month.

Sat	2:00pm	Downtown
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**Jaque Mate!: Bilingual Chess Club** B

Learn tactics and grand strategy.

Wed	2:00pm	Branciforte
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**Writing & Poetry**

**Find Your Poetry Voice!** En

Join Santa Cruz County Poet Laureate, Farnaz Fatemi, as she leads kids (ages 6-8) in some fun poetry-writing activities!

6/14 (Wed)	11:00am	Downtown
7/12 (Wed)	11:00am	Felton

**Find Your Poetry Voice!** En

Join Santa Cruz County Poet Laureate, Farnaz Fatemi, as she leads tweens (ages 9-12) in some fun poetry-writing activities!

7/11 (Tue)	3:00pm	Scotts Valley
7/19 (Wed)	11:00am	Branciforte



**Storytimes**

**Weekly Toddler Storytime** En

Join us for our weekly storytimes, which include stories, songs, and play (ages 0-3).

Tue	11:00am	Live Oak
Tue	11:00am	Scotts Valley
Wed	11:00am	Capitola

**Weekly Preschool Storytime** En

Join us for our weekly storytimes, which include stories, songs, activities, and play (ages 3-5).

Wed	10:30am	Garfield Park
Wed	11:00am	La Selva Beach
Thur	11:00am	Felton
Thur	11:00am	Live Oak
Fri	11:00am	Scotts Valley

**Combined Storytime** En

Join us for our weekly storytimes, which include stories, songs, and play (ages 0-5).

Wed	11:00am	Boulder Creek
Thur	10:30am	Downtown
Sat	10:30am	Branciforte <span>B</span>



**Homework Help**

Bring your assignments to one of our FREE drop-in Homework Help sessions. (June only)

Tue	3:00pm	Capitola
Tue	3:00pm	Scotts Valley

## Reading



### Tales to Tails **R**

Kids can come read aloud to our trained therapy dogs, who are very attentive and neutral reading partners. Be sure to sign up in advance!

2nd & 4th Sun 12:30pm Capitola  
4th Wed 3:00pm Scotts Valley

### R.E.A.D.: Reach Every Amazing Detail **R** **En**

R.E.A.D. is one-on-one reading and comprehension instruction for readers 1st through 12th grade. Instructors are California credentialed teachers. By Appointment Only.

Tue 3:00pm Live Oak  
Wed 3:00pm La Selva Beach  
Wed 3:00pm Capitola  
Thur 3:00pm Downtown  
Thur 3:00pm Felton

### Family Movie **En**

Join us for a great family movie!

1st & 3rd Sat 2:00pm La Selva Beach

## Weekly Family Crafts

### Family Craft

Fun for the whole family! Do-it-yourself crafts every Friday.

Fri 2:00pm La Selva Beach

### Knitting at the Library

All you need to do is bring some yarn and knitting needles. All ages are welcome!

Mon 12:30pm Felton

### Summer Reading Crafts

Come join us each Tuesday this summer for a special activity to help you "Find Your Voice!"

Tue 3:00pm Scotts Valley

## Family Craft Time

### Book Bag Decorating

Come and decorate your very own book bag! We will provide all of the supplies needed.

6/8 (Th) 12:00pm Downtown

### Rock Painting

Find your voice with creativity! We will provide the supplies for you to paint your own designs on a rock.

6/13 (Tue) 1:00pm Downtown

### Perler Bead Crafts

Perler beads are small beads that you can lay on a mat to create interesting patterns. After you apply heat, the beads will fuse together creating your design into a single work of art!

6/22 (Th) 12:00pm Downtown

### Glow in the Dark Bouncy Balls Craft

Using just a few common ingredients you can make your own bouncy balls that glow-in-the-dark!

6/29 (Th) 1:00pm Downtown

### Origami Extravaganza

Join us for traditional and modular origami. Come learn or share your expertise.

7/8 (Sat) 2:00pm La Selva Beach

### Glitter Jellyfish Craft

Come and make a beautiful Jellyfish Craft.

7/12 (Wed) 1:00pm Downtown

### Glass Painting

We will provide the materials to create your own unique painted glass vase or mason jar.

7/18 (Tue) 12:00pm Downtown

### Light Up Firefly Craft

We don't have fireflies here in Santa Cruz, but you can make your own!


7/26 (Wed) 12:00pm Downtown

#### Event Key:

**En** English Language Program

**B** Bilingual Program

**R** Registration required

 Sponsored by Friends of the Santa Cruz Public Libraries

**Advisory Council of Teens** En

Come provide feedback on our teen programs, events, and space! Students, ages 12-18, can fulfill community service credits, obtain job skills, develop leadership abilities, and acquire college extracurricular experience.

- 6/4 (Sun) 2:00pm Capitola
- 6/17 (Sat) 2:00pm Felton
- 6/18 (Sun) 1:30pm Downtown
- 7/2 (Sun) 2:00pm Capitola
- 7/15 (Sat) 2:00pm Felton
- 7/16 (Sun) 1:30pm Downtown

**Games**

**Aptos/Capitola Youth Chess Club** En

Come and play chess, one of the world's oldest and most popular games, against other kids!

- Tue 3:30pm Capitola

**Library Ping Pong Club**

Join us for some Ping Pong!

- 2nd & 4th Sat 12:00pm Scotts Valley

**Questing in the Library: Tabletop Role Playing** En **R**

Get ready for adventure! Have you ever wanted to learn how to play tabletop Role Playing Games (RPGs)? Then this is the program for you!

- 6/9 (Fri) 2:00pm Boulder Creek

**Family Game Club** En

Play board games and card games together, learn new games as well as old favorites, and make new friends. Drop on in!

- Sat 1:30pm Boulder Creek



**Writing & Poetry**

**Find Your Poetry Voice!** En

Join Santa Cruz County Poet Laureate, Farnaz Fatemi, as she leads teens in some fun poetry-writing activities!

- 6/9 11:00am Capitola
- 6/29 3:00pm Boulder Creek

**Theater & Music**

**NextStage Productions Reader's Theater presents: 5 short Comedies** En

A rousing presentation of 5 Short Comedies:

- Rental - Valerie sends her best friend a surprise birthday gift.
- Rosa's Eulogy - Requiem for a cat Ferris Wheel
- Sometimes the unexpected occurs at the Carnival Norm Anon
- Looking on the bright side Emotional Baggage...If your luggage could only talk!

- 6/2 (Fri) 2:00pm Capitola
- 6/16 (Fri) 2:00pm Scotts Valley



**Santa Cruz Shakespeare: Professor Michael Warren talks about the 2023 Season** En

Join Professor Michael Warren for a lively and enlightening talk about the plays in the 2023 season of Santa Cruz Shakespeare. The Summer Festival Season runs July 8 - August 27 in The Grove, with a full-sized acting company, and three top-notch productions.

- 7/6 (Th) 5:00pm Downtown

**Event Key:**

- En English Language Program
- B Bilingual Program
- R Registration required
- Sponsored by Friends of the Santa Cruz Public Libraries



## Author Talks

### Book Talk with Lynn Guenther En

The historical novel: Light of the Bay brings Laura Hecox (pioneer, naturalist, activist, lighthouse keeper) to life, telling her remarkable story from a first-person perspective.

6/11 (Sun) 2:00pm Downtown

### Big Basin Redwood Forest: California's En Oldest State Park, by and with Dr. Traci Bliss

Join author Traci Bliss as she discusses her latest book about the untold story to preserve California's ancient redwoods for future generations.

6/18 (Sun) 2:00pm Downtown

### Memoirs by Kate Evans, Dena Moes and

#### Andrea Ross. En

Evans, Moes, and Ross will share their stories of adventure as they explore the meaning of home and family. Program will include live music by Winterlark.

7/13 (Th) 5:00pm Downtown

### Bold Voices: Discussion with Jill Cody En R

Find your voice and change the world! Jill Cody, host of the Be Bold America Podcast and Author of America Abandoned and Climate Abandoned will discuss her work.

7/22 (Sat) 11:30am Capitola

### Author Talk and Book Release Party with

#### Kayla Cunningham En R

Romance readers will love this new series with a local flare from former UCSC student Kayla Cunningham.

7/29 (Sat) 11:00am Capitola

## Arts & Crafts

### Camp Nostalgia Craft R

Take a trip down memory lane! Come recreate those Summer Camp Crafts with us!

6/1 (Th) 2:30pm Garfield Park  
6/1 (Th) 3:30pm Boulder Creek  
6/3 (Sat) 1:00pm Live Oak  
7/1 (Sat) 1:00pm Live Oak  
7/6 (Th) 2:30pm Garfield Park  
7/6 (Th) 3:30pm Boulder Creek

### Knitting at the Library

All you need to do is bring some yarn and knitting needles. All ages are welcome.

Mon 12:30pm Felton

## Workshops & Lectures

### Homebuyers Series En R

Learn from a top Realtor and Top mortgage expert, as they provide important info on how to buy, where to buy and why to buy in today's fast-moving market.

6/3, 6/10, 6/25 (Sat) 1:00pm Capitola

### What to Do with All of Our Family Stuff:

#### Research, Documents, and Heirlooms En R

This program will examine how we might define our legacy and preserve and pass on family treasures to future generations.

6/6 (Tue) 1:00pm Online

### Intro to Genealogy, with Mike Epperson

Presented by The Santa Cruz Genealogical Society.

6/10 (Sat) 10:30am Downtown

### Medicare and You En R

The Health Insurance Counseling and Advocacy Program (HICAP) will present what's new with Medicare in 2023 and how to compare plans.

6/14 (Wed) 10:30am Scotts Valley

7/12 (Wed) 10:30am Capitola

### Podcasting Basics R

Learn how to create your very own podcast!

7/13 (Th) 12:00pm Online

## Activism

### Anti-Racism Book Circles En R

In partnership with The Resource Center for Nonviolence, volunteer-facilitated book circles offer participants a courageous space to help engage in collaborative, antiracist, learning by cultivating inclusivity, curiosity, & mutual respect.

Tue 6/6-7/18 6:30pm Capitola

Sun 7/9-8/13 10:30am Downtown

### Bystander Intervention Training En R

This interactive training will teach you the 5Ds of bystander intervention methodology.

6/17 (Sat) 11:00am Scotts Valley

7/15 (Sat) 11:00am Capitola

### Neighbors for Neighbors En R

A meetup for people who want to learn how to take an active role in their neighborhood to bridge divides on the topic of homelessness.

6/15 (Th) 5:30pm Garfield Park

6/27 (Tue) 5:30pm Capitola

7/20 (Th) 5:30pm Garfield Park

7/25 (Tue) 5:30pm Capitola

Visit our website for updates and additional details: [SantaCruzPL.org](http://SantaCruzPL.org)

## Writing & Poetry

### Virtual Writers' Open Mic Night

A safe environment to read your works aloud. Poets, novelists, scriptwriters, essayists--are all welcome!

6/7 & 7/5 (Wed) 6:00pm Online

### Community Poetry Circle **R** **En**

Join the circle and write a poem in a creative and supportive environment. No experience necessary.

6/10 (Sat) 1:00pm Capitola  
 6/15 (Th) 3:00pm Boulder Creek  
 6/17 (Sat) 1:00pm Felton  
 6/29 (Th) 2:30pm Garfield Park  
 7/1 (Sat) 1:00pm Downtown  
 7/8 (Sat) 1:00pm Capitola  
 7/15 (Sat) 1:00pm Felton

### Santa Cruz Poetry Project Workshop

This workshop welcomes anyone who would like to establish a writing practice in a safe and encouraging environment. Brought to you by the Poetry Project.

Mon 4:00pm Downtown

### Ancestor Journeys, a writing workshop with Gail Burk **En**

This workshop will help you get started with writing and researching your ancestors' journeys.

7/8 (Sat) 10:30am Downtown

## Technology

### In-person Tech Help **R**

Our tech savvy staff is available to help you troubleshoot your tech questions with a 30 minute (or less) appointment.

Tue 10:00am Capitola **En**  
 Tue 10:00am Scotts Valley **B**  
 Wed 3:00pm Scotts Valley **B**  
 Thu 10:00am Live Oak **B**

Starting July 2023

Mon 4:00pm Downtown **En**  
 Sat 1:00pm Branciforte **B**

### Advancing Ideas: Artificial Intelligence Monthly Meetup

Are you Intrigued by A.I.? Does A.I. Scare you? Do you want A.I. to write your next term paper? Come hang out and talk about the implementation and implications of this rapidly advancing field.

6/15 (Th) 6:00pm Idea Fab Labs  
 7/20 (Th) 6:00pm Idea Fab Labs -  
 2801 Mission St #204

## Play

### Bridge Club **R**

Join us at the Bridge Club! Everyone is welcomed from beginners to social players. Bridge club is a partnership with Santa Cruz County Parks.

Mon 10:30am Capitola

### Board in the Library

Adults need playtime too! Come play some new or old favorite tabletop games. Bring your favorite board game or play some of the library's games.

2nd & 4th Sat 12:00pm Felton

### Library Ping Pong Club

Join us for some Ping Pong!

2nd & 4th Sat 12:00pm Scotts Valley

### Trivia On Tap **En**

Participants can form teams of up to 6 people and will be asked 30 questions on a variety of different topics.

1st & 3rd Thur 6:30pm Steel Bonnet Brewing Company

### Friday Nite Movie **En**

Join us for a movie night!

6/16 (Fri) 5:00pm La Selva Beach  
 7/21 (Fri) 5:00pm La Selva Beach

### Picture Bingo with Shared Adventures

This Bingo program for people with special abilities (disabilities) is adaptable to all because it uses pictures!

6/20 (Tue) 3:30pm Downtown  
 7/18 (Tue) 3:30pm Downtown

### Queer Gaming **En**

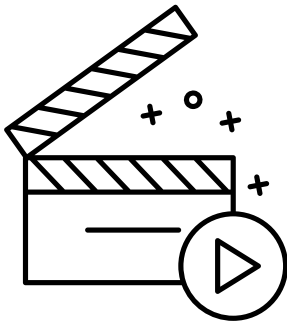
Queer Gaming is a safe place for LGBTQ+ folks and allies to gather, play games and build community.

6/25 (Sun) 1:00pm Downtown  
 7/23 (Sun) 1:00pm Downtown

**Event Key:**

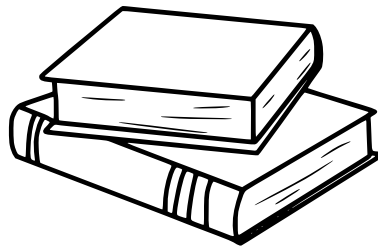
- En** English Language Program
- B** Bilingual Program
- R** Registration required
-  Sponsored by Friends of the Santa Cruz Public Libraries

# What else can you do with your library card this summer?



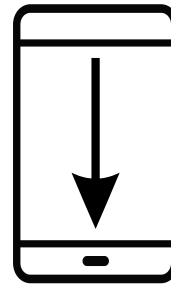
## Watch movies, TV series, and more

Thousands of titles are available for streaming & download.



## Read any way you like

Printed books, magazines, ebooks, and audiobooks.

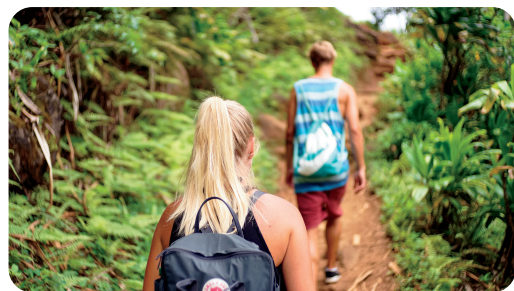


## Use the App for easy browsing

Browse the library catalog and download digital content from anywhere.

## Discover & GO Museum Passes

Free and low-cost passes for museums, science centers, zoos, theatres, and other cultural destinations. Visit the Bay Area Discovery Museum, the CA Academy of Sciences, the de Young Museum, and more!



## Get Out & Explore Kits

Check out a backpack containing a CA State Parks Vehicle Pass, laminated pocket guide/map, binoculars, and a compass. Get out and explore this summer!





# Log your summer reading:

Log your reading here or online at [SantaCruzPL.org/SRP/](http://SantaCruzPL.org/SRP/)



Name \_\_\_\_\_

Age \_\_\_\_\_

20 mins	20 mins	20 mins
20 mins	20 mins	20 mins
20 mins	20 mins	20 mins
20 mins	20 mins	20 mins
20 mins	20 mins	20 mins

**You've read 5 hours!**

20 mins	20 mins	20 mins
20 mins	20 mins	20 mins
20 mins	20 mins	20 mins
20 mins	20 mins	20 mins
20 mins	20 mins	20 mins

**You've read 10 hours!**

20 mins	20 mins	20 mins
20 mins	20 mins	20 mins
20 mins	20 mins	20 mins
20 mins	20 mins	20 mins
20 mins	20 mins	20 mins

**You've read 15 hours!**

20 mins	20 mins	20 mins
20 mins	20 mins	20 mins
20 mins	20 mins	20 mins
20 mins	20 mins	20 mins
20 mins	20 mins	20 mins

**You've read 20 hours!**

## Prizes by Age Group:

### Kids: 0 -11 yrs

### Teens: 12-18 yrs

### Adults 19+ yrs

	Upon sign-up: Atlantis Fantasyworld certificate for a free graphic novel & Boardwalk Bowl Coupon		Adults who sign up before June 25th will be entered to win 2 tickets to a SC Shakespeare play of their choice
<b>5 hours</b>	Free Book	1 Raffle Ticket	Tote Bag
<b>10 hours</b>	1 Raffle Ticket	2nd Raffle Ticket	1 Raffle Ticket
<b>15 hours</b>	2nd Raffle Ticket	3rd Raffle Ticket	2nd Raffle Ticket
<b>20 hours</b>	Scoop from Penny Ice Creamery + 3rd Raffle ticket +Grand Prize Raffle ticket	Scoop from Penny Ice Creamery + 4th Raffle ticket +Grand Prize Raffle ticket	1 entry into the Grand Prize Raffle

**Kids Raffle Prizes:**  
Prizes from local businesses

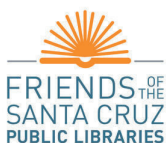
**Teens Raffle Prizes:**  
Prizes from local businesses

**Adult Raffle Prizes:**  
Prizes from local businesses

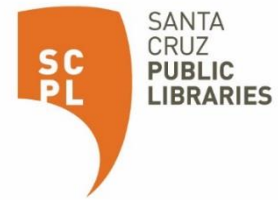
**Kids Raffle Grand Prize:**  
\$500 gift certificate to a local bike shop of your choice

**Teens Raffle Grand Prizes:**  
\$500 gift certificate to local bike shop, airpods, Beats headphones, and more!

**Adult Grand Prizes:**  
Year-long family membership to Museum of Art & History or Monterey Bay Aquarium



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



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

**Hybrid in person and online provided meeting**

**THURSDAY MAY 4, 2023**

**9:00 A.M.**

**1. ROLL CALL**

**PRESENT:** Carlos Palacios, Mali LaGoe, Jamie Goldstein  
**ABSENT:** Matt Huffaker until 9:22 am  
**STAFF:** Yolande Wilburn, Library Director

**2. ADDITIONAL MATERIALS**

None

**3. ADDITIONS AND DELETIONS TO AGENDA**

The Agenda of May 4, 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.

**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)

Mike Termini, Chair of the LAC, reported on the most recent activities of the LAC which included a cookie distribution to all branches during National Library Week.

## 8. CONSENT CALENDAR

### RESULT: APPROVED CONSENT CALENDAR

- A. Approved February 2, 2023 Board Meeting Minutes
  - B. Accepted and Filed 3<sup>rd</sup> Qtr. Analysis of Patron Count Data
  - C. Accepted and Filed 3<sup>rd</sup> Qtr. Community Impact Measures for FY 2023.
  - D. Accepted and Filed 3<sup>rd</sup> Qtr. Incident Report for FY 2023
  - E. Accepted and Filed 3<sup>rd</sup> Qtr. Work Plan for FY 2023
  - F. Accepted and Amended 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.
  - G. Accepted and Amended 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.
  - H. Accepted and Amended 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 Services (IHSS) workshops, in the amount of \$10,250.
  - I. Approved Naming Rights Gift Agreements for Garfield Park Branch Library and Amended the FY 23 Library Operating Budget in the amount of \$5,000.
  - J. Amended the FY 23 Library Operating Budget to increase professional services for legal services in the amount of \$60K.
  - K. Accepted and Adopted updated Policy #360 Circulation.
  - L. Accepted and Filed Library Sales Tax Revenue Update for 3<sup>rd</sup> Qtr. FY 2022-23.
- [UNANIMOUS]
- MOVER:** Matt Huffaker  
**SECONDER:** Jamie Goldstein  
**AYES:** Palacios, Goldstein, LaGoe, Huffaker

## 9. GENERAL BUSINESS

- A. Summer Reading 2023. Presentation by Heather Norquist, Youth Programs and Services Manager, and Jessica Goodman, Adult Programs and Services Manager.  
No Board action is necessary. Item is for review only.  
The Board members expressed appreciation for the presentation and the excellent programs the Library provides to the community.

- B. Strategic Communications Plan. Presentation by Amanda Rotella, Community Relations Specialist.

The Board members commented on the creativity and the positive effects this Plan has on the members of the community. Chair Palacios inquired about the Spanish language and Social Media issue. One of the options may be to create a separate Face Book Group for Spanish speakers. This is being looked at in detail by the Library. The Board appreciated the new and improved graphics and the clear fresh look in regards to marketing and branding.

**RESULT:**

**Reviewed and Approved the FY2024 Strategic Communications Plan.  
[UNANIMOUS]**

**MOVER: Mali LaGoe**

**SECONDER: Matt Huffaker**

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

- C. FY 24 Draft Library Operating Budget Proposal. Presentation by Yolande Wilburn, Library Director and Kira Henifin, Principal Management Analyst.

The Board members asked a number of questions regarding partnering with the City of Santa Cruz to evaluate the administrative overhead costs. Library Director Wilburn explained several options in detail.

Board member Goldstein asked for additional information regarding the maintenance fund and leases.

Board member LaGoe inquired about a long term (5 or 10 year) projected fund balance plan.

Board member Huffaker asked about the status of policies that speak to reserves.

The Board members discussed the Capitola Sunday open hours. The Board members supported the pilot program to get real data on the use of the branch on Sundays.

Finally, the Board discussed and supported the reasonable use of fund balance for one-time projects and expressed their appreciation for the clear presentation of the budget.

**RESULT:**

- 1. Approved a 6 months pilot at the Capitola Branch Library at the cost of \$10,000 to be added to the final FY24 Library Operating Budget.**
- 2. Accepted the Proposed FY24 Library Operating Budget and to return with edits for the final approval of the Library Operating Budget. [UNANIMOUS]**

**MOVER: Matt Huffaker**

**SECONDER: Jamie Goldstein**

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

**10. COMMENTS BY BOARD MEMBERS**

Board member LaGoe announced that the City of Scotts Valley in conjunction with the school district and SCPL is hosting a multicultural fair at Skype Park on Saturday May 6 from 10:30am to 2:30 pm.

**11. WRITTEN CORRESPONDENCE**

None

**12. ADJOURNMENT TO CLOSED SESSION AT 10:45 AM**

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

**13. RECONVENE TO GENERAL BUSINESS AT 11:26 AM**

**REPORT OUT FROM CLOSED SESSION**

- A. Liability Claim Filed Against the JPA

Staff Recommendation: Reject the liability claim of: Victoria Lawson.

<p><b>RESULT:</b></p> <p style="text-align: center;"><b>Rejected the liability claim of: Victoria Lawson. [UNANIMOUS]</b></p> <p><b>MOVER:</b> Matt Huffaker  <b>SECONDER:</b> Jamie Goldstein  <b>AYES:</b> Palacios, Goldstein, LaGoe, Huffaker</p>
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- B. Library Director Salary Increase

Staff Recommendation: Approve an annual merit increase for the Library Director.

**RESULT:**

**Approved an annual merit increase of 5% for the Library Director effective January 3, 2023. [UNANIMOUS]**

**MOVER: Matt Huffaker**

**SECONDER: Mali LaGoe**

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

Final Adjournment at 11:30 a.m. to the next regular LJPA meeting 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.

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: June 1, 2023  
TO: Library Joint Powers Authority Board  
FROM: Yolande Wilburn, Library Director  
RE: Budget Adjustment for FSCPL Annual Donation

### STAFF RECOMMENDATION

Approve and amend the FY 23 and FY 24 Operating Budgets to include adjustments made to the annual request for funding from the Friends of the Santa Cruz Libraries.

### DISCUSSION

In February 2023 the LJPB approved a budget adjustment in the amount of \$125K for financial support from the Friends of the Library to help provide programming and other support for the year.

Since the Library and the Friends operate on two different fiscal years, the Library needs to adjust the \$125K previously approved for the FY 23 expenditure budget and split the funds to be received in two fiscal years.

Total FSCPL Annual Request: \$125,000	
FY 23	\$65,000
FY 24	\$60,000

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: **FY 2023**

Date: **06/01/2023**

Reso #:

Purpose: Amend previously approved FSPCL donation expenditures for FY 23.

ACCOUNT	PROJECT	PROJECT NAME	REVENUE EDEN ACCOUNT TITLE	AMOUNT
<b>TOTAL REVENUE</b>				<b>0.00</b>

ACCOUNT	PROJECT	PROJECT NAME	EXPENDITURE EDEN ACCOUNT TITLE	AMOUNT
951-36-51-3601-57990	p362201-100-2020-0	FSCPL	Capital Expense	<b>-13,500.00</b>
951-36-51-3601-54990	p362201-100-2020-0	FSCPL	Misc. Supplies	<b>-46,500.00</b>
<b>TOTAL EXPENDITURE</b>				<b>-60,000.00</b>

**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: 2023.05.18 15:14:33 -0700</small>				



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



## STAFF REPORT

DATE: June 1, 2023  
TO: Library Joint Powers Authority Board  
FROM: Yolande Wilburn, Library Director  
RE: Recover and Thrive Funding from FSCPL

### STAFF RECOMMENDATION

Accept and amend the FY 23 & FY 24 Operating Budget to include grant funds awarded to the Friends of the Santa Cruz Public Library in the amount of \$50,480 to fund the Recover and Thrive Library Initiative for enhancing learning for Santa Cruz Pre-K through Grade 12 students.

### DISCUSSION

Recover & Thrive aims to address the pandemic's detrimental impact on learning, specifically by targeting struggling readers. The Library recognizes the significance of grade level reading by third grade, since students are learning to read by third grade, but are reading to learn after third grade.

This period of time - from birth to third grade - is critical for the individual student but also for society, since the life outcomes for students who do not read on grade level by third grade experience increased risk of incarceration, and lower earning potential. It also impacts society because communities then must provide extra support for those individuals throughout much of their lives and this can have generational impacts.

Early intervention is key and, with the exception of the public library, very few free resources exist for students during the summer months. All students are at risk for falling behind during the summer, but struggling students face even greater risks. The Library intends to provide resources from Recover & Thrive throughout its service area, but the program will be led from the Live Oak Branch Library and will be driven by a pilot program there to better understand Library impacts on grade level reading.

These funds will be spent over two fiscal years totaling \$50,480.

Attachments: Budget Adjustments for FY 23 & FY 24

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: **FY 2023**

Date: **06/01/2023**

Reso #:

**Purpose:** Amend the FY 23 operating budget to include funds from FSCPL for the Recover and Thrive Initiative. Revenues will all be received in FY 23 and the expenditures will be broken up for FY 23 & FY 24.

ACCOUNT	PROJECT	PROJECT NAME	REVENUE EDEN ACCOUNT TITLE	AMOUNT
951-36-51-0000-46309	p362305-464-5010-1094	Recover and Thrive	Donations from FSCPL	50,480.00
<b>TOTAL REVENUE</b>				<b>50,480.00</b>

ACCOUNT	PROJECT	PROJECT NAME	EXPENDITURE EDEN ACCOUNT TITLE	AMOUNT
951-36-51-3601-51122			Temporary Pay	2,376.00
951-36-51-3601-54990			Misc. Supplies and Services	19,000.00
<b>TOTAL EXPENDITURE</b>				<b>21,376.00</b>

**NET: \$ 29,104.00**

REQUESTED BY	DEPARTMENT HEAD APPROVAL	BUDGET/ACCOUNTING REVIEWED	FINANCE DIRECTOR APPROVAL	CITY MANAGER APPROVAL
Kira Henifin <small>Digitally signed by Kira Henifin Date: 2023.05.16 13:21:52 -0700</small>				

**City of Santa Cruz  
BUDGET ADJUSTMENT REQUEST**

**Clear Form**

- Administrative Approval
- Council Approval

Fiscal Year: **FY 2024**

Date: **06/01/2023**

Reso #:

Purpose: Amend the FY 24 operating budget to include funds from FSCPL for the Recover and Thrive Initiative.

Revenues have been received in FY 23 and the expenditures will be broken up for FY 23 & FY 24.

ACCOUNT	PROJECT	PROJECT NAME	REVENUE EDEN ACCOUNT TITLE	AMOUNT
<b>TOTAL REVENUE</b>				<b>0.00</b>

ACCOUNT	PROJECT	PROJECT NAME	EXPENDITURE EDEN ACCOUNT TITLE	AMOUNT
951-36-51-3601-51122			Temporary Pay	8,834.00
951-36-51-3601-54990			Misc. Supplies and Services	20,270.00
<b>TOTAL EXPENDITURE</b>				<b>29,104.00</b>

**NET: \$ -29,104.00**

REQUESTED BY	DEPARTMENT HEAD APPROVAL	BUDGET/ACCOUNTING REVIEWED	FINANCE DIRECTOR APPROVAL	CITY MANAGER APPROVAL
Kira Henifin <small>Digitally signed by Kira Henifin Date: 2023.05.16 13:21:52 -0700</small>				

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



## STAFF REPORT

DATE: June 1, 2023  
TO: Library Joint Powers Authority Board  
FROM: Yolande Wilburn, Library Director  
RE: Approve FSCPL Funds Raised for the Aptos Library Construction Project

### STAFF RECOMMENDATION

Approve transfer of funds from the Friends of the Santa Cruz Library to the County of Santa Cruz for the Aptos Building Project in the amount of \$394,000.

### DISCUSSION

In 2021, in consultation with SCPL, the Friends made a commitment to raise \$1M through the Realizing the Promise campaign, to support the renovations scheduled for Garfield Park and Branciforte, and the rebuild of the Aptos branch.

These funds, less the costs of the campaign, would be used to fund specialized new library spaces for children, teens, community programs, exhibits, collaborative study areas, and learning activities, together with new collections, furnishings, technology, and equipment required to attain this expansive community vision.

By the end of 2021, FSCPL had achieved their goal through the generosity of community supporters. The original goal for Aptos in the amount of \$470,000, less 8% to cover the cost of the campaign, had been raised, with \$426,000 available, and the balance in open pledges. Due to additional gifts since the end of 2021, the total raised for Aptos now totals \$496,342, or a net of \$456,634. FSCPL can deliver \$394,000 of those funds now, and will be able to give the balance, or \$62,634 by the end of the year as the last pledge payment comes in.

FSCPL would like to thank their major donors, and all the generous supporters throughout the county for your support of this important project, which will transform the library, and provide a welcoming new space for years to come for Aptos. We also thank our Aptos Friends group, the campaign committee members, and the JPA for your long-term support.

Attachment: Budget Adjustment for FY 23

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: 06/01/2023

Reso #:

Purpose: FSCPL monies raised for the Aptos Building Project managed by the County of Santa Cruz.

ACCOUNT	PROJECT	PROJECT NAME	REVENUE EDEN ACCOUNT TITLE	AMOUNT
951-36-51-0000-46309			Donation	394,000.00
TOTAL REVENUE				394,000.00

ACCOUNT	PROJECT	PROJECT NAME	EXPENDITURE EDEN ACCOUNT TITLE	AMOUNT
951-36-51-3601-56960			Donation transferred to County for Aptos	394,000.00
TOTAL EXPENDITURE				394,000.00

**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: 2023.05.18 14:17:51 -0700</small>				

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



## STAFF REPORT

DATE: June 1, 2023  
 TO: Library Joint Powers Authority Board  
 FROM: Yolande Wilburn, Library Director  
 RE: Patron Count Statistics, January – April 2023

### STAFF RECOMMENDATION

Accept and File Patron Count Statistics for January to April 2023

### DISCUSSION

Figure 1 has month-to-month patron counts for open branches with sensors for January to March 2023. Figure 2 provides the patron counts between March to April 2023. Figure 3 has the checkout totals for March to April 2023. The following are observed trends:

- All branches experienced a decrease of patron count from March to April 2023. Checkout totals also decreased during the same time period.
- Boulder Creek experienced an increase in patron counts from January to March.
- Although the FEMA’s Disaster Recovery Center was opened from January 25<sup>th</sup> to February 24<sup>th</sup>, Felton still saw a 15.58% increase in patron count in March. FEMA reopened the Disaster Recovery Center at Felton from April 7<sup>th</sup> to May 5<sup>th</sup>.
- Garfield Park saw a 40.64% increase in patron count between February and March.
- Scotts Valley saw a 25.38% decrease in patron count between March and April.

Figure 1	Jan	Feb	% Change	Feb	Mar	% Change
Scotts Valley	5,533	5,525	-0.14%	5,525	6,619	19.80%
Boulder Creek	1,335	1,536	15.06%	1,536	1,669	8.66%
Downtown	13,447	12,838	-4.53%	12,838	14,525	13.14%
Garfield Park	2,601	2,608	0.27%	2,608	3,668	40.64%
Felton	5,877	6,015	2.35%	6,015	6,957	15.66%
Capitola	11,411	11,188	-1.95%	11,188	12,509	11.81%
Live Oak	3,905	4,254	8.94%	4,254	5,421	27.43%
La Selva	-	-	-	-	2,914*	-



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

<i>Figure 2</i>	Mar	Apr	% Change
<b>Scotts Valley</b>	6,619	4,939	-25.38%
<b>Boulder Creek</b>	1,669	1,545	-7.43%
<b>Downtown</b>	14,525	13,116	-9.70%
<b>Garfield Park</b>	3,668	2,894	-21.10%
<b>Felton</b>	6,957	5,659	-18.66%
<b>Capitola</b>	12,509	11,046	-11.70%
<b>Live Oak</b>	5,421	4,232	-21.93%
<b>La Selva</b>	2,914	2,866	-1.65%

### Checkout Totals by Loaning Branch

<i>Figure 3</i>	Mar	Apr	% Change
<b>Scotts Valley</b>	17,372	15,836	-8.84%
<b>Boulder Creek</b>	3,795	3,065	-19.24%
<b>Downtown</b>	25,453	22,069	-13.30%
<b>Garfield Park</b>	6,063	5,478	-9.65%
<b>Felton</b>	12,083	10,828	-10.39%
<b>Capitola</b>	28,778	26,946	-6.37%
<b>Live Oak</b>	11,943	10,491	-12.16%
<b>La Selva</b>	17,372	15,836	-8.84%

Branciforte Branch Library officially reopened to the public on Saturday, May 13, 2023. The patron count for the month of May is not available at the time of this report. On May 12, 2023, the Friends of the Santa Cruz Public Libraries hosted a donor preview event at the location. The sensor counted 116 people going into the branch. On May 13, 2023, the branch officially reopened to the general public. During the event, the sensor counted 713 people going into the branch.

**Report Prepared by:**

Gregory Yeh, Management Analyst

**Reviewed and Approved by:**

Yolande Wilburn, Director of Libraries

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



## STAFF REPORT

DATE: June 1, 2023  
 TO: Library Joint Powers Authority Board  
 FROM: Yolande Wilburn, Library Director  
 RE: Transfer and Amend FY 23 Budget

### RECOMMENDATION

Approve the transfer of the Whalen Trust monies in the amount of \$3,626.35 and amend the FY 23 operating budget. This transfer will effectively close the Whalen Fund.

### DISCUSSION

SCPL would like to request that the remaining funds in the Whalen Trust fund, in the amount of \$3,626.35, be transferred into the FY 23 operating budget to help fund the fire place fix that is needed and help to fund the new blinds that were ordered for the branch. The Whalen Trust is dedicated to supporting the Felton Branch Library and this final transfer will effectively close the Whalen trust fund.

#### General Ledger Balances

Criteria: Summarize By = Report,Fund,Account; As Of = 6/30/2023; Period = 0,1..12; Fund = 934

Acct	Title	Beginning Balance	Year-To-Date Debits	Year-To-Date Credits	Ending Balance
<b>Fund 934 – Whalen Estate - Felton Branch</b>					
11101	Pooled cash	3,702.25	-	-	3,702.25
11901	Allow for FV of invest w/City-cur unstr	(79.48)	-	-	(79.48)
12101	Pooled cash interest receivable	3.58	-	-	3.58
32311	Net assets held in trust-library prog.	(3,626.35)	-	-	(3,626.35)
<b>Total Whalen Estate - Felton Branch</b>		-	-	-	-
<b>Total</b>		-	-	-	-

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Attachment: Budget Adjustment

Prepared by: Kira Henifin, Principal Management Analyst  
 Approved by: Yolande Wilburn, Library Director

**City of Santa Cruz  
BUDGET ADJUSTMENT REQUEST**

**Clear Form**

- Administrative Approval
- Council Approval

Fiscal Year: 2023

Date: 06/01/2023

Reso #:

Purpose: Close Whalen Trust and transfer funds to the FY 23 operating budget.

ACCOUNT	PROJECT	PROJECT NAME	REVENUE EDEN ACCOUNT TITLE	AMOUNT
951-00-00-0000-49122		Whalen Trust	From Library Private Trust	3,626.35
<b>TOTAL REVENUE</b>				<b>3,626.35</b>

ACCOUNT	PROJECT	PROJECT NAME	EXPENDITURE EDEN ACCOUNT TITLE	AMOUNT
934-00-00-0000-59109			To Library JPA from Whalen Trust	3,702.25
951-36-51-3607-54990			Felton Bldg O & M	3,702.25
<b>TOTAL EXPENDITURE</b>				<b>7,404.50</b>

**NET: \$ -3,702.25**

REQUESTED BY	DEPARTMENT HEAD APPROVAL	BUDGET/ACCOUNTING REVIEWED	FINANCE DIRECTOR APPROVAL	CITYMANAGER APPROVAL
Kira Henifin <small>Digitally signed by Kira Henifin Date: 2023.05.16 13:04:50 -0700</small>				Page 39

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



## STAFF REPORT

DATE: June 1, 2023  
TO: Library Joint Powers Authority Board  
FROM: Yolande Wilburn, Director of Libraries  
Laura Schmidt, Assistant City Manager of the City of Santa Cruz  
RE: Issuance of a Request for Proposal

### STAFF RECOMMENDATION

Accept and authorize the issuance of a request for proposal to research and recommend an administrative support model, along with associated costs.

### DISCUSSION

On November 3, 2016, the Library Joint Powers Authority (LJPA) signed a support services agreement with the City of Santa Cruz to provide administrative support to the operations of the Santa Cruz Public Libraries. The City agreed to continue providing support services, including financial, risk management, human resources, and limited support for management, public works, and information technology services. The agreement expired on June 30, 2018.

Both parties have committed to following the spirit of this agreement with adjustments to the cost allocation plan, along with updates to administrative cost sharing for the LJPA members via an updated Maintenance of Effort (MOE) agreement, most recently signed in July 2022 and expiring on June 30, 2025. For the 2024 fiscal year, the City notified the Library of a proposed increase in the cost allocation plan due to a recent overhaul of the entire model for all areas and all funds of the City. Preliminary information indicates that costs will double from approximately \$500,000 to \$1,000,000.

The City of Santa Cruz and the Library Director agreed to conduct a joint analysis for administrative support to ensure the library system receives efficient and effective services at a fair cost to the LJPA participants as well as to whomever is providing the administrative support services (the City or the LJPA itself). The City and Library established a team to begin the process of issuing a Request for Proposals (RFP) for the selection of a firm to conduct a cost-benefit analysis on the current and potential administrative support models before the expiration of the Fourth Amendment to the Joint Powers Agreement (JPA) on June 30, 2025. The selected firm's final report and presentation aims to assist Board members in choosing the appropriate administrative support model for the Santa Cruz Public Libraries while ensuring fair compensation to the provider of the services as part of the renewal process of the LJPA's agreement in 2025.

The goal of this project will focus on an analysis of the following potential support models:

- Remaining under the current administrative support model through the City of Santa Cruz with a written support services agreement reflecting the appropriate costs (direct and allocated) and needs of the library system
- Creating a standalone administrative support model
- Providing the associated administrative support staffing with the ability to operate as an independent agency
- Other feasible models identified by the selected firm

### **Preliminary Scope of Work**

The project team has defined a preliminary scope of work for the RFP, which includes a comprehensive analysis of the current administrative support model and alternative administrative support models. The selected firm will also provide recommendations and costs on the appropriate administrative support model for the library system to operate efficiently and effectively. The following describes the expected project phases and deliverables from the selected firm:

#### **Phase 1 – Discovery**

The firm will conduct a review of the current organization in order to understand the inner workings of the library system and communities. Consultants will review the current administrative support provided by the City of Santa Cruz and associated costs.

##### *Deliverables:*

- Report on library procedures and workflows to assess needed administrative support.
- Report on Administrative Agreement with the City of Santa Cruz and the proposed Cost Allocation Plan to review the services being provided and/or not provided and how they align with the current charge versus the proposed cost allocation plan and future potential LJPA member MOE contributions.

Phase 1 timing: All tasks shall be completed to the City's and Library's satisfaction and deliverables turned over to staff three (3) months after contract execution.

#### **Phase 2 – Research**

The firm will research and analyze the current and alternative administrative support models. Consultant will address the viability of models and focus research on selected options by the team.

##### *Deliverables:*

- Frequent status updates and check-ins with team members – initial goal is every other week, but is negotiable with the selected firm
- Conduct outreach to LJPA Board, Library Advisory Commission, City of Santa Cruz staff, Library staff, impacted labor unions, and other agencies
- Interim draft administrative support model options aligned with industry best practices, for review and discussion

Phase 2 timing: All tasks shall be completed to the City's and Library's satisfaction and deliverables turned over to staff four (4) months after the end of Phase 1.

**Phase 3 - Recommendations**

The firm will provide a cost-benefit analysis on the current and potential administrative support models for a 10-year period, with a recommended path forward. Analysis will include CalPERS status and impacts.

*Deliverables:*

- Report that includes:
  - Comprehensive analysis of each option listed in most viable cost benefit order
  - Detailed analysis of organizational structure, staffing levels, and costs associated with all models that focus on maintaining or improving internal and external services
  - Need assessment of a classification study associated with each model
  - Transition plan and timeline to recommended model
  - Mechanisms for service usage and performance measures
- Presentation of summary of report that may include the LJPA Board, Library Advisory Commission, City of Santa Cruz staff, Library staff, and impacted labor unions

Phase 3 timing: All tasks shall be completed to the City’s and Library’s satisfaction and deliverables turned over to staff three (3) months after the end of Phase 2.

**Tentative Project Timeline**

The project is estimated to take up to 11 months to complete. The following are tentative time frames:

Description	Time Frame
Presentation of Draft of RFP: LJPA Board and Santa Cruz City Council	August 2023
RFP Posted on City of Santa Cruz’s Website and Open to Potential Respondents	August 15 – September 15, 2023
Selection Process of Firm	September 18 – October 13, 2023
Notification of Selected Firm	By October 13, 2023
Award Protest Period	October 16 - November 2, 2023
Contract Review with the City Attorney’s Office	November 2023
Selected Firm Authorized by LJPA Board and Santa Cruz City Council	November 2023 – December 2023
Phase 1 Begins	January 2024
Phase 2 Begins	April 2024
Phase 3 Begins	August 2024
Draft Report and Presentation by Selected Firm to Various Groups	October 2024
Final Report and Presentation by Selected Firm to LJPA Board	November 2024
Renewal Process of JPA Agreement	January -June 2025

Description	Time Frame
Implementation of Selected Administrative Support Model	After July 2025

**Potential Fiscal Impact**

The staff time associated with the development and processing of the RFP will be shared equally between the City of Santa Cruz and Library. Once a firm and costs are determined, the study costs will require the Library Board and membership approval for funding the study through the LJPA.

**Attachment:**

- 2016 Support Services Agreement with the City of Santa Cruz
- Fourth Amendment to the Joint Exercise of Powers Agreement Establishing the Santa Cruz County Financing Authority
- List of Administrative Services provided by the City of Santa Cruz and by the LJPA

**Report Prepared by:**

Marisol Gomez, Assistant Finance Director, City of Santa Cruz  
Gregory Yeh, Management Analyst, Santa Cruz Public Libraries

**Reviewed and Approved by:**

Laura Schmidt, Assistant City Manager, City of Santa Cruz  
Yolande Wilburn, Director, Santa Cruz Public Libraries

List of Administrative Services provided by the City of Santa Cruz and by the Library JPA

City Departments	City Services Provided	LJPA Services Provided	Other Notes
Finance	<ul style="list-style-type: none"> <li>• Risk and Safety Management                             <ul style="list-style-type: none"> <li>○ Secure Vehicle Insurance</li> <li>○ Reviews all incidents library reports through PITS</li> <li>○ Processes claims</li> <li>○ Insurance policy annual negotiation and secures annual premiums for coverage</li> <li>○ Insurance Coverage review during the PO process for Vendors doing work with the Library</li> <li>○ Provide mandatory Safety Trainings as needed for staff</li> <li>○ Consult with Department on safety guidelines and updated/new laws</li> </ul> </li> <li>• Payroll                             <ul style="list-style-type: none"> <li>○ Annual W4 to staff</li> <li>○ Processes payroll bi-weekly</li> <li>○ Processes timesheet corrections submitted</li> <li>○ Review timecards for MOU requirements</li> <li>○ Tracking temp hours to make sure they don't exceed 999 hours worked</li> <li>○ Manage software upgrades to Kronos</li> <li>○ Provide and Manage Kronos (ie: passwords and licenses)</li> <li>○ Processes any follow up/notifications needed (ie: max. Vacation notice, MOU stipends, etc)</li> <li>○ Pension and Retirement payments</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Risk and Safety Management                             <ul style="list-style-type: none"> <li>○ Log incidents on patron incident management system, PITS</li> <li>○ Review for Suspension documents and manager signature</li> <li>○ Alert Risk if incident includes person or property damage to get next steps</li> <li>○ Manages PITS database for all incidents throughout the library system</li> </ul> </li> <li>• Payroll                             <ul style="list-style-type: none"> <li>○ Review timecards for hours expected, questions or leaves that are being used</li> <li>○ Issue live checks or payroll notices to staff</li> <li>○ Issue timesheet corrections</li> <li>○ Manage timecard approvers</li> </ul> </li> <li>• Revenue                             <ul style="list-style-type: none"> <li>○ Process revenue received with a revenue voucher</li> <li>○ Set up grant and other tracking numbers</li> </ul> </li> <li>• Purchasing                             <ul style="list-style-type: none"> <li>○ Process all invoices for the library system</li> <li>○ Process all credit card statements</li> <li>○ Process staff reimbursements</li> <li>○ Process travel reimbursement</li> </ul> </li> </ul>	Library uses Eden software provided by City for all financial transactions/reports/and budget creation



	<ul style="list-style-type: none"> <li>○ Garnishments and withholdings</li> <li>○ Tax remittance and reporting</li> <li>● Revenue <ul style="list-style-type: none"> <li>○ Process revenue received</li> <li>○ Banking and Bank Reconciliation</li> <li>○ Interest and investments for cash pool</li> </ul> </li> <li>● Accounts Payable <ul style="list-style-type: none"> <li>○ Process all invoice and check requests</li> <li>○ Reimbursements</li> </ul> </li> <li>● Purchasing <ul style="list-style-type: none"> <li>○ Provides templates and guidance for contracted services, informal services and bid tabulation and RFP/RFQs</li> <li>○ Review for proper vendor information</li> <li>○ Reviewing for DIR projects</li> <li>○ CalCard Management</li> <li>○ Citywide PO - <ul style="list-style-type: none"> <li>▪ Maintenance: elevator, HVAC, alarm</li> <li>▪ Office and Janitorial Supplies</li> <li>▪ First Aid/Safety Boots</li> <li>▪ Loomis/Cash Pick Up</li> <li>▪ Mail Service</li> </ul> </li> </ul> </li> <li>● Accountant Services <ul style="list-style-type: none"> <li>○ set up project numbers and grant numbers for tracking expenditures</li> <li>○ Manage Annual Audit</li> <li>○ State Controller's Report</li> <li>○ Cost Allocation Plan</li> <li>○ Dashboard</li> </ul> </li> <li>● Budget <ul style="list-style-type: none"> <li>○ Manage budget process and set deadlines</li> <li>○ Position Budgeting</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>○ Process training expense forms</li> <li>○ Receives all necessary contract, insurance and other requirements for vendors to do business with the library</li> <li>○ Files DIR projects for library</li> <li>○ Closes purchase orders at the end of each fiscal year</li> <li>○ Processes all purchase orders/change orders</li> <li>○ Track all FSCPL and FSCPL Chapter Purchases</li> <li>● Budget <ul style="list-style-type: none"> <li>○ Prepare each fiscal year's budget</li> <li>○ Prepare staff reports to the Board that may involve budget adjustments that need board approval</li> <li>○ Enters budget into Eden (financial system) each fiscal year</li> </ul> </li> </ul>	
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	<ul style="list-style-type: none"> <li>○ Capital Improvement Projects</li> <li>○ Process/Review Budget Adjustments</li> <li>○ Internal Service Funds</li> </ul>		
HR	<p><b>General Administration</b></p> <ul style="list-style-type: none"> <li>● Manage parking stickers and discounts to staff</li> <li>● Employment Verification</li> <li>● Staff Bilingual Testing</li> <li>● Personnel Policy Development and Management</li> <li>● New Hire Orientation</li> <li>● Record Retention Administration</li> <li>● Public Records Requests</li> <li>● Equal Employment Opportunity Committee</li> <li>● Diversity, Equity, and Inclusion program</li> </ul> <p><b>Benefits Services</b> Administers health and ancillary benefits</p> <ul style="list-style-type: none"> <li>● Leaves of Absences</li> <li>● PERS</li> <li>● Retirement</li> <li>● Work's Compensation and Medical Leave (SDI) Administrator</li> <li>● Track performance appraisal due list</li> <li>● PAF processing for address changes, name changes, terminations, retirements, LOA, FMLA, transfers promotions, and step increases.</li> <li>● Benefits Orientation</li> </ul> <p><b>Recruitment, Retention, Classification Services</b></p> <ul style="list-style-type: none"> <li>● Classification Studies Oversight and Development</li> <li>● Create/revise position descriptions and analyze and recommend department/division re-organizations</li> <li>● Compensation Study Development Oversight and Implementation</li> <li>● Reviews all staff PAFs (transfers, promotions,</li> </ul>	<ul style="list-style-type: none"> <li>● Process all PAF for staff <ul style="list-style-type: none"> <li>● New Hire &amp; Termination</li> <li>● Promotion</li> <li>● Change of Name</li> <li>● Change of Address</li> <li>● Addition/Deletion of Alternative Rates</li> <li>● Merit Increases</li> <li>● WOC</li> </ul> </li> <li>● Track volunteers &amp; Temp staff</li> <li>● Alcohol Permit Processing</li> <li>● Maintain staff database</li> <li>● Maintain key distribution</li> <li>● Manage keycard system for staff cards</li> <li>● Manage/update and distribute required by law postings to all branches</li> <li>● Manage all LOA, FMLA and WC (tracking and return to work)</li> <li>● Process performance appraisals received</li> <li>● Work with Attorney's office on documents/projects/policies</li> <li>● Track performance appraisal due list</li> <li>● Track/update/produce policies approved by the LJPB</li> <li>● Mail Processing - Internal/External</li> <li>● Emergency Plan Binders management</li> <li>● MSDS Binder management</li> <li>● Managing the NEOGOV Perform and Onboard</li> </ul>	Library uses Eden software provided by City for all HR record keeping and reports

	<p>step increases)</p> <ul style="list-style-type: none"> <li>• Pre-employment screening – physicals and fingerprints</li> <li>• Neogov Training</li> <li>• Hiring Processes <ul style="list-style-type: none"> <li>○ Recruitment</li> <li>○ Testing (if applicable)</li> <li>○ Selection</li> <li>○ On Boarding/Orientation</li> </ul> </li> </ul> <p><b>Employee/Labor Relations Services</b></p> <ul style="list-style-type: none"> <li>• Provides tracking and content for mandatory trainings for staff</li> <li>• Develops and maintains citywide leadership training and mandatory trainings.</li> <li>• Employee Development and Retention</li> <li>• Management and development of leadership training and mandatory training</li> <li>• Labor Relations and Negotiations</li> <li>• Provide required by law postings</li> <li>• Discipline, Investigation, and Grievance Management and Oversight</li> <li>• Employee Engagement – communications, surveys, program management</li> </ul> <p><b>Department Specific Systems</b>  Human Resource Information System (Eden, Neogov)  Training Tracker</p>		
IT	<p>Provide access and partial support for City's IT business applications:</p> <ul style="list-style-type: none"> <li>• Accounting (Eden and EzEden)</li> <li>• Human Resources (Eden and EzEden)</li> <li>• Payroll (Eden and EzEden)</li> <li>• Purchasing (Eden and EzEden)</li> <li>• Time Management (Kronos)</li> </ul>	<ul style="list-style-type: none"> <li>• Library, public website, development and management</li> <li>• Access Control Management (AMAG)</li> <li>• Amazon Web services, Domain name registration and translation</li> <li>• Branch Dell server management and configuration</li> <li>• Cisco Switch configuration and management</li> </ul>	

	<p>Manage network access and provide partial support to City's IT resources:</p> <ul style="list-style-type: none"> <li>• Security Cameras at Library HQ (Genetec Key Card System)</li> <li>• Access Card Readers at Library HQ (Genetec Key Card System)</li> <li>• Intranet Website</li> </ul>	<ul style="list-style-type: none"> <li>• Enterprise data backup services</li> <li>• File Server (data storage) maintenance and management</li> <li>• Firewall management,</li> <li>• Cybersecurity, intrusion detection and prevention</li> <li>• Google Workspace, enterprise email management</li> <li>• High speed connection management and deployment, Comcast, AT&amp;T, Cenic</li> <li>• ILS (integrated library system) support and management</li> <li>• Library Staff, intranet portal and services</li> <li>• Local area network management</li> <li>• Microsoft 365 Tenant Management, Academic licensing</li> <li>• Microsoft Active Directory management</li> <li>• Microsoft Imaging and deployment services</li> <li>• Microsoft Licensing management</li> <li>• mobile device management and support (cell phones, tablets, hotspots)</li> <li>• PC workstation and Laptop support, Public and Staff</li> <li>• Printer Management, Public and Staff</li> <li>• Remote Work, VPN services</li> <li>• Third party, vendor management</li> <li>• Video camera configuration and management</li> <li>• Virtual Infrastructure, storage and virtual machine management</li> <li>• Virus, Malware detection, protection</li> <li>• VOIP, Telephony deployment and support</li> <li>• Wide-area network management</li> <li>• Wireless infrastructure management, Public and Staff</li> <li>• Workstation and Server Patch management</li> <li>• Library branch media and conference room setups</li> </ul>	
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		<ul style="list-style-type: none"> <li>• Public Announcement system</li> <li>• Analog, emergency backup phone lines</li> <li>• General licensing and support/maintenance contract management</li> </ul>	
PW	<ul style="list-style-type: none"> <li>• Fleet <ul style="list-style-type: none"> <li>○ Vehicle maintenance</li> <li>○ Assist in purchase and disposal of vehicles</li> <li>○ Coordinate with DMV</li> <li>○ Augment vehicle to include standard safety equipment</li> </ul> </li> <li>• Manage EV stations (FEL, CAP &amp; APTOS)</li> <li>• Assists with events/projects involving parking</li> <li>• Facilities Maintenance /renovations/elevator &amp; solar panel inspections</li> <li>• Manage/enforce reserved parking spaces in Lot 14, enforce disabled spaces at library parking lots, parking checks by complaint</li> <li>• Allows 2 Outreach vehicles to park in the Locust Garage</li> <li>• Lead Tailgate Trainings (Bldg Maint Staff are invited to attend)</li> <li>• Manage City Car Pool Vehicles and Staff Use</li> <li>• Allows Bookmobile to be parked at the Corpyard</li> <li>• Manage Utility Manager Software (PG &amp; E by location)</li> </ul>	<ul style="list-style-type: none"> <li>• Facilities Maintenance <ul style="list-style-type: none"> <li>• Work orders for the library system</li> <li>• Meet with vendors on maintenance or projects</li> <li>• Provides landscaping</li> </ul> </li> <li>• Assists with events/projects</li> <li>• Vehicles <ul style="list-style-type: none"> <li>• Coordinate with fleet on new vehicles needed to be purchased</li> <li>• Use of fueling stations for all vehicles</li> <li>• Use of car wash tickets for all vehicles</li> </ul> </li> </ul>	
City Clerk	<ul style="list-style-type: none"> <li>• Prepare reports that need to go on Council Agenda</li> <li>• Assistance with legal language for posting board agendas</li> <li>• Suspension appeals (when needed)</li> </ul>	<ul style="list-style-type: none"> <li>• Process California Public Records Act requests</li> <li>• Prepare staff reports for council agenda (if needed)</li> <li>• Prepare and staff all LJPA and LAC meetings</li> <li>• Updates and manages Handbook</li> <li>• Manages and Tracks Form 700 for all filers (NetFile)</li> </ul>	

Economic Development	<ul style="list-style-type: none"> <li>• Coordination with LJPA on related City Library Projects</li> <li>• Building Lease Management</li> </ul>	<ul style="list-style-type: none"> <li>• Manage Leases on Buildings</li> </ul>	
City Manager	<ul style="list-style-type: none"> <li>• City Manager sits on the LJPA Board</li> <li>• Approval of Performance Evals</li> <li>• Approves Hiring Above Step A and Performance appraisal recommendations beyond one step</li> <li>• Approves Director time off and Kronos</li> </ul>	<p><b>Director of Libraries</b></p> <ul style="list-style-type: none"> <li>• Serve as department head</li> <li>• Attends meetings and events</li> <li>• Prepares library's annual budget and implement adopted budget</li> <li>• Conducts personnel administration, financial affairs, and administration of the library system, such as reviewing/approving of performance evals and legal contracts</li> <li>• Oversees Special Projects</li> <li>• Hires and supervises library employees</li> <li>• Maintain public relations with officials, civic groups, unions, media, and community members</li> <li>• Work with Attorney's office on documents/projects/policies</li> </ul> <p><b>Assistant Director of Libraries</b></p> <ul style="list-style-type: none"> <li>• Monitor Staffing Levels at Branches</li> <li>• Conducts workplace investigations</li> <li>• May serve as acting Director</li> <li>• Work with the Union to identify workplace challenges and problems.</li> <li>• Identify new practices that can support retention and recruitment</li> <li>• Identify tools, training and professional development to support staff development</li> <li>• Review job descriptions.</li> <li>• Meet with Board members on subcommittees and collaborate on</li> </ul>	CLA has its own lobbyist under institutional membership, not provided by the City

		<p>processes and policies with them, including budgetary decisions.</p> <ul style="list-style-type: none"> <li>Review worker safety practices.</li> </ul> <p><b>Community Relations</b></p> <ul style="list-style-type: none"> <li>Marketing Materials</li> <li>Press Releases &amp; Media Relations</li> <li>Maintain Social Media Platforms</li> <li>Website Changes</li> <li>Develop Outreach Programs</li> <li>Coordinate Special Event</li> <li>Maintain Community Relationships</li> <li>Support and enhance internal communication.</li> </ul>	
Parks and Rec	<ul style="list-style-type: none"> <li>Teen Intern Program: Provide teen workforce support for city library branches that express interest</li> <li>Special Event Permitting: For larger events, the P&amp;R department provides permits that might be necessary due to crowd size, street closure, stages, etc</li> <li>Park/Public Space Reservations: Library programs that venture beyond their own buildings will sometimes book space in our parks or facilities</li> </ul>	<ul style="list-style-type: none"> <li>Library programs</li> <li>Partnerships and partnership agreements</li> <li>Manage meeting rooms</li> <li>LibCal software system - Online calendar of events, integrated room booking system</li> <li>Zoom virtual programs and meetings platform</li> <li>LibAnswers software system - Patron question management system (ticketing software)</li> <li>Internships - SJSU iSchool</li> </ul>	
Planning and Community Development	<ul style="list-style-type: none"> <li>Coordination with LJPA on related City Library Projects</li> </ul>		
City Attorney		Billed separately	



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

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

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

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

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

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

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

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

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

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

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

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

**City of Santa Cruz Maintenance of Effort**

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

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

**City of Watsonville Maintenance of Effort**

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

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

**County Library Fund Maintenance of Effort**

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

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

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

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

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

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

**Santa Cruz City/ County Library System**

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

**Watsonville Library**

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

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

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

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

All other provisions of said Agreement shall remain the same.

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

**COUNTY OF SANTA CRUZ**

Approved as to form:

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

DocuSigned by:  
Ruby Morgan

**CITY OF SANTA CRUZ**

Approved as to form:

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

DocuSigned by:  
Anthony Condotti

**CITY OF WATSONVILLE**

Approved as to form:

DocuSigned by:  
By: Tanara Vides  
Dated: 7/11/2022

DocuSigned by:  
Samantha Butler

**CITY OF CAPITOLA**

Approved as to form:

DocuSigned by:  
By: Jamie Goldstein  
Dated: 7/11/2022

DocuSigned by:  
Samantha Butler

**CITY OF SCOTTS VALLEY**

Approved as to form:

DocuSigned by:  
By: Mali LaGoe  
Dated: 7/7/2022

DocuSigned by:  
Kirsten Powell

Library Financing JPA Fourth Amendment May 2022

AGREEMENT BETWEEN THE LIBRARY JOINT POWERS AUTHORITY AND CITY OF  
SANTA CRUZ FOR SUPPORT SERVICES  
("SUPPORT SERVICES AGREEMENT")

This Support Services Agreement between the Library Joint Powers Authority ("LJPA") and the City of Santa Cruz ("City") is made and entered into on the date by which it has been approved and executed by the parties, with an effective date of 11/3/2016.

**I. RECITALS**

Whereas, the LJPA was established effective June 24, 1996 by the County of Santa Cruz, the City of Santa Cruz, City of Capitola and City of Scotts Valley to provide joint library services within these jurisdictions (collectively, "the Parties");

Whereas, the Parties entered into a Fourth Amendment to the Joint Powers Agreement ("Fourth Amendment") effective December 16, 2015, which superceded and replaced the original June 24, 1996 Joint Powers Agreement and all amendments thereto;

Whereas, the LJPA has the authority to obtain support services, including legal counsel, accounting, purchasing, treasury, human resources, payroll and other services at cost by the most effective and service efficient model available, as determined by the LJPA Governing Board pursuant to Paragraph 7 of the Fourth Amendment;

Whereas, the LJPA seeks to continue the City of Santa Cruz's current provision of support services by entering into an agreement for those services, including financial and risk management, human resource, and limited support for management, public works and information technology services in support of the Santa Cruz Public Libraries' operations by entering into this contract, which will be effective upon the approval of the City and LJPA's Governing Board of Directors and will extend retroactively to December 16, 2015; and

Whereas, pursuant to the joint exercise of powers provisions set forth in chapter 5, Division 7 of Title 1 of the Government Code (sections 6500 et seq..) the Parties may contract for the exercise jointly of any power common to all.

## II. AGREEMENT PROVISIONS

Now, therefore, in consideration of the mutual promises and covenants contained herein, the parties to this Support Services Agreement agree as follows:

### I. Services.

The City will provide the following services to the LJPA:

- a. Financial Services – The City Finance Department shall provide services for the role of the LJPA’s Chief Financial Officer and fiscal guidance and policy development with specific high level professional duties including: general ledger accounting; annual financial audit; budgeting; cash management; debt issuance and management; financial reporting; fixed asset reporting; forecasting; portfolio management; and normal, recurring duties related to accounts payable processing and compliance, payroll processing and compliance, and purchasing compliance.
- b. Human Resource Services – The City Human Resources Department shall provide services for the role of the LJPA’s Chief Human Resources officer and provide personnel guidance and policy development with specific, high level duties including employee benefits management, employee staffing services related to recruitment, hiring, disciplinary, and counseling (as needed), union and bargaining unit coordination and negotiations, and inclusion in the City’s training services programs and classes.
- c. Risk Management Services – The City Risk Division shall provide services for the role of the LJPA’s Chief Risk Manager as it relates specifically to general liability claims and management; contractual risk transfer; and employee safety program.
- d. Information Technology Services – The City Information Technology Department shall provide services related to supporting enterprise level data applications and systems that reside on the City’s infrastructure (such as payroll and timekeeping), supporting video surveillance and related DVR video storage, limited support of Outlook email components, and as requested Geographic Information Systems and general Information Technology consultation.
- e. Public Works Administration – The City Public Works Department shall provide minor facility and pool car management services to LJPA staff and any coordination related to emergency events.
- f. LJPA Meetings Support Staffing – City staff will attend up to 12 LJPA meetings per year.
- g. Excluded Services – The City may, upon request, advise on, but does not

oversee, LJPA functions related to accounts receivable billing; cash receipting; development of capital investment/maintenance program; emergency operations; grant application; grant compliance; grant financial reporting; general information technology services; routine purchasing tasks; staffing and operational service level needs; volunteer coordination or related services. Any services within these areas can be procured through a supplemental agreement.

- h. Optional Services – The City may, upon request of the Director of Libraries, provide other additional as needed services, such as sales of fleet fuel, fleet vehicle maintenance, fleet storage, facility maintenance, specialty IT supplemental services, and/or any other City administrative management services, as approved by the LJPA Governing Board of Directors.

## **2. Compensation.**

The City shall receive as compensation for these support services a monthly amount of \$35,607 retroactively for the period January 1, 2016 through June 30, 2016; a monthly amount of \$36,675 for the period July 1, 2016 through June 30, 2017; and, for the period July 1, 2017 through June 30, 2018 the monthly amount will be calculated using the same City cost allocation methodology used for the prior year's with updated inputs into the City's cost allocation plan based on the last complete audit results. This amount will be presented to the Board no later than March 1, 2017. If there is an increase in the amount, and if that monthly increase is greater than \$1,700, then a LJPA designated subcommittee will review the City's cost drivers and may evaluate or recommend other service provider options.

The first payment will cover the period of January 1, 2016 through September 30, 2016. Each subsequent monthly payment shall be for the prior month's service and be made by the end of the subsequent month.

In addition to the compensation outlined above, additional costs for services outside of the scope of this contract shall be billed with payment due in 30 days in accordance with Section 1.h.-Optional Services.

## **3. Effective Date and Term.**

This Support Services Agreement shall be effective upon the execution of this Agreement by the Parties hereto and shall extend retroactively to December 16, 2015. The Agreement shall continue and remain in effect through June 30, 2018 with an annual review no later than June 30, 2017. Should the LJPA terminate pursuant to the Fourth Amendment, this contract shall become void.

## **4. Termination.**

The City or LJPA may withdraw from this Support Services Agreement by giving of one year written notice to the LJPA Board Chair no later than July 1 of any given year of its intent to withdraw from this Agreement effective on July 1 of the



next year. However, if the Section 2 compensation increase for the period July 1, 2017 through June 30, 2018 is greater than the amount specified in Section 2 for that year, the City or LJPA may withdraw from this Support Services Agreement by giving 75 days' written notice to the LJPA Board Chair of its intent to withdraw from this Agreement. Upon the date of withdrawal, due to the time lag of the cost allocation plan basis, the City shall be compensated for a true-up calculation between the cost allocation basis used to set the current fee against the cost allocation basis changes for the prior and current year through the withdrawal date.

**5. Hold Harmless and Indemnification.**

The City shall defend, indemnify and hold harmless the LJPA, its respective officials, officers, employees and agents who are not subject to the day to day supervision of the LJPA, against any and all claims, actions, loss, liability or expense (including attorney fees and costs) arising out of, based upon, or in any way resulting from the performance of this Support Services Agreement, and in any way related to the negligent acts and omissions of the Director of Libraries and/or employees of Santa Cruz Public Libraries, who are subject to day to day supervision by the LJPA.

**6. Amendments**

This Support Services Agreement may only be amended in writing with the agreement of the City and LJPA. Unless otherwise agreed, any party proposing to amend this Agreement shall give notice of its intent to propose an amendment at any meeting of the LJPA Governing Board at least 60 days prior to the date upon which the proposed amendment, if adopted by the LJPA Governing Board, would take effect.

**Authorization and Execution.**

By the execution of this Agreement, the parties hereby certify that they are authorized by their respective governing body to execute this agreement and to carry out the terms of this Agreement.

This Agreement may be signed in counterparts, each of which shall be deemed an original, and all of which shall constitute one and the same agreement.

**CITY OF SANTA CRUZ**



Martin Bernal, City Manager

Dated: Nov. 3, 2016

**SANTA CRUZ CITY/COUNTY LIBRARY  
JOINT POWERS AUTHORITY**



Jamie Goldstein, Board Chair

Dated: 11/3/16

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



## STAFF REPORT

DATE: June 1, 2023  
TO: Library Joint Powers Authority Board  
FROM: Yolande Wilburn, Library Director  
RE: Approve FY 2024 Santa Cruz Public Library Budget

### RECOMMENDATION

Adopt the FY 2024 Library Operating Budget.

### DISCUSSION

The Library is pleased to present the FY 24 Library Operating Budget for adoption.

The Budget does reflect two additional one-time expenses that were not presented at the Board's May meeting.

These one-time expenses are:

1. *Organizational Assessment, \$140K*
2. *Long Range Financial Plan, \$80K*

As part of the FY 24 Budget the Library will embark on a study of the Library's administrative support model with the City of Santa Cruz. The Library wanted to take the opportunity to round out the information being gathered in this process to help build a robust and future forward looking library.

The addition of an organizational assessment and long-term financial plan will help take a look at the library system as a whole. The organizational study will focus on efficiencies within the library system including looking closely at employee classifications and compensation. In addition, the long-range financial plan will help the library identify funding to help assist in any changes that are recommended from the cost allocation study and organization assessment. This holistic approach to studying the Library's future will set the Library on a path to success in planning and partnering with the community to provide exceptional programs and services.

Attachments: Santa Cruz Public Libraries FY 2024 Operating Budget

Report Prepared by: Kira Henifin, Principal Management Analyst

Reviewed and Forwarded by: Yolande Wilburn, Library Director

FY 2024

# 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**

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### **Mission**

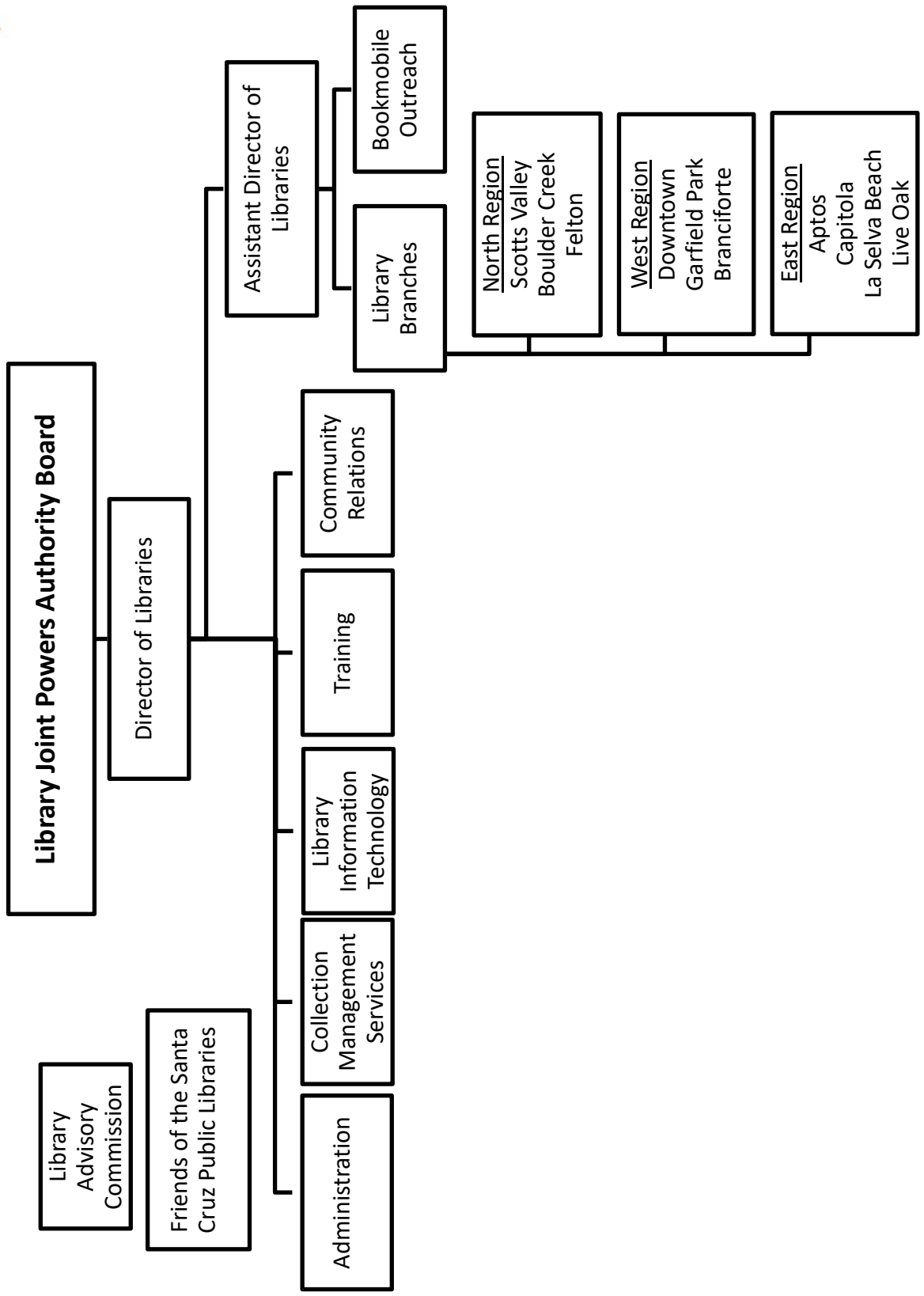
Inclusion, Connection, Collaboration

### **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).

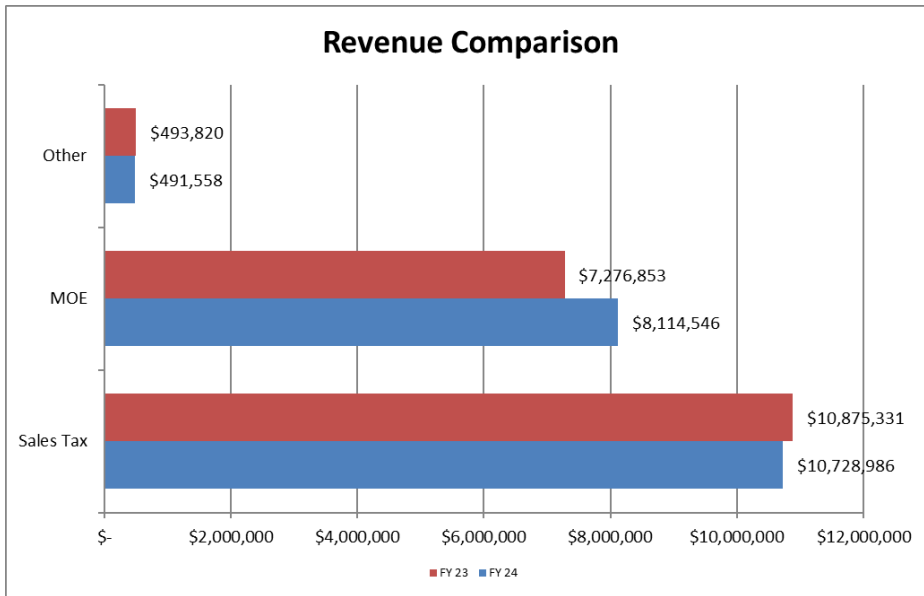
## Budget in Brief

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

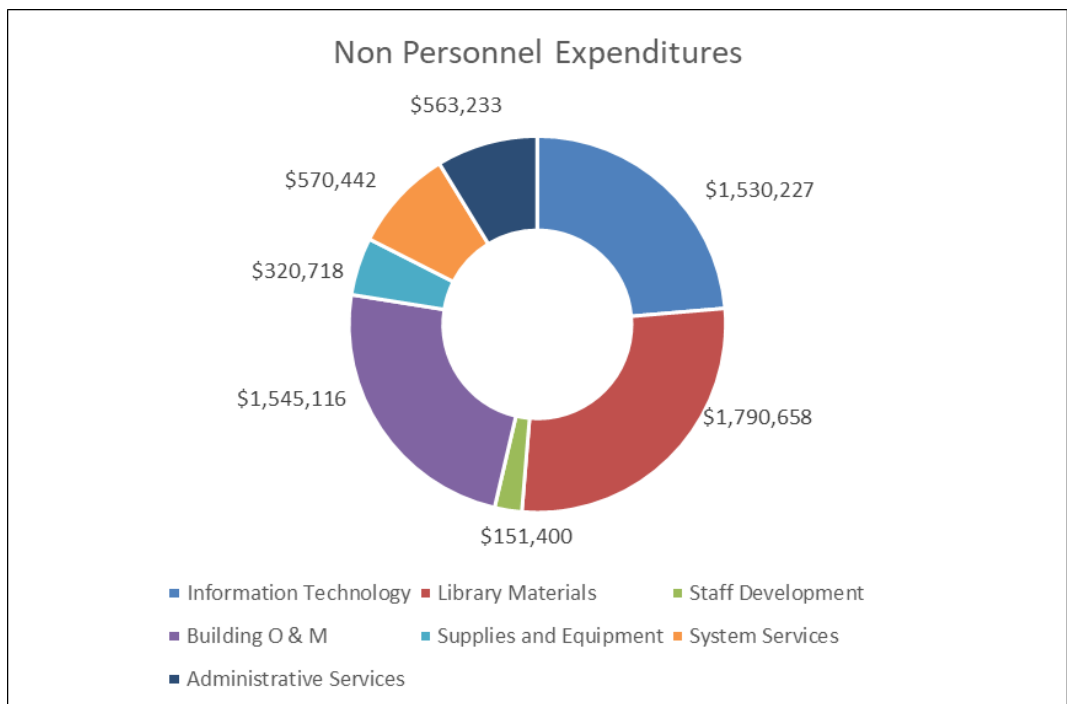
increase 11.5% over last year which leaves total revenues estimated at an increase of 3.5% over last year.

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. In tandem with the cost allocation study, the Library would like to include the study of an organizational assessment focused

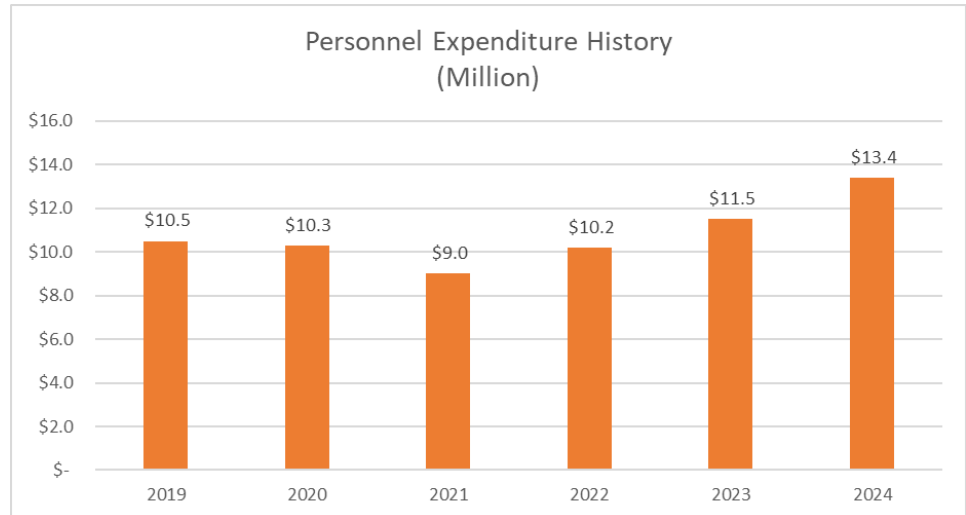




on classification and compensation of the roles at the library. In addition, the Library would like to secure professional services to conduct a long-term financial plan. The addition of these one-time costs will raise the non-personnel operating costs by 3.5% compared to last year.

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 \$580,810 to cover one-time expenses scheduled this year.

# Budget Overview

	2022	2023		2023	2024	Growth/Loss From Adjusted	2025
	Actual	Adopted Budget	Adjusted Budget	Year End Estimate	Proposed Budget		Projected Budget
<b>Expenditures by Activity:</b>							
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	\$ 4,256,515	\$ 152,679	\$ 4,469,341
Books & Materials	\$ 1,216,096	\$ 1,415,456	\$ 1,656,105	\$ 1,656,105	\$ 1,667,281	\$ 11,176	\$ 1,534,859
Capital Outlay	\$ 148,897	\$ 458,000	\$ 604,115	\$ 565,753	\$ 493,000	\$ -131,115	\$ 493,000
Intra-entity fund transfer out	\$ 324,000	\$ 54,999	\$ 54,999	\$ 54,999	\$ 54,999	\$ 0	\$ 54,999
<i>Subtotal Supplies and Services</i>	\$ 4,760,077	\$ 5,649,096	\$ 6,419,055	\$ 6,285,139	\$ 6,471,795	\$ 252,738	\$ 6,497,200
Total Expenditures	\$ 14,919,262	\$ 17,950,119	\$ 19,250,761	\$ 17,525,211	\$ 19,915,900	\$ 665,139	\$ 20,344,628
<b>Activity Resources:</b>							
Taxes	\$ 10,677,936	\$ 10,666,565	\$ 10,875,331	\$ 10,775,331	\$ 10,728,986	\$ -47,355	\$ 10,879,192
Member Contributions	\$ 5,938,706	\$ 6,115,273	\$ 7,276,853	\$ 7,276,853	\$ 8,114,546	\$ 837,693	\$ 8,114,546
State/Federal/Local Grants	\$ 136,983	\$ -	\$ 62,468	\$ 63,998	\$ 13,998	\$ -49,470	\$ -
Fines and Forfeits	\$ 20,124	\$ 12,000	\$ 12,000	\$ 18,428	\$ 12,000	\$ -8,428	\$ 12,000
Donations & Trusts	\$ 318,448	\$ 141,816	\$ 134,576	\$ 134,576	\$ 245,792	\$ 111,216	\$ 60,000
Other Financing Sources	\$ 186,093	\$ 154,980	\$ 320,225	\$ 327,955	\$ 219,768	\$ -106,457	\$ 120,000
Total Resources	\$ 17,278,290	\$ 17,090,634	\$ 18,681,453	\$ 18,597,141	\$ 19,335,090	\$ 653,637	\$ 19,185,738
<b>Sub Total Operational Savings or (Cost)</b>	\$ 2,359,028	\$ (859,485)	\$ (569,308)	\$ 1,071,930	\$ (580,810)	\$ -	\$ (1,158,890)
Uncommitted Fund Balance Applied	\$ -	\$ 859,485	\$ 569,308	\$ -	\$ 580,810	\$ -	\$ 1,158,890
<b>Total</b>	\$ 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	\$ 5,921,535	\$ 9,788,553	\$ -	\$ -
Total Fund Balance	\$ 9,297,433	\$ -	\$ 10,369,363	\$ 9,788,553	\$ 9,788,553	\$ -	\$ -
<b>Trust Balances</b>							
		Clays	\$ 18,327				
		Finkeldey	\$ 9,233				
		Hale	\$ 48,605				
		Leet-Corday	\$ 101,316				
		McCaskill-Local History	\$ 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	
<b>FTE Total</b>	<b>97.84</b>	<b>102.84</b>	<b>102.84</b>	<b>111.34</b>	<b>112.83</b>

# 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.
<b>Fund 951 – Library Joint Powers Authority</b>							
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	\$ -	\$ -	\$ -	\$ -	
<b>Total</b>		<b>\$ 17,278,290</b>	<b>\$ 17,090,634</b>	<b>\$ 18,681,453</b>	<b>\$ 18,597,141</b>	<b>\$ 19,335,090</b>	<b>3.5%</b>

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.

In addition to the work being done on the cost allocation plan, the Library would like to also take this time to conduct an organizational assessment focused on classification and compensation. As well as conduct a long year financial plan. These studies will help to inform the Library and it's Board on the health and long term vitality of the library system.

Increase (from FY 23 Adjusted): \$270,000

- **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
<b>Fund 951 – Library Joint Powers Authority</b>							
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	\$ 479,007	104.7%
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	\$ 4,256,515	3.7%
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%
<b>Total</b>		\$ 4,760,077	\$ 5,649,096	\$ 6,419,055	\$ 6,285,139	\$ 6,471,795	0.8%

## 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
<b>Fund 951 -- Library Joint Powers Authority</b>							
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%
<b>Total</b>		\$ 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>		<b>112.83</b>

## **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 in Fund 962.

### 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 in Fund 962. 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 in Fund 937. 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 in Fund 935. 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 in Fund 931. 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 in Fund 932. 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 in Fund 936. 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				
<b>TOTAL SAVINGS NEEDS PER YEAR</b>						<b>\$54,999</b>
<b>Savings Began in FY 11/12</b>						
**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								
Beginning Each Fiscal Year	FY 24	FY 23	FY 22	FY 21	FY 20	FY 19	FY 18	FY 17
Aptos	closed	closed	closed	20	56	56	50	44
Boulder Creek	46	closed	closed	closed	38	38	38	32
Branciforte	46	closed	closed	closed	36	36	36	32
Capitola	50	47	47	closed	closed	closed	41	36
Downtown	50	46	46	24	58	58	58	54
Felton	46	40	40	20	36	36	36	27
Garfield Park	46	closed	closed	closed	51	51	42	27
La Selva Beach	38	31	31	closed	36	36	36	27
Live Oak	46	36	36	20	54	54	44	36
Scotts Valley	46	closed	25	20	50	50	50	44
<b>Total</b>	<b>414</b>	<b>200</b>	<b>225</b>	<b>104</b>	<b>415</b>	<b>415</b>	<b>431</b>	<b>359</b>

## 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%

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

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

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