

## LIBRARY JOINT POWERS AUTHORITY (LJPA)

On Thursday May 2, 2024 at 9:00 AM

All LJPA Board Meetings are held in-person and open to the public. Members of the public may also view and participate in the meetings via the alternative methods provided below as a courtesy. Please note that if the Zoom or YouTube connection malfunctions for any reason, and no Board Members are attending via teleconference, the meeting will continue in-person without remote access.

### **Public Viewing:**

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The meetings will be recorded and posted for viewing after the meetings on the Santa Cruz Public Libraries website

**Public comment: All comments must be received prior to the close of public comment on that agenda item**

### **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 Board 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.

The meetings will be recorded and posted for viewing after the meetings on the Santa Cruz Public Libraries website

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



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

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

**THURSDAY MAY 2, 2024**

**9:00 A.M.**

**In-Person Location:  
Aptos Branch Library  
7695 Soquel Drive, Aptos, CA 95003**

**PLEASE NOTE:**

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).

**Agenda and Agenda Packet Materials:** The LJPA agendas and the complete agenda packet containing public records, which are not exempt from disclosure pursuant to the California Public Records Act, are available for review on the website: [www.santacruzpl.org](http://www.santacruzpl.org) and at Library Headquarters, located at 117 Union Street, Santa Cruz, California, during normal business hours.

**Agenda Materials Submitted after Publication of the Agenda Packet:** Pursuant to Government Code §54957.5, public records related to an open session agenda item submitted after distribution of the agenda packet are available at the time they are distributed or made available to the legislative body on the website at: [www.santacruzpl.org](http://www.santacruzpl.org) and are also available for public inspection at Library Headquarters, 117 Union Street Santa Cruz, California, during normal business hours, and at the LJPA meeting.

Need more information? Contact clerk's office at 831-427-7700 ext. 7618.

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

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

**2. ADDITIONAL MATERIALS**

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

**3. ADDITIONS AND DELETIONS TO AGENDA**

**4. PUBLIC COMMENT**

*Any member of the community may address the Board during this Public Comment period on any matter included on today's agenda or on any topic not on today's agenda but within the subject matter jurisdiction of the Board. Please note, however, that for non-agendized items, the Board is not able to undertake extended discussion or take any action today without notice. Such items may be referred to staff for appropriate action, such as individual follow-up or placement on a future agenda. If you intend to address a subject or item that is on the Agenda, please hold your comments until that item 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 Public Comment; A MAXIMUM of 30 MINUTES is set aside for Public Comment at this time.*

**5. REPORT BY LIBRARY DIRECTOR**

A. Library Director's Report – May 2024 (p.1-5)

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

A. Friends of SCPL – Report (oral)

**7. REPORT BY LIBRARY ADVISORY COMMISSION (LAC)**

A. Commissioners' Report (oral)

**8. CONSENT CALENDAR**

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

A. Consider the February 8, 2024 Board Meeting Minutes  
Staff Recommendation: Approve the February 8, 2024 Board Meeting Minutes  
(p.6-10)

- B. Analysis of Patron Count Data. 3<sup>rd</sup> Qtr. Report FY 2023-2024  
Staff Recommendation: Accept and File Analysis of Patron Count Data from January to March 2024 (p.11-17)
- C. Community Impact Measures for 3<sup>rd</sup> Qtr. FY 2023-2024  
Staff Recommendation: Accept and File 3<sup>rd</sup> Qtr. Community Impact Measures for FY 23/24 (p.18-23)
- D. Incident Report for 3<sup>rd</sup> Qtr. FY 2023-2024  
Staff Recommendation: Accept and File 3<sup>rd</sup> Qtr. Incident Report for FY 23/24 (p.24-25)
- E. Work Plan for 3<sup>rd</sup> Qtr. FY 2023-2024  
Staff Recommendation: Accept and File 3<sup>rd</sup> Qtr. Work Plan for FY 23/24 (p.26-32)
- F. Sales Tax Update  
Staff Recommendation: Accept and File Library Sales Tax Revenue Update 3rd Qtr. for FY 2023-24. (p.33-35)
- G. Pride Flag in June  
Staff Recommendation: Authorize the Interim Library Director to fly the Pride Flag at Library locations throughout the month of June to commemorate Pride Month. (p.36-37)
- H. Library Audit – Annual Financial Report FY 2022  
Staff Recommendation: Review and accept prepared Library Audit – Annual Financial Report for FY 2022 (p.38-72)
- I. Library Audit - Library Audit – Annual Financial Report FY 2023  
Staff Recommendation: Review and accept prepared Library Audit – Annual Financial Report for FY 2023 (p.73-118)

## **9. GENERAL BUSINESS**

- A. FY 25 Draft Library Operating Budget Proposal  
Staff Recommendation: Accept the Proposed FY 25 Library Operating Budget and recommend placing the approval of the final budgets on the June 2024 JPA agenda. (p.119-158)
- B. Code of Conduct  
Staff Recommendation: Endorse the Library's Code of Conduct and Administrative Suspension Policy. (p.159-175)
- C. Capitola Service Hours  
Staff Recommendation: Motion to accept staff recommendation to return Capitola Branch hours to six days of service beginning on August 5, 2024. (p.176-187)

D. Presentation by Jesse Silva, Outreach Librarian II – Overview of SCPL Bookmobile Services

*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**

<b>June 6, 2024</b>	<b>Branciforte Branch Library</b>	<b>Anticipated Upcoming Agenda Items:</b>
<b>9:00 am</b>	<b>230 Gault Street, Santa Cruz, CA 95062</b>	<ul style="list-style-type: none"><li>• Budget</li></ul>

**12. ADJOURNMENT**

Adjourned to the next regular meeting of the LJPA to be held on Thursday, June 6, 2024 at 9:00 am [immediately following the LFFA meeting] at the Branciforte Branch Library, 230 Gault Street, Santa Cruz, CA 95062.

**13. WRITTEN CORRESPONDENCE**

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May 2, 2024



## **Interim Director's Report to the Library Joint Powers Board**

An intense storm that triggered government warnings to remain off the roads could not deter hundreds of patrons who came out to visit the new Aptos branch library on its opening day. Its opening on February 5th marks an important milestone for the Library. For the first time in over five years, all ten branches of the Santa Cruz Public Libraries are open. In order to meet these new demands, the Library, since December, has vastly ramped up its hiring of staff and is still pursuing key vacancies, including three librarian positions that will be filled before the end of the summer.

During this period of renovation, the Library never slowed down. We expanded Library hours at the Capitola branch library to temporarily provide Sunday service while Aptos was closed and our Bookmobile and Jail services remained robust. We also expanded programs and services throughout our open branches and in the surrounding community, including our outreach efforts. The photo on the cover of this year's budget report illustrates a powerful fulfillment of the library's mission of inclusion, connection and collaboration. The picture is of Live Oak parents who have all taken powerful steps forward in their efforts to help their children reach academic success. It's a success that was made possible through a partnership with Cradle to Career. In addition to our amazing new facilities, partnerships remain a cornerstone to our work and a driving force behind realizing more broadly the Library's vision to, "Empower people to transform their lives and strengthen our communities." Behind that picture are multiple stories, but as director, I also see multiple questions that can become the catalyst for further change. How do we better understand the needs of the patrons we serve? And with our limited resources, how do we better leverage our staff, facilities, and library resources to meet those needs? In a future JPA meeting I would like to further the discussion that Chair Goldstein initiated at our last meeting on the Live Oak branch's associated space, the Annex. But at our meeting on May 2<sup>nd</sup>, I'd like to first draw the lens back farther. That is because the proposed staffing changes, once fulfilled, offer us an excellent chance at discovering more comprehensive answers to the questions we have before us.

The Library has long offered digital literacy programming, an area of constant learning and one that is perpetually changing. As a library we need to know which areas of digital learning could most significantly bridge the digital divide and have the greatest impact on our community. In working with our partner Cradle to Career and the Live Oak School District we were able to discover that many parents still seek to gain the computer skills necessary to connect with their children's school through the online platforms that the schools use to track and communicate student progress. This understanding around parent needs provided the impetus for the pilot computer classes program that successfully supported the parents who are captured in the photo on our Budget proposal.

By placing staff in strategic positions, we can better support the community conversations that lead to new perspectives, stronger partnerships and ultimately to greater impacts on realizing our

vision. The Budget proposal does this in a number of ways, while remaining budget neutral for these personnel changes. The Library envisions the creation of a new Librarian position that will be dedicated to the La Selva branch library and serve the surrounding area. It also further prioritizes the Library's outreach and community engagement by creating a manager position in charge of an Outreach division. The report provides more details, but the overarching aim is to gain greater insight into community needs and meet our patrons where they are. With these changes, we can look forward to more enriching and thought-provoking conversations with our partners and ultimately to greater impacts in our community.

This spring the Library is also preparing to introduce new services for the community, including Link + a powerful new library lending resource. Link + provides patrons with direct access to library items through our catalog for items not found in our collection. Items can be delivered to any of our ten branches. Additionally, thanks to the Capitola Friends of the Library, all patrons of the Santa Cruz Public Libraries will have access to the Library Speakers Consortium starting in May. Patrons will be able to attend virtual live-streamed author talks with bestselling authors featuring interactive Q & A, and will be able to watch past author talks on demand. On Wednesday, May 8th, the SCPL Virtual Author Talks kickoff will feature Santa Cruz's own Nina Simon, author of NYTimes bestseller *Mother Daughter Murder Night*.

In addition to these new services, the Library is excited for several excellent upcoming or recently inaugurated programs. To see all of our great programs, please visit our calendar on our homepage, [www.santacruzpl.org](http://www.santacruzpl.org). Here are some of the highlights:

### **Youth Programming:**

**Author Talk with Nidhi Chanani**, Friday May 3rd: Capitola 2:30pm; Scotts Valley 4pm

Nidhi Chanani is an East Bay author and illustrator. Her graphic novels for kids include "Pashmina," "Jukebox," the "Shark Princess" series and her latest, "Super Boba Cafe." At this interactive program, kids will get to meet a graphic novelist, learn her process for writing and drawing and see a live drawing presentation. Come join if you love reading and comics!

### **Game Zone at Scotts Valley, weekly on Wednesdays from 1-3.**

This program supports middle schoolers (tweens) who regularly come to the Scotts Valley library on Wednesday afternoons, which is their early-out day from school. Since so many kids are at the library at that time, we need to provide them a safe space to interact and have fun while expending their energy in a constructive manner and to assure that there is room for the rest of the library patrons to conduct business. The program offers various games (video, board, card) and snacks for the tweens.

### **Día de los Niños con Cuéntame un Cuento**, Thursday, May 2, 4:30-5:45 at Live Oak

A celebration for Día de los Niños at Cuéntame un Cuento. We will read a few books, have a craft where kids can make their own picture frame out of crafts sticks and add their picture, and wrap with celebratory snacks.

## **Circulating STEM Kits**

SCPL is adding a new category to our Library of Things: Circulating STEM Kits. These kits are a great way for children and families/caregivers to learn and develop skills relating to science, technology, engineering and math while having fun. We have 5 different kits available for checkout. Here are the descriptions of each kit:

STEM kit: Building. Contains a set of Magna-Tiles and the book "The story of buildings."

STEM kit: Microscope. Contains one beginner microscope, a set of slides, and the book "World of the microscope."

STEM kit: Coding. Contains the Botley coding robot 2.0 and the book "Coding activity book."

STEM kit: Switches and Circuits. Contains one Snap Circuits Jr. kit and the book "Switches & Circuits."

STEM kit: Levers and pulleys. Contains one K'Nex Education STEM Building Solution introduction to simple machines : levers & pulleys and the book "Simple machines!: with 25 science projects for kids."

Funds for our Circulating STEM Kits were provided through the Science Kits for Public Libraries Grant project of the IEEE, The successful grant application was submitted by Keith Gudger of the Capitola Friends Chapter.

## **Adult Programs:**

**Let's Talk About It with the Conflict Resolution Center**, Sat. May 18, 1pm at Scotts Valley:

This event creates space to address polarization through conversations to foster empathy and understanding. Participants can request to have a conversation, typically for 30 minutes, with someone who identifies in a particular way. These dialogue partners cover a wide range of identities and experiences: They could be people who deal with alcoholism, housing insecurity, and mental illness. They could be immigrants, refugees, transgender or non-binary, formerly incarcerated, or people experiencing homelessness. People of misunderstood and marginalized religious identities are also included. Participants are welcome to ask any questions they want (as long as they're respectful), and volunteers openly and honestly answer those questions without judgment.

**Stranger at the Gate: Screening and Discussion with Filmmakers**, Sunday, April 28, 2:30pm at Capitola

For Arab American Heritage Month we will show the film Stranger at the Gate, followed by a virtual appearance and discussion with the subjects of the film, Bibi Bahrami and Richard "Mac" McKinney. In the film, an Afghan refugee named Bibi Bahrami and the members of her little Indiana mosque come face to face with a U.S. Marine who has secret plans to bomb their



community center. But Mac McKinney's plan takes an unexpected turn. "Stranger at the Gate" is a story of grace, transformation, and hope.

**Jewish Film Festival at Capitola:**

*Thursday May 23, 7pm*

*Children of Peace* - A group of dreamers and idealists founded an intentional community of Arabs and Jews in 1970s Israel. It was a rebellious and Utopian idea: Jews and Arabs living and going to school together as friends and neighbors, learning each others' language and culture. Children who were raised in this unique environment, now adults, deal with the harsh realities of political turmoil and war.

*Thursday May 2, Thursday May 9, & Thursday May 16, 7pm*

*Birth of a Conflict*, documentary 3-part series - This series explores the complex history of the Middle East from the Ottoman Empire to the present day. The series reveals newly declassified documents from British diplomatic files, as well as interviews with both Arab and Jewish historians, to help us understand more about the origins of the Israel-Palestine conflict.

**Saturday Shakespeare at Aptos hosted by the Saturday Shakespeare Group:**

*Saturdays April 27-May 25, 10am*

During these 5 weeks the group will be studying Hamlet with a stellar list of Shakespeare experts:

- Paul Whitworth, distinguished Shakespearean actor and director, former Artistic Director of Shakespeare Santa Cruz
- Charles Pasternack, current Artistic Director of Santa Cruz Shakespeare
- Sean Keilen, Professor of Literature at UCSC, founding Director of Shakespeare Workshop, a research center of The Humanities Institute
- Michael Warren, Emeritus Professor of Literature at UCSC, and longtime dramaturg for Santa Cruz Shakespeare

**Tenant Sanctuary at Downtown:**

*Third Thursdays, 6:30pm*

This new monthly series with Tenant Sanctuary features presentations by lawyers on tenants' rights topics, such as changes in the Tenant Protection Act, and laws for Support and Service animals.

**Introduction to Naturalization at Branciforte:**

*Thursday May 16, 6pm*

Community Action Board and Santa Cruz County Adult Education will present a workshop on the naturalization process to become a United States Citizen.

**Loops at the Library - Knit/Crochet at Garfield Park:**

*Third Mondays, 12pm*

This new yarn party builds community connection over shared skills, teaching and learning opportunities, creative expression, and making new friends.

**Reel Work Labor Film Festival, Saturday May 11, 2pm at Felton**

The annual film festival will screen "Being 80," a documentary by a local San Lorenzo Valley resident featuring people who are 80 years old, and host a panel discussion with a gerontologist and experts.

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)**

**In person and online provided meeting**

**REGULAR MEETING MINUTES  
THURSDAY FEBRUARY 8, 2024**

**9:00 A.M.**

**1. ROLL CALL**

**PRESENT:** Carlos Palacios, Mali LaGoe, Jamie Goldstein, Laura Schmidt  
**STAFF:** Eric Howard, Interim Library Director

**2. ADDITIONAL MATERIALS**

None

**3. REPORT OUT FROM CLOSED SESSION OF JANUARY 11, 2024**

The Board discussed employment matters related to the Library Director. No reportable action was taken.

**4. ADDITIONS AND DELETIONS TO AGENDA**

The Agenda of February 8, 2024 was approved by consensus. Written comments received from the public after agenda posting were added to item 13.

**5. ORAL COMMUNICATIONS**

None

**6. REPORT BY LIBRARY DIRECTOR**

Interim Library Director Eric Howard presented a report on the recent activities of the Library. In addition to the written report, Eric Howard mentioned that the planned grand opening of the

Aptos Library Branch had to be cancelled due to the storm and inclement weather. A new event is planned in the near future with date yet to be determined.

## **7. FRIENDS OF THE SANTA CRUZ PUBLIC LIBRARIES REPORT**

Janis O'Driscoll, President, reported on the recent activities and future plans of the Friends of the Santa Cruz Public Libraries. She announced the resignation of Bruce Cotter, Executive Director, due to serious health issues. Janis O'Driscoll then introduced Dr. Monica Parikh, who started on January 2, 2024 as the new Executive Director.

## **8. REPORT BY LIBRARY ADVISORY COMMISSION (LAC)**

No report from the LAC

## **9. CONSENT CALENDAR**

**RESULT: APPROVED CONSENT CALENDAR, Item 9 A – I, and K. Pulled Item 9 J and moved to the end of Item 10.**

- A. Approved the November 9, 2023 Board Meeting Minutes.**
- B. Accepted and Filed Analysis of Patron Count Data from October through December 2023.**
- C. Accepted and Filed 2<sup>nd</sup> Qtr. Community Impact Measures for FY 23/24.**
- D. Accepted and Filed 2<sup>nd</sup> Qtr. Financial Report for FY 22/23.**
- E. Accepted and Filed 2<sup>nd</sup> Qtr. Incident Report for FY 23/24.**
- F. Accepted and Filed 2<sup>nd</sup> Qtr. Work Plan for FY 223/24.**
- G. Accepted and Filed Annual Financial Report for the FY ended June 30, 2022.**
- H. Accepted and Amended the FY 24 Library Operating Budget to include a reimbursement from the County of Santa Cruz for the replacement of the Live Oak Library gutter replacement in the amount of \$55,480.66.**
- I. Approved transfer of funds from the Friends of the Santa Cruz Public Libraries to the City of Santa Cruz for the Garfield Park and Branciforte Building Projects in the amount of \$462,663.**
- K. Ended the practice of hybrid meetings for the LJPB meetings and moved to in person meetings with the live streaming and recorded options. [UNANIMOUS]**

**MOVER: Jamie Goldstein**

**SECONDER: Laura Schmidt**

**AYES: Palacios, Goldstein, LaGoe, Schmidt**

Director Palacios commented on Item K of the Consent Agenda as follows: due to the fact that the hybrid meetings require 2 staff members to be present during every meeting and the fact that there are very few online comments, he is willing to end the practice of hybrid meetings. If suddenly there is a big demand for online participation, this item could be revisited.

## 10. GENERAL BUSINESS

### A. Elect Chair and Vice Chair for 2024.

**RESULT:**

**Nominated the Calendar year 2024 Board Chair and Vice Chair as the City of Capitola and the City of Santa Cruz respectively.  
[UNANIMOUS]**

**MOVER: Mali LaGoe**

**SECONDER: Jamie Goldstein**

**AYES: Palacios, Goldstein, LaGoe, Schmidt**

### B. Update on Cost Benefit Analysis for Administrative Services.

The Board members discussed several crucial dates regarding the project: a board update on November 7, 2024 and the complete project would be presented in early 2025. A special meeting may be required.

A member of the public, Jesse Silva, Librarian at SCPL and OE3 Mid management Union Steward, asked the Board for a written assurance that Library Staff will not get pulled out of the City of Santa Cruz to be employed by another entity. She referenced the 3 models presented in the Staff report and asked for clarification.

Board member Mali LaGoe offered to be the point of contact for the team regarding the process or the other JPAs.

The Board discussed the 3 models referenced in the report. Chair Goldstein clarified that none of the 3 options are talking about Library staff but instead are in regards to staff who currently work in Santa Cruz City Hall.

**RESULT:**

**Adopted the timeline provided and the actions required for it, in order to complete the cost benefit analysis of administrative services for the Library with those schedules to be moved up which may require a special meeting.  
[UNANIMOUS]**

**MOVER: Jamie Goldstein**

**SECONDER: Mali LaGoe**

**AYES: Palacios, Goldstein, LaGoe, Schmidt**

C. Budget Considerations for FY 24/25

Interim Director Eric Howard gave an overview of his report on the overall budget situation in preparation for the FY 24/25 budget cycle. No particular recommendation is being presented at this time. The Board members asked a number of questions in regards to four pressures Eric Howard identified. The Board requested a qualitative simple analysis specifically about the Sunday services throughout the system from the Library's perspective. The Board members also touched on the Live Oak Annex question and requested a recap on the history and agreements the Board entered into.

A member of the public, Judi Gunstra, requested that her email be read out loud. (see Agenda Item 13 Written Correspondence)

Item 9 J: LAC Commission Appointment Process/Procedures.

Staff Recommendation: For each jurisdiction to appoint someone within their jurisdiction to be responsible for updating LAC information on their jurisdiction's webpage to include how potential members can apply for a vacancy and the process for filling the vacancy.

**RESULT:**

**For each jurisdiction to appoint someone within their jurisdiction to be responsible for updating LAC information on their jurisdiction's webpage to include how potential members can apply for a vacancy and the process for filling the vacancy with the addition that the LAC clerk notifies the jurisdictions 3 months ahead of a pending vacancy, or as soon as possible in case an unexpected vacancy occurs. [UNANIMOUS]**

**MOVER: Jamie Goldstein**  
**SECONDER: Mali LaGoe**  
**AYES: Palacios, Goldstein, LaGoe, Schmidt**

**11. COMMENTS BY BOARD MEMBERS**

None

**12. ADJOURNMENT**

Final adjournment at 10:05 am to the next regular meeting of the LJPA to be held on Thursday, May 2, 2024 at 9:00 am [immediately following the LFFA meeting] at the Aptos Branch Library, 7695 Soquel Drive, Aptos CA 95003.

### 13. WRITTEN CORRESPONDENCE

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



## STAFF REPORT

DATE: May 2, 2024  
 TO: Library Joint Powers Authority Board  
 FROM: Eric Howard, Interim Library Director  
 RE: FY 24 3<sup>rd</sup> Qtr. Patron Count Data by Branch

### STAFF RECOMMENDATION

Accept and file the FY 24 3<sup>rd</sup> Qtr. patron count data by branch.

### DISCUSSION

This report provides patron count data by branch extracted from the SenSource People Counting System. The second quarter report quantifies the time period between January 1, 2024 to March 31, 2024.

#### Definition of Branches and Information on Sensors

Branch with less than 5,000 square feet of space (hereinafter “Small-Sized Branches”), are between 5001 – 10,000 square feet of space (hereinafter “Medium-Sized Branches”), and over 10,001 square feet of space (hereinafter “Large-Sized Branches”) were analyzed.

The following information pertains to the location of the sensors at each branch location. There are a total of 13 sensors for the system.

Sensor Name	Size Definition	Commissioned
Aptos Main	Large-Sized Branch	2/4/24
Boulder Creek Door 1	Small-Sized Branch	8/3/22
Branciforte Door 1	Medium-Sized Branch	1/12/23
Capitola Door 1	Large-Sized Branch	9/20/22
Capitola Door 2		8/2/22
Downtown Door 1	Large-Sized Branch	8/2/22
Downtown Door 2		8/2/22
Felton Door 1	Medium-Sized Branch	8/3/22
Garfield Park Door 1	Small-Sized Branch	9/13/22
Garfield Park Door 2		9/13/22
La Selva Door 1	Small-Sized Branch	3/8/23
La Selva Door 2		3/8/23
Live Oak Door 1	Medium-Sized Branch	9/13/22
Scotts Valley Main	Large-Sized Branch	9/13/22



During the 3<sup>rd</sup> quarter period, library staff welcomed approximately 170K patrons at nine locations. The following describes noteworthy trends:

#### *Small-Sized Branches*

- Boulder Creek saw a 39% increase in patron visits from the same time last year.
- Garfield Park saw a 18% increase in patron visits from the same time last year.
- La Selva Beach saw a 207% increase in patron visits from the same time last year. La Selva Beach had just reopened and so the grand opening numbers were part of this count.

#### *Medium-Sized Branches*

- Branciforte saw roughly 14,600 visitors this quarter and opened in May 2023 so we do not have comparison numbers to last year.
- Felton saw a 20% increase in patron visits from the same time last year.
- Live Oak saw a 14% increase in patron visits from the same time last year.

#### *Large-Sized Branches*

- Capitola saw no change in patron visits from the same time last year.
- Downtown saw no change in patron visits from the same time last year.
- Scotts Valley saw a 16% increase in patron visits from the same time last year.

### **Day and Hour Heatmap**

Heatmapping is available through the patron count system. Heatmaps can illustrate patron visits by day and hour.

Most of the library branches are open from 10 a.m. to 6 p.m. Monday through Thursday and 10 a.m. to 5 p.m. Friday through Saturday. La Selva Beach Branch Library is closed on Mondays.

## Large-Sized Branches

	10a	11a	12p	1p	2p	3p	4p	5p
Sunday				87	75	62	45	
Monday	51	39	38	43	39	53	45	29
Tuesday	70	57	53	54	51	84	70	45
Wednesday	84	60	50	59	58	67	59	33
Thursday	60	48	51	45	50	60	55	32
Friday	62	49	60	54	56	47	42	
Saturday	62	54	55	54	52	51	40	

	10a	11a	12p	1p	2p	3p	4p	5p
Sunday				159	124	108	76	
Monday	75	61	71	80	80	86	73	43
Tuesday	125	95	102	111	109	112	89	61
Wednesday	109	84	94	118	109	105	95	54
Thursday	148	95	99	110	98	100	97	62
Friday	109	85	93	108	103	93	79	
Saturday	113	85	96	113	117	104	75	

	10a	11a	12p	1p	2p	3p	4p	5p
Sunday								
Monday	30	24	23	26	27	37	28	16
Tuesday	47	41	34	34	38	52	41	19
Wednesday	38	29	32	80	62	40	33	19
Thursday	37	27	29	28	32	45	30	18
Friday	47	37	27	33	35	36	28	
Saturday	42	35	36	34	27	28	21	

	≥1		≥50
	≥10		≥60
	≥20		≥70
	≥30		≥80
	≥40		≥90

Medium-Sized Branches

Felton- 3rd Qtr. Heatmap by Average Visitor								
	10a	11a	12p	1p	2p	3p	4p	5p
Sunday								
Monday	33	29	37	29	39	32	27	21
Tuesday	46	32	39	36	47	46	40	25
Wednesday	51	31	38	46	55	47	39	26
Thursday	53	47	36	31	45	54	46	22
Friday	39	29	32	29	44	56	37	
Saturday	30	37	46	38	35	32	24	

Live Oak- 3rd Qtr. Heatmap by Average Visitor								
	10a	11a	12p	1p	2p	3p	4p	5p
Sunday								
Monday	20	21	21	20	20	23	18	12
Tuesday	41	46	26	27	26	34	29	17
Wednesday	46	24	25	31	26	27	22	15
Thursday	38	33	23	23	24	24	32	18
Friday	26	25	24	31	31	32	24	
Saturday	23	23	25	23	22	23	18	

Branciforte- 3rd Qtr. Heatmap by Average Visitor								
	10a	11a	12p	1p	2p	3p	4p	5p
Sunday								
Monday	19	17	18	44	22	24	22	15
Tuesday	27	22	24	23	29	33	31	20
Wednesday	25	23	25	23	32	32	27	22
Thursday	26	20	21	21	24	27	24	21
Friday	21	20	24	25	25	26	24	
Saturday	37	22	19	21	18	20	16	

Key			
	≥1		≥50
	≥10		≥60
	≥20		≥70
	≥30		≥80
	≥40		≥90

Small-Sized Branches

Boulder Creek- 3rd Qtr. Heatmap by Average Visitor									
	10a	11a	12p	1p	2p	3p	4p	5p	
Sunday									
Monday		6	6	6	7	7	10	7	4
Tuesday		11	10	9	9	11	12	13	6
Wednesday		18	14	9	17	13	17	14	4
Thursday		9	8	9	10	10	16	12	4
Friday		24	11	12	11	10	11	9	
Saturday		16	15	13	11	11	9	9	

La Selva Beach- 3rd Qtr. Heatmap by Average Visitor									
	10a	11a	12p	1p	2p	3p	4p	5p	
Sunday									
Monday									
Tuesday		4	13	13	13	16	18	18	15
Wednesday		6	29	34	15	16	17	23	14
Thursday		7	17	14	16	15	18	29	14
Friday		4	22	12	17	20	17	12	
Saturday		6	17	16	21	15	16	18	

Garfield Park- 3rd Qtr. Heatmap by Average Visitor									
	10a	11a	12p	1p	2p	3p	4p	5p	
Sunday									
Monday		9	13	12	13	14	19	18	14
Tuesday		10	17	15	17	20	24	19	12
Wednesday		7	34	19	17	27	26	20	15
Thursday		9	20	17	17	20	25	24	15
Friday		7	17	17	14	20	19	18	
Saturday		4	18	12	16	14	16	17	

Key			
	≥1		≥50
	≥10		≥60
	≥20		≥70
	≥30		≥80
	≥40		≥90

Attachment: FY 24 Patron Data County Comparison Report

Report Prepared by: Kira Henifin, Principal Management Analyst

Reviewed and Approved by: Eric Howard, Interim Library Director



**Visitor Count By Branch**  
Data Provided by SenSource

2nd Qtr. Report  
FY 24

	1st Qtr.			2nd Qtr.			3rd Qtr.			4th Qtr.			YTD		
	FY 23	FY 24	% Change	FY 23	FY 24	% Change	FY 23	FY 24	% Change	FY 23	FY 24	% Change	FY 23	FY 24	% Change
Aptos (Reopen 2/4/24)								24,875							
Boulder Creek (Reopened 5/7/22)		5,897		3,966	5,789	46%	4,661	6,465	39%	5,330			8,627	18,151	110%
Branciforte (Reopened 5/13/23)		13,303			13,220			14,628		8,349			0	41,151	
Capitola		37,867		32,347	33,915	5%	35,532	35,456	0%	35,603			67,879	107,238	58%
Downtown		40,157		53,134	47,521	-11%	62,886	62,934	0%	41,434			116,020	150,612	30%
Felton		19,656		16,699	19,612	17%	19,394	23,192	20%	18,223			36,093	62,460	73%
Garfield Park (Reopened 6/11/22)		11,040		7,443	10,323	39%	10,020	11,846	18%	10,381			17,463	33,209	90%
La Selva Beach		9,798			9,118		3,195	9,816	207%	10,189			3,195	28,732	799%
Live Oak (Reopened 10/1/22)		14,316		10,111	13,087	29%	13,723	15,606	14%	14,195			23,834	43,009	80%
Scotts Valley (Reopened 8/6/22)		17,205		13,096	16,447	26%	17,650	20,500	16%	15,413			30,746	54,152	76%
<b>TOTAL</b>		169,239		136,796	169,032	24%	167,061	225,318	35%	159,117			303,857	563,589	85%

\*3rd Qtr FY 23LSB was closed Jan-March 23 for HVAC construction project.

\*Aptos Opened 2/4/24

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



## STAFF REPORT

DATE:                May 2, 2024  
TO:                    Library Joint Powers Authority Board  
FROM:                Eric Howard, Interim Library Director  
RE:                    3<sup>rd</sup> Quarter Community Impact Measures

### STAFF RECOMMENDATION

Accept and File Community Impact Measures for 3<sup>rd</sup> Qtr. FY23/24

### DISCUSSION

This 3<sup>rd</sup> quarter report covers the time period of January 1, 2024 through March 31, 2024 and compares this data to the previous year.

- Total circulation system-wide increased by 19%.
- Total number of new registrations increased by 39%.
- Total hours of public internet computer use system-wide increased by 31%.
- Total sessions of public internet use increased by 31%.
- Total hours of meeting room use system-wide increased by 7%.
- The total number of programs held system-wide increased by 41%.
- The total number of program attendees system-wide increased by 39%.
- The total number of SCPL App circulation decreased by 2%.

Note: Wireless use statistics by branch are no longer available as of FY 22-23. We are in the process of replacing our current wireless controller with an updated system. The custom statistical reports which had been written for the old software are not compatible with the new system, so as branches have been migrated to the new controller it is no longer possible to generate monthly wireless usage reports.

Attachment:

3<sup>rd</sup> Quarter Community Impact Measures FY23/24

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

Reviewed and Forwarded by: Eric Howard, Interim Library Director



CIRCULATION BY BRANCH														
	1st Qtr.			2nd Qtr.			3rd Qtr.			4th Qtr.			YTD	
	FY22/23	FY23/24	% Change	FY22/23	FY23/24	% Change	FY22/23	FY23/24	% Change	FY22/23	FY23/24	% Change	FY22/23	FY23/24
Aptos	0	0		0	0		0	21,803		0		0%	0	21,803
Boulder Creek	4,701	5,536	18%	4,404	6,121	39%	5,068	6,681	32%	5,396		0%	14,173	18,338
Branciforte	0	11,454		0	10,624		2	11,839	591850%	7,006		0%	2	33,917
Capitola	56,372	43,548	-23%	43,569	37,586	-14%	44,553	34,939	-22%	43,364		0%	144,494	116,073
Downtown	42,357	32,033	-24%	34,241	28,768	-16%	37,979	30,719	-19%	34,291		0%	114,577	91,520
Felton	24,456	18,663	-24%	17,104	16,579	-3%	16,949	18,408	9%	17,696		0%	58,509	53,650
Garfield Park	7,725	9,546	24%	6,551	9,004	37%	9,196	10,594	15%	9,495		0%	23,472	29,144
La Selva Beach	7,565	6,179	-18%	6,218	6,205	0%	6,625	5,538	-16%	6,467		0%	20,408	17,922
Live Oak	40	16,934	42235%	12,836	15,121	18%	17,527	17,040	-3%	16,686		0%	30,403	49,095
Scotts Valley	16,626	27,719	67%	22,052	22,435	2%	25,885	26,669	3%	24,985		0%	64,563	76,823
Outreach	5,906	4,547	-23%	4,654	5,014	8%	5,062	3,710	-27%	5,684		0%	15,622	13,271
<b>TOTAL</b>	165,748	176,159	6%	151,629	157,457	4%	168,846	187,940	11%	171,070		0%	486,223	521,556
<b>Digital Branch</b>	121,916	137,800	13%	123,424	152,270	23%	124,352	161,269	30%	127,695		0%	369,692	451,339
<b>Total incl. DB</b>	287,664	313,959	9%	275,053	309,727	13%	293,198	349,209	19%	298,765		0%	855,915	972,895

NEW REGISTRATIONS														
	1st Qtr.			2nd Qtr.			3rd Qtr.			4th Qtr.			YTD	
	FY22/23	FY23/24	% Change	FY22/23	FY23/24	% Change	FY22/23	FY23/24	% Change	FY22/23	FY23/24	% Change	FY22/23	FY23/24
Aptos	81	137	69%	64	122	91%	111	966	770%	107		0%	256	1,225
Boulder Creek	118	87	-26%	64	73	14%	91	142	56%	111		0%	273	302
Branciforte	22	237	977%	20	130	550%	31	207	568%	191		0%	73	574
Capitola	582	511	-12%	420	416	-1%	532	478	-10%	515		0%	1,534	1,405
Downtown	720	677	-6%	563	598	6%	699	875	25%	553		0%	1,982	2,150
Felton	209	158	-24%	150	108	-28%	208	189	-9%	212		0%	567	455
Garfield Park	135	119	-12%	74	102	38%	116	123	6%	115		0%	325	344
La Selva Beach	78	60	-23%	43	61	42%	57	82	44%	47		0%	178	203
Live Oak	56	221	295%	215	201	-7%	280	195	-30%	219		0%	551	617
Scotts Valley	384	279	-27%	267	256	-4%	130	285	119%	300		0%	781	820
Outreach	118	67	-43%	251	271	8%	381	110	-71%	121		0%	750	448
<b>TOTAL</b>	2,503	2,553	2%	2,131	2,338	10%	2,636	3,652	39%	2,491		0%	7,270	8,543

HOURS OF PUBLIC INTERNET COMPUTER USE														
	1st Qtr.			2nd Qtr.			3rd Qtr.			4th Qtr.			YTD	
	FY22/23	FY23/24	% Change	FY22/23	FY23/24	% Change	FY22/23	FY23/24	% Change	FY22/23	FY23/24	% Change	FY22/23	FY23/24
Aptos	0	0		0	0		0	858		0		0%	0	858
Boulder Creek	336	355	6%	251	499	99%	271	435	61%	451		0%	858	1,289
Branciforte	0	795		0	870		0	957		342		0%	0	2,622
Capitola	2,504	2,346	-6%	2,095	2,082	-1%	2,230	2,252	1%	2,540		0%	6,829	6,680
Downtown	7,873	8,744	11%	7,139	8,195	15%	7,288	8,843	21%	8,553		0%	22,300	25,782
Felton	775	866	12%	664	817	23%	813	882	8%	681		0%	2,252	2,565
Garfield Park	231	610	164%	229	475	107%	390	572	47%	382		0%	850	1,657
La Selva Beach	101	82	-19%	79	133	68%	115	82	-29%	75		0%	295	297
Live Oak	5	1,266	25220%	796	1,205	51%	1,183	1,438	22%	1,474		0%	1,984	3,909
Scotts Valley	775	1,324	71%	1,065	1,316	24%	1,367	1,514	11%	1,234		0%	3,207	4,154
<b>TOTAL SYSTEM</b>	<b>12,600</b>	<b>16,388</b>	<b>30%</b>	<b>12,318</b>	<b>15,592</b>	<b>27%</b>	<b>13,657</b>	<b>17,833</b>	<b>31%</b>	<b>15,732</b>		<b>0%</b>	<b>38,575</b>	<b>49,813</b>

SESSIONS OF PUBLIC INTERNET USE														
	1st Qtr.			2nd Qtr.			3rd Qtr.			4th Qtr.			YTD	
	FY22/23	FY23/24	% Change	FY22/23	FY23/24	% Change	FY22/23	FY23/24	% Change	FY22/23	FY23/24	% Change	FY22/23	FY23/24
Aptos	0	0		0	0		0	1,536		0		0%	0	1,536
Boulder Creek	482	624	29%	363	774	113%	432	705	63%	581		0%	1,277	2,103
Branciforte	0	1,252		0	1,270		0	1,566		634		0%	0	4,088
Capitola	3,521	3,272	-7%	2,991	2,837	-5%	3,155	3,183	1%	3,258		0%	9,667	9,292
Downtown	7,601	8,165	7%	6,532	7,308	12%	7,154	8,113	13%	8,460		0%	21,287	23,586
Felton	1,238	1,436	16%	1,026	1,306	27%	1,226	1,515	24%	1,175		0%	3,490	4,257
Garfield Park	419	865	106%	344	740	115%	610	854	40%	672		0%	1,373	2,459
La Selva Beach	202	138	-32%	164	193	18%	209	170	-19%	153		0%	575	501
Live Oak	18	1,926	10600%	1,124	1,662	48%	1,776	1,925	8%	2,005		0%	2,918	5,513
Scotts Valley	1,233	2,071	68%	1,725	1,966	14%	2,133	2,266	6%	1,993		0%	5,091	6,303
<b>TOTAL SYSTEM</b>	<b>14,714</b>	<b>19,749</b>	<b>34%</b>	<b>14,269</b>	<b>18,056</b>	<b>27%</b>	<b>16,695</b>	<b>21,833</b>	<b>31%</b>	<b>18,931</b>		<b>0%</b>	<b>45,678</b>	<b>59,638</b>

HOURS OF MEETING ROOM USE														
	1st Qtr.			2nd Qtr.			3rd Qtr.			4th Qtr.			YTD	
	FY22/23	FY23/24	% Change	FY22/23	FY23/24	% Change	FY22/23	FY23/24	% Change	FY22/23	FY23/24	% Change	FY22/23	FY23/24
Aptos	0	0		0	0		0	861		0		0%	0	861
Boulder Creek	11	127	1055%	137	146	7%	247	163	-34%	116		0%	395	436
Branciforte	0	171		0	256		0	371		38		0%	0	798
Capitola	268	1132	322%	1173	1254	7%	1399	991	-29%	1155		0%	2,840	3,377
Downtown	98	431	340%	607	470	-23%	641	539	-16%	476		0%	1,346	1,440
Felton	57	486	753%	400	539	35%	1011	594	-41%	716		0%	1,468	1,619
Garfield Park	0	0		0	0		0	0		0		0%	0	0
La Selva Beach	0	0		0	0		0	0		0		0%	0	0
Live Oak Annex	0	0		0	0		0	0		0		0%	0	0
Scotts Valley	4	724	18000%	821	823	0%	1017	1082	6%	746		0%	1,842	2,629
<b>TOTAL HOURS</b>	<b>438</b>	<b>3,071</b>	<b>601%</b>	<b>3138</b>	<b>3488</b>	<b>11%</b>	<b>4,315</b>	<b>4,601</b>	<b>7%</b>	<b>3247</b>		<b>0%</b>	<b>7,891</b>	<b>11,160</b>

NUMBER OF PROGRAMS														
	1st Qtr.			2nd Qtr.			3rd Qtr.			4th Qtr.			YTD	
	FY22/23	FY23/24	% Change	FY22/23	FY23/24	% Change	FY22/23	FY23/24	% Change	FY22/23	FY23/24	% Change	FY22/23	FY23/24
Aptos	0	0		0	0	0%	0	65		0		0%	0	65
Boulder Creek	16	54	238%	24	64	167%	20	55	175%	39		0%	60	173
Branciforte	0	43		0	58		0	78		30		0%	0	179
Capitola	80	91	14%	101	104	3%	100	99	-1%	119		0%	281	294
Downtown	146	204	40%	187	205	10%	197	207	5%	205		0%	530	616
Felton	57	85	49%	80	76	-5%	73	87	19%	112		0%	210	248
Garfield Park	11	26	136%	21	31	48%	27	41	52%	30		0%	59	98
La Selva Beach	32	39	22%	44	48	9%	59	61	3%	53		0%	135	148
Live Oak	0	55		40	72	80%	71	88	24%	79		0%	111	215
Scotts Valley	12	70	483%	51	68	33%	71	71	0%	74		0%	134	209
Outreach	53	121	128%	49	106	116%	61	114	87%	125		0%	163	341
Virtual	18	16	-11%	29	16	-45%	19	19	0%	25		0%	66	51
<b>TOTAL</b>	<b>425</b>	<b>804</b>	<b>89%</b>	<b>626</b>	<b>848</b>	<b>0%</b>	<b>698</b>	<b>985</b>	<b>41%</b>	<b>891</b>		<b>0%</b>	<b>1,749</b>	<b>2,637</b>

PROGRAM ATTENDANCE														
	1st Qtr.			2nd Qtr.			3rd Qtr.			4th Qtr.			YTD	
	FY22/23	FY23/24	% Change	FY22/23	FY23/24	% Change	FY22/23	FY23/24	% Change	FY22/23	FY23/24	% Change	FY22/23	FY23/24
Aptos	0	0		0	0		0	800		0		0%	0	800
Boulder Creek	295	648	120%	297	788	165%	240	774	223%	795		0%	832	2,210
Branciforte	0	356		0	360		0	517		1,157		0%	0	1,233
Capitola	1,295	1,382	7%	1,211	967	-20%	1623	1180	-27%	1,851		0%	4,129	3,529
Downtown	861	1,398	62%	1,093	1,497	37%	2150	1803	-16%	2,008		0%	4,104	4,698
Felton	527	1,142	117%	630	995	58%	826	2069	150%	1,493		0%	1,983	4,206
Garfield Park	259	389	50%	295	396	34%	670	670	0%	632		0%	1,224	1,455
La Selva Beach	473	467	-1%	376	617	64%	746	847	14%	736		0%	1,595	1,931
Live Oak	0	712		393	1,092	178%	871	982	13%	1,166		0%	1,264	2,786
Scotts Valley	202	1,093	441%	814	1,265	55%	1397	1713	23%	1,428		0%	2,413	4,071
Outreach	2,164	2,482	15%	955	4,326	353%	1,765	3,162	79%	4,784		0%	4,884	9,970
Virtual	136	207	52%	229	254	11%	311	250	-20%	421		0%	676	711
<b>TOTAL</b>	<b>6,212</b>	<b>10,276</b>	<b>65%</b>	<b>6,293</b>	<b>12,557</b>	<b>100%</b>	<b>10,599</b>	<b>14,767</b>	<b>39%</b>	<b>16,471</b>		<b>0%</b>	<b>23,104</b>	<b>37,600</b>
SCPL APP CIRCULATION														
	1st Qtr.			2nd Qtr.			3rd Qtr.			4th Qtr.			YTD	
	FY22/23	FY23/24	% Change	FY22/23	FY23/24	% Change	FY22/23	FY23/24	% Change	FY22/23	FY23/24	% Change	FY22/23	FY23/24
Aptos	2	0	-100%	0	0		0	702		0		0%	2	702
Boulder Creek	148	150	1%	188	142	-24%	170	168	-1%	223		0%	506	460
Branciforte	0	438		0	402		0	378		153		0%	0	1,218
Capitola	2,074	1,852	-11%	1,681	1,365	-19%	2,002	1,251	-38%	1,832		0%	5,757	4,468
CMS	567	167	-71%	522	95	-82%	353	107	-70%	166		0%	1,442	369
Downtown	1,416	1,614	14%	1,241	1,429	15%	1,507	1,402	-7%	1,618		0%	4,164	4,445
Felton	660	501	-24%	519	532	3%	486	464	-5%	509		0%	1,665	1,497
Garfield Park	184	277	51%	183	278	52%	337	278	-18%	306		0%	704	833
La Selva Beach	538	446	-17%	572	567	-1%	522	515	-1%	448		0%	1,632	1,528
Live Oak	2	450	22400%	467	427	-9%	481	450	-6%	477		0%	950	1,327
Outreach	165	102	-38%	120	125	4%	162	99	-39%	127		0%	447	326
Scotts Valley	420	810	93%	686	839	22%	912	992	9%	976		0%	2,018	2,641
<b>TOTAL SYSTEM</b>	<b>6,176</b>	<b>6,807</b>	<b>10%</b>	<b>6,179</b>	<b>6,201</b>	<b>0%</b>	<b>6,932</b>	<b>6,806</b>	<b>-2%</b>	<b>6,835</b>		<b>0%</b>	<b>19,287</b>	<b>19,814</b>

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



## **STAFF REPORT**

DATE:             May 2, 2024  
TO:                Library Joint Powers Authority Board  
FROM:             Eric Howard, Interim Library Director  
RE:                3<sup>rd</sup> Qtr. SCPL Incident Report

### **STAFF RECOMMENDATION**

Accept and File Incident Report for 3<sup>rd</sup> Qtr. FY 2023-2024.

### **DISCUSSION**

The third quarter incident report shows the number of incidents occurred system-wide by branch and the number of suspensions issued by branch.

Attachment: Incident Report for 3<sup>rd</sup> Qtr. FY 2023-2024

Prepared by:                                 Kira Henifin,  
Principal Management Analyst

Reviewed and forwarded by:             Eric Howard, Interim Library Director

SCPL Incident Report by Branch - FY 23/24															
	QTR 1			QTR 2			QTR 3			QTR 4			YTD Totals		
	FY23	FY 24	% Change	FY 23	FY 24	% Change	FY 23	FY 24	% Change	FY 23	FY 24	% Change	FY 23	FY 24	% Change
Aptos	0	0		Closed	Closed		0	2		Closed					
Boulder Creek	4	2	-50%	3	3	0%	3	0	-100%	2			10	5	-50%
Branciforte	0	14		Closed	5		2	9	350%	6				28	
Capitola	5	6	20%	1	3	200%	2	10	400%	2			8	19	138%
Downtown	41	43	5%	30	34	13%	52	56	8%	54			123	133	8%
Felton	6	5	-17%	10	8	-20%	13	9	-31%	2			29	22	-24%
Garfield Park	1	1	0%	5	7	40%	1	4	300%	2			7	12	71%
La Selva Beach	0	0		0	0		0	1		0			0	1	
Live Oak	4	6	50%	1	5	400%	5	5	0%	7			10	16	60%
Scotts Valley	0	5		0	2		2	6	200%	2			2	13	550%
<b>TOTAL</b>	61	82	34%	50	67	34%	80	102	28%	77			189	249	32%

Suspensions by Branch															
	QTR 1			QTR 2			QTR 3			QTR 4			YTD Totals		
	FY 23	FY 24	% Change	FY 23	FY 24	% Change	FY 23	FY 24	% Change	FY 23	FY 24	% Change	FY 23	FY 24	% Change
Aptos	0	0		Closed	Closed		0	1		Closed					
Boulder Creek	1	1	0%	0	2		1	0	-100%	0			2	3	50%
Branciforte	Closed	6		Closed	4		0	4		2				14	
Capitola	1	3	200%	0	3		1	4	300%	1			2	10	400%
Downtown	17	33	94%	18	28	56%	34	45	32%	29			69	106	54%
Felton	1	3	200%	4	3	-25%	2	4	100%	1			7	10	43%
Garfield Park	0	0		1	0	-100%	1	0	-100%	0			2	0	-100%
La Selva Beach	0	0		0	0		0	0		0			0	0	
Live Oak	0	2		1	2	100%	0	1		2			1	5	400%
Scotts Valley	0	0		0	0		0	1		2			0	1	
<b>TOTAL</b>	20	48	140%	24	42	75%	39	60	54%	37			83	150	81%

\* Reopenings

Felton 2/22/20, La Selva Beach 3/20/21, Capitola 6/12/21, Boulder Creek 5/7/22, Garfield Park 6/11/22, Scotts Valley 8/6/22, Live Oak 10/1/22, Branciforte 5/13/23, Aptos 2/4/24

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



## **STAFF REPORT**

DATE:                May 2, 2024  
TO:                    Library Joint Powers Authority Board  
FROM:                Eric Howard, Interim Library Director  
RE:                    FY 2024 Third Quarter Workplan

### **RECOMMENDATION**

Accept and file FY 2024 Third Quarter Workplan.

### **DISCUSSION**

Attached, please find the third quarter workplan. The third quarter runs from January through the end of March. This report provides one of our key indicators for program numbers as well as some of the highlights. It organizes those highlights under the three chapters of our Strategic Plan **(Diversity, Equity and Inclusion; Santa Cruz County Community and Library Services)**.

**Strategic Plan Successes:**

<b><i>Youth Services</i></b>	<b><i>Adult Services</i></b>
<b>184 programs for ages 0-5 with 6,300 attendees</b>	<b>433 programs and appointments 4036 attendees</b>
<b>252 programs for ages 6-11 with 2,869 attendees</b>	
<b>21 programs for ages 12-18 with 148 attendees</b>	

“Now that my student has her library card, every time we meet, she chooses two books to read to her 4-year-old granddaughter -- one in Spanish and one in English! The following week, she returns those two and chooses two more!”

“It has been great to have a safe, quiet, friendly place to meet for our twice-weekly lessons. And how nice there is now an English conversation class on Saturdays at this branch as well.”

“My student works full-time at a warehouse in Scotts Valley, not far from the Scotts Valley Library. Her shift is 5 am to 1:30 and she is pretty tired after work, but the convenience of the library location and the availability of a quiet study room has meant that she can continue with her ESL tutoring without time consuming travel to Santa Cruz.

I so appreciate the library reservation system for Literacy Center tutors, as I am assured a quiet space for our 90 minute sessions. The staff is always so helpful!”

- *English Language Literacy Program tutors, a partnership between the Library and the Santa Cruz Volunteer Center*



The following highlights provide a snapshot of the Library's work in the third quarter, which runs from January through March. The highlights are organized under the three chapters of the Strategic Plan (Diversity, Equity and Inclusion; Santa Cruz County Community and Library Services):

## **Diversity, Equity, and Inclusion (DEI)**

### **GOAL A:**

*Create an organizational culture of equity and inclusion and provide equitable and relevant services to all.*

- **Digital Literacy**  
SCPL partnered with **Cradle2Career Santa Cruz County and the Live Oak School District** to co-design and begin a pilot of computer basics classes in Spanish for a cohort of parents at Del Mar Elementary School. In addition to building computer skills applicable to engaging in their children's education and general digital literacy, parents also built connections with the library by getting library cards and aquarium passes. Parents also became a peer learning group, appreciating that they were learning just like their children at the school, and building an environment of comfort, trust, and a sense of community.
- **Are You Ready to Learn with Andre Thierry Music Program**  
SCPL hosted Andre Thierry at the Garfield Branch Library on Wednesday, February 21st, in which he exhibited interactive ways to share a mix of African and Native American Blues and French Kreole dance melodies with elements of Afro-Caribbean music. Children and their families enjoyed singing and dancing together with the artist. The instruments he introduced are the vest rub boards, drums, and accordion; all are popular Zydeco instruments. The event drew 33 community members, many of whom expressed enjoyment and appreciation, and a few people said, "I can't believe you got him to come here!"

## The Santa Cruz County Community:

### GOAL A:

*Create and support safe and friendly places.*

- The Teens in Aptos were happy to have a dedicated space in the new Aptos Branch and started using the Teen Area right away.



### GOAL B:

*Foster Inclusion*

- **American Association of University Women (AAUW)** now provides a monthly speaker series at Capitola and Aptos on topics related to economic, education, workplace, and health outcomes for women and girls.
- **In partnership with Santa Cruz Black, the Santa Cruz Black Film Festival** series started at the Capitola Branch Library and will run through June.

- **SCPL participated in the HERStory Celebration with the County Office of Education** at the Museum of Art & History. Our booth focused on the history of women and incarceration in Santa Cruz County. Our librarian collaborated with a UCSC Humanities Intern in an experiential learning opportunity paid internship to create and present a critical review of newspaper clipping files related to the topic, curated from the SCPL local history collection. Twelve women who were recently incarcerated attended the event, shared their own review of some of the files, and were given free passes to MAH. These women told us how much they appreciated the Library for serving them in jail, when they were released from jail, and for making their voices heard.
- **Qingming Festival: Craft and Learn** - In this Capitola branch library special event, local historians Sandy Lydon and George Ow presented on local Chinese History and the significance of the Qingming Festival in Chinese Culture. The 40 attendees also enjoyed a fun mask craft led by artist and educator Rui Li.

## GOAL C:

### *Support all members of society*

- **Tenant Sanctuary** has started monthly talks at Downtown about tenant rights with a lawyer
- **Senior Legal Services** offers biweekly in-person clinics at Branciforte to provide information and assistance to seniors facing legal challenges due to consumer debt.
- **Healing the Streets** served an average of 4 people a week, connecting people to resources for health, mental health, substance use and housing. They work with the Homeless Persons Health Project Street Medicine team for any immediate medical needs. Because they are a Santa Cruz County program, they are also able to connect people to CalFresh, Medi-Cal, and other County services. "Outside of our program hours, many of our clients choose to meet us at the library. It is a neutral territory and a trusted place for them.
- Held 2 pop-up information booth events at Boulder Creek and Felton with the **California Department of Housing and Community Development (HCD)'s ReCoverCA Team** to educate homeowners about ReCoverCA Housing Programs. These programs help to rebuild homes affected by 2020 FEMA-declared disasters or to incorporate wildfire mitigation retrofits to reduce risk and improve resiliency in the event of future disasters. The ReCoverCA Team was grateful to have the opportunity to speak with so many people directly affected by wildfires in the San Lorenzo Valley. Approximately 100 residents came by to speak with the team and get more information about the funds and application process.
- **Project Scout Tax Preparation Assistance** began in February and continued through April 15 at Capitola and Downtown. IRS-trained volunteers provide free tax assistance to seniors, individuals with a disability, and low-income families in Santa Cruz County.
- **Community Action Board and Adult Education** provided an Introduction to Naturalization workshop at Branciforte

## Library Services:

### GOAL A:

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

- **Launched Induction Cooktops:** SCPL partnered with The City of Santa Cruz to loan out induction cooktops for the public as part of a climate action grant that the City received for the purpose. These cooktops are bundled into a kit containing cookware, utensils, a cookbook, and a magnet to test personal cookware for compatibility.
- **Launched STEM kits:** STEM is a common abbreviation for science, technology, engineering, and mathematics. These kits are a great way for children and families/caregivers to learn and develop skills relating to science, technology, engineering, and math while having fun.

### GOAL B:

*Strengthen and support learning and measure the impact*

- **Staff attended the ELAC** at DeLaveaga and Gault Elementary to discuss and promote Library programs and resources.
- **Local Efforts and Impacts related to Climate Change** (2-part series at La Selva Beach Branch) talked about climate-driven disasters in Santa Cruz, discussed future prospects, and local efforts to mitigate the causes of climate change and to adapt to new realities by restoring natural processes to reduce climate risk to landscapes and livelihoods. This 2-part series was presented by John Hunt, a long-time La Selva Beach resident and a research aquatic toxicologist in the Dept. of Environmental Toxicology at UC Davis.
- **Fairy Grace and Mr. David**  
The show at the Garfield Park Branch Library consisted of Fairy Grace performing songs from her album, *Lovely (Positive Songs For Children)* and a reading from her children's book, *My Heart Is Smart* (now carrying 5 copies in SCPL catalog). Mr. David takes the second half of the show and performs movement and sing-along songs from his albums, *The Great Adventures of Mr. David* and *Mr. David's First Album*. It was very colorful and fun with a turnout of 40 in attendance.
- **Staff connected to 1047 attendees at the PVUSD TK Roundup** and to 204 students in Aptos.

## GOAL C:

*Support and prepare staff to meet organizational needs and ensure excellent customer service*

- Three SCPL Youth Librarians attended the annual Calciano Youth Symposium on Cultivating Understanding and Belonging: Positively Impacting Youth Mental Health
- Scotts Valley Branch's Youth Librarian, Emily Bresett, attended the Family Place Libraries Training in New York. There, they discussed marketing, community outreach, child development, parent education and special library programming including the Parent/Child Workshop program.
- **Presented on Lendable Tech program to a national audience:** gave an overview of SCPL's very successful lendable tech program, and discussed best practices for starting a program at a public library <https://events.techsoup.org/events/details/techsoup-techsoup-events-and-webinars-presents-celebrate-national-library-lovers-month-with-techsoup-we-love-libraries/>

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



## **STAFF REPORT**

DATE:                May 2, 2024  
TO:                    Library Joint Powers Authority Board  
FROM:                Eric Howard, Interim Library Director  
RE:                    Library Sales Tax Revenue Update

### **STAFF RECOMMENDATION**

Accept and File Library Sales Tax Revenue Update 3rd Qtr. for FY 2023-24

### **BACKGROUND**

The County of Santa Cruz respectfully submits the Library Sales Tax Revenue Update.

Attachments:            3<sup>rd</sup> Qtr. FY 2023-24 Library Sales Tax Revenue Update

Report Prepared by: Nicole Coburn,  
Assistant County Administrative Officer

Reviewed and Forwarded by: Eric Howard, Interim Library Director



# County of Santa Cruz

## COUNTY ADMINISTRATIVE OFFICE

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

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

CARLOS J. PALACIOS, COUNTY ADMINISTRATIVE OFFICER

April 26, 2024

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

### 2023-24 3<sup>rd</sup> QUARTER LIBRARY SALES TAX REVENUE UPDATE

Dear Members of the Board of Directors:

The purpose of this letter is to provide an update on the Library Sales Tax actual receipts for the 3<sup>rd</sup> quarter of Fiscal Year (FY) 2023-24.

Library Sales Tax actual receipts for the 3<sup>rd</sup> quarter totaled \$3,470,126, or \$91,699 (2.7%) more than the 3<sup>rd</sup> quarter estimate in the 2023-24 adopted budget and January estimate. Sales tax remains relatively flat, and this trend is expected to continue into 2024-25.

Based on year-to-date actuals and HdL's forecast, receipts are expected to total \$13,569,190, or \$61,622 (0.5%) more than the 2023-24 adopted budget and January estimate. This is a \$6,255 (0.05%) decrease from 2022-23 actual receipts, as shown in the attached history.

In FY 2023-24, the amount available to the two library systems is estimated at \$13,549,325 after administrative costs. This provides distributions of approximately \$2,999,821 to the Watsonville Library and \$10,549,504 to the Santa Cruz City/County Library System.

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

Sincerely,

DocuSigned by:

*Nicole Coburn*

Nicole Coburn

Assistant County Administrative Officer

### Attachment

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

## Library Sales Tax Receipts - Quarterly and Annual

Year	Quarter	Quarterly Actual*	Annual		
			Actual*	Change over Prior Year	% Change over Prior Year
2013-14	1	2,308,067			
2013-14	2	2,271,714			
2013-14	3	2,211,364			
2013-14	4	2,082,934	\$8,874,079	\$509,639	6.09%
2014-15	1	2,321,923			
2014-15	2	2,338,481			
2014-15	3	2,295,975			
2014-15	4	2,183,913	\$9,140,291	\$266,212	3.00%
2015-16	1	2,458,685			
2015-16	2	2,516,897			
2015-16	3	2,378,260			
2015-16	4	2,244,832	\$9,598,675	\$458,384	5.01%
2016-17	1	2,503,646			
2016-17	2	2,571,786			
2016-17	3	2,487,745			
2016-17	4	2,334,143	\$9,897,319	\$298,645	3.11%
2017-18	1	2,650,310			
2017-18	2	2,701,663			
2017-18	3	2,548,173			
2017-18	4	2,445,825	\$10,345,970	\$448,651	4.53%
2018-19	1	2,621,108			
2018-19	2	3,060,073			
2018-19	3	2,755,632			
2018-19	4	2,509,718	\$10,946,530	\$600,560	5.80%
2019-20	1	2,763,878			
2019-20	2	2,808,769			
2019-20	3	2,898,615			
2019-20	4	1,932,316	\$10,403,578	(\$542,952)	-4.96%
2020-21	1	2,948,620			
2020-21	2	2,946,224			
2020-21	3	2,887,198			
2020-21	4	2,997,846	\$11,779,888	\$1,376,310	13.23%
2021-22	1	3,502,644			
2021-22	2	3,416,562			
2021-22	3	3,455,708			
2021-22	4	3,332,321	\$13,707,234	\$1,927,347	16.36%
2022-23	1	3,537,556			
2022-23	2	3,560,062			
2022-23	3	3,395,404			
2022-23	4	3,082,424	\$13,575,445	(\$131,789)	-0.96%
2023-24	1	3,567,361			
2023-24	2	3,517,366			
2023-24	3	3,470,126			
2023-24	4	<b>3,014,337</b>	<b>\$13,569,190</b>	<b>(\$6,255)</b>	<b>-0.05%</b>
2023-24 Total Receipts Net of Fees/Costs			<b>\$13,549,325</b>		

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

\* Bold Amounts are Estimated



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



## STAFF REPORT

DATE: May 2, 2024  
TO: Library Joint Powers Board  
FROM: Eric Howard, Interim Library Director  
RE: Pride Flag

### STAFF RECOMMENDATION

Authorize the Interim Library Director to fly the Pride Flag at Library locations throughout the month of June to commemorate Pride Month.

### DISCUSSION

On April 15<sup>th</sup>, 2024 the Library Advisory Commission voted to endorse the Library's request to Pride Flag at Library locations throughout the month of June. Pride Month is currently celebrated each year in the month of June to honor the 1969 Stonewall Uprising in Manhattan. The Library's Commemorative Flag Policy states, "The Library shall display commemorative flags only if endorsed by the LAC and authorized by the LJPA." The policy also states that the "recommendation for authorization of displaying a commemorative flag can only come from the Library Director." And that, "Authorization for display is an expression of the Library's official sentiments and must be consistent with the Library's mission and Strategic Plan and should incorporate themes of diversity, equity, social justice, and inclusion."

"Inclusion" is the very first word in the Library's mission. Therefore, the Pride Flag powerfully symbolizes not only fundamental values inherent in the Library's mission and Strategic Plan, it also signals to the public that the Library strives to make its spaces safe for everyone.

### FISCAL IMPACT

The Library currently owns enough Pride Flags that there is only a negligible impact to the budget.

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



## **STAFF REPORT**

DATE:                May 2, 2024  
TO:                    Library Joint Powers Authority Board  
FROM:                Eric Howard, Interim Library Director  
RE:                    Annual Financial Audit for FY 2021-2022

### **STAFF RECOMMENDATION**

Review and accept prepared Annual Financial Audit for FY 21/22

### **DISCUSSION**

Please review attached Annual Financial Audit report for the fiscal year 2021-2022 ending on June 30, 2022.

Attachment: Annual Financial Report for the FY ended June 30,2022

**Santa Cruz Public  
Libraries Joint Powers  
Authority**

**Santa Cruz, California**

**Annual Financial Report**

**For the Fiscal Year Ended June 30, 2022**

Santa Cruz Public Libraries Joint Powers Authority

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June 30, 2022

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## Independent Auditor's Report

To the Administrative Board of the  
Santa Cruz Public Libraries Joint Powers Authority  
Santa Cruz, California

### Report on the Audit of the Financial Statements

#### *Opinions*

We have audited the financial statements of the governmental activities and the general fund information of the Santa Cruz Public Libraries Joint Powers Authority (Authority) as of and for the year ended June 30, 2022, and the related notes to the financial statements, which collectively comprise the Authority's basic financial statements as listed in the table of contents.

In our opinion, the accompanying financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and the general fund information of the Authority, as of June 30, 2022, and the respective changes in financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

#### *Basis for Opinions*

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS). Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Authority and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

#### *Responsibilities of Management for the Financial Statements*

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America; and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Authority's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

## ***Auditor's Responsibilities for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Authority's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Authority's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control–related matters that we identified during the audit.

### ***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with GAAS, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

### ***Supplementary Information***

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Authority's basic financial statements. The combining schedule of balance sheets by program and the combining schedule of revenues, expenditures and changes in sub-fund balances by program are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with GAAS. In our opinion, the combining schedule of balance sheets by program and the combining schedule of revenues, expenditures and changes in sub-fund balances by program are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

*Eide Bailly LLP*

Menlo Park, California  
June 26, 2023

Management of the Santa Cruz Public Libraries Joint Powers Authority (Authority) provides this Management Discussion and Analysis (MD&A) for readers of the Authority's basic financial statements. This narrative overview and analysis of the financial activities of the Authority is for the fiscal year ended June 30, 2022.

### Financial Highlights

- Government-wide highlights:

The assets of the Authority exceeded its liabilities at the close of the fiscal year by \$10,812,520 (*Net Position*). A component of this balance represents \$632,117 of investment in capital assets; however, the remainder of net position consists of unrestricted net position of \$10,180,403. Unrestricted net position represents the amount normally used to meet the Authority's ongoing obligations.

*Changes in Net Position* - The Authority's total net position increased by \$2,362,036 in fiscal year 2022 mainly due to increase in sales tax revenue.

By the end of the fiscal year, the Authority's total assets increased by \$2,367,886. Current asset categories that experienced increases during the year include cash and cash equivalents of \$2,637,912, interest receivable of \$5,900, and the taxes receivable of \$54,308. Current asset categories that experienced decreases during the year include accounts receivable of \$25,559, prepaid expenses of \$9,803, and due from other governments of \$151,606. Capital assets decreases during the year were \$143,266.

The Authority's total liabilities sustained an increase of \$5,850 during the fiscal year primarily due to an increase in accounts payable.

- Fund highlights:

As of the close of the fiscal year, the Authority's general fund reported a fund balance of \$10,180,403 which is an increase of \$2,505,302 when compared with the prior year amount. The fund balance is a measure of whether the Authority will have sufficient resources to meet its near-term obligations.

The Authority's general fund total assets increased by \$2,511,152 and the total liabilities increased by \$5,850 during the fiscal year. The increases were primarily attributable to an increase in the Authority's pooled cash with the city receiving more sales tax revenue.

### Overview of the Financial Statements

This discussion and analysis is intended to serve as an introduction to the Authority's basic financial statements. The Santa Cruz Public Libraries Joint Powers Authority's basic financial statements comprise three components: 1) government-wide financial statements; 2) fund financial statements; and 3) notes to the financial statements. This report also contains other supplementary information in addition to the basic financial statements themselves.



## Government-wide Financial Statements

The *government-wide financial statements* are designed to provide readers with a broad overview of the Authority's finances, in a manner similar to a private-sector business. The *statement of net position* presents information on all of the Authority's assets and liabilities with the difference between the total assets and the total liabilities reported as *net position*.

The *statement of activities* presents information showing how the Authority's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, *regardless of the timing of related cash flows*. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g., interest on long-term debt due but unpaid at the end of the fiscal year). The Authority's library services function is principally supported by taxes and intergovernmental revenues and is therefore considered a governmental activity. The government-wide financial statements can be found on pages 9-10 of this report.

## Fund Financial Statements

A *fund* is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Authority, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. The fund financial statements can be found on pages 11-14 of this report.

**Governmental funds** – *Governmental funds* are used to account for essentially the same functions reported as *governmental activities* in the government-wide financial statements. Unlike the government-wide financial statements, however, governmental fund statements focus on *near-term inflows and outflows of spendable resources* available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

Since the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for *governmental funds* with similar information presented for *governmental activities* in the government-wide financial statements. Readers will then be able to better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between *governmental funds* and *governmental activities*.

The Authority has one governmental fund, the general fund, which is used to account for all of its activities.

## Notes to the Financial Statements

The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The notes to the financial statements can be found on pages 15-26 of this report.

**Required Supplementary Information**

In addition to the basic financial statements and accompanying notes, this report also presents certain *required supplementary information* providing a budgetary comparison schedule for the General Fund. Required supplementary information can be found on page 27-28 of this report.

**Government-Wide Financial Analysis**

**Analysis of Net Position**

About 6% of the Authority's net position reflects its investment in capital assets, primarily machinery, furnishings, equipment and leasehold improvements. These assets are used to provide services to citizens; consequently, they are not available for future spending. The table below shows the components of the net position.

**Santa Cruz Public Libraries  
 Net Position  
 At June 30, 2022**

	2022	2021
<b>Total assets</b>	\$11,095,259	\$8,727,373
<b>Total liabilities</b>	282,739	276,889
<b>Net Position</b>		
Investment in Capital Assets	632,117	775,383
Unrestricted	10,180,403	7,675,101
<b>Total Net Position</b>	<b>\$10,812,520</b>	<b>\$8,450,484</b>

The figure in *Unrestricted Net Position* represents the balance in the amounts normally used to meet the Authority's ongoing obligations. At June 30, 2022, the Authority had a balance of \$10,180,403 in unrestricted net position which is an increase of \$2,505,302 from \$7,675,101 prior fiscal year end. Total net position increased \$2,362,036 to \$10,812,520 from \$8,450,484 in prior fiscal year end.

**Governmental Activities**

All the activities of the Authority are governmental, so it has no business-type activities:

**Santa Cruz Public Libraries  
 Changes in Net Position  
 Fiscal year ended June 30, 2022**

	2022	2021
<b>General Revenues</b>		
Sales Tax	\$10,677,936	\$9,176,532
Unrestricted Investment Earnings	(146,370)	41,143
Miscellaneous Revenue	22,247	26,000
Total General Revenues	10,553,813	9,243,675
<b>Program Revenues</b>	6,546,751	6,539,564
Total revenues	17,100,564	15,783,239
Expenditures	14,738,528	13,105,627
Changes in Net Position	2,362,036	2,677,612
Net Position - beginning of year	8,450,484	5,772,872
 <b>Net Position - End of Year</b>	 \$10,812,520	 \$8,450,484

The Authority's net position increased \$2,362,036 during the fiscal year due to increase in sales tax revenue partly offset by increased expense for personnel services.

**Financial Analysis of the General Fund**

As noted earlier, the Authority uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

*Governmental Funds* – The focus of the Authority's *governmental funds* is to provide information on near-term inflows, outflows, and balances of *spendable* resources. Such information is useful in assessing the Authority's financing requirements. In particular, *unassigned fund balance* may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year.

As of the close of the fiscal year 2022, the Authority's general fund reported an ending fund balance of \$10,180,403, an increase of \$2,505,302 (32.6%) in comparison with the prior fiscal year. This is due to an increase in tax revenues.

### **General Fund Budgetary Highlights**

The final amended budget is more than the original budget for revenues and other financing sources by \$1,450,351 primarily due to an increase in taxes and intergovernmental revenues.

The final amended budget is more than the original budget for expenditures and other financing uses by \$532,790 primarily due to increases in services, supplies and other.

The actual revenues and other financing sources were more than the final amended budget by \$246,577. The actual expenditures and other financing uses were less than the final amended budget by \$1,810,071.

### **Capital Assets and Debt Administration**

As of June 30, 2022, the Authority's investment in capital assets was \$632,117 (net of accumulated depreciation), which is \$143,266 less than the prior year. The decrease was attributed to depreciation. Information about capital assets can be found in note 3.

At the end of the current fiscal year, the Authority had no long-term debt outstanding.

### **Economic Factors and Next Year's Budgets and Rates**

The budget for fiscal year 2022-23 builds on the priorities established through the various plans that are now in place: Strategic Plan, Service Model/Staffing Plan, Facilities Master Plan, and Technology Plan.

The library system maintains a healthy and stable financial position. There is adequate, stable and diverse funding to finance ongoing operations, key strategic initiatives and capital projects. Of the Authority's fiscal year 2021-22 revenues (excluding other financing sources), 62% came from a dedicated quarter cent sales tax approved by the voters in 1996 and was made permanent in 2008. The balance of the Authority's revenues come from local contributions, bequest income, donations and fees and fines. Sales tax revenues are driven by the general health of the local economy. Sales tax revenue increased by \$1,501,403 (16.36%) in fiscal year 2021-22 in line with the improved economy.

### **Requests for Information**

This financial statement is designed to provide a general overview of the fund's finances. Questions concerning any of the information provided in this report or requests for additional information should be addressed to the Director of Libraries, 117 Union Street, Santa Cruz, California, 95060.

Santa Cruz Public Libraries Joint Powers Authority  
Statement of Net Position  
June 30, 2022

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	Governmental Activities
<b>Assets</b>	
Current assets	
Cash and cash equivalents	\$ 9,262,775
Interest receivable	9,153
Taxes receivable	845,292
Prepaid expenses	400
Due from other governments	345,522
Total current assets	10,463,142
Noncurrent assets	
Capital assets, net of accumulated depreciation	632,117
Total assets	11,095,259
<b>Liabilities</b>	
Current liabilities	
Accounts payable and other current liabilities	282,739
Total liabilities	282,739
<b>Net Position</b>	
Investment in capital assets	632,117
Unrestricted	10,180,403
Total Net Position	\$ 10,812,520

Santa Cruz Public Libraries Joint Powers Authority  
Statement of Activities  
For the Year Ended June 30, 2022

Function/Program	Expenses	Program Revenues		Net (Expense) Revenue and Changes in Net Position
		Charges for Services	Operating Grants and Contributions	Governmental Activities
Governmental activities				
Library services	\$ 14,738,528	\$ 22,444	\$ 6,501,465	\$ (8,214,619)
<b>Total governmental activities</b>	<b>\$ 14,738,528</b>	<b>\$ 22,444</b>	<b>\$ 6,501,465</b>	<b>(8,214,619)</b>
<b>General Revenues</b>				
				10,677,936
				(146,370)
				22,842
				22,247
				<b>10,576,655</b>
				<b>2,362,036</b>
				<b>8,450,484</b>
				<b>\$ 10,812,520</b>

Santa Cruz Public Libraries Joint Powers Authority  
 Governmental Fund Balance Sheet  
 June 30, 2022

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	General
<b>Assets</b>	
Cash and cash equivalents	\$ 9,262,775
Interest receivable	9,153
Taxes receivable	845,292
Prepaid expenses	400
Due from other governments	345,522
<b>Total assets</b>	<b>\$ 10,463,142</b>
<b>Liabilities and Fund Balances</b>	
<b>Liabilities</b>	
Accounts payable and other current liabilities	\$ 282,739
<b>Total liabilities</b>	<b>282,739</b>
<b>Fund Balance</b>	
Nonspendable	400
Unassigned	10,180,003
<b>Total fund balance</b>	<b>10,180,403</b>
<b>Total liabilities and fund balance</b>	<b>\$ 10,463,142</b>

Santa Cruz Public Libraries Joint Powers Authority  
Reconciliation of the Governmental Fund Balance Sheet to the Statement of Net Position  
June 30, 2022

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**Total Fund Balance - Governmental Fund** \$ 10,180,403

Amounts reported for governmental activities in the Statement of Net Position were different because:

Capital assets used in governmental activities were not current financial resources. Therefore, they were not reported in the Governmental Funds Balance Sheet. The capital assets were adjusted as follows:

Infrastructure	579,683
Lease Improvements	2,103,369
Machinery and equipment	2,361,777
Software	3,983
Construction in progress	71,353
Less accumulated depreciation	<u>(4,488,048)</u>
Total capital assets	<u>632,117</u>
<b>Net Position of Governmental Activities</b>	<b><u><u>\$ 10,812,520</u></u></b>



Santa Cruz Public Libraries Joint Powers Authority  
Statement of Revenues, Expenditures and Change in Fund Balance  
For the Year Ended June 30, 2022

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	General Fund
<b>Revenues</b>	
Taxes	\$ 10,677,936
Intergovernmental	6,194,446
Charges for services	2,320
Fines and forfeitures	20,124
Use of money and property	(146,370)
Donations	318,448
Other revenues	32,777
<b>Total revenues</b>	17,099,681
<b>Expenditures</b>	
Current	
Contracted personnel services	10,159,186
Services, supplies, and other charges	4,423,347
Capital outlay	12,729
<b>Total expenditures</b>	14,595,262
<b>Excess of Revenues over Expenditures</b>	2,504,419
<b>Other Financing Sources</b>	
Sale of surplus equipment	883
<b>Total other financing sources</b>	883
<b>Net change in fund balance</b>	2,505,302
<b>Fund Balance</b>	
Beginning of year	7,675,101
End of year	\$ 10,180,403

# Santa Cruz Public Libraries Joint Powers Authority

Reconciliation of the Statement of Revenues, Expenditures and Change in Fund Balance to the Statement of  
Activities  
For the Year Ended June 30, 2022

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**Net Change in Fund Balance - Governmental Fund** \$ 2,505,302

Amounts reported for governmental activities in the Statement of Activities were different because:

Governmental funds reported capital outlay as expenditures. However, in the Government-Wide Statement of Activities and Changes in Net Position, the cost of those assets was allocated over their estimated useful lives as depreciation expense. This is the amount of capital outlay recorded as capital assets in the current period.

12,729

Depreciation expense on capital assets was reported in the Government-Wide Statement of Activities and Changes in Net Position, but did not require the use of current financial resources. Therefore, depreciation expense was not reported as an expenditure.

(155,995)

**Change in Net Position of Governmental Activities**

\$ 2,362,036

## **Note 1 - Summary of Significant Accounting Policies**

The basic financial statements of the Santa Cruz Public Libraries Joint Powers Authority (“Authority”) have been prepared in conformity with Generally Accepted Accounting Principles (“GAAP”) as applied to governmental agencies. The Governmental Accounting Standards Board (“GASB”) is the accepted standard setting body for establishing governmental accounting and financial reporting principles. The Authority’s significant accounting policies are described below.

### **Reporting Entity**

In May 1996 the County of Santa Cruz (County), City of Santa Cruz (City), City of Watsonville, City of Capitola, and the City of Scotts Valley entered into a joint exercise of powers agreement to provide library services to their respective jurisdictions representing the entire incorporated and unincorporated areas of Santa Cruz County. On November 5, 1996, the voters approved an additional one-quarter percent increase in the sales tax to fund the library system. This revenue is collected by the County Library Financing Authority, and is subsequently passed through to the Authority. In addition to the sales tax funding, under the joint powers agreement, each entity has maintenance of effort requirements based on the respective entities’ previous funding levels.

The Authority is a separate entity with a nine member board consisting of two members of the County Board of Supervisors, two members of the City of Santa Cruz City Council, one member each of the City Councils of Capitola and Scotts Valley, and three at-large citizens appointed by the Board. The City of Santa Cruz (the City) administers the library system.

### **Basis of Accounting and Measurement Focus**

The accounts of the Authority are organized on the basis of funds. Each fund is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues, and expenditures or expenses, as appropriate. Governmental resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled. The Authority uses only one fund, General Fund, to record the results of its operations.

### *Government-Wide Financial Statements*

Government-Wide Financial Statements are presented on an “economic resources” measurement focus and the accrual basis of accounting. Accordingly, all of the Authority’s assets and liabilities, including capital assets, and long-term liabilities, are included in the accompanying Statement of Net Position. The Statement of Activities presents changes in net position. Under the accrual basis of accounting, revenues are recognized in the period in which they are earned while expenses are recognized in the period in which the liability is incurred.

Certain types of transactions are reported as program revenues for the City. These transactions include:

- Charges for services,
- Operating grants and contributions, and
- Capital grants and contributions.

#### Governmental Fund Financial Statements

Governmental Fund Financial Statements include a Balance Sheet and a Statement of Revenues, Expenditures and Changes in Fund Balances for all governmental funds aggregated. The Authority has presented one major fund which is the general fund. The General Fund is used to account for sources and uses of financial resources traditionally associated with governments, and which are not required to be accounted for in another fund.

Governmental funds are accounted for on a spending or "*current financial resources*" measurement focus and the modified accrual basis of accounting. Accordingly, only current assets and current liabilities are included on the Balance Sheet. The Statement of Revenues, Expenditures, and Changes in Fund Balances presents increases (revenues and other financing sources) and decreases (expenditures and other financing uses) in net current resources. Under the modified accrual basis of accounting, revenues are recognized in the accounting period in which they become both measurable and available to finance expenditures of the current period. Generally, revenues are considered available if they are collected within 60 days after fiscal year end. If revenues are not subject to accrual, they are recorded when received in cash. The primary revenue sources, which have been treated as susceptible to accrual by the City, are property tax, sales tax, intergovernmental revenues, and other taxes. Expenditures are recorded in the accounting period in which the related fund liability is incurred.

Unavailable revenues arise when potential revenues do not meet both the "measurable" and "available" criteria for recognition in the current period. Unearned revenues arise when the government receives resources before it has a legal claim to them, as when grant monies are received prior to incurring qualifying expenditures. In subsequent periods when both revenue recognition criteria are met or when the government has a legal claim to the resources, these amounts are removed from the balance sheet and the revenues are recognized.

An accompanying schedule is presented to reconcile and explain the differences in fund balance as presented in the Fund Financial Statements to the net position presented in the Government-Wide Financial Statements.

### *Use of Restricted Fund Balance*

#### *Net Position Flow Assumptions*

Sometimes the Authority will fund outlays for a particular purpose from both restricted and unrestricted resources. In order to calculate the amounts to report as restricted-net position and unrestricted-net position in the government-wide financial statements, a flow assumption must be made about the order in which the resources are considered to be applied. It is the Authority's policy to consider restricted-net position to have been depleted before unrestricted-net position is applied.

#### *Fund Balance Flow Assumptions*

Sometimes the Authority will fund outlays for a particular purpose from both restricted and unrestricted resources (the total of committed, and unassigned fund balance). In order to calculate the amounts to report as restricted, committed, and unassigned fund balance in the governmental fund financial statements, a flow assumption must be made about the order in which the resources are considered to be applied. It is the Authority's policy to consider restricted fund balance to have been depleted before using any of the components of unrestricted fund balance. Further, when the components of unrestricted fund balance can be used for the same purpose, committed fund balance is depleted first. Unassigned fund balance is applied last.

### *Cash, Cash Equivalents, and Investments*

For purposes of the Balance Sheet, cash and cash equivalents include currency on hand and deposits in the City's cash and investment pool. These deposits have the same characteristics for the participating funds as demand deposit accounts, in that the funds may deposit additional cash at any time and also effectively withdraw cash at any time without prior notice or penalty. The City's cash and investments are stated at fair value, which is based on a quoted market price. This includes all investments except the City's investment in the California Local Agency Investment Fund ("LAIF"). The balance is available for withdrawal on demand, and is based on the accounting records maintained by LAIF, which are recorded on an amortized cost basis. The City valued its investments in LAIF at June 30, 2022, by multiplying its balance by a fair value factor determined by LAIF (0.987125414). This fair value factor was calculated by dividing the total fair value for all participants by the total amortized cost.

***Capital Assets***

*Government-Wide Financial Statements*

Capital assets are defined by the Authority as assets having an estimated useful life in excess of one year, and an initial, individual cost in excess of the capitalization thresholds described below:

Infrastructure	\$25,000
Buildings and Lease Improvement	10,000
Machinery and Equipment	5,000
Software (if qualified)	5,000

All capital assets are valued at historical cost or estimated historical cost if historical cost is not available. Donated capital assets are valued at their acquisition value on the date donated. Assets acquired under capital leases are capitalized in accordance with GAAP. Major outlays for capital assets and improvements are capitalized as projects are constructed. The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend the asset’s useful life are not capitalized. Depreciation is recorded on a straight-line basis over the useful lives of the assets as follows:

Infrastructure	20 years
Buildings and Lease Improvements	15–50 years
Machinery and Equipment	5–20 years
Software (if qualified)	5 years

Assets are grouped by asset type into one of the following accounts: land, land improvements, buildings (and improvements), machinery and equipment, lease improvements, and software.

*Fund Financial Statements*

Capital assets are not presented in the governmental fund financial statements; consequently, capital assets are shown as a reconciling item in the Reconciliation of the Governmental Funds Balance Sheet to the Government-Wide Statement of Net Position.

***Leases***

*As lessee*

At the commencement of a lease, the Authority initially measures the lease liability at the present value of payments expected to be made during the lease term. Subsequently, the lease liability is reduced by the principal portion of lease payments made. The lease asset is initially measured as the initial amount of the lease liability, adjusted for lease payments made at or before the lease commencement date, plus certain initial direct costs. Subsequently, the lease asset is amortized on a straight-line basis over its useful life.

*As lessor*

At the commencement of a lease, the Authority initially measures the lease receivable at the present value of payments expected to be received during the lease term. Subsequently, the lease receivable is reduced by the principal portion of lease payments received. The deferred inflow of resources is initially measured as the initial amount of the lease receivable, adjusted for lease payments received at or before the lease commencement date. Subsequently, the deferred inflow of resources is recognized as revenue over the life of the lease term.

***Program Revenues***

Amounts reported as program revenues include (1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided or fines imposed by a given function or segment, and (2) grants and contributions (including special assessments) that are restricted to meeting the operational or capital requirements of a particular function or segment. All taxes, including those dedicated for specific purposes, and other internally dedicated resources are reported as general revenues rather than as program revenues.

***Property Taxes***

Assessed property values are determined annually by the County Assessor as of March 1, and become a lien on real property at January 1. Taxes are levied on July 1 and are payable in two installments on November 1 and February 1, and are delinquent if not paid by December 10 and April 10, respectively.

The County bills and collects property taxes and remits them to the Authority under the State-authorized method of apportioning taxes whereby all local agencies, including cities, receive from the county their respective shares of the amount of ad valorem taxes collected. Property tax revenues are recognized when levied, provided the measurement and availability criteria have been met.

***Net Position***

In the Government-Wide Financial Statements, net position is classified in the following categories:

*Investment in Capital Assets* – This amount consists of capital assets net of accumulated depreciation and reduced by outstanding debt that attributed to the acquisition, construction, or improvement of the assets, as applicable.

*Restricted Net Position* – This amount is restricted by external creditors, grantors, contributors, laws or regulations of other governments.

Unrestricted Net Position - This amount is the portion that does not meet the definition of "net investment in capital assets" or "restricted net position."

### ***Fund Balances***

Nonspendable - This category consists of amounts that are either not in spendable form or are legally or contractually required to maintain intact.

Restricted - This category consists of amounts that have constraints placed on them either externally by third-parties (creditors, grantors, contributors, or laws or regulations of other governments) or by law through constitutional provisions or enabling legislation. Enabling legislation authorizes the City to assess, levy, charge, or otherwise mandate payment of resources (from external resource providers) and includes a legally enforceable requirement (compelled by external parties) that those resources be used only for the specific purposes stipulated in the legislation.

Committed - This category consists of amounts that can only be used for specific purposes pursuant to constraints imposed by formal action of the City Council through approval of Resolutions. Formal action is taken with the passage of a simple majority vote at or prior to the last meeting for the applicable fiscal year. It also includes contractual obligations for which existing resources have been committed. Those committed amounts cannot be used for any other purpose unless the City removes or changes the specified use by taking the same type of action it employed previously to commit those amounts.

Assigned - This category consists of amounts that are intended to be used by the Authority for specific purposes, but do not meet the criteria to be classified as committed.

Unassigned - This category represents amounts that have not been restricted, committed, or assigned to specific purposes.

### ***Use of Estimates***

The preparation of financial statements in conformity with GAAP requires management to make estimates and assumptions. These estimates and assumptions affect the amounts reported and the disclosure of contingent assets, liabilities, and deferred inflows and outflows. In addition, estimates affect the reported amount of revenues, expenditures/expenses, and disclosures. Actual results could differ from these estimates and assumptions.



## Note 2 - Cash Deposits and Investments

Cash and investments held by the Authority at June 30, 2022, consisted of \$9,262,775 in cash pooled with the City's Cash and Investments.

Investments authorized by the California Government Code and the City of Santa Cruz's investment policy:

Allowable investment instruments are defined in the California Government Code Section 53600, et. seq., as amended. If the Code is further revised to allow additional investments or is changed regarding the limits on certain categories of investments, the City is authorized to conform to these changes, excluding those changes that may be prohibited by this policy. Where the Government Code specifies a percentage limitation for a particular category of investments, that percentage is applicable only at the date of purchase. The City's pool is not rated and is not registered with the SEC. The City's average maturity of its investments is less than one year.

California Local Agency Investment Fund - The City is a participant in LAIF, which is regulated by California Government Code Section 16429 under the oversight of the Treasurer of the State of California. The fair value of the City's investment in the LAIF pool is reported in the statements provided at amounts based on the City's pro-rata share of the fair value provided by LAIF, for the entire LAIF portfolio (in relation to the amortized cost of that portfolio). The balance available for withdraw is based on the accounting records maintained by LAIF, which are recorded on an amortized cost basis, which is different from the fair value of the City's position in the LAIF pool. The fund is subject to regulatory oversight by the State of California and is not registered with the SEC.

Fair Value Hierarchy – The City categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; Level 2 – Inputs to the valuation methodology include: quoted prices for similar assets or liabilities in active markets; quoted prices for identical or similar assets or liabilities in inactive markets; inputs other than quoted prices that are observable for the asset or liability; inputs that are derived principally from or corroborated by observable market data by correlation or other means. Level 3 inputs are significant unobservable inputs. Investments in LAIF are uncategorized as deposits and withdrawals are made on the basis of \$1 and not fair value.

### ***Risk Disclosures***

Interest Rate Risk - In accordance with its investment policy, the City manages its exposure to declines in fair values by limiting the weighted average maturity of its investment portfolio to two and one-half (2½) years or less. The City is in compliance with this provision of the investment policy with a weighted average maturity of 81 days at June 30, 2022.

Credit Risk – This is the risk that an issuer or other counterparty to an investment will not fulfill its obligations. The City manages credit risk by evaluating and pre-qualifying banks and primary dealers and by investing in securities with top ratings issued by nationally recognized statistical rating organizations.

Concentration of Credit Risk – The City’s investment policy states that not more than 25% of the portfolio shall be invested in any one entity or any one instrument to protect the City from concentration of credit risk, with the following exceptions: U.S. Treasury Obligations and the external investment pool (LAIF). In addition, purchases of mutual funds must not exceed 20% of the value of the portfolio. Purchases in a single mutual fund may not exceed 10% of the value of the portfolio. The City is in compliance with these provisions of the investment policy. The City did not maintain investments in any one issuer (other than U.S. Treasury securities and external investment pools) that represent 5% or more of total investments at June 30, 2022.

**Note 3 - Capital Assets**

At June 30, 2022, the Authority's capital assets consisted of the following:

	Balance June 30, 2021	Additions	Deletions	Balance June 30, 2022
<b>Non-depreciable assets:</b>				
Construction In progress	\$ 71,353	\$ -	\$ -	\$ 71,353
Total non-depreciable assets	71,353	-	-	71,353
<b>Depreciable assets:</b>				
Infrastructure	579,683	-	-	579,683
Lease improvements	2,103,369	-	-	2,103,369
Machinery and equipment	2,362,771	12,729	(13,723)	2,361,777
Software	3,983	-	-	3,983
Total depreciable assets, at cost	5,049,806	12,729	(13,723)	5,048,812
Total capital assets	5,121,159	12,729	(13,723)	5,120,165
Less accumulated depreciation:				
Infrastructure	(374,221)	(13,055)	-	(387,276)
Lease improvements	(1,969,931)	(35,120)	-	(2,005,051)
Machinery and equipment	(1,997,641)	(107,820)	13,723	(2,091,738)
Software	(3,983)	-	-	(3,983)
Total accumulated depreciation	(4,345,776)	(155,995)	13,723	(4,488,048)
<b>Total capital assets, net</b>	<b>\$ 775,383</b>	<b>\$ (143,266)</b>	<b>\$ -</b>	<b>\$ 632,117</b>

Depreciation expense of the governmental activities for the year ended June 30, 2022 was \$155,995 and is included in the Library Services expense line item on the statement of activities.

**Note 4 - Related Party Transactions**

The cities of Santa Cruz and Watsonville and the County of Santa Cruz are required to provide funding to the Santa Cruz County Library Financing Authority in accordance with the maintenance of effort agreement. The net revenues received by the County Library Financing Authority are then passed through to the Library Joint Powers Authority (Authority) and the City of Watsonville based on a prescribed formula. For fiscal year 2022, the Authority's share of the revenues is \$5,938,706 or 77.9%. Distribution of the member contributions are as follows:

Contributing Member Agencies	County Library Financing Authority Contributions	Less: Miscellaneous Costs	Net Contributions	Library Joint Powers Authority Share (77.9%)	City of Watsonville Library Share (22.1%)
City of Santa Cruz	\$ 1,663,521	\$ (12,482)	\$ 1,651,039	\$ 1,313,190	\$ 337,849
City of Watsonville	496,544	(3,541)	493,003	392,120	100,883
County of Santa Cruz	5,322,541	-	5,322,541	4,233,396	1,089,145
<b>Total</b>	<b>\$ 7,482,606</b>	<b>\$ (16,023)</b>	<b>\$ 7,466,583</b>	<b>\$ 5,938,706</b>	<b>\$ 1,527,877</b>

**Note 5 - Due From Other Governments**

Due from other governments includes funding for Library operations from the County Library Financing Authority in the amount of \$345,522.

**Note 6 - Commitments and Contingencies**

The Authority is a recipient of various governmental grants which may be subject to program compliance audits. Accordingly, the Authority's compliance with applicable grant requirements may be established at a future date. The amount of expenditures which may be disallowed by a granting agency cannot be determined at this time, although the Authority anticipates such amounts, if any, will be immaterial.

## **Note 7 - Retirement Plans**

### **CalPERS Miscellaneous and Safety Employees' Pension Plans**

The Authority uses City employees who are covered under the City's contributions to the California Public Employee Retirement System (CalPERS). CalPERS acts as a common investment and administrative agent for participating public entities within the State of California. The miscellaneous employees of the City are part of a three-tier agent multiple-employer defined benefit pension plan. Benefit provisions under the Plans are established by State statute and City resolutions. CalPERS issues publicly available reports that include a full description of the pension plans regarding benefit provisions, and assumptions at the CalPERS website.

Benefits are based on years of credited service, equal to one year of full time employment. Members with five years of total service are, generally, eligible to retire at age 50 with statutorily reduced benefits. All members are eligible for non-duty disability benefits after 10 years of service. The death benefit is one of the following: The Basic Death Benefit, the 1957 Survivor Benefit, or the Optional Settlement 2W Death Benefit. The cost of living adjustments for each plan are applied as specified by the Public Employees' Retirement Law.

The Authority assumes its share of pension costs based upon rates established by PERS for the City's general employees. No separate pension benefit obligation is calculated for the Authority; accordingly, no obligation is presented herein. Further information regarding the City's participation in PERS may be found in the City's basic financial statements.

## Note 8 - Fund Balance

### Stabilization arrangement

During fiscal year, 2017 the Authority's Board approved an establishment of a stabilization agreement to cover cash flow issues and unexpected expenditures in future fiscal years. The reserve may be used for expenditures in the event of a declaration of a state or federal state of emergency or a local emergency. At June 30, 2022, the Authority had \$1,982,478 pursuant to the stabilization agreement.

Expenditures of the amounts in the revenue stabilization reserve may occur only when specific circumstances exist. The adopted resolution directs that these resources may be used if any one of the unforeseen and non-recurring events listed below occur that create significant financial difficulty for the Authority:

- a) Sudden and unexpected significant facility failures that threaten the immediate safety of City/ Authority patrons, staff or the community;
- b) Declaration of a State of Emergency by the Governor;
- c) Acts of Terrorism declared by the Governor or the President of the United States; or
- d) Acts of Nature, which are infrequent in occurrence.

The Authority's fund balance consisted of \$10,180,403 unassigned fund balance at the end of June 30, 2022.



Required Supplementary Information  
June 30, 2022

# Santa Cruz Public Libraries Joint Powers Authority

**Santa Cruz Public Libraries Joint Powers Authority**  
**Schedule of Revenues, Expenditures and Changes in Fund Balances – Budget to Actual – General Fund**  
**Year Ended June 30, 2022**

	Budgeted Amounts		Actual	Variance with
	Original	Final	Amounts (GAAP Basis)	Final Budget Positive (Negative)
<b>Revenues</b>				
Taxes	\$ 9,081,659	\$ 10,194,957	\$ 10,677,936	\$ 482,979
Intergovernmental	6,115,273	6,115,273	6,194,446	79,173
Charges for services	-	-	2,320	2,320
Fines and forfeitures	26,505	26,505	20,124	(6,381)
Use of money and property	107,603	107,603	(146,370)	(253,973)
Donations and other revenues	71,713	408,766	351,225	(57,541)
<b>Total revenues</b>	<b>15,402,753</b>	<b>16,853,104</b>	<b>17,099,681</b>	<b>246,577</b>
<b>Expenditures</b>				
Current				
Contracted personnel services	11,950,092	11,800,754	10,159,186	1,641,568
Services, supplies, and other charges	3,434,451	4,082,957	4,423,347	(340,390)
Capital outlay	488,000	521,622	12,729	508,893
<b>Total expenditures</b>	<b>15,872,543</b>	<b>16,405,333</b>	<b>14,595,262</b>	<b>1,810,071</b>
<b>Revenues over (Under)</b>				
<b>Expenditures</b>	<b>(469,790)</b>	<b>447,771</b>	<b>2,504,419</b>	<b>2,056,648</b>
<b>Other Financing Sources (Uses)</b>				
Sale of surplus equipment	-	-	883	883
Transfers in	28,500	28,500	-	(28,500)
<b>Total other financing sources (uses)</b>	<b>28,500</b>	<b>28,500</b>	<b>883</b>	<b>(27,617)</b>
<b>Net Change in Fund Balance</b>	<b>(441,290)</b>	<b>476,271</b>	<b>2,505,302</b>	<b>2,029,031</b>
<b>Budgetary Fund Balances:</b>				
Beginning of year	7,675,101	7,675,101	7,675,101	-
End of year	<u>\$ 7,233,811</u>	<u>\$ 8,151,372</u>	<u>\$ 10,180,403</u>	<u>\$ 2,029,031</u>



### **Budgetary Information**

An annual budget is adopted by the Authority on or before June 30 for the fiscal year beginning July 1. The annual budget process begins in February with a public hearing, at which time the Board considers service and budget priorities for the following year. The Director of Libraries then prepares a proposed budget, based upon the service priorities and revenue estimates. The proposed budget is made available to the public for review prior to a public hearing in May of each year. At this hearing, the Board can request supplemental information from the Director of Libraries. This supplemental information, plus an update on available financing for the Library System is presented to the Board for review prior to final budget adoption.

Administratively, the Authority's budget is managed under the policies and procedures of the City. The Director of Libraries is authorized to approve appropriation transfers up to a specified amount; however, any new appropriation requires approval by the Authority's Board. Several supplemental appropriations that were necessary during the year are reflected in the final budgeted amounts. Expenditures may not legally exceed appropriations at the fund level.

All annual operating appropriations lapse at fiscal year-end, except for amounts legally encumbered at year end. Encumbrance accounting, under which purchase orders, contracts, and other commitments for the expenditure of monies are recorded in order to reserve that portion of the applicable appropriation, is employed as an extension of formal budgetary integration in governmental fund types. Encumbrances outstanding at year-end are reported as reservation of fund balances since they do not constitute expenditures or liabilities, and re-appropriations in the subsequent year provide authority to complete these transactions as expenditures.

In addition, project-length (or non-lapsing) budgets are adopted for capital improvements and other projects, and grant-funded projects or programs that may not be completed within the fiscal year during which the budget appropriation for the project or program originates. Under these circumstances, the appropriation continues until project or program completion, or unless the appropriation is subsequently amended or rescinded by the Authority Board.

Budgets are adopted each year for the General Fund. This budget is prepared on a basis consistent with GAAP.



Supplementary Information  
June 30, 2022

Santa Cruz Public Libraries Joint  
Powers Authority

Santa Cruz Public Libraries Joint Powers Authority  
Combining Schedule of Balance Sheets by Program (Unaudited) Library Operating Funds\*  
June 30, 2022

	Library Operating Sub-Funds						Total Library Operating Funds
	Library JPA Operating	Technology Reserve	Felton Branch Reserve	JPA Vehicle Replacement	JPA Trusts	JPA - Capital Equipment	
<b>Assets</b>							
Cash and cash equivalents	\$ 8,406,808	\$ 258,812	\$ 1,252	\$ 507,857	\$ 18,046	\$ 70,000	\$ 9,262,775
Interest receivable	8,468	8	2	652	23	-	9,153
Taxes receivable	845,292	-	-	-	-	-	845,292
Prepaid expenses	400	-	-	-	-	-	400
Due from other governments	345,522	-	-	-	-	-	345,522
<b>Total assets</b>	<b>\$ 9,606,490</b>	<b>\$ 258,820</b>	<b>\$ 1,254</b>	<b>\$ 508,509</b>	<b>\$ 18,069</b>	<b>\$ 70,000</b>	<b>\$ 10,463,142</b>
<b>Liabilities and fund balances</b>							
<b>Liabilities:</b>							
Accounts payable and other current liabilities	\$ 282,739	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 282,739
<b>Total liabilities</b>	<b>282,739</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>282,739</b>
<b>Fund Balances:</b>							
Non-spendable	400	-	-	-	-	-	400
Unassigned	9,323,351	258,820	1,254	508,509	18,069	70,000	10,180,003
<b>Total fund balances</b>	<b>9,323,751</b>	<b>258,820</b>	<b>1,254</b>	<b>508,509</b>	<b>18,069</b>	<b>70,000</b>	<b>10,180,403</b>
<b>Total liabilities and fund balances</b>	<b>\$ 9,606,490</b>	<b>\$ 258,820</b>	<b>\$ 1,254</b>	<b>\$ 508,509</b>	<b>\$ 18,069</b>	<b>\$ 70,000</b>	<b>\$ 10,463,142</b>

\*The "Library Operating Funds" constitute sub-funds of the General Fund of the Santa Cruz Public Libraries Joint Powers Authority.

**Santa Cruz Public Libraries Joint Powers Authority**  
 Combining Schedule of Revenues, Expenditures and Changes in Sub-Fund Balances by Program (Unaudited)  
 Library Operating Funds\*  
 For the Year June 30, 2022

	Library Operating Sub-Funds						Total Library Operating Funds
	Library JPA	Technology Reserve	Felton	JPA	JPA	JPA - Capital Equipment	
	Operating		Branch Reserve	Vehicle Replacement			
<b>Revenues</b>							
Sales and use tax	\$ 10,677,936	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,677,936
Federal grants	229,548	-	-	-	-	-	229,548
State grants	26,192	-	-	-	-	-	26,192
Maintenance of effort	5,938,706	-	-	-	-	-	5,938,706
Room rentals	2,320	-	-	-	-	-	2,320
Fines and forfeitures	20,124	-	-	-	-	-	20,124
Investment income	(135,854)	(549)	(23)	(9,599)	(345)	-	(146,370)
Contributions and donations	318,448	-	-	-	-	-	318,448
From private trusts	10,530	-	-	-	-	-	10,530
Other miscellaneous revenues	22,247	-	-	-	-	-	22,247
<b>Total revenues</b>	<b>17,110,197</b>	<b>(549)</b>	<b>(23)</b>	<b>(9,599)</b>	<b>(345)</b>	<b>-</b>	<b>17,099,681</b>
<b>Expenditures</b>							
Current							
Personnel services	10,159,186	-	-	-	-	-	10,159,186
Services, supplies and other charges	4,423,347	-	-	-	-	-	4,423,347
Capital outlay	12,729	-	-	-	-	-	12,729
<b>Total expenditures</b>	<b>14,595,262</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>14,595,262</b>
<b>Revenues over (under)</b>							
<b>Expenditures</b>	<b>2,514,935</b>	<b>(549)</b>	<b>(23)</b>	<b>(9,599)</b>	<b>(345)</b>	<b>-</b>	<b>2,504,419</b>
<b>Other financing sources (uses)</b>							
Sale of surplus equipment	883	-	-	-	-	-	883
Transfers in	-	254,000	-	-	-	70,000	324,000
Transfers out	(324,000)	-	-	-	-	-	(324,000)
<b>Total other financing sources (uses)</b>	<b>(323,117)</b>	<b>254,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>70,000</b>	<b>883</b>
<b>Net change in fund balances</b>	<b>2,191,818</b>	<b>253,451</b>	<b>(23)</b>	<b>(9,599)</b>	<b>(345)</b>	<b>70,000</b>	<b>2,505,302</b>
<b>Fund balances</b>							
Beginning of year	7,131,933	5,369	1,277	518,108	18,414	-	7,675,101
End of year	<u>\$ 9,323,751</u>	<u>\$ 258,820</u>	<u>\$ 1,254</u>	<u>\$ 508,509</u>	<u>\$ 18,069</u>	<u>\$ 70,000</u>	<u>\$ 10,180,403</u>

\*The "Library Operating Funds" constitute sub-funds of the General Fund of the Santa Cruz Public Libraries Joint Powers Authority.

# Santa Cruz Public Libraries Joint Powers Authority

Authority's Financial Condition

For the Year June 30, 2022

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At June 30, 2022, the Authority had unrestricted net position of \$10,180,403, an increase of \$2,505,302 from the prior year of \$7,675,101 on the government-wide financial statements. The total fund balance in the amount of \$10,180,403 is unassigned. The following is the two-year trend information of financial condition of the Authority:

Government-Wide Financial Statements						
	Total Net Position (Deficit)	Change \$	Unrestricted Net Position	Change \$	Change in Net Position	Change \$
2021	\$ 8,450,484	\$ 2,677,612	\$ 7,675,101	\$ 2,770,496	\$ 2,677,612	\$ 3,126,153
2022	10,812,520	2,362,036	10,180,403	2,505,302	2,362,036	(315,576)

### Fund Financial Statements

2021	\$ 7,675,101	\$ 2,770,496
2022	10,180,403	2,505,302

The Authority's financial condition over the last fiscal years had improved. For fiscal year 2022 the Authority saw an increase of \$2,362,036 in total net position for a total net position of \$10,812,520. For fiscal year 2021, the total net position increased by \$2,677,612, for a total net position of \$8,450,484. For fiscal year 2021 the Authority saw an increase of \$2,505,302 in total fund balance. For fiscal year 2021, total fund balance increased by \$2,770,496.

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



## **STAFF REPORT**

DATE:                May 2, 2024  
TO:                    Library Joint Powers Authority Board  
FROM:                Eric Howard, Interim Library Director  
RE:                    Annual Financial Audit for FY 2022-2023

### **STAFF RECOMMENDATION**

Review and accept prepared Annual Financial Audit for FY 22/23

### **DISCUSSION**

Please review attached Annual Financial Audit report for the fiscal year 2022-2023 ending on June 30, 2023.

Attachment: Annual Financial Report for the FY ended June 30,2023

# **Santa Cruz Public Libraries Joint Powers Authority**

Santa Cruz, California

## **Financial Statements and Independent Auditors' Report**

*For the Year Ended June 30, 2023*

**Santa Cruz Public Libraries Joint Powers Authority**  
**Financial Statements**  
**For the Year Ended June 30, 2023**

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## INDEPENDENT AUDITORS' REPORT

To the Board of Directors  
of the Santa Cruz Public Libraries Joint Powers Authority  
Santa Cruz, California

### Report on the Audit of the Financial Statements

#### *Opinions*

We have audited the accompanying financial statements of the governmental activities and the major fund of the City of Santa Cruz Public Libraries Joint Powers Authority (the "Authority"), a custodial fund of the City of Santa Cruz, California (the "City"), as of and for the year ended June 30, 2023, and the related notes to the financial statements, which collectively comprise the Authority's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and the major fund of the Authority as of June 30, 2023, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

#### *Basis for Opinions*

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Our responsibilities under those standards are further described in the *Auditors' Responsibilities for the Audit of the Financial Statements* section of our report. We are required to be independent of the Authority, and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

#### *Emphasis of a Matter*

As described in Note 1 to the fund financial statements, these fund financial statements present only the financial position and results of operations of the Authority and are not intended to present fairly the financial position and results of operations of the City in conformity with accounting principles generally accepted in the United States of America.

#### *Responsibilities of Management for the Financial Statements*

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Authority's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

### ***Auditors' Responsibilities for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with auditing standards generally accepted in the United States of America will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with auditing standards generally accepted in the United States of America, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Authority's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Authority's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

### ***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis, and Budgetary Comparison Schedule be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

To the Board of Directors  
of the Santa Cruz Public Libraries Joint Powers Authority  
Santa Cruz, California  
Page 3

***Supplementary Information***

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Authority's basic financial statements. The Combining Schedule of Balance Sheets by Program, the Combining Schedule of Revenues, Expenditures and Changes in Sub-Fund Balances by Program, and Authority's Financial Condition are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with GAAS. In our opinion, the Combining Schedule of Balance Sheets by Program and the Combining Schedule of Revenues, Expenditures and Changes in Sub-Fund Balances by Program, and Authority's Financial Condition are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

*The PwC Group, LLP*

Santa Ana, California  
March 29, 2024

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**Santa Cruz Public Libraries Joint Powers Authority**  
**Management's Discussion and Analysis (Unaudited)**  
**For the Year Ended June 30, 2023**

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Management of the Santa Cruz Public Libraries Joint Powers Authority (Authority) provides this Management Discussion and Analysis (MD&A) for readers of the Authority's basic financial statements. This narrative overview and analysis of the financial activities of the Authority is for the fiscal year ended June 30, 2023.

**Financial Highlights**

***Government-wide highlights:***

The assets of the Authority exceeded its liabilities at the close of the fiscal year by \$12,536,529 (Net Position). A component of this balance represents \$1,059,311 of investment in capital assets; however, the remainder of net position consists of unrestricted net position of \$11,477,218. Unrestricted net position represents the amount normally used to meet the Authority's ongoing obligations.

Changes in Net Position - The Authority's total net position increased by \$1,724,009 in fiscal year 2023 due to an increase in maintenance of effort contributions coupled with underspending in budgeted expenditures.

By the end of the fiscal year, the Authority's total assets increased by \$5,857,105. The top current asset increase was due to accounts receivable with a \$1,055,107 increase, and capital assets with a \$4,297,295 increase due to a recognition of lease assets.

The Authority's total liabilities sustained an increase of \$4,133,096 during the fiscal year primarily due to the recognition of noncurrent leases payable.

***Fund highlights:***

As of the close of the fiscal year, the Authority's general fund reported a fund balance of \$11,488,523 which is an increase of \$1,308,120 when compared with the prior year amount. The fund balance is a measure of whether the Authority will have sufficient resources to meet its near-term obligations.

The Authority's general fund total assets increased by \$1,559,810 and the total liabilities increased by \$251,690 during the fiscal year. The increases were primarily attributable to an increase in the Authority's accounts receivable and leases payable.

**Overview of the Financial Statements**

This discussion and analysis are intended to serve as an introduction to the Authority's basic financial statements. The Santa Cruz Public Libraries Joint Powers Authority's basic financial statements comprise three components: 1) government-wide financial statements; 2) fund financial statements; and 3) notes to the financial statements. This report also contains other supplementary information in addition to the basic financial statements themselves.

**Government-wide Financial Statements**

The government-wide financial statements are designed to provide readers with a broad overview of the Authority's finances, in a manner similar to a private-sector business. The statement of net position presents information on all of the Authority's assets and liabilities with the difference between the total assets and the total liabilities reported as net position.

**Santa Cruz Public Libraries Joint Powers Authority**  
**Management's Discussion and Analysis (Unaudited) (Continued)**  
**For the Year Ended June 30, 2023**

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The statement of activities presents information showing how the Authority's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g., interest on long-term debt due but unpaid at the end of the fiscal year).

The Authority's library services function is principally supported by taxes and intergovernmental revenues and is therefore considered a governmental activity. The government-wide financial statements can be found on pages 13-14 of this report.

### **Fund Financial Statements**

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Authority, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. The fund financial statements can be found on pages 15-18 of this report.

**Governmental funds** – Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. Unlike the government-wide financial statements, however, governmental fund statements focus on near-term inflows and outflows of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

Since the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. Readers will then be able to better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

The Authority has one governmental fund, the general fund, which is used to account for all of its activities.

### **Notes to the Financial Statements**

The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The notes to the financial statements can be found on pages 21-31 of this report.

### **Required Supplementary Information**

In addition to the basic financial statements and accompanying notes, this report also presents certain required supplementary information providing a budgetary comparison schedule for the General Fund. Required supplementary information can be found on page 35-36 of this report.

**Santa Cruz Public Libraries Joint Powers Authority  
Management's Discussion and Analysis (Unaudited) (Continued)  
For the Year Ended June 30, 2023**

**Government-Wide Financial Analysis**

*Analyses of Net Position*

About 39% of the Authority's net position reflects its investment in capital assets, primarily machinery, furnishings, equipment and leasehold improvements. These assets are used to provide services to citizens; consequently, they are not available for future spending. The table below shows the components of the net position.

**Santa Cruz Public Libraries  
Net Position  
At June 30, 2023 and 2022**

	<b>2023</b>	<b>2022</b>
<b>Total assets</b>	\$ 16,952,364	\$ 11,095,259
<b>Total liabilities</b>	\$ 4,415,835	\$ 282,739
<b>Net position:</b>		
Investment in capital assets	1,059,311	632,117
Unrestricted	11,477,218	10,180,403
<b>Total net position</b>	\$ 12,536,529	\$ 10,812,520

**Governmental Activities**

All the activities of the Authority are governmental, so it has no business-type activities:

**Santa Cruz Public Libraries  
Changes in Net Position  
Fiscal years ended June 30, 2023 and 2022**

	<b>2023</b>	<b>2022</b>
<b>General revenues:</b>		
Sales taxes	\$ 10,572,557	\$ 10,677,936
Unrestricted investment earnings	72,240	(146,370)
Unrestricted donations	538,270	-
Miscellaneous	40,736	22,247
Gain/(loss) on disposal of assets	13,550	-
<b>Total general revenues</b>	11,237,353	10,553,813
<b>Program revenues</b>	7,611,344	6,546,751
<b>Total revenues</b>	18,848,697	17,100,564
<b>Expenditures</b>	17,124,688	14,738,528
<b>Changes in net position</b>	1,724,009	2,362,036
Beginning of year	10,812,520	8,450,484
End of year	\$ 12,536,529	\$ 10,812,520

The Authority's net position increased \$1,724,009 during the fiscal year due to an increase in maintenance of effort contributions coupled with some underspending in budgeted expenditures.



**Santa Cruz Public Libraries Joint Powers Authority  
Management's Discussion and Analysis (Unaudited) (Continued)  
For the Year Ended June 30, 2023**

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**Financial Analysis of the General Fund**

As noted earlier, the Authority uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

**Governmental Funds** – The focus of the Authority's governmental funds is to provide information on near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing the Authority's financing requirements. In particular, unassigned fund balance may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year.

As of the close of the fiscal year 2023, the Authority's general fund reported an ending fund balance of \$11,488,523, an increase of \$1,308,120 or 12.85% in comparison with the prior fiscal year, primarily due to underspending.

**General Fund Budgetary Highlights**

The final amended budget is more than the original budget for revenues and other financing sources by \$2,245,123 primarily due to an increase in intergovernmental revenues related to the Maintenance of Effort from the participating jurisdictions and donations from the Friends of the Library. The actual revenues and other financing sources were less than the final amended budget by \$487,060.

The final amended budget is more than the original budget for expenditures and other financing uses by \$2,776,575 primarily due to increases in supplies and other charges such as legal services and technological applications. The actual expenditures and other financing uses were less than the final amended budget by \$3.9 million.

**Capital Assets and Debt Administration**

As of June 30, 2023, the Authority's investment in capital assets was \$4,929,412 (net of accumulated depreciation and amortization), which is \$4,297,295 more than the prior year. The increase was attributed to inclusion of intangible leases per GASB 87. Information about capital assets can be found in Note 3.

As of June 30, 2023, the Authority had \$3,870,101 of long term-debt. As of June 30, 2022, the Authority had no long-term debt outstanding. Information on debt can be found in Note 6.

**Economic Factors and Next Year's Budgets and Rates**

Of the Authority's fiscal year 2022-23 revenues (excluding other financing sources), 56% came from a dedicated quarter cent sales tax approved by the voters in 1996 and was made permanent in 2008. The balance of the Authority's revenues come from local contributions, bequest income, donations, fees and fines. Sales tax revenues are driven by the general health of the local economy, this revenue decreased over the prior year by \$105,379 or 0.9% in fiscal year 2022-23.

The budget for fiscal year 2023-24 builds on the priorities established through the various plans that are now in place: Strategic Plan, Service Model/Staffing Plan, Facilities Master Plan, and Technology Plan. Over the last year, the Authority completed various projects, including reopening five branches, relocating the Collection Management and Information Technology teams to the administration building, finalizing the new Strategic Plan, and moving the Integrated Library System to a hosted solution. 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.

**Santa Cruz Public Libraries Joint Powers Authority  
Management's Discussion and Analysis (Unaudited) (Continued)  
For the Year Ended June 30, 2023**

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The Authority's proposed FY 24 operating budget is being presented as a balanced budget with the use of funds from unrestricted fund balance. To finance ongoing operations, key strategic initiatives and capital projects, the library system depends largely on Measure R, which is expected to see similar results in fiscal year 2024 but increase in 2025, and the Maintenance of Effort (MOE) contributions, which with the recent agreement, have increased 11.5% through fiscal year 2025.

**Requests for Information**

This financial statement is designed to provide a general overview of the fund's finances. Questions concerning any of the information provided in this report or requests for additional information should be addressed to the Director of Libraries, 117 Union Street, Santa Cruz, California, 95060.

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## **BASIC FINANCIAL STATEMENTS**

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**Santa Cruz Public Libraries Joint Powers Authority**  
**Statement of Net Position**  
**June 30, 2023**

	<b>Governmental Activities</b>
<b>ASSETS</b>	
Current assets:	
Cash and cash equivalents	\$ 10,100,522
Accounts receivable	1,055,107
Interest receivable	22,746
Taxes receivable	801,417
Due from other governments	43,160
Total current assets	12,022,952
Noncurrent assets:	
Capital assets - non-depreciable/amortizable	71,353
Capital assets - depreciable/amortizable, net	4,858,059
Total noncurrent assets	4,929,412
<b>Total assets</b>	<b>16,952,364</b>
<b>LIABILITIES</b>	
Current liabilities:	
Accounts payable and other current liabilities	534,429
Interest payable	11,305
Leases payable - due in one year	221,194
Total current liabilities	766,928
Noncurrent liabilities:	
Leases payable - due in more than one year	3,648,907
Total noncurrent liabilities	3,648,907
<b>Total liabilities</b>	<b>4,415,835</b>
<b>NET POSITION</b>	
Net investment in capital assets	1,059,311
Unrestricted	11,477,218
<b>Total net position</b>	<b>\$ 12,536,529</b>

**Santa Cruz Public Libraries Joint Powers Authority**  
**Statement of Activities**  
**For the Year Ended June 30, 2023**

<b>Functions/Programs</b>	<b>Expenses</b>	<b>Program Revenues</b>		<b>Net (Expense)</b>
		<b>Charges for</b>	<b>Operating</b>	<b>Revenue</b>
		<b>Services</b>	<b>Grants and</b>	<b>and Changes</b>
			<b>Contributions</b>	<b>in Net Position</b>
				<b>Governmental</b>
				<b>Activities</b>
Governmental activities:				
Library services	\$ 17,034,090	\$ -	\$ 7,611,344	\$ (9,422,746)
Interest	90,598	-	-	(90,598)
Total governmental activities	<u>\$ 17,124,688</u>	<u>\$ -</u>	<u>\$ 7,611,344</u>	<u>\$ (9,513,344)</u>
<b>General revenues:</b>				
Sales taxes				10,572,557
Unrestricted investment earnings				72,240
Unrestricted donations				538,270
Miscellaneous				40,736
Gain/(loss) on disposal of assets				13,550
<b>Total general revenues</b>				<u>11,237,353</u>
<b>Change in net position</b>				<u>1,724,009</u>
Net position - beginning of year				<u>10,812,520</u>
Net position - end of year				<u>\$ 12,536,529</u>

**Santa Cruz Public Libraries Joint Powers Authority**  
**Governmental Fund Balance Sheet**  
**June 30, 2023**

	<b>General Fund</b>
<b>ASSETS</b>	
Cash and cash equivalents	\$ 10,100,522
Accounts receivable	1,055,107
Interest receivable	22,746
Taxes receivable	801,417
Due from other governments	43,160
<b>Total assets</b>	<b>\$ 12,022,952</b>
<b>LIABILITIES AND FUND BALANCES</b>	
<b>LIABILITIES</b>	
Accounts payable and other current liabilities	\$ 534,429
<b>Total liabilities</b>	<b>534,429</b>
<b>FUND BALANCE:</b>	
Unassigned	11,488,523
<b>Total fund balance</b>	<b>11,488,523</b>
<b>Total liabilities and fund balance</b>	<b>\$ 12,022,952</b>



**Santa Cruz Public Libraries Joint Powers Authority**  
**Reconciliation of the Governmental Fund Balance Sheet**  
**to the Statement of Net Position**  
**June 30, 2023**

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<b>Total Fund Balance - Governmental Fund</b>	<u>\$ 11,488,523</u>
Amounts reported for Governmental Activities in the Statement of Net Position were different because:	
Capital assets used in governmental activities are not current financial resources. Therefore, they are not reported in the governmental fund. Except for the internal service funds reported below, the capital assets are adjusted as follows:	
Construction in progress	71,353
Infrastructure	579,683
Lease improvements	2,047,112
Machinery and equipment	2,621,723
Intangible leases	4,307,076
Software	3,983
Less accumulated depreciation and amortization	<u>(4,701,518)</u>
Total capital assets	<u>4,929,412</u>
Long-term debt used in governmental activities are not current financial resources. Therefore, they are not reported in the governmental fund. Long-term debt is adjusted as follows:	
Lease liabilities	<u>(3,870,101)</u>
Total long-term debt	<u>(3,870,101)</u>
Interest payable did not use current financial resources. Therefore it is not included in the governmental fund.	
	<u>(11,305)</u>
<b>Net Position of Governmental Activities</b>	<u><u>\$ 12,536,529</u></u>

**Santa Cruz Public Libraries Joint Powers Authority**  
**Statement of Revenues, Expenditures, and Change in Fund Balance**  
**For the Year Ended June 30, 2023**

	<u>General Fund</u>
<b>REVENUES:</b>	
Taxes	\$ 10,572,557
Intergovernmental	7,611,344
Fines and forfeitures	34,349
Use of money and property	72,240
Donations	538,270
Other revenues	6,387
<b>Total revenues</b>	<u>18,835,147</u>
<b>EXPENDITURES:</b>	
Current:	
Contracted personnel services	11,356,105
Services, supplies, and other charges	5,405,409
Capital outlay	4,569,871
Debt service:	
Principal	216,268
Interest and fiscal charges	79,293
<b>Total expenditures</b>	<u>21,626,946</u>
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	<u>(2,791,799)</u>
<b>OTHER FINANCING SOURCES:</b>	
Proceeds from sale of capital assets	13,550
Inception of lease liability	4,086,369
<b>Total other financing sources</b>	<u>4,099,919</u>
<b>NET CHANGE IN FUND BALANCE</b>	1,308,120
<b>FUND BALANCE:</b>	
Beginning of year	<u>10,180,403</u>
End of year	<u>\$ 11,488,523</u>

**Santa Cruz Public Libraries Joint Powers Authority**  
**Reconciliation of the Statement of Revenues, Expenditures and Change in Fund Balance**  
**to the Statement of Activities**  
**For the Year Ended June 30, 2023**

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<b>Net Change in Fund Balance - Governmental Fund</b>	<u>\$ 1,308,120</u>
Amounts reported for Governmental Activities in the Statement of Activities were different because:	
The governmental fund reported capital outlay as expenditures. However, in the Government-Wide Statement of Activities, the cost of those assets was allocated over their estimated useful lives as depreciation/amortization expense. This is the amount of capital outlay recorded as capital assets in the current period.	4,569,871
Depreciation/amortization expense on capital assets was reported in the Government-Wide Statement of Activities, but did not require the use of current financial resources. Therefore, depreciation/amortization expense was not reported as an expenditure.	(272,576)
Principal expenditures were an outflow of resources in the governmental funds, but reduced long-term liabilities on the Statement of Activities	216,268
Issuance of debt provided resources for the governmental funds, but the debt was reported as a liability on the Government-Wide Statement of Net Position.	(4,086,369)
Interest expense on long-term debt was reported in the Government-Wide Statement of Activities, but it did not require the use of current financial resources. This amount represented the change in accrued interest from prior year.	<u>(11,305)</u>
<b>Change Net Position of Governmental Activities</b>	<u><u>\$ 1,724,009</u></u>

**NOTES TO THE BASIC FINANCIAL STATEMENTS**

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**Santa Cruz Public Libraries Joint Powers Authority**  
**Notes to the Basic Financial Statements**  
**For the Year Ended June 30, 2023**

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**Note 1 – Summary of Significant Accounting Policies**

The basic financial statements of the Santa Cruz Public Libraries Joint Powers Authority (“Authority”) have been prepared in conformity with accounting principles generally accepted in the United States of America (“GAAP”) as applied to governmental agencies. The Governmental Accounting Standards Board (“GASB”) is the accepted standard setting body for establishing governmental accounting and financial reporting principles. The Authority’s significant accounting policies are described below.

***A. Reporting Entity***

In May 1996 the County of Santa Cruz (“County”), City of Santa Cruz (“City”), City of Watsonville, City of Capitola, and the City of Scotts Valley entered into a joint exercise of powers agreement to provide library services to their respective jurisdictions representing the entire incorporated and unincorporated areas of Santa Cruz County. On November 5, 1996, the voters approved an additional one-quarter percent increase in the sales tax to fund the library system. This revenue is collected by the County Library Financing Authority and is subsequently passed through to the Authority. In addition to the sales tax funding, under the joint powers agreement, each entity has maintenance of effort requirements based on the respective entities’ previous funding levels.

The Authority is a separate entity with a nine-member board consisting of two members of the County Board of Supervisors, two members of the City of Santa Cruz City Council, one member each of the City Councils of Capitola and Scotts Valley, and three at-large citizens appointed by the Board. The City administers the library system.

***B. Basis of Accounting and Measurement Focus***

The accounts of the Authority are organized on the basis of funds. Each fund is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues, and expenditures or expenses, as appropriate. Governmental resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled. The Authority uses only one fund, the General Fund, to record the results of its operations.

*Government-Wide Financial Statements*

Government-Wide Financial Statements are presented on an “economic resources” measurement focus and the accrual basis of accounting. Accordingly, all of the Authority’s assets and liabilities, including capital assets, and long-term liabilities, are included in the accompanying Statement of Net Position. The Statement of Activities presents changes in net position. Under the accrual basis of accounting, revenues are recognized in the period in which they are earned while expenses are recognized in the period in which the liability is incurred.

Certain types of transactions are reported as program revenues for the City. These transactions include:

- Charges for services and
- Operating grants and contributions

**Santa Cruz Public Libraries Joint Powers Authority**  
**Notes to the Basic Financial Statements (Continued)**  
**For the Year Ended June 30, 2023**

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**Note 1 – Summary of Significant Accounting Policies (Continued)**

***B. Basis of Accounting and Measurement Focus (Continued)***

*Governmental Fund Financial Statements*

Governmental Fund Financial Statements include a Balance Sheet and a Statement of Revenues, Expenditures and Changes in Fund Balances for all governmental funds aggregated. The Authority has presented one major fund which is the General Fund. The General Fund is used to account for sources and uses of financial resources traditionally associated with governments, and which are not required to be accounted for in another fund.

Governmental funds are accounted for on a spending or "*current financial resources*" measurement focus and the modified accrual basis of accounting. Accordingly, only current assets and current liabilities are included on the Balance Sheet. The Statement of Revenues, Expenditures, and Changes in Fund Balances presents increases (revenues and other financing sources) and decreases (expenditures and other financing uses) in net current resources. Under the modified accrual basis of accounting, revenues are recognized in the accounting period in which they become both measurable and available to finance expenditures of the current period. Generally, revenues are considered available if they are collected within 60 days after fiscal year end. If revenues are not subject to accrual, they are recorded when received in cash. The primary revenue sources, which have been treated as susceptible to accrual by the City, are property tax, sales tax, intergovernmental revenues, and other taxes. Expenditures are recorded in the accounting period in which the related fund liability is incurred.

Unavailable revenues arise when potential revenues do not meet both the "measurable" and "available" criteria for recognition in the current period. Unearned revenues arise when the government receives resources before it has a legal claim to them, as when grant monies are received prior to incurring qualifying expenditures. In subsequent periods when both revenue recognition criteria are met or when the government has a legal claim to the resources, these amounts are removed from the balance sheet and the revenues are recognized.

An accompanying schedule is presented to reconcile and explain the differences in fund balance as presented in the Fund Financial Statements to the net position presented in the Government-Wide Financial Statements.

***C. Use of Restricted Fund Balance***

*Net Position Flow Assumptions*

Sometimes the Authority will fund outlays for a particular purpose from both restricted and unrestricted resources. In order to calculate the amounts to report as restricted-net position and unrestricted-net position in the government-wide financial statements, a flow assumption must be made about the order in which the resources are considered to be applied. It is the Authority's policy to consider restricted-net position to have been depleted before unrestricted-net position is applied.

*Fund Balance Flow Assumptions*

Sometimes the Authority will fund outlays for a particular purpose from both restricted and unrestricted resources (the total of committed, and unassigned fund balance). In order to calculate the amounts to report as restricted, committed, and unassigned fund balance in the governmental fund financial statements, a flow assumption must be made about the order in which the resources are considered to be applied. It is the Authority's policy to consider restricted fund balance to have been depleted before using any of the components of unrestricted fund balance. Further, when the components of unrestricted fund balance can be used for the same purpose, committed fund balance is depleted first. Unassigned fund balance is applied last.

**Santa Cruz Public Libraries Joint Powers Authority**  
**Notes to the Basic Financial Statements (Continued)**  
**For the Year Ended June 30, 2023**

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**Note 1 – Summary of Significant Accounting Policies (Continued)**

***D. Cash, Cash Equivalents, and Investments***

For purposes of the Balance Sheet, cash and cash equivalents include currency on hand and deposits in the City’s cash and investment pool. These deposits have the same characteristics for the participating funds as demand deposit accounts, in that the funds may deposit additional cash at any time and also effectively withdraw cash at any time without prior notice or penalty. The City’s cash and investments are stated at fair value, which is based on a quoted market price. This includes all investments except the City’s investment in the California Local Agency Investment Fund (“LAIF”). The balance is available for withdrawal on demand, and is based on the accounting records maintained by LAIF, which are recorded on an amortized cost basis. The City valued its investments in LAIF at June 30, 2023, by multiplying its balance by a fair value factor determined by LAIF. The fair value factor was calculated by dividing the total fair value for all participants by the total amortized cost.

***E. Capital Assets***

*Government-Wide Financial Statements*

Capital assets are defined by the Authority as assets having an estimated useful life in excess of one year, and an initial, individual cost in excess of the capitalization thresholds described below:

Infrastructure	\$	25,000
Buildings and Lease Improvement		10,000
Machinery and Equipment		5,000
Software (if qualified)		5,000

All capital assets are valued at historical cost or estimated historical cost if historical cost is not available. Donated capital assets are valued at their acquisition value on the date donated. Assets acquired under capital leases are capitalized in accordance with GAAP. Major outlays for capital assets and improvements are capitalized as projects are constructed. The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend the asset’s useful life are not capitalized. Depreciation/amortization is recorded on a straight-line basis over the useful lives of the assets as follows:

Infrastructure	20 years
Buildings and Lease Improvements	15–50 years
Machinery and Equipment	5–20 years
Software (if qualified)	5 years

Assets are grouped by asset type into one of the following accounts: land, land improvements, buildings (and improvements), machinery and equipment, lease improvements, and software.

*Fund Financial Statements*

Capital assets are not presented in the governmental fund financial statements; consequently, capital assets are shown as a reconciling item in the Reconciliation of the Governmental Funds Balance Sheet to the Government-Wide Statement of Net Position.



**Santa Cruz Public Libraries Joint Powers Authority**  
**Notes to the Basic Financial Statements (Continued)**  
**For the Year Ended June 30, 2023**

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**Note 1 – Summary of Significant Accounting Policies (Continued)**

***F. Leases***

*As Lessee*

At the commencement of a lease, the Authority initially measures the lease liability at the present value of payments expected to be made during the lease term. Subsequently, the lease liability is reduced by the principal portion of lease payments made. The lease asset is initially measured as the initial amount of the lease liability, adjusted for lease payments made at or before the lease commencement date, plus certain initial direct costs. Subsequently, the lease asset is amortized on a straight-line basis over its useful life.

***G. Interest Payable***

In the Government-Wide Financial Statements, interest payable on long-term debt is recognized as the liability is incurred for both, governmental and business-type activities. In the Fund Financial Statements, only proprietary fund types recognize the interest payable when the liability is incurred. Governmental funds recognize interest payable when due.

***H. Long-Term Debt***

*Government-Wide Financial Statements* - Long-term debt and other long-term obligations are reported as liabilities in the governmental activities.

*Fund Financial Statements* - The governmental fund financial statements do not present long-term liabilities. Consequently, long-term debt is shown as a reconciling item in the Reconciliation of the Governmental Funds Balance Sheet to the Government-Wide Statement of Net Position.

***I. Program Revenues***

Amounts reported as program revenues include (1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided or fines imposed by a given function or segment, and (2) grants and contributions (including special assessments) that are restricted to meeting the operational or capital requirements of a particular function or segment. All taxes, including those dedicated for specific purposes, and other internally dedicated resources are reported as general revenues rather than as program revenues.

**Santa Cruz Public Libraries Joint Powers Authority**  
**Notes to the Basic Financial Statements (Continued)**  
**For the Year Ended June 30, 2023**

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**Note 1 – Summary of Significant Accounting Policies (Continued)**

**J. Property Taxes**

Assessed property values are determined annually by the County Assessor as of March 1, and become a lien on real property at January 1. Taxes are levied on July 1 and are payable in two installments on November 1 and February 1, and are delinquent if not paid by December 10 and April 10, respectively.

The County bills and collects property taxes and remits them to the Authority under the State-authorized method of apportioning taxes whereby all local agencies, including cities, receive from the county their respective shares of the amount of ad valorem taxes collected. Property tax revenues are recognized when levied, provided the measurement and availability criteria have been met.

**K. Net Position**

In the Government-Wide Financial Statements, net position is classified in the following categories:

Investment in Capital Assets – This amount consists of capital assets net of accumulated depreciation and amortization and reduced by outstanding debt that attributed to the acquisition, construction, or improvement of the assets, as applicable.

Restricted Net Position – This amount is restricted by external creditors, grantors, contributors, laws or regulations of other governments.

Unrestricted Net Position – This amount is the portion that does not meet the definition of “net investment in capital assets” or “restricted net position.”

**L. Fund Balances**

Nonspendable – This category consists of amounts that are either not in spendable form or are legally or contractually required to maintain intact.

Restricted – This category consists of amounts that have constraints placed on them either externally by third-parties (creditors, grantors, contributors, or laws or regulations of other governments) or by law through constitutional provisions or enabling legislation. Enabling legislation authorizes the City to assess, levy, charge, or otherwise mandate payment of resources (from external resource providers) and includes a legally enforceable requirement (compelled by external parties) that those resources be used only for the specific purposes stipulated in the legislation.

Committed – This category consists of amounts that can only be used for specific purposes pursuant to constraints imposed by formal action of the City Council through approval of Resolutions. Formal action is taken with the passage of a simple majority vote at or prior to the last meeting for the applicable fiscal year. It also includes contractual obligations for which existing resources have been committed. Those committed amounts cannot be used for any other purpose unless the City removes or changes the specified use by taking the same type of action it employed previously to commit those amounts.

Assigned – This category consists of amounts that are intended to be used by the Authority for specific purposes, but do not meet the criteria to be classified as committed.

Unassigned – This category represents amounts that have not been restricted, committed, or assigned to specific purposes. At June 30, 2023, the entire fund balance of the Authority is unassigned.

**Santa Cruz Public Libraries Joint Powers Authority**  
**Notes to the Basic Financial Statements (Continued)**  
**For the Year Ended June 30, 2023**

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**Note 1 – Summary of Significant Accounting Policies (Continued)**

**M. Use of Estimates**

The preparation of financial statements in conformity with GAAP requires management to make estimates and assumptions. These estimates and assumptions affect the amounts reported and the disclosure of contingent assets, liabilities, and deferred inflows and outflows. In addition, estimates affect the reported amount of revenues, expenditures/expenses, and disclosures. Actual results could differ from these estimates and assumptions.

**N. Implementation of New GASB Pronouncements**

**GASB Statement No. 91** - In May 2019, GASB issued Statement No. 91, *Conduit Debt Obligations*. The primary objectives of this Statement are to provide a single method of reporting conduit debt obligations by issuers and eliminate diversity in practice associated with (1) commitments extended by issuers, (2) arrangements associated with conduit debt obligations, and (3) related note disclosures. This Statement achieves those objectives by clarifying the existing definition of a conduit debt obligation; establishing that a conduit debt obligation is not a liability of the issuer; establishing standards for accounting and financial reporting of additional commitments and voluntary commitments extended by issuers and arrangements associated with conduit debt obligations; and improving required note disclosures. Implementation of this Statement did not have a significant effect on the Authority's financial statements for the fiscal year ended June 30, 2023.

**GASB Statement No. 94** - In March 2020, GASB issued Statement No. 94, *Public-Private and Public-Public Partnerships and Availability Payment Arrangements*. The primary objective of this Statement is to improve financial reporting by addressing issues related to public-private and public-public partnership arrangements (PPPs). As used in this Statement, a PPP is an arrangement in which a government (the transferor) contracts with an operator (a governmental or nongovernmental entity) to provide public services by conveying control of the right to operate or use a nonfinancial asset, such as infrastructure or other capital asset (the underlying PPP asset), for a period of time in an exchange or exchange-like transaction. Implementation of this statement did not have a significant effect on the Authority's financial statements for the fiscal year ended June 30, 2023.

**GASB Statement No. 96** - In May 2020, GASB issued Statement No. 96, *Subscription-Based Information Technology Arrangements*. This Statement provides guidance on the accounting and financial reporting for subscription-based information technology arrangements (SBITAs) for government end users (governments). This Statement (1) defines a SBITA; (2) establishes that a SBITA results in a right-to-use subscription asset—an intangible asset—and a corresponding subscription liability; (3) provides the capitalization criteria for outlays other than subscription payments, including implementation costs of a SBITA; and (4) requires note disclosures regarding a SBITA. Implementation of this Statement did not have a significant effect on the Authority's financial statements for the fiscal year ended June 30, 2023.

**GASB Statement No. 99** - In April 2022, GASB issued Statement No. 99, *Omnibus 2022*. The objectives of this Statement are to enhance comparability in accounting and financial reporting and to improve the consistency of authoritative literature by addressing (1) practice issues that have been identified during implementation and application of certain GASB Statements and (2) accounting and financial reporting for financial guarantees. Implementation of this Statement did not have a significant effect on the Authority's financial statements for the fiscal year ended June 30, 2023.

**Santa Cruz Public Libraries Joint Powers Authority**  
**Notes to the Basic Financial Statements (Continued)**  
**For the Year Ended June 30, 2023**

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**Note 2 – Cash Deposits and Investments**

Cash and investments held by the Authority at June 30, 2023, consisted of \$10,100,522 in cash pooled with the City's cash and investments.

Investments authorized by the California Government Code and the City of Santa Cruz's investment policy:

Allowable investment instruments are defined in the California Government Code Section 53600, et. seq., as amended. If the Code is further revised to allow additional investments or is changed regarding the limits on certain categories of investments, the City is authorized to conform to these changes, excluding those changes that may be prohibited by this policy. Where the Government Code specifies a percentage limitation for a particular category of investments, that percentage is applicable only at the date of purchase. The City's pool is not rated and is not registered with the SEC. The City's average maturity of its investments is less than one year.

California Local Agency Investment Fund – The City is a participant in the Local Agency Investment Fund ("LAIF"), which is regulated by California Government Code Section 16429 under the oversight of the Treasurer of the State of California. The fair value of the City's investment in the LAIF pool is reported in the statements provided at amounts based on the City's pro-rata share of the fair value provided by LAIF, for the entire LAIF portfolio (in relation to the amortized cost of that portfolio). The balance available for withdraw is based on the accounting records maintained by LAIF, which are recorded on an amortized cost basis, which is different from the fair value of the City's position in the LAIF pool. The fund is subject to regulatory oversight by the State of California and is not registered with the SEC.

Fair Value Hierarchy – The City categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; Level 2 inputs to the valuation methodology include: quoted prices for similar assets or liabilities in active markets; quoted prices for identical or similar assets or liabilities in inactive markets; inputs other than quoted prices that are observable for the asset or liability; inputs that are derived principally from or corroborated by observable market data by correlation or other means. Level 3 inputs are significant unobservable inputs. Investments in LAIF are uncategorized as deposits and withdrawals are made on the basis of \$1 and not fair value.

***Risk Disclosures***

Interest Rate Risk - In accordance with its investment policy, the City manages its exposure to declines in fair values by limiting the weighted average maturity of its investment portfolio to two-and-one-half (2½) years or less. The City is in compliance with this provision of the investment policy with a weighted average maturity of 81 days at June 30, 2023.

Credit Risk – This is the risk that an issuer or other counterparty to an investment will not fulfill its obligations. The City manages credit risk by evaluating and pre-qualifying banks and primary dealers and by investing in securities with top ratings issued by nationally recognized statistical rating organizations.

Concentration of Credit Risk – The City's investment policy states that not more than 25% of the portfolio shall be invested in any one entity or any one instrument to protect the City from concentration of credit risk, with the following exceptions: U.S. Treasury Obligations and the external investment pool (LAIF). In addition, purchases of mutual funds must not exceed 20% of the value of the portfolio. Purchases in a single mutual fund may not exceed 10% of the value of the portfolio. The City is in compliance with these provisions of the investment policy. The City did not maintain investments in any one issuer (other than U.S. Treasury securities and external investment pools) that represent 5% or more of total investments at June 30, 2023.

**Santa Cruz Public Libraries Joint Powers Authority**  
**Notes to the Basic Financial Statements (Continued)**  
**For the Year Ended June 30, 2023**

**Note 3 – Capital Assets**

At June 30, 2023, the Authority’s capital assets consisted of the following:

	Balance June 30, 2022	Additions	Deletions	Adjustments	Balance June 30, 2023
<b>Non-depreciable assets:</b>					
Construction in progress	\$ 71,353	\$ -	\$ -	\$ -	\$ 71,353
<b>Total non-depreciable assets</b>	<b>71,353</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>71,353</b>
<b>Depreciable/amortizable assets:</b>					
Infrastructure	579,683	-	-	-	579,683
Lease improvements	2,103,369	9,413	-	(65,670)	2,047,112
Machinery and equipment	2,361,777	253,382	(59,106)	65,670	2,621,723
Intangible leases	-	4,307,076	-	-	4,307,076
Software	3,983	-	-	-	3,983
<b>Total depreciable/amortizable assets, at cost</b>	<b>5,048,812</b>	<b>4,569,871</b>	<b>(59,106)</b>	<b>-</b>	<b>9,559,577</b>
<b>Less accumulated depreciation/amortization:</b>					
Infrastructure	(387,276)	(11,591)	-	-	(398,867)
Lease improvements	(2,005,051)	(4,191)	-	-	(2,009,242)
Machinery and equipment	(2,091,738)	(128,225)	59,106	-	(2,160,857)
Intangible leases	-	(128,569)	-	-	(128,569)
Software	(3,983)	-	-	-	(3,983)
<b>Total accumulated depreciation/amortization</b>	<b>(4,488,048)</b>	<b>(272,576)</b>	<b>59,106</b>	<b>-</b>	<b>(4,701,518)</b>
<b>Total depreciable/amortizable assets, net</b>	<b>560,764</b>	<b>4,297,295</b>	<b>-</b>	<b>-</b>	<b>4,858,059</b>
<b>Total capital assets, net</b>	<b>\$ 632,117</b>	<b>\$ 4,297,295</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,929,412</b>

Depreciation/amortization expense of the governmental activities for the year ended June 30, 2023 was \$272,576 and is included in the Library Services expense line item on the Statement of Activities.

**Note 4 – Related Party Transactions**

The cities of Santa Cruz and Watsonville and the County are required to provide funding to the Santa Cruz County Library Financing Authority (“Financing Authority”) in accordance with the maintenance of effort agreement. The net revenues received by the County Library Financing Authority are then passed through to the Authority and the City of Watsonville based on a prescribed formula. For fiscal year 2023, the Authority’s share of the revenues was \$7,381,827 or 77.88%.

**Santa Cruz Public Libraries Joint Powers Authority**  
**Notes to the Basic Financial Statements (Continued)**  
**For the Year Ended June 30, 2023**

**Note 4 – Related Party Transactions (Continued)**

Distribution of the member contributions are as follows:

Contributing Member Agencies	County Library Financing Authority Contributions	Less: Miscellaneous Costs	Net Contributions	Library Joint Powers Authority Share (77.88%)	City of Watsonville Library Share (22.12%)
City of Santa Cruz	\$ 2,128,082	\$ (23,916)	\$ 2,104,166	\$ 1,733,340	\$ 370,826
City of Watsonville	541,684	(6,793)	534,891	440,625	94,266
County of Santa Cruz	6,322,019	-	6,322,019	5,207,862	1,114,157
Total	<u>\$ 8,991,785</u>	<u>\$ (30,709)</u>	<u>\$ 8,961,076</u>	<u>\$ 7,381,827</u>	<u>\$ 1,579,249</u>

**Note 5 – Due From Other Governments**

Due from other governments includes funding for Library operations from the Financing Authority in the amount of \$43,160 at June 30, 2023.

**Note 6 – Long-Term Debt**

The following table summarizes long-term debt activity for the year ended June 30, 2023:

	Balance June 30, 2022	Additions	Deletions	Balance June 30, 2023	Due in One Year
<b>Direct borrowings:</b>					
Leases payable	\$ -	\$ 4,086,369	\$ (216,268)	\$ 3,870,101	\$ 221,194
<b>Total direct borrowings</b>	<u>-</u>	<u>4,086,369</u>	<u>(216,268)</u>	<u>3,870,101</u>	<u>221,194</u>
<b>Total long-term debt</b>	<u>\$ -</u>	<u>\$ 4,086,369</u>	<u>\$ (216,268)</u>	<u>\$ 3,870,101</u>	<u>\$ 221,194</u>

**Leases Payable**

The Authority leases vehicles and space in the governmental activities. The leases have interest rates between 4.75% and 8.75%. The value of the right-to-use leased assets as of the end of the current fiscal year was \$4,178,507. Leases payable outstanding at June 30, 2023 were \$3,870,101.

Upcoming debt service requirements for leases payable are as follows:

	Principal	Interest	Total
2024	\$ 221,194	\$ 64,262	\$ 285,456
2025	225,755	60,455	286,210
2026	226,758	56,598	283,356
2027	230,999	52,699	283,698
2028	234,834	48,730	283,564
2029-2033	1,240,549	181,538	1,422,087
2034-2038	1,490,012	65,566	1,555,578
	<u>\$ 3,870,101</u>	<u>\$ 529,848</u>	<u>\$ 4,399,949</u>

**Santa Cruz Public Libraries Joint Powers Authority**  
**Notes to the Basic Financial Statements (Continued)**  
**For the Year Ended June 30, 2023**

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**Note 7 – Commitments and Contingencies**

The Authority is a recipient of various governmental grants which may be subject to program compliance audits. Accordingly, the Authority’s compliance with applicable grant requirements may be established at a future date. The amount of expenditures which may be disallowed by a granting agency cannot be determined at this time, although the Authority anticipates such amounts, if any, will be immaterial.

**Note 8 – Retirement Plans**

***CalPERS Miscellaneous Employees’ Pension Plans***

The Authority uses City employees who are covered under the City’s contributions to the California Public Employee Retirement System (“CalPERS”). CalPERS acts as a common investment and administrative agent for participating public entities within the State of California. The miscellaneous employees of the City are part of a three-tier agent multiple-employer defined benefit pension plan. Benefit provisions under the Plans are established by State statute and City resolutions. CalPERS issues publicly available reports that include a full description of the pension plans regarding benefit provisions, and assumptions at the CalPERS website.

Benefits are based on years of credited service, equal to one year of full time employment. Members with five years of total service are, generally, eligible to retire at age 50 with statutorily reduced benefits. All members are eligible for non-duty disability benefits after 10 years of service. The death benefit is one of the following: The Basic Death Benefit, the 1957 Survivor Benefit, or the Optional Settlement 2W Death Benefit. The cost of living adjustments for each plan are applied as specified by the Public Employees’ Retirement Law.

The Authority assumes its share of pension costs based upon rates established by CalPERS for the City’s miscellaneous employees. No separate pension benefit obligation is calculated for the Authority; accordingly, no obligation is presented herein. Further information regarding the City’s participation in CalPERS may be found in the City’s annual comprehensive financial report.

**Note 9 – Net Position and Fund Balance**

**A. Net Investment in Capital Assets**

At June 30, 2023, the net investment in capital assets category of net position consisted of the following:

	Governmental Activities
Net investment in capital assets:	
Capital assets, nondepreciable/amortizable	\$ 71,353
Capital assets, depreciable/amortizable, net	4,858,059
Lease liability - due in one year	(221,194)
Lease liability - due in more than one year	(3,648,907)
Total	\$ 1,059,311

**Santa Cruz Public Libraries Joint Powers Authority**  
**Notes to the Basic Financial Statements (Continued)**  
**For the Year Ended June 30, 2023**

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**Note 9 – Net Position and Fund Balance (Continued)**

**B. Stabilization Arrangement**

During fiscal year, 2017 the Authority’s Board approved an establishment of a stabilization agreement to cover cash flow issues and unexpected expenditures in future fiscal years. The reserve may be used for expenditures in the event of a declaration of a state or federal state of emergency or a local emergency. At June 30, 2023, the Authority had \$3,413,689 pursuant to the stabilization agreement.

Expenditures of the amounts in the revenue stabilization reserve may occur only when specific circumstances exist. The adopted resolution directs that these resources may be used if any one of the unforeseen and non-recurring events listed below occur that create significant financial difficulty for the Authority:

- a) Sudden and unexpected significant facility failures that threaten the immediate safety of City/Authority patrons, staff or the community;
- b) Declaration of a State of Emergency by the Governor;
- c) Acts of Terrorism declared by the Governor or the President of the United States; or
- d) Acts of Nature, which are infrequent in occurrence.

The Authority’s fund balance consisted of \$11,488,524 unassigned fund balance at the end of June 30, 2023.

**C. Stewardship and Accountability**

***Excess Expenditures Above Appropriations***

For the year ended June 30, 2023, the General Fund’s expenditures exceeded appropriations by \$130,252.



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**REQUIRED SUPPLEMENTARY INFORMATION  
(UNAUDITED)**

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**Santa Cruz Public Libraries Joint Powers Authority**  
**Statement of Revenues, Expenditures, and Changes in Fund Balance**  
**General Fund - Budget to Actual**  
**For the Year Ended June 30, 2023**

	Budgeted Amounts		Actual	Variance with
	Original	Final	Amounts (GAAP Basis)	Final Budget Positive (Negative)
<b>REVENUES:</b>				
Taxes	\$ 10,666,565	\$ 10,875,331	\$ 10,572,557	\$ (302,774)
Intergovernmental	6,115,273	7,478,194	7,611,344	133,150
Charges for services	4,640	4,640	-	(4,640)
Fines and forfeitures	12,000	12,000	34,349	22,349
Library parcel taxes	110,000	110,000	-	(110,000)
Use of money and property	98,093	98,398	72,240	(26,158)
Donations	39,873	676,430	538,270	(138,160)
Other revenues	44,190	81,069	6,387	(74,682)
<b>Total revenues</b>	<b>17,090,634</b>	<b>19,336,062</b>	<b>18,835,147</b>	<b>(500,915)</b>
<b>EXPENDITURES:</b>				
Current				
Contracted personnel services	13,071,023	13,611,956	11,356,105	2,255,851
Services, supplies, and other charges	5,136,097	7,090,904	5,405,409	1,685,495
Capital outlay	458,000	793,834	4,569,871	(3,776,037)
Debt service:				
Principal	-	-	216,268	(216,268)
Interest and fiscal charges	-	-	79,293	(79,293)
<b>Total expenditures</b>	<b>18,665,120</b>	<b>21,496,694</b>	<b>21,626,946</b>	<b>(130,252)</b>
<b>REVENUES OVER (UNDER)</b>				
<b>EXPENDITURES</b>	<b>(1,574,486)</b>	<b>(2,160,632)</b>	<b>(2,791,799)</b>	<b>(370,663)</b>
<b>OTHER FINANCING SOURCES:</b>				
Proceeds from sale of capital assets	-	-	13,550	13,550
Inception of lease liability	-	-	4,086,369	4,086,369
Transfers in	-	29,745	1,245	(28,500)
Transfers out	(55,000)	(29,745)	(1,245)	28,500
<b>Total other financing sources</b>	<b>(55,000)</b>	<b>-</b>	<b>4,099,919</b>	<b>4,099,919</b>
<b>NET CHANGES IN FUND BALANCE</b>	<b>\$ (1,629,486)</b>	<b>\$ (2,160,632)</b>	<b>1,308,120</b>	<b>\$ 3,729,256</b>
<b>FUND BALANCE:</b>				
Beginning of year			10,180,403	
End of year			<u>\$ 11,488,523</u>	

**Santa Cruz Public Libraries Joint Powers Authority**  
**Notes to Budgetary Schedules**  
**For the Year Ended June 30, 2023**

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**Note 1 - Budgetary Information**

An annual budget is adopted by the Authority on or before June 30 for the fiscal year beginning July 1. The annual budget process begins in February with a public hearing, at which time the Board considers service and budget priorities for the following year. The Director of Libraries then prepares a proposed budget, based upon the service priorities and revenue estimates. The proposed budget is made available to the public for review prior to a public hearing in May of each year. At this hearing, the Board can request supplemental information from the Director of Libraries. This supplemental information, plus an update on available financing for the Library System is presented to the Board for review prior to final budget adoption.

Administratively, the Authority's budget is managed under the policies and procedures of the City. The Director of Libraries is authorized to approve appropriation transfers up to a specified amount; however, any new appropriation requires approval by the Authority's Board. Several supplemental appropriations that were necessary during the year are reflected in the final budgeted amounts. Expenditures may not legally exceed appropriations at the fund level.

All annual operating appropriations lapse at fiscal year-end, except for amounts legally encumbered at year end. Encumbrance accounting, under which purchase orders, contracts, and other commitments for the expenditure of monies are recorded in order to reserve that portion of the applicable appropriation, is employed as an extension of formal budgetary integration in governmental fund types. Encumbrances outstanding at year-end are reported as reservation of fund balances since they do not constitute expenditures or liabilities, and re-appropriations in the subsequent year provide authority to complete these transactions as expenditures.

In addition, project-length (or non-lapsing) budgets are adopted for capital improvements and other projects, and grant-funded projects or programs that may not be completed within the fiscal year during which the budget appropriation for the project or program originates. Under these circumstances, the appropriation continues until project or program completion, or unless the appropriation is subsequently amended or rescinded by the Authority Board.

Budgets are adopted each year for the General Fund. This budget is prepared on a basis consistent with GAAP.

**SUPPLEMENTARY INFORMATION**

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**Santa Cruz Public Libraries Joint Powers Authority**  
**Combining Schedule of Balance Sheets by Program**  
**Library Operating Sub-Funds**  
**For the Year Ended June 30, 2023**

	Library Operating Sub-Funds						Total Library Operating Funds
	Library JPA Operating	Technology Reserve	Felton Branch Reserve	JPA Vehicle Replacement	JPA Trusts	JPA - Capital Equipment	
<b>ASSETS</b>							
Cash and cash equivalents	\$ 9,247,780	\$ 256,049	\$ -	\$ 509,489	\$ 18,094	\$ 69,110	\$ 10,100,522
Accounts receivable	1,055,107	-	-	-	-	-	1,055,107
Interest receivable	21,045	511	-	1,016	36	138	22,746
Taxes receivable	801,417	-	-	-	-	-	801,417
Due from other governments	43,160	-	-	-	-	-	43,160
<b>Total assets</b>	<b>\$ 11,168,509</b>	<b>\$ 256,560</b>	<b>\$ -</b>	<b>\$ 510,505</b>	<b>\$ 18,130</b>	<b>\$ 69,248</b>	<b>\$ 12,022,952</b>
<b>LIABILITIES AND FUND BALANCES</b>							
<b>Liabilities:</b>							
Accounts payable and other current liabilities	534,429	-	-	-	-	-	534,429
<b>Total liabilities</b>	<b>534,429</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>534,429</b>
<b>Fund Balances:</b>							
Unassigned	10,634,080	256,560	-	510,505	18,130	69,248	11,488,523
<b>Total fund balances</b>	<b>10,634,080</b>	<b>256,560</b>	<b>-</b>	<b>510,505</b>	<b>18,130</b>	<b>69,248</b>	<b>11,488,523</b>
<b>Total liabilities and fund balances</b>	<b>\$ 11,168,509</b>	<b>\$ 256,560</b>	<b>\$ -</b>	<b>\$ 510,505</b>	<b>\$ 18,130</b>	<b>\$ 69,248</b>	<b>\$ 12,022,952</b>

\* The "Library Operating Funds" constitute sub-funds of the General Fund of the Santa Cruz Public Libraries Joint Powers Authority.



**Santa Cruz Public Libraries Joint Powers Authority**  
**Combining Statement of Revenues, Expenditures and Changes in Sub-Fund Balances by Program**  
**For the Year Ended June 30, 2023**

	Library Operating Sub-Funds						Total Library Operating Funds
	Library JPA Operating	Technology Reserve	Felton Branch Reserve	JPA Vehicle Replacement	JPA Trusts	JPA - Capital Equipment	
<b>REVENUES:</b>							
Sales and use tax	\$ 10,572,557	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,572,557
Federal grants	146,740	-	-	-	-	-	146,740
State grants	76,091	-	-	-	-	-	76,091
Local grants	6,687	-	-	-	-	-	6,687
Maintenance of effort	7,381,826	-	-	-	-	-	7,381,826
Fines and forfeitures	34,349	-	-	-	-	-	34,349
Investment income	73,204	(2,260)	(9)	1,996	61	(752)	72,240
Contributions and donations	538,270	-	-	-	-	-	538,270
Other miscellaneous revenues	6,387	-	-	-	-	-	6,387
<b>Total revenues</b>	<b>18,836,111</b>	<b>(2,260)</b>	<b>(9)</b>	<b>1,996</b>	<b>61</b>	<b>(752)</b>	<b>18,835,147</b>
<b>EXPENDITURES:</b>							
Current:							
Personnel services	11,356,105	-	-	-	-	-	11,356,105
Services, supplies and other charges	5,405,409	-	-	-	-	-	5,405,409
Capital outlay	4,569,871	-	-	-	-	-	4,569,871
Debt service:							
Principal	216,268	-	-	-	-	-	216,268
Interest and fiscal charges	79,293	-	-	-	-	-	79,293
<b>Total expenditures</b>	<b>21,626,946</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>21,626,946</b>
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	<b>(2,790,835)</b>	<b>(2,260)</b>	<b>(9)</b>	<b>1,996</b>	<b>61</b>	<b>(752)</b>	<b>(2,791,799)</b>
<b>OTHER FINANCING SOURCES (USES):</b>							
Sale of surplus equipment	13,550	-	-	-	-	-	13,550
Inception of lease liability	4,086,369	-	-	-	-	-	4,086,369
Transfers in	1,245	-	-	-	-	-	1,245
Transfers out	-	-	(1,245)	-	-	-	(1,245)
<b>Total other financing sources (uses)</b>	<b>4,101,164</b>	<b>-</b>	<b>(1,245)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>4,099,919</b>
<b>NET CHANGES IN FUND BALANCES</b>	<b>1,310,329</b>	<b>(2,260)</b>	<b>(1,254)</b>	<b>1,996</b>	<b>61</b>	<b>(752)</b>	<b>1,308,120</b>
<b>FUND BALANCES:</b>							
Beginning of year	9,323,751	258,820	1,254	508,509	18,069	70,000	10,180,403
End of year	<u>\$ 10,634,080</u>	<u>\$ 256,560</u>	<u>\$ -</u>	<u>\$ 510,505</u>	<u>\$ 18,130</u>	<u>\$ 69,248</u>	<u>\$ 11,488,523</u>

**Santa Cruz Public Libraries Joint Powers Authority**  
**Authority's Financial Condition**  
**For the Year Ended June 30, 2023**

At June 30, 2023, the Authority had unrestricted net position of \$11,477,218, an increase of \$1,296,815 from the prior year of \$10,180,403 on the government-wide financial statements. The total fund balance in the amount of \$11,488,523 is unassigned. The following is the three-year trend information of financial condition of the Authority:

Government-Wide Financial Statements

Year	Total Net Position		Unrestricted Net Position		Change in Net Position	
	Position	Change \$	Net Position	Change \$	Net Position	Change \$
2021	\$ 8,450,484	\$ 2,677,612	\$ 7,675,101	\$ 2,770,496	\$ 2,677,612	\$ 3,126,153
2022	10,812,520	2,362,036	10,180,403	2,505,302	2,362,036	(315,576)
2023	12,536,529	1,724,009	11,477,218	1,296,815	1,724,009	(638,027)

Fund Financial Statements

Year	Unassigned Fund Balance	
	Fund Balance	Change \$
2021	\$ 7,675,101	\$ 2,770,496
2022	10,180,403	2,505,302
2023	11,488,523	1,308,120

The Authority's financial condition over the last fiscal years had improved. For fiscal year 2023 the Authority saw an increase of \$1,724,009 in total net position for a total net position of \$12,536,529. For fiscal year 2022, the total net position increased by \$2,362,036, for a total net position of \$10,812,520. For fiscal year 2023 the Authority saw an increase of \$1,308,120 in total fund balance. For fiscal year 2022, total fund balance increased by \$2,505,302.

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



## STAFF REPORT

DATE:                May 2, 2024  
TO:                    Library Joint Powers Authority Board  
FROM:                Eric Howard, Interim Library Director  
RE:                    FY 25 Draft Library Operating Budget Proposal

### RECOMMENDATION

Accept the Proposed FY 25 Library Operating Budget and recommend placing the approval of the final budgets on the June 2024 JPA agenda.

### DISCUSSION

The FY 25 proposed draft budget represents a 2.4% increase over the adopted budget for FY 24. The Library seeks to fund one-time investments in the amount of \$290K and the remaining operating balance, \$566,174, from its unrestricted fund balance. The balance of the unrestricted fund balance available is approximately \$5.6M.

The Library is also proposing the elimination of two recently vacated positions in order to help fund other positions needed for library operations throughout the system.

The Library is proposing the following changes to the personnel list for FY 25:

Deletions:

- Systems Coordinator 100 FTE
- Accounting Assistant I 50 FTE

Additions:

- Librarian I/II 100 FTE Assigned to the La Selva Beach Library Branch
- Bookmobile Library Assistant II 50 FTE
- Librarian III Outreach 100 FTE\*
- Library Assistant III 100 FTE Assigned to the Bookmobile\*
- Accounting Assistant II 100 FTE\*

Attachments: FY 25 Draft Library Budget

# DRAFT FY 2025

## Santa Cruz Public Libraries Budget



# Santa Cruz Public Libraries

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May 2, 2024

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

Dear Board Members:

The Library's vision to, "Empower people to transform their lives and strengthen our communities" guides the direction of this budget document. In order to move us closer to that vision, this year's proposed budget seeks to strengthen our library services in three critical areas. It proposes investments in the future of our services so that they remain robust, efficient and innovative. It seeks to realize a long-term goal to support all of the neighborhoods served by our ten-branch library system with a dedicated librarian or librarians. Our librarians strive to understand the needs of our community, assess our programs, collections and services and positively shape our impact on the community's learning, inclusion, connection and collaboration. Finally, the budget also seeks to bolster customer service throughout the system and connect with patrons who have yet to benefit fully from all that their library offers.

In order to support the first critical area mentioned above, the budget proposal includes one-time investments totaling \$290,000 from the Library's unrestricted reserves. These investments support resiliency throughout the organization by funding back-up power for the Library's IT, including Library headquarters and the Library's Boulder Creek branch (the branch that most regularly loses power), and by migrating some of our IT services into the cloud. Additionally, these one-time funds would also support the work of a consultant to review the Library's options to provide upgrades to other technology as well. Specifically, we will explore options for a transition to RFID and automated handling machines for some of the Library's locations. If the Library introduced automated handling (which is assisted through RFID), it would likely occur simultaneously with the opening of the new Downtown branch library. Therefore, the review of a potential transition should commence in the next fiscal year. This transition to RFID and automated handling aims to improve the efficiency for circulating library materials. And finally, the one-time costs would also provide for the planning of the Library's next strategic plan. These costs account for the proposed use of the reserve funds for one-time costs. The budget for the Library's collections will set aside 10% of allocated funds (and intends to do so annually through 2027) for the future purchase of an opening day collection for the new Downtown branch library.

The second critical area seeks to provide a more equitable model of library services by adding a librarian position. At this time, there is at least one budgeted librarian for each branch, except La Selva. Currently, the now very busy Aptos Branch lends one of its two librarians to support services at La Selva. A dedicated librarian for La Selva would be able to fully support services at the La Selva branch and provide much needed outreach to the surrounding community. This addition remains budget neutral, because the Library does not intend to fill an IT position that will become vacant in the new fiscal year.



The third critical area financially prioritizes the goal to connect to patrons who don't currently benefit from our services. Through the cost savings from the same vacant position mentioned above, the Library seeks to add funding to develop a Librarian III position out of an existing Librarian II position. This newly created manager position would oversee the Library's outreach work and further develop the critical partnerships in the community that the Library relies on to serve the entire service area of the Santa Cruz Public Libraries. And finally, through the cost savings of a vacant half time administrative position that the Library will not fill and through the remaining funds from the IT position, the Library seeks to create a new half time Bookmobile Library Assistant II. This position will supplement our current courier service by adding a sixth day to that service, speeding up the delivery of books to meet patron requests. The Bookmobile Library Assistant II will also provide crucial backup to the courier system in general, as well as provide backup to the Bookmobile service. When not required to provide backup service for those two functions, the newly created position will also provide support for other public service, including potentially supporting the Live Oak Annex.

In addition to the one-time costs mentioned above, the Library balances the operating budget through its unrestricted reserve balance. The proposed 2025 budget represents a 2.4% increase over last year's proposed budget. While the increase is small, the impact on the organization's resiliency and on the community through its newly reconfigured staffing will be significant. Another cost of pursuing this direction will be a loss to some of the customization that the organization and public enjoys from its Web services, as a result of not filling its IT position. The Library will continue to look to solutions through new technologies and the gains provided from migrating to the cloud. But in weighing the pros and cons within the context of the Library's strategic plan, these proposed changes strongly and carefully support the Library's vision.

More than halfway through this fiscal year the Library opened the newly constructed Aptos Branch Library. With its opening, the Library is now operating with all of its ten branches open, a scenario that has not been the case for over five years. Additionally, just prior to the new fiscal year, the Library will have onboarded three new librarians, plus a training and volunteer coordinator. As a result of prior fiscal planning and investment in those positions, the Library system sought to develop a strong foundation to remain innovative so that we can continue to meet the needs of all the Library's patrons – current and future. These proposed plans further support those original aims and help to realize many of our original goals.

I would like to thank the Friends of the Santa Cruz Public Libraries who have helped us to realize the dream for newly renovated and constructed buildings and for their ongoing support of the many programs we offer, including the READ program that supports early literacy. I would also like to thank the commissioners on the Library Advisory Commission for their thoughtful input and advice on the Library's direction. I greatly appreciate all of the attention, ideas and leadership from the Library Joint Powers Board in guiding me and this Library during this interim phase as we continue to support the Library while seeking a new Library Director.

Respectfully,

Eric Howard  
Interim Library Director



## **Mission – Vision – Values**

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### **Mission**

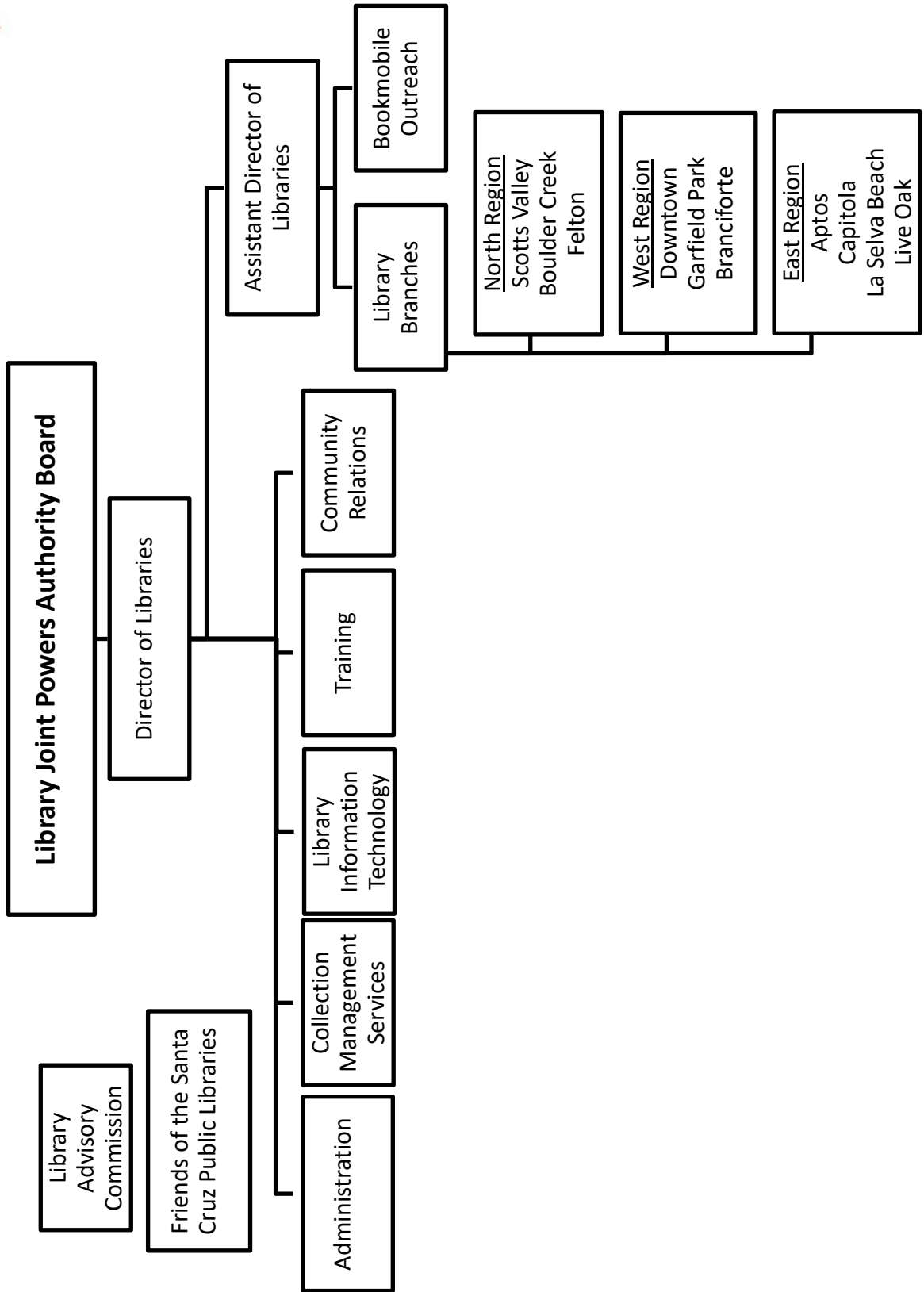
Inclusion, Connection, Collaboration

### **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, including Live Oak Branch's associated space, the Annex, a bookmobile, jail services and an online digital library. Branch locations include Aptos, Boulder Creek, Branciforte, Capitola, Downtown Santa Cruz, Felton, Garfield Park, La Selva Beach, Live Oak, 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 2024 Accomplishments

- **Diversity Equity and Inclusion (DEI)**
  - Expanded and re-focused the reach of the Library's READ program that supports early literacy and helps third graders achieve grade level.
  - SCPL partnered with **Cradle2Career Santa Cruz County and the Live Oak School District** to co-design and begin a pilot of computer basics classes in Spanish for a cohort of parents at Del Mar Elementary School. In addition to building computer skills applicable to engaging in their children's education and general digital literacy, parents also built connections with the library by getting library cards and aquarium passes. Parents also became a peer learning group, appreciating that they were learning just like their children at the school, and building an environment of comfort, trust, and a sense of community.
- **The Santa Cruz Community**
  - Opened the Aptos Branch Library
  - Increased participation in the Library's Summer Reading Program by 46%.
  - Increased teen participation in Library programming by 31%
  - Adult Programs and Services expanded digital literacy opportunities, created new partnerships, offered a variety of programs to celebrate cultural heritage, brought community members together in conversations for civic engagement and healthy communication, and supported vulnerable populations. Adult Programs also continued to offer a wide variety of programs about books and authors, educational talks by local experts, creative expression, local music and the Library's Soundswell digital collection, genealogical research, workforce development, and opportunities for conversation and fun that connect people socially and help address loneliness.

*Services were also achieved through:*

    - The Dignity Mobile Wellness Clinic at the Felton Branch Library.
    - New partnerships with Senior Legal Services and Tenant Sanctuary to connect seniors and renters with essential legal information
    - State programs to help rebuild homes and incorporate wildfire mitigation retrofits through pop-up info booths that connected San Lorenzo Valley residents affected by the CZU Fires.
    - 558 tutoring sessions for English language learners in partnership with the Santa Cruz Volunteer Center Literacy Program
- **Library Services**
  - Introduced Link +
  - Hired and onboarded 16 new staff members.

## 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 2025 Workplan

- **Diversity Equity and Inclusion (DEI)**
  - a. Identify organizational development needed for a successful shift to a DEI culture for all staff.
  - b. Identify staff training needs around DEI.
  - c. Identify tools for best practices in evaluation of all policies through a DEI lens.
  - d. Reinstate community conversations.
  - e. Develop an onboarding program for new employees and volunteers that incorporates DEI.
  - f. Implement new Diversity Audit of the Library's collection and a review and replacement of library terms used in cataloging.
  - g. Identify parameters for installing bilingual signage at all branch libraries.
- **The Santa Cruz Community**
  - a. Hold ground breaking for the new Downtown Branch Library and Affordable Housing project.
  - b. Initiate the development of a new Library Strategic Plan and expand community conversations to reach more Library partners.
  - c. Establish a partnership with the County of Santa Cruz to provide a social worker in the Downtown Library.
  - d. Present an outreach plan that incorporates the Library's DEI goals.
  - e. Provide a scheduled program planning process that includes a collaboration with the chapters of the Friends of the Library and identifies impacts.
  - f. Meet the objectives in the Library's strategic plan.
- **Library Services**
  - a. Create a professional development plan for all staff.
  - b. Establish an updated training manual for new staff.
  - c. Review plans for automated handling and RFID.
  - d. Migrate the Library IT services to the cloud.
  - e. Install backup power for the Library's IT and complete plans for backup power to the Boulder Creek branch.
  - f. Review administrative services provided by the City of Santa Cruz and present alternative options and cost analysis.
  - g. Provide an updated DEI audit of the collection.
  - h. Implement Link + for one year and provide a report on its outcomes.
  - i. Meet the objectives in the Library's strategic plan.

## Performance Indicators

### DEI:

- Enhanced communication with community partners around literacy and inclusion.
- Increased participation in digital literacy pilot supporting parents' connecting to school platforms.
- Number of staff members completing DEI Training.

### Santa Cruz County Community:

- Community conversation numbers and feedback.
- Patron feedback on library spaces and use.
- Survey results on reaching Strategic Plan objectives.

### 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**

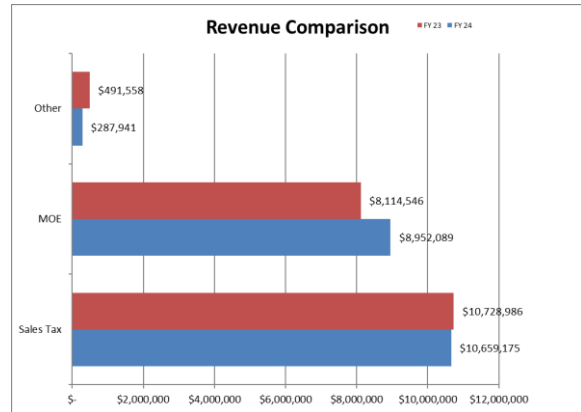
The Budget process begins no later than March 31st of each year with the Board providing service and budgetary priorities leading to the development of the Director of Libraries' proposed operating and capital budget. A Public Hearing on the proposed budget shall be held no later than May 31st with copies 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

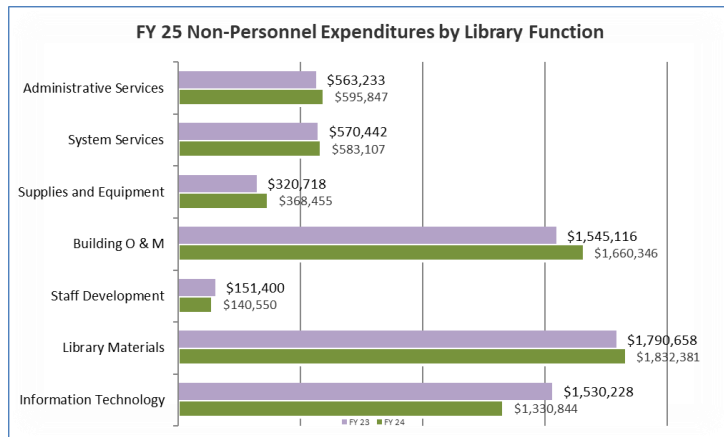
The FY 25 fiscal year is kicking off strong with all 10 branch libraries open for library service! Nine out of the ten Measure S projects have been completed thanks to the community who voted to support the remodel and rebuilding of all our libraries throughout the county!

Jumping into the financials behind these beautifully renovated spaces, revenues for FY 25 have declined slightly dropping .9% overall compared to last year, partially due to a dip in sales tax projections and the elimination of a rebate the Library no longer receives for telecommunication services. Member contributions did grow by 10.3% which helped to keep the revenue decline modest.

Library non-personnel expenditures have grown slightly by .6% from the FY 24 adopted budget. The FY 24 Library Budget did account for the opening of the Aptos and Branciforte Library branches so the slight increase to the FY 25 Library Budget reflects



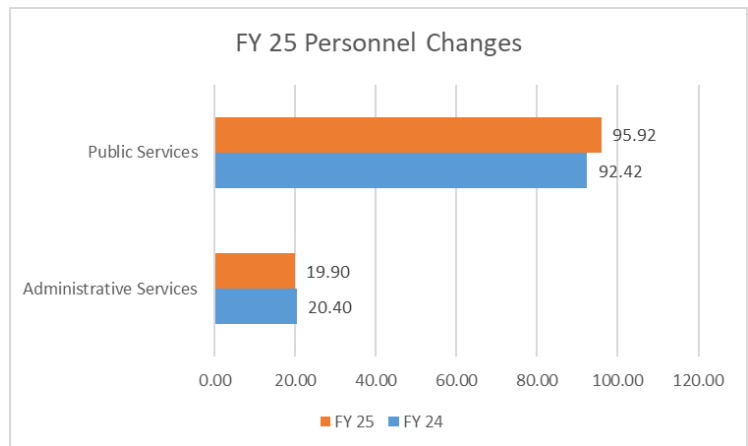
increases already in place for contracted services such as janitorial services. The Live Oak Annex project and the MOU for operating library services out of this location have yet to be completed, so any additional operating costs for this location are unknown at the time of this budget proposal.



Personnel costs have grown by 5.5% due to step increases, COLAs, and rising PERS and medical costs. The Library is proposing some staffing changes including the deletion of a few vacant positions balanced with newly

added positions. The overall changes made to positions will have a net zero affect on the personnel budget.

The City of Santa Cruz and the Library are still working with the consultant on the cost benefit analysis for the delivery of the Library’s administrative services. They are expected to report back with a proposal to the Board in November 2024. Since the administrative services contract has expired, for FY 25 the administrative services costs were increased by \$24K. This amount was agreed upon by both the Library and the City



of Santa Cruz while the costs benefit analysis study is being conducted.

In FY 25, the Library will also be working with Baker Tilly who is helping to forecast the Library's 10-year financial plan for future operating costs. Their final recommendation will need to include the administrative services option chosen by the JPA. This work will help inform decision makers on the operations of the library moving forward.

SCPL's proposed FY 25 operating budget is being presented as a balanced budget with the use of funds from the uncommitted fund balance to cover one-time expenses (\$290K) as well as covering a portion of the operating costs (\$566,174). The total uncommitted fund balance being applied to the FY 25 operating budget is \$856,174.

# Budget Overview

## Expenditures by Activity:

	2023	2024		2024	2025		2026
	Actual	Adopted Budget	Adjusted Budget	Year End Estimate	Proposed Budget	From Adjusted	Projected Budget
Personnel Services	\$ 11,356,159	\$ 13,444,105	\$ 13,503,106	\$ 13,033,599	\$ 14,243,849	\$ 740,743	\$ 14,671,164
Services, Supplies & Other Charges	\$ 4,389,860	\$ 4,256,515	\$ 4,980,988	\$ 5,085,773	\$ 4,186,541	\$ (794,447)	\$ 4,395,868
Books & Materials	\$ 1,619,343	\$ 1,667,281	\$ 2,084,599	\$ 1,994,599	\$ 1,691,990		\$ 1,596,199
Capital Outlay	\$ 148,897	\$ 493,000	\$ 594,587	\$ 594,587	\$ 288,000		\$ 345,600
Intra-entity fund transfer out	\$ -	\$ 54,999	\$ 54,999	\$ 54,999	\$ 54,999		\$ 54,999
<i>Subtotal Supplies and Services</i>	\$ 6,158,100	\$ 6,471,795	\$ 7,715,173	\$ 7,729,958	\$ 6,221,530		\$ 6,392,666
<b>Total Expenditures</b>	\$ 17,514,259	\$ 19,915,900	\$ 21,218,279	\$ 20,763,557	\$ 20,465,379	\$ (752,900)	\$ 21,063,831
<b>Activity Resources:</b>							
Taxes	\$ 10,572,557	\$ 10,728,986	\$ 10,728,986	\$ 10,728,986	\$ 10,659,175		\$ 10,808,403
Member Contributions	\$ 7,381,827	\$ 8,114,546	\$ 8,114,546	\$ 8,114,546	\$ 8,952,089		\$ 8,952,089
State/Federal/Local Grants	\$ 222,831	\$ 13,998	\$ 128,064	\$ 148,064	\$ 13,998		\$ 12,000
Fines and Forfeits	\$ 34,349	\$ 12,000	\$ 12,000	\$ 22,000	\$ 12,000		\$ 60,000
Donations & Trusts	\$ 539,515	\$ 245,792	\$ 878,287	\$ 923,287	\$ 103,713		\$ 120,000
Other Financing Sources	\$ 99,827	\$ 219,768	\$ 219,768	\$ 168,810	\$ 158,230		\$ -
<b>Total Resources</b>	\$ 18,850,906	\$ 19,335,090	\$ 20,081,651	\$ 20,105,693	\$ 19,899,205	\$ (182,446)	\$ 19,952,492
<b>Sub Total Operational Savings or (Cost)</b>	\$ 1,336,647	\$ (580,810)	\$ (1,136,628)	\$ (657,864)	\$ (566,174)		\$ (1,111,338)
One Time Costs:							
Website Migration					\$ 45,000		
Generator for System Back up					\$ 150,000		
Strategic/Work Plan					\$ 75,000		
R.F.I.D. Consultant					\$ 20,000		
Uncommitted Fund Balance Applied	\$ -	\$ 580,810	\$ 1,136,628	\$ 657,864	\$ 856,174		\$ 1,111,338
<b>Total</b>	\$ 1,336,647	\$ -	\$ -	\$ -	\$ -		\$ -
Committed Fund Balance (20% Reserve)	\$ 3,413,689			\$ 4,021,139	\$ 3,979,841		
Uncommitted Fund Balance	\$ 7,752,558			\$ 6,487,244	\$ 5,672,368		
<b>Total Fund Balance</b>	\$ 11,166,247			\$ 10,508,383	\$ 9,652,209		
<b>Trust Balances</b>							
Clays (NO RESTRICTIONS)		\$ 18,327					
Finkeldey (MUSICAL LITERATURE)		\$ 9,233					
Hale (SV)		\$ 49,430					
Leet-Corday (DTN)		\$ 103,037					
McCaskill-Local Hisotry		\$ 228,740					
McCaskill-Visually Impaired							
Morley (LSB/APT)							
Richardson* (NON FICTION/ANNUAL Utter*)							
<b>Total Trust Funds</b>		\$ 608,767					\$ 278,167

\*Endowed Trust Funds

# Personnel Authorization

	FY 2022 Amended Budget	FY 2023 Adopted Budget	FY 2023 Amended Budget	FY 2024 Amended Budget	FY 2025 Proposed Budget
Accounting Assistant I	1.50	1.50	1.50	1.50	1.00
Accounting Assistant II					1.00
Administrative Assistant II	2.90	2.90	2.90	2.90	2.90
Assistant Director of Libraries	1.00	1.00	1.00	1.00	1.00
Bookmobile Library Assistant II	2.80	2.80	2.80	2.80	3.30
Building Maintenance Worker II	2.00	2.00	2.00	2.00	2.00
Community Relations Specialist			1.00	1.00	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	21.01	22.00	23.00
Librarian III	4.00	4.00	4.00	4.00	5.00
Library Assistant II	37.12	36.12	44.62	44.62	44.62
Library Assistant III	10.00	11.00	11.00	11.00	12.00
Library Assistant IV	2.00	2.00	2.00	2.00	2.00
Library Information Specialist	5.00	5.00	4.00	4.00	4.00
Library IT Manager	1.00	1.00	1.00	1.00	1.00
Library Specialist	2.00	2.00	1.00	2.00	2.00
Management Analyst	1.00	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	
Volunteer Coordinator Assistant	0.50	0.50	0.50		
<b>FTE Total</b>	<b>102.83</b>	<b>102.83</b>	<b>111.33</b>	<b>112.82</b>	<b>115.82</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.

Budget Development Revenue Balances						
Title	FY 23 Actual	FY 24 Ado Budget	FY 24 Adj Budget	2024 Year End Est.	FY 2025 Proposed	Growth/Loss from Adj.
<b>Fund 951 -- Library Joint Powers Authority</b>						
Sales and use tax	\$ 10,572,557	\$ 10,728,986	\$ 10,728,986	\$ 10,728,986	\$ 10,659,175	-0.7%
Libraries parcel tax	\$ -	\$ 110,000	\$ 110,000	\$ -	\$ -	-100.0%
Federal operating grants & contributions	\$ 30,000	\$ -	\$ -	\$ -	\$ -	-
Other federal revenues	\$ 116,740	\$ -	\$ -	\$ -	\$ -	-
State operating grants and contributions	\$ 56,091	\$ 13,998	\$ 128,064	\$ 128,064	\$ 13,998	-89.1%
State capital grants - CEC	\$ 20,000	\$ -	\$ -	\$ 20,000	\$ -	-
Local operating grants and contributions	\$ -	\$ -	\$ -	\$ -	\$ -	-
Maintenance of effort contributions	\$ 7,381,827	\$ 8,114,546	\$ 8,114,546	\$ 8,114,546	\$ 8,952,089	10.3%
County of SC - reimbursements	\$ 6,687	\$ -	\$ -	\$ -	\$ -	-
Room rentals-library JPA	\$ -	\$ 4,640	\$ 4,640	\$ 4,640	\$ 4,640	0.0%
Library fines	\$ 34,349	\$ 12,000	\$ 12,000	\$ 22,000	\$ 12,000	0.0%
Pooled cash and investment interest	\$ 153,334	\$ 92,840	\$ 92,840	\$ 92,840	\$ 92,840	0.0%
Unrealized gain/loss-invest held by City	\$ (105,527)	\$ -	\$ -	\$ -	\$ -	-
Interest earnings - other	\$ 25,397	\$ 12,288	\$ 12,288	\$ 27,389	\$ 56,250	357.8%
Donations - library	\$ 20,558	\$ 13,100	\$ 36,350	\$ 36,350	\$ 13,100	-64.0%
Donations - library - Friends of the Lib	\$ 517,712	\$ 27,923	\$ 596,915	\$ 596,915	\$ 78,423	-86.9%
Miscellaneous operating revenue	\$ 6,685	\$ -	\$ -	\$ 13,824	\$ 4,500	-
Miscellaneous non-operating revenue	\$ (298)	\$ -	\$ -	\$ 1,617	\$ -	-
Gain on sale of capital assets	\$ 13,550	\$ -	\$ -	\$ -	\$ -	-
From Library Private Trust Fund	\$ -	\$ 204,769	\$ 238,022	\$ 283,022	\$ 12,190	-94.9%
From Carbon Reduction Fund	\$ -	\$ -	\$ 7,000	\$ 7,000	\$ -	-
Intra-entity fund transfer in	\$ 1,245	\$ -	\$ -	\$ 28,500	\$ -	-
<b>Total</b>	\$ 18,850,906	\$ 19,335,090	\$ 20,081,651	\$ 20,105,693	\$ 19,899,205	-0.9%

# Library Operating Expenditures and Capital Outlay

The Santa Cruz Public Libraries system operates 10 branches, 1 annex, 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, Santa Cruz Public Libraries 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 60% for the physical collection and 40% 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 25 non-personnel operating expenditures are 19.4% 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 an agreed upon amount of \$24,819 while the cost benefit analysis study is being done. The cost benefit analysis report is tentatively scheduled for the LJPB meeting in November 2024.

Increase (from FY 24 Adjusted): \$24,819

- **Professional Services Other**

The use of outside consultants was reduced since many of those projects have concluded. These included the cost benefit analysis, and long term financial plan.

Decrease (from FY 24 Adjusted): \$233,000

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

All branches are now open to the public for library service after remodeling or rebuilding. These fully functioning costs to operate the facilities are reflected in the budget this year

Increase in Water, Sewer and Refuse(from FY 24 Adjusted): \$12,050

Increase in Janitorial Services (from FY 24 Adjusted): \$60,600

Increase in Bldg O & M (from FY 24 Adjusted): \$19,089

Increase in Landscaping Maint. Services (from FY 24 Adjusted): \$17,650

Increase in Janitorial Supplies (from FY 24 Adjusted): \$13,500

Increase in Electricity/Gas (from FY 24 Adjusted): \$7,200

*\*The Library paid for utilities during construction so these increases are slight because of this this factor.*

- **Software Maintenance**

Small increases to established softwares used by the Library contributed to a large undertaking which will be the migration of the SCPL website a hosted platform.



Increase (from FY 24 Adjusted): \$80,208

- **Training**

Cuts were made to the training budget across all divisions to help achieve a balanced budget. These cuts were made across the organization so no one division will see dramatic affects of the reduction in training funds for their division.

Decrease (from FY 24 Adjusted): \$10,000

- **Telecommunications**

A grant was awarded in FY 24 that increased this budget line. FY 25 will fall back to the previous year's budget.

Decrease (from FY 24 Adjusted): \$21,401

- **Liability Insurance**

Insurance costs for books and materials has increased due to all 10 branches and 1 annex being open. The increase also comes as many of the facilities that were remodeled or rebuilt added more shelving square footage which is a factor when assessing the liability to insure the Library's books and materials.

Increase (from FY 24 Adjusted): \$20,000

- **Library Functional Supplies**

The addition of an added library service, Link+, has increased this budget line. Along with the addition of a DEI review of the Library's catalogue.

Increase (from FY 24 Adjusted): \$17,014

- **Misc. Supplies and Services**

This line item supplied the library with the Friends of the Library donations. Since we have not received approval for the funds FSCPL will be transfer to the Library in FY 25 these funds are not reflected in this line item. These funds will most likely show up as a mid-year adjustment.

Decrease (from FY 24 Adjusted): \$36,743

- **Books and Periodicals**

Each year the Library dedicates 8% of its revenue (minus trusts and donations) to the collections budget for books and materials. The revenues for FY 25 are showing a decrease of .9% which affects the overall books and materials expenditures.

Decrease (from FY 24 Adjusted): \$271,289

- **Other Capital Outlay**

This line item was to increase \$50K per year until FY 28 when the capital outlay line would be fully funded at \$450K annually according to a proposal made by the then Library Director in June of 2019. This line item has increased each year to keep to this agreement.

This year in order to help balance the operating budget the capital outlay line item was frozen at last year's proposal of \$250K. One-time funds of \$150K were set aside from this amount to help pay for the back up generator needed for the library system.

The difference from FY 24 Adjusted to FY 25 Proposed also reflects funds received in FY 24 that were from other revenue sources so the FY 24 looks much larger than originally adopted.

Increase (from FY 24 Adjusted): \$245,438

Budget Development Expenditure Balances						
Title	FY 23 Actual	FY 24 Ado Budget	FY 24 Adj Budget	FY 2024 Year End Estimate	2025 Proposed	% Change from Adj.
<b>Fund 951 – Library Joint Powers Authority</b>						
Claims management services - outside	\$ 8,876	\$ 12,000	\$ 12,000	\$ 6,000	\$ 6,000	-50.0%
Financial services - outside	\$ 547,499	\$ 561,233	\$ 561,233	\$ 561,233	\$ 595,847	6.2%
Medical services	\$ 2,984	\$ 2,000	\$ 2,000	\$ -	\$ -	-
Merchant bank fees	\$ 596	\$ 600	\$ 600	\$ 600	\$ 600	0.0%
Courier services	\$ 2,568	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	0.0%
Other professional & technical services	\$ 174,957	\$ 479,007	\$ 389,007	\$ 479,007	\$ 246,000	-36.8%
Water, sewer and refuse	\$ 78,107	\$ 92,235	\$ 92,235	\$ 94,735	\$ 104,285	13.1%
Hazardous materials disposal	\$ -	\$ 500	\$ 500	\$ -	\$ 500	0.0%
Janitorial services	\$ 419,121	\$ 444,500	\$ 444,500	\$ 444,500	\$ 505,100	13.6%
Equip annual inventory charge - internal	\$ 2,875	\$ 3,600	\$ 3,600	\$ 3,600	\$ 3,600	0.0%
Vehicle work order charges - internal	\$ 3,502	\$ 9,000	\$ 9,000	\$ 9,000	\$ 6,500	-27.8%
Vehicle fuel island charges - internal	\$ 23,121	\$ 20,794	\$ 20,794	\$ 20,794	\$ 22,873	10.0%
Vehicle pool car charges - internal	\$ 44	\$ -	\$ -	\$ -	\$ 50	-
Office equipment operation/maint	\$ 4,968	\$ 7,690	\$ 7,690	\$ 7,690	\$ 9,000	17.0%
Vehicle maintenance costs - outside	\$ 807	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	0.0%
Other equipment operation/maintenance	\$ 14,171	\$ 11,900	\$ 11,900	\$ 14,695	\$ 15,250	28.2%
Building and facility o & m - outside	\$ 284,497	\$ 317,008	\$ 313,808	\$ 313,808	\$ 332,897	6.1%
Landscaping maintenance services	\$ 30,656	\$ 55,950	\$ 55,950	\$ 59,310	\$ 73,600	31.5%
Software maintenance services	\$ 307,490	\$ 461,376	\$ 461,376	\$ 461,376	\$ 541,584	17.4%
Hardware maintenance services	\$ 21,560	\$ 15,000	\$ 15,000	\$ 15,000	\$ 20,000	33.3%
Equipment, building and land rentals	\$ 284,076	\$ 284,204	\$ 284,204	\$ 284,883	\$ 282,116	-0.7%
Equipment lease-outside	\$ 31,068	\$ 28,000	\$ 28,000	\$ 28,000	\$ 28,000	0.0%
Travel and meetings	\$ 2,752	\$ 5,950	\$ 5,950	\$ 5,950	\$ 5,100	-14.3%
Training	\$ 74,033	\$ 145,450	\$ 145,450	\$ 145,450	\$ 135,450	-6.9%
Telecommunications service - outside	\$ 220,086	\$ 349,845	\$ 374,661	\$ 374,661	\$ 353,260	-5.7%
Liability insurance/surety bonds-interna	\$ 43,170	\$ 43,170	\$ 43,170	\$ 43,170	\$ 43,170	0.0%
Liability insurance/surety bonds-outside	\$ 82,225	\$ 103,000	\$ 103,000	\$ 103,000	\$ 123,000	19.4%
Advertising	\$ 23,332	\$ 26,570	\$ 26,570	\$ 26,570	\$ 24,500	-7.8%
Dues and memberships	\$ 34,488	\$ 38,503	\$ 38,503	\$ 38,503	\$ 40,238	4.5%
Printing and binding-outside	\$ 19,779	\$ 32,600	\$ 32,600	\$ 32,600	\$ 31,600	-3.1%
Postage charges	\$ 7,598	\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,000	0.0%
Office supplies	\$ 20,412	\$ 28,150	\$ 28,150	\$ 29,650	\$ 30,100	6.9%
Safety clothing and equipment	\$ 14,123	\$ 16,525	\$ 16,525	\$ 18,025	\$ 14,125	-14.5%
Copier supplies	\$ 612	\$ 8,530	\$ 8,530	\$ 8,630	\$ 8,530	0.0%
Library functional supplies	\$ 175,086	\$ 121,377	\$ 121,377	\$ 127,377	\$ 138,391	14.0%
Janitorial supplies	\$ 30,895	\$ 39,500	\$ 39,500	\$ 40,000	\$ 53,000	34.2%
Electricity	\$ 207,837	\$ 241,475	\$ 241,475	\$ 245,825	\$ 245,825	1.8%
Natural gas	\$ 50,810	\$ 46,350	\$ 46,350	\$ 46,350	\$ 53,550	15.5%
Miscellaneous supplies and services	\$ 181,062	\$ 190,423	\$ 257,193	\$ 257,193	\$ 220,450	-14.3%
Capital outlay expensed (periods 13/14)	\$ 376,789	\$ -	\$ -	\$ -	\$ -	-
Loans and grants	\$ 408,163	\$ -	\$ 726,088	\$ 726,088	\$ -	-
Refunded fees and fines	\$ 494	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	-
Services, Supplies and Other Charges	\$ 4,217,291	\$ 4,256,515	\$ 4,980,988	\$ 5,085,773	\$ 4,186,591	-15.9%
Books and periodicals	\$ 1,595,461	\$ 1,656,131	\$ 1,945,631	\$ 1,855,631	\$ 1,674,342	-13.9%
Books and periodicals-grants & donations	\$ 23,882	\$ 11,150	\$ 138,968	\$ 138,968	\$ 17,648	-87.3%
Books & Materials	\$ 1,619,343	\$ 1,667,281	\$ 2,084,599	\$ 1,994,599	\$ 1,691,990	-18.8%
Office furniture/equipment	\$ -	\$ 18,000	\$ 18,000	\$ 18,000	\$ 18,000	-
Vehicle equipment	\$ 64,392	\$ -	\$ -	\$ -	\$ -	-
Computer equipment	\$ 184,757	\$ 225,000	\$ 231,149	\$ 231,149	\$ 170,000	-26.5%
Other capital outlay	\$ 72,317	\$ 250,000	\$ 345,438	\$ 345,438	\$ 100,000	-71.1%
Capital Outlay	\$ 321,466	\$ 493,000	\$ 594,587	\$ 594,587	\$ 288,000	-51.6%
Intra-entity fund transfer out	\$ -	\$ 54,999	\$ 54,999	\$ 54,999	\$ 54,999	-
Subtotal: Operating Costs	\$ 6,158,100	\$ 6,471,795	\$ 7,715,173	\$ 7,729,958	\$ 6,221,580	-19.4%
Website Migration					\$ 45,000	
Generator for System Back Up					\$ 150,000	
Strategic/Work Plan					\$ 75,000	
R.F.I.D. Consultant					\$ 20,000	
Subtotal: One Time Costs					\$ 290,000	
<b>Total</b>	<b>\$ 6,158,100</b>	<b>\$ 6,471,795</b>	<b>\$ 7,715,173</b>	<b>\$ 7,729,958</b>	<b>\$ 6,511,580</b>	

## Library Personnel Expenditures

The Santa Cruz Public Libraries staff 10 branches, 1 bookmobile, 1 annex 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.

### Benefited Personnel

Full time and part time budgetary salary projection assumptions include the following:

- All COLA's per ratified MOU's
  - 5% for Mgmt, Fire, Fire Mgmt, and Exec
  - 3.5% for Service
  - 3% for Supervisors
  - 4% for Police and Police Mgmt
- Vacant positions are budgeted at bottom step and PEPRA for service and supervisor bargaining units; top step for management and executive bargaining units; and mid step for all other bargaining units
- Rising PERS and other employee costs are reflected
- Vacant positions are budgeted at employee+1 for Health
- Medical costs increased 6%
- Workers Comp is added to the budget based on past actual claims to account 51240 and not distributed through Position Budgeting as in past years.

### Temporary Personnel

Temporary staff are used throughout the library system in a number of key ways. They help continue branch operations when regular staff are out due to either illness, other work commitments that take them away from the branch, or personal planned absences. Temporary personnel are also needed in the capacity of an aide who helps organize and re-shelve books and materials. Temporary personnel also help to provide programs at the Library which support targeted audiences such as Spanish story time and tutoring programs. These personnel costs are recovered through financial assistance from the Friends of the Library.

The FY 25 temporary budget includes services for the following operations and programs in the library:

- \$360,000 for Library Aide hours at the branches.
- \$22,000 for Library Aide hours for system functions (ie: outreach and collections mgmt.).
- \$93,000 for On-Call staff. These are the staff who are called when internal help cannot be found.
- \$41,500 for Spanish Storytime/Homework Help/R.E.A.D. programs

### FY 25 Proposed Personnel Changes

The Library is proposing the elimination of two recently vacated positions in order to help fund other positions needed for library operations throughout the system.

The Library is proposing the following changes to the personnel list for FY 25:

Deletions:

- Systems Coordinator 100 FTE
- Accounting Assistant I 50 FTE

Additions:

- Librarian I/II 100 FTE Assigned to the La Selva Beach Library Branch
- Bookmobile Library Assistant II 50 FTE
- Librarian III Outreach 100 FTE\*
- Library Assistant III 100 FTE Assigned to the Bookmobile\*
- Accounting Assistant II 100 FTE\*

The addition of a Librarian I/II would work to support the La Selva Beach Branch Library. Adding this librarian to this location would ensure that each branch has a dedicated librarian to serve the needs of that branch and its surrounding area (generally within a two mile or ten-minute radius from the branch).

The addition of a Bookmobile Library Assistant II would work in a multi-functional capacity supporting operations throughout the system. This staff person would help to serve as back up for the other Bookmobile LAII who couriers books and materials throughout the system daily and provide Saturday courier service in order to improve customer service for the system. The Library has long needed a reliable back up for this important job because without this service books do not circulate throughout the system based on need and patron requests for items. This staff person could also work to support the new Live Oak Branch's associated space, the Annex. The hours at the new site will be minimal but it's necessary to maintain the planned collection at that location. Finally, this staff person will help to back up the bookmobile drivers if an absence occurs.

The addition of a Librarian III will manage the work of the Outreach Division. This entails managing Outreach programs and services, including: the Bookmobile and its staff; Jail Reach, and outreach programs and services with community partners. This position would design, monitor and evaluate service delivery within the Outreach division; develop and maintain partnerships through a DEI lens, assess appropriate staffing levels; analyze patron needs and service patterns; monitor customer service quality; design, recommend and manage procedures for collection access and information delivery; develop and manage the implementation of special programs and initiatives. This position would also lead departmental planning to include development of goals and objectives in alignment with the Library's strategic plan; develops effective evaluation methods for on-going assessment and reporting. They would also lead development of strategies for library engagement to include programming and outreach. Finally, they would actively seek ways to reach out to underserved populations within the community, ensuring that library engagements are inclusive and accessible to all.

The Library Assistant III would supervise the work of the Bookmobile team. They would also oversee the maintenance of Outreach vehicles, and supervise the Bookmobile's route and the patron services that it delivers. This person would serve as the "branch manager" of the Bookmobile which is essentially a mobile branch outlet.

The addition of an Accounting Assistant II will help the library keep up with accounting duties and operations that support library operations system wide. This position is needed in order to align with job duties not currently covered by the current Accounting Assistant I who operates the accounting duties for the Library. This new position will help the Library to review insurance requirements for vendor payments, track DIR projects for maintenance on our library facilities and run reports for division managers.

The Library does anticipate tentative future personnel savings once recruitments have been finalized. These savings will help off set the costs of adding the proposed additional personnel. The table below illustrates the changes in the personnel proposals with remaining balance applied to support the temporary budget. The temporary budget was cut dramatically a few years back and although the Library did adjust procedures to accommodate for the reduction there is still need from our temp budget to cover staff when they are out unexpectedly to keep operations uninterrupted.

<b>Position Changes for FY 25</b>					
<b>Deletions:</b>					Annual
Accounting Assistant I	0.50	FTE	Service	System	\$ 54,356
Systems Coordinator	1.00	FTE	Mgmt	System	\$ 220,030
<b>Annual Savings for Proposed Deletion of Vacant Staff Positions:</b>					<b>\$ 274,386</b>
<b>Additions:</b>					Annual
Librarian II	1.00	FTE	Mgmt	Felton Adult	\$ 133,608
Bookmobile Library Assistant II	0.50	FTE	Service	System (Floating)	\$ 58,424
Library Assistant III	1.00	FTE	Supervisor	Bookmobile	\$ 117,456
Accounting Assistant II	1.00	FTE	Service	System	\$ 114,690
Librarian III/Outreach	1.00	FTE	Mgmt	Outreach	\$ 182,558
<b>Annual Costs for Additional Staff</b>					<b>\$ 606,736</b>
<b>Tentative Future Personnel Savings:</b>					
Position 1					\$ 116,847
Position 2					\$ 108,712
Position 3					\$ 133,608
<b>Tentative Annual Personnel Savings:</b>					<b>\$ 359,167</b>
<b>Subtotal of Proposed Changes:</b>					<b>\$ 26,817</b>
Balance Remainder to Support Temp Personnel Budget Increase					\$ 26,817
<b>Total Cost to Library Annually:</b>					<b>\$ -</b>

<b>Budget Development Expenditure Balances</b>						
Title	FY 2023 Actual	FY 24 Ado Budget	FY 24 Adj Budget	FY 24 Year End Estimate	FY 25 Proposed	% Change from Adj
<b>Fund 951 – Library Joint Powers Authority</b>						
Regular full time	\$ 6,253,497	\$ 7,701,794	\$ 7,751,285	\$ 6,845,348	\$ 7,831,168	1.0%
Regular part time	\$ 933,550	\$ 1,233,990	\$ 1,233,990	\$ 1,126,272	\$ 1,307,021	5.9%
Overtime	\$ 2,084	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	0.0%
Termination pay	\$ 41,360	\$ -	\$ -	\$ 29,444	\$ -	-
Temporary	\$ 464,266	\$ 480,000	\$ 489,510	\$ 488,834	\$ 516,500	5.5%
Other pay	\$ 2,283	\$ -	\$ -	\$ 6,184	\$ -	-
Special vacation pay	\$ 18,476	\$ -	\$ -	\$ 17,448	\$ -	-
Special sick leave pay	\$ -	\$ -	\$ -	\$ 313	\$ -	-
Vehicle-phone-data allowance	\$ 2,971	\$ 2,544	\$ 2,544	\$ 1,254	\$ 2,964	16.5%
Salary savings	\$ -	\$ (1,035,597)	\$ (1,035,597)	\$ -	\$ (1,002,843)	-3.2%
Retirement contribution	\$ 430,277	\$ 656,268	\$ 656,268	\$ 578,603	\$ 746,495	13.7%
F.I.C.A.	\$ 24,159	\$ 36,720	\$ 36,720	\$ 25,340	\$ 36,720	0.0%
PERS unfunded liability	\$ 1,285,610	\$ 1,615,358	\$ 1,615,358	\$ 1,482,946	\$ 1,823,005	12.9%
PERS prepay adjustment	\$ (11,797)	\$ -	\$ -	\$ -	\$ -	-
Group health insurance	\$ 1,357,543	\$ 1,927,365	\$ 1,927,365	\$ 1,648,977	\$ 2,247,532	16.6%
Group dental insurance	\$ 81,320	\$ 113,169	\$ 113,169	\$ 94,205	\$ 123,776	9.4%
Vision insurance	\$ 13,852	\$ 18,535	\$ 18,535	\$ 16,009	\$ 20,993	13.3%
Medicare insurance	\$ 108,943	\$ 123,475	\$ 123,475	\$ 121,554	\$ 139,118	12.7%
Employee assistance program	\$ 3,742	\$ 4,688	\$ 4,688	\$ 4,688	\$ 6,050	29.1%
Group life insurance	\$ 1,736	\$ 2,071	\$ 2,071	\$ 2,018	\$ 3,244	56.6%
Disability insurance	\$ 45,796	\$ 89,248	\$ 89,248	\$ 51,152	\$ 94,337	5.7%
SDI	\$ 29,957	\$ 42,420	\$ 42,420	\$ 64,291	\$ 79,009	86.3%
Unemployment insurance	\$ 65,986	\$ 77,638	\$ 77,638	\$ 77,591	\$ 92,546	19.2%
Workers' compensation	\$ 200,549	\$ 349,419	\$ 349,419	\$ 346,128	\$ 171,214	-51.0%
<b>Total</b>	\$ 11,356,159	\$ 13,444,105	\$ 13,503,106	\$ 13,033,599	\$ 14,243,847	5.5%

## Appendix A: Authorized Personnel by Individual Position

Position Title	Position No.	Union	Library FTE		
Accounting Assistant I	101-009	SEIU	1.000	*	Potential Savings
Accounting Assistant II	102-xxx	SEIU	1.000	*	New
Administrative Assistant II	106-007	SEIU	1.000		
Administrative Assistant II	106-008	SEIU	1.000		
Administrative Assistant II	106-009	SEIU	0.900		
Building Maintenance Worker II	118-007	SEIU	1.000		
Building Maintenance Worker II	118-011	SEIU	1.000		
Information Tech Specialist I	145-009	SEIU	1.000		
Information Tech Specialist III	232-004	SEIU	1.000		
Information Tech Specialist III	232-005	SEIU	1.000		
Library Assistant II	283-002	SEIU	1.000		
Library Assistant II	283-003	SEIU	1.000		
Library Assistant II	283-004	SEIU	1.000		
Library Assistant II	283-005	SEIU	1.000		
Library Assistant II	283-006	SEIU	1.000		
Library Assistant II	283-007	SEIU	1.000		
Library Assistant II	283-009	SEIU	1.000		
Library Assistant II	283-010	SIEU	0.500		
Library Assistant II	283-011	SEIU	1.000		
Library Assistant II	283-012	SEIU	1.000		
Library Assistant II	283-013	SEIU	0.750		
Library Assistant II	283-014	SEIU	0.500		
Library Assistant II	283-015	SEIU	1.000		
Library Assistant II	283-016	SEIU	1.000		
Library Assistant II	283-017	SEIU	1.000		
Library Assistant II	283-018	SEIU	1.000		
Library Assistant II	283-019	SEIU	1.000		
Library Assistant II	283-020	SEIU	1.000		
Library Assistant II	283-021	SEIU	1.000		
Library Assistant II	283-022	SEIU	1.000		
Library Assistant II	283-023	SEIU	0.750		
Library Assistant II	283-024	SEIU	0.500		
Library Assistant II	283-026	SEIU	1.000		
Library Assistant II	283-041	SEIU	0.750		
Library Assistant II	283-042	SEIU	0.500		



Position Title	Position No.	Union	Library FTE		
Library Assistant II	283-043	SEIU	0.500		
Library Assistant II	283-046	SEIU	0.500		
Library Assistant II	283-047	SEIU	0.750		
Library Assistant II (Tel Info)	283-050	SEIU	1.000		
Library Assistant II	283-055	SEIU	0.500		
Library Assistant II	283-056	SEIU	1.000		
Library Assistant II	283-063	SEIU	1.000		
Library Assistant II	283-064	SEIU	1.000		
Library Assistant II	283-065	SEIU	0.500		
Library Assistant II	283-068	SEIU	0.500		
Library Assistant II	283-069	SEIU	0.500		
Library Assistant II	283-072	SEIU	1.000		
Library Assistant II	283-073	SEIU	0.500		
Library Assistant II	283-074	SEIU	0.500		
Library Assistant II	283-075	SEIU	1.000		
Library Assistant II	283-076	SEIU	0.625		
Library Assistant II	283-077	SEIU	0.750		
Library Assistant II	283-078	SEIU	1.000		
Library Assistant II	283-079	SEIU	0.500		
Library Assistant II	283-081	SEIU	0.500		
Library Assistant II	283-082	SEIU	1.000		
Library Assistant II (Tel Info)	283-083	SEIU	0.500		
Library Assistant II	283-084	SEIU	0.500		
Library Assistant II	283-085	SEIU	0.750		
Library Assistant II	283-086	SEIU	0.750		
Library Assistant II	283-087	SEIU	0.750		
Library Assistant II	283-088	SEIU	1.000		
Library Assistant II	283-089	SEIU	1.000		
Library Assistant II	283-090	SEIU	1.000		
Library Assistant II	283-091	SEIU	1.000		
Bookmobile Library Assistant II	284-001	SEIU	1.000	*	Potential Savings
Bookmobile Library Assistant II	284-002	SEIU	0.800		
Bookmobile Library Assistant II	284-004	SEIU	1.000		
Bookmobile Library Assistant II	284-xxx	SEIU	0.500	*	New
Library Information Specialist	285-002	SEIU	1.000		
Library Information Specialist	285-003	SEIU	1.000		
Library Information Specialist	285-003	SEIU	0.000		
Library Information Specialist	285-004	SEIU	1.000		
Library Information Specialist	285-006	SEIU	1.000		

Position Title	Position No.	Union	Library FTE		
Service Field Crew Leader	330-011	Supervisor	1.000		
Library Assistant III	363-001	Supervisor	1.000		
Library Assistant III	363-002	Supervisor	1.000		
Library Assistant III	363-003	Supervisor	1.000		
Library Assistant III	363-004	Supervisor	1.000		
Library Assistant III	363-005	Supervisor	1.000		
Library Assistant III	363-007	Supervisor	1.000		
Library Assistant III	363-008	Supervisor	1.000		
Library Assistant III	363-009	Supervisor	1.000		
Library Assistant III	363-010	Supervisor	1.000		
Library Assistant III	363-011	Supervisor	1.000		
Library Assistant III	363-012	Supervisor	1.000		
Library Assistant III	363-xxx	Supervisor	1.000	*	New
Library Assistant IV	364-001	Supervisor	1.000		
Library Assistant IV	364-003	Supervisor	1.000		
Management Analyst	702-011	Mid Mgmt	1.000		
Programmer Analyst II	706-006	Mid Mgmt	1.000		
Network & Systems Administrator	726-012	Mid Mgmt	1.000		
Network & Systems Administrator	726-013	Mid Mgmt	1.000		
Principal Management Analyst	729-018	Mid Mgmt	1.000		
Library Specialist/Training Coordinator	740-002	Mid Mgmt	1.000		
Library Specialist /Volunteer Coordinator	740-004	Mid Mgmt	1.000		
Librarian II	750-001	Mid Mgmt	1.000		
Librarian II	750-002	Mid Mgmt	1.000		
Librarian II	750-003	Mid Mgmt	1.000		
Librarian II	750-004	Mid Mgmt	1.000		
Librarian II	750-005	Mid Mgmt	1.000		
Librarian II	750-006	Mid Mgmt	1.000		
Librarian II	750-007	Mid Mgmt	1.000		
Librarian II	750-008	Mid Mgmt	1.000		
Librarian II	750-009	Mid Mgmt	1.000		
Librarian II	750-010	Mid Mgmt	1.000		
Librarian II	750-011	Mid Mgmt	1.000		
Librarian II/Tel Info Supervisor	750-012	Mid Mgmt	1.000		
Librarian II	750-013	Mid Mgmt	1.000		
Librarian II	750-014	Mid Mgmt	1.000	*	Potential Savings

Position Title	Position No.	Union	Library FTE		
Librarian II	750-015	Mid Mgmt	1.000		
Librarian II	750-017	Mid Mgmt	1.000		
Librarian II	750-017	Mid Mgmt	0.000		
Librarian II	750-021	Mid Mgmt	1.000		
Librarian II	750-026	Mid Mgmt	1.000		
Librarian I/II	750-028	Mid Mgmt	1.000		
Librarian I/II	750-029	Mid Mgmt	1.000		
Librarian II	750-030	Mid Mgmt	1.000		
Librarian I/II	750-031	Mid Mgmt	1.000		
Librarian I/II	750-xxx	Mid Mgmt	1.000	*	New
Community Relations Specialist	757-006	Mid Mgmt	1.000		
Director of Libraries	808-001	Executive	1.000		
Assistant Director of Libraries	830-001	Mid Mgmt	1.000		
Librarian III	831-001	Mid Mgmt	1.000		
Librarian III	831-002	Mid Mgmt	1.000		
Librarian III	831-003	Mid Mgmt	1.000		
Librarian III/CMS Manager	831-004	Mid Mgmt	1.000		
Librarian III/Outreach Manager	831-xxx	Mid Mgmt	1.000	*	NEW
Library IT Manager	832-003	Mid Mgmt	1.000		
			115.825		

## **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: \$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: \$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: \$49,430

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: \$103,037

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: \$228,740

Income: Interest earned is added to principal

Management: Held by the City Finance Department in Fund 931. Asst. Director 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: \$14,256

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: \$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: \$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 25 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 25
Overdue Item Fine	\$0	No Change
Lost/Replacement Fine	Varies Based on Item	\$1 processing fee for items that do not have a replacement charge.
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 25	FY 24	FY 23	FY 22	FY 21	FY 20
Aptos	46	closed	closed	closed	20	56
Boulder Creek	46	46	closed	closed	closed	38
Branciforte	46	46	closed	closed	closed	36
Capitola*	50	50	47	47	closed	closed
Downtown	50	50	46	46	24	58
Felton	46	46	40	40	20	36
Garfield Park	46	46	closed	closed	closed	51
La Selva Beach	38	38	31	31	closed	36
Live Oak	46	46	36	36	20	54
Scotts Valley	46	46	closed	25	20	50
<b>Total</b>	<b>460</b>	<b>414</b>	<b>200</b>	<b>225</b>	<b>104</b>	<b>415</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%
FY 22/23	57.7%	42.3%

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

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

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



## STAFF REPORT

DATE: May 2, 2024  
TO: Library Joint Powers Board  
FROM: Eric Howard, Interim Library Director  
RE: Code of Conduct

### STAFF RECOMMENDATION

Endorse the Library's Code of Conduct and Administrative Suspension Policy.

### DISCUSSION

The Library Advisory Commission met on April 15<sup>th</sup> 2024 and voted to endorse the Library's newly revised Code of Conduct. The Code of Conduct's purpose is to support a safe and welcoming environment for all library patrons. The Code of Conduct last underwent revisions in 2017. Staff rely on the language of the Code of Conduct as an official means for determining appropriate behavior in the Library. Throughout the ten branch Library system, and at events beyond our walls, staff rely regularly on the language of the Code of Conduct to diffuse difficult situations.

The new updates to the Code of Conduct are the result of extensive review by staff. However, there have been no major changes to the Code of Conduct, instead, staff have focused on shaping more precise language in order to better support their work. Additionally, over the past two years, Library staff have been trained on de-escalation techniques and trauma informed responses to patron interactions and they are increasingly using the Code of Conduct in conjunction with those new skills. With an eye towards clearer and fairer language, staff have carefully reviewed the Code of Conduct to identify language that is working and language that has created confusion since 2017.

One year ago, the Library adopted a new practice for reviewing policies and practices and those practices have been used to govern the updates for this policy. A separate policy team made up of staff from across multiple divisions reviews the policy and then presents it to a newly formed Change Management Team. The Change Management Team's primary job is to understand the "why" behind change and then work with staff to improve understanding and implementation of the change. At times, the Change Management Team helps the Policy Team shape language as both groups work together to develop a shared understanding of the change. The draft changes

were also posted on the Library's internal Intranet for all staff to review and comment. Copies of the draft have been reviewed by the Library's attorney and the City's office of Risk Management.

Lastly, the Administrative Suspension Policy, a companion policy that was approved alongside the Code of Code in 2017 is also up for review. Only one change is being proposed to the current version of it and it involves the makeup of the Hearing Panel. The current policy calls for a security guard to be placed on the panel. The updated version removes that requirement, but recognizes that a security may be called as a witness.

### **FISCAL IMPACT**

There are no direct fiscal impacts from this action, but there may be some indirect costs. The Library intends to continue to invest in de-escalation and trauma informed training. At this time, and until the Library onboards a training coordinator, there is no vendor chosen. Training costs may range from \$3,000-\$5,000.

### **Attachments:**

Current Code of Conduct.

Newly revised Code of Conduct under review.

Current Library Suspension Administrative Procedure Order

Newly revised Suspension Administrative Procedure Order

Request for Suspension Appeal/Hearing Panel Procedure and Form

## Code of Conduct Policy

JPAB Policy # 318

Last Approved: 3/2013

Revised: 5/2017

Five-year Review Schedule: 5/2022

Santa Cruz Public Libraries supports the rights of all individuals to free and equal access to information and use of the library without discrimination, intimidation, threat of harm, or invasion of privacy. We are dedicated to providing friendly, courteous, and respectful service. The role of Santa Cruz Public Libraries is to provide an accessible, welcoming, clean, comfortable, and safe environment for all library users.

### **To Provide a Comfortable and Welcoming Environment**

Santa Cruz Public Libraries provides a comfortable and welcoming environment. Mutual respect makes it possible for everyone to enjoy library materials and services. We require library users to be respectful of each other. Library users must behave in a manner that does not disrupt other library users or interfere with standard operation of the library.

### **To Make Information Resources and Materials Accessible for All**

Santa Cruz Public Libraries makes collections, equipment, and resources accessible for current and future library users. Damaging, stealing, or blocking access to any materials, equipment, or property belonging to the library, another patron, or staff member is prohibited.

### **To Ensure a Safe and Secure Environment**

Santa Cruz Public Libraries ensures a safe and secure environment. Committing or attempting to commit any act that is a violation of any federal, state, or local law is prohibited on Santa Cruz Public Libraries property.

### **To Maintain a Healthy and Clean Environment**

Santa Cruz Public Libraries maintains a healthy and clean environment for all library users. Personal hygiene, attire, restroom use, and/or food consumption cannot interfere with other patrons' use of the library.

### **Enforcement of the Library Code of Conduct**

Enforcement of the Library Code of Conduct will be administered in a fair and reasonable manner. Library staff, security, and/or law enforcement will intervene to prevent and/or stop prohibited activities and behaviors. Individuals who fail to observe the Library Code of Conduct may be asked to leave the library property, have their library privileges suspended for a designated period of time, be subject to arrest, or be subject to other lawful action.

## Prohibited Behaviors

Examples of prohibited activities and/or conduct on Santa Cruz Public Libraries property include but are not limited to:

1. Conduct that interferes with a **Comfortable and Welcoming Environment**
  - a. Behavior, including unreasonable noise, which disrupts other library users or interferes with standard operation of the library.
  - b. Soliciting, panhandling, or gambling on library property.
  - c. Using audible devices without headphones, using headphones set at a volume that disturbs others, or having an audible cell phone ringtone.
  - d. Using any communication devices in a manner that disturbs others.
  - e. Distributing literature, gathering signatures, soliciting contributions, or conducting surveys inside a library facility.
  
2. Conduct that interferes with making **Information Resources and Materials Accessible for All**
  - a. Damaging or stealing any materials, equipment, or property belonging to the library, another patron, or staff member.
  - b. Blocking aisles or walkways with personal property or leaving personal property unattended. *Note: Unattended items are subject to immediate removal.*
  - c. Lying down or appearing to be sleeping; having feet on furniture; or blocking aisles, exits, or entrances.
  - d. Bringing into the library personal items with total dimensions exceeding 65 inches (ex.: 20"x20"x25"), with the exception of items necessary for medical or child care reasons.
  - e. Setting up blankets or bedding with the intention to camp anywhere on library property.
  
3. Conduct that does not **Ensure a Safe and Secure Environment**
  - a. Using roller skates, bicycles, skateboards, scooters or similar wheeled devices inside the library, with the exception of items necessary for medical or mobility purposes, or child care.
  - b. Disciplining a child in a manner that disrupts other patrons.
  - c. Leaving young children/adults with special needs unsupervised. Children under nine years must be accompanied by a person 14 years of age or older.
  - d. Parents and caregivers are responsible for the behavior of the individuals under their charge. Children/adults with special needs are expected to conduct themselves in a manner that does not violate the Code of Conduct or disrupt other patrons.
  - e. Adults loitering in the Children's areas for no legitimate purpose is prohibited (see [State of California PENAL CODE Section 653b](#)). Adults are welcome to access the materials and collections in the Children's areas without a child present.

- f. Inappropriate use of library property including computer hardware, software, network, systems, printers, copiers, phones, and other equipment (see [Library Policies - Internet Access Policy](#)).
  - g. Engaging in activities not reasonably associated with use of a public library.
  - h. Failing to comply with a staff request to cease behavior that interferes with the effective functioning of the library, or failure to leave the library during emergencies or at closing time.
  - i. Intimidating, harassing, or threatening staff, volunteers, or other patrons; including stalking, staring, or lurking using profane, obscene, or abusive language including racial, ethnic, or other epithets; verbally, physically, or in writing including all forms of electronic media.
  - j. Using or being under the influence of alcohol or illegal drugs.
  - k. Trespassing in nonpublic areas, being in the library without permission of an authorized library employee before or after library operating hours, remaining on library property once suspended.
  - l. Engaging in any other behavior that would constitute a criminal act under applicable law.
4. Conduct that does not **Maintain a Healthy and Clean Environment**
- a. Entering into the library barefoot or without a shirt, or removing one's footwear or shirt while in the library, or being otherwise attired so as to be disruptive to the library environment (with the exception of infants or toddlers).
  - b. Body odor, personal hygiene, or excessive fragrance that interferes with other patrons' ability to use the library and its facilities, or that poses a health risk.
  - c. Consumption of snack food and/or a covered beverage at computers. Patrons are asked to keep areas in which food consumption is allowed clean and free of residue, spills, crumbs, or wrappings. Consumption of food that causes a disruption to other patrons, harms library resources, leaves a mess, and/or failure to clean up any residue, wrappings, or spills after consuming these items will be a violation of the Library Code of Conduct.
  - d. Bringing pets or animals, other than service animals necessary for disabilities, into the library, except as allowed during special library programs.
  - e. Littering.
  - f. Using cigarettes, e-cigarettes, cannabis, chewing tobacco, or other tobacco products.
  - g. Using restrooms for bathing or shampooing, or doing laundry.

**Violators of the Santa Cruz Public Libraries Code of Conduct may be asked to leave and/or be photographed to assist in identification.**

Related Documents: *Library Suspension APO / Notice of Suspension from Library Form / Request for Suspension Appeal\_Hearing Panel Procedure / Request for Suspension Appeal\_Hearing Panel Form / Suspension Appeal\_Hearing Panel Determination Notice*



## Code of Conduct Policy

JPAB Policy # 318

Last Approved: 3/2013

Revised: 5/2017

Five-year Review Schedule: 5/2022

Santa Cruz Public Libraries (hereinafter the "Library") strives to support all individuals' free and equal access to information and use of the Library without discrimination, intimidation, threat of harm, or invasion of privacy. The Library seeks to provide an accessible, welcoming, clean, comfortable, and safe environment for all Library users. This policy is applicable to all individuals using and visiting Library facilities and property, and/or attending Library programs, and is enforceable by all Library staff.

### Prohibited Behaviors

Prohibited activities include but are not limited to:

1. Conduct that interferes with a **Comfortable and Welcoming Environment**
  - a. Behavior not reasonably associated with the use and nature of a public library, which disrupts other patrons or interferes with standard operations.
  - b. Panhandling, gambling, or soliciting (other than gathering signatures) on Library property.
  - c. Distributing literature, gathering signatures, soliciting contributions, or conducting surveys inside a Library facility (unless authorized by the Library Director).
  - d. Noise that disturbs others' enjoyment and use of the Library facilities, such as using audible devices without headphones or set at a volume level audible to others, having an audible ringtone, or having loud conversations.
  
2. Conduct that interferes with making **Information Resources and Materials Accessible for All**
  - a. Damaging or stealing any materials, equipment, or property belonging to the Library or other persons.
  - b. Lying down or appearing to be sleeping; having feet on furniture; blocking aisles, exits, entrances, walkways with one's body or personal property.
  - c. Bringing into the Library personal items with total dimensions exceeding 65 inches (ex.: 20"x20"x25"), with the exception of items necessary for medical or child care reasons.
  - d. Camping or setting up blankets and/or bedding.
  
3. Conduct that does not **Ensure a Safe and Secure Environment**

- a. Using roller skates, bicycles, skateboards, scooters or similar wheeled devices inside the Library, with the exception of items necessary for medical or mobility purposes, or child care.
- b. Disciplining a child in a manner that disrupts other patrons.
- c. Leaving young children unsupervised. Children under 9 years must be accompanied by a person 14 years of age or older.
- d. Parents and caregivers are responsible for the behavior of the individuals (of any age) under their charge, ensuring they conduct themselves in a manner that does not violate this Code of Conduct or disrupt other patrons.
  
- e. Adults lingering in the areas designated for minors for no legitimate purpose is prohibited (see State of California PENAL CODE Section 653b). Adults are welcome to access the materials and collections in the Children's areas without a child present.
- f. Unlawful or inappropriate use of Library property including computer hardware, software, network, systems, printers, copiers, phones, and other equipment (see Library Policies - Internet Access Policy).
- g. Engaging in activities not reasonably associated with the use or nature of a public library.
- h. Failing to comply with a Library staff request to cease behavior that interferes with the effective functioning of the Library, or failure to leave the Library during emergencies effective functioning of the Library, or failure to leave the Library during or at closing time.
- i. Engaging in intimidation, harassment, or threatening behaviors, including but not limited to, stalking, offensive staring, offensive touching, lurking, or using profane or abusive language likely to provoke an immediate violent reaction. (Abusive language includes racial, ethnic, gendered, or other epithets used verbally or in writing.)
- j. Demonstrating intoxicated behavior or appearing under the influence of alcohol or drugs.
- k. Trespassing in nonpublic areas, being in the Library without permission of an authorized Library employee before or after Library operating hours, remaining on Library property once suspended.
- l. Engaging in any behavior that is prohibited by any applicable local, state, or federal law.
- m. Leaving personal property unattended or storing bicycles outside of designated bike racks. Note: The Library reserves the right to remove any unattended personal property at any time. The Library will not assume responsibility for any theft, lost, or damaged personal property.

**4. Conduct that does not **Maintain a Healthy and Clean Environment****

- a. Being shoeless or shirtless in the Library, or being otherwise attired so as to be disruptive to the library environment (with the exception of infants and toddlers at the guardian's discretion).

- b. Emitting strong odor, including body odor or excessive fragrance, that interferes with other's ability to use and enjoy the Library, or exhibiting personal hygiene that poses a health risk.
- c. Eating or drinking near the Library's computers, printers, or laptops. (Any beverages inside the library, outside of Library programming, must be in a lidded container.)
- d. Littering, or failing to clean up trash, residue, wrappings, or spills.
- e. Bringing into the Library pets or non-service animals, as defined by California and federal laws, except as allowed during Library programs. Handlers of unattended, disruptive, and/or aggressive animals will be asked to remove them from Library property.
- f. Using cigarettes, e-cigarettes, cannabis, chewing tobacco, or other tobacco products.
- g. Distributing cannabis, alcohol, or illegal drugs. (Alcohol may be served and consumed in accordance with Policy #101, Alcoholic Beverages.)
- h. Using restrooms for other than their intended purpose, including bathing, personal grooming, doing laundry, or any activity that interferes with other patrons' ability to use the restroom.

#### **Enforcement of the Library Code of Conduct**

Enforcement of the Library Code of Conduct will be administered in a fair and reasonable manner. Library staff, security, and/or law enforcement will intervene to prevent and/or stop prohibited activities and behaviors. Individuals who violate this Library Code of Conduct may be: asked to leave Library property, have their Library privileges suspended for a designated period of time, and/or be subject to arrest or other lawful action. Violators of the Code of Conduct may be photographed to assist in identification.

## Library Suspension Administrative Procedure Order

Adopted: 5/4/2017

Revised: xx/xx/xxxx

### PURPOSE

Violation or repeated violation of the Santa Cruz Public Libraries *Code of Conduct Policy* may warrant a suspension of library privileges. Suspension of library privileges will result in removal from and denial of access to Santa Cruz Public Libraries services, facilities, and property for a designated period of time.

In order to be fair and equitable in the application of the *Library Code of Conduct Policy*, and to provide documentation of the enforcement of this code, authorized library staff shall apply the following suspension procedures.

In addition to the *Code of Conduct Prohibited Behaviors*, the following violent behaviors will not be tolerated:

- physical abuse or assault
- fighting or challenging to fight
- making violent or threatening statements

### PROCEDURES

Authorized library staff will instruct anyone displaying prohibited behaviors to leave the library facility immediately for a period up to and including thirty days. Police will be called and additional legal action may occur, as appropriate. In addition, based on the severity of the situation, a suspension of library privileges for up to one year may be applied. Library staff will notify Library Administration immediately, where the appropriate suspension period and procedures will be determined by authorized staff.

#### FIRST VIOLATION: Initial warning and given copy of Code of Conduct Policy

When a patron has violated the Santa Cruz Public Libraries *Code of Conduct Policy* by displaying behavior that is prohibited but not violent or physically threatening, authorized library staff will:

1. Explain to the patron that they are engaging in prohibited behavior, what that behavior is, and the importance of abiding by the *Code of Conduct Policy*.
2. Provide the patron with a copy of the *Code of Conduct Policy*.
3. Advise the patron that further violations of the *Code of Conduct Policy* will not be tolerated and may result in their being asked to leave the library.

#### SECOND VIOLATION: Library privileges suspended for the day

If the patron continues prohibited behavior either the same day or another day, authorized library staff will:

1. Reaffirm all previous conversations with the patron regarding the behavior.
2. Instruct the patron to leave the facility for the day.
3. Document the incident with a Library Incident Report submitted to Library Administration.
4. Offer the patron the name and telephone number of the appropriate library staff person so they may communicate their concerns, if they feel the treatment was unfair.

THIRD VIOLATION: Library privileges suspended for up to and including thirty days

Longer than one-day suspensions will be issued if a patron continues to display prohibited behavior after receiving a prior suspension.

If a patron has been issued a one-day suspension for prohibited behavior and if prohibited behavior continues either during the suspension period or afterwards, a patron will then be suspended for up to and including thirty days.

When a decision is made to suspend a patron for more than one day, authorized library staff will:

1. Complete the *Notice of Suspension from Library Form*.
2. Provide the patron with a copy of the completed document. In the case of a minor patron (under the age of 18), library staff will also attempt to notify the parent or guardian and provide them with a copy of the completed document.
3. Complete a Library Incident Report and submit the report to Library Administration.
4. Provide the patron with the name and phone number of the appropriate library staff person so they may communicate their concerns by telephone or by submitting an appeal in writing.

The patron may submit a written appeal. To do so, the patron must complete the *Request for Suspension Appeal/Hearing Panel Form* and submit it to Library Headquarters within seven working days from the date the suspension is issued.

The appeal will be reviewed by an authorized library staff person(s) within seven working days of submittal.

If, by a preponderance of the evidence, the suspension is determined to be unwarranted, the suspension will be withdrawn. The patron may contact Library Administration eight after submitting a written appeal to determine the status of the suspension.

FOURTH OR SIGNIFICANT VIOLATION: Library privileges suspended for 31 days to up to one year

**I. 31 DAYS TO ONE YEAR SUSPENSION:**

If a patron has been issued a one-to-thirty day suspension for displaying prohibited behavior and prohibited behavior continues either during the suspension period or afterwards, a decision will be made to suspend the patron for 31 days to up to one year.

Authorized library staff will:

1. Complete the *Notice of Suspension from Library Form*. When a decision is made to suspend a patron for longer than thirty days, the suspension notice will be signed by authorized library staff.
2. A copy of the completed document (even if not yet signed) and all accompanying forms shall be provided to the patron.
3. In the case of a minor (under the age of 18), authorized library staff will also attempt to notify the parent or guardian to provide them with the completed document and all accompanying forms.
4. Authorized library staff will complete a Library Incident Report and submit it to Library Administration.

Any patron suspended for 31 days to one year has the right to a hearing with the Suspension Hearing Panel. The Suspension Hearing Panel will comprise of authorized library staff and may also include the Library's attorney, and the Library Joint Powers Authority Board jurisdictional designee. Library staff, a security guard or patrons who were witnesses to the event may also be asked to appear.

To receive a hearing, the patron must:

1. Follow the directions on the *Request for Suspension Appeal/Hearing Panel Procedure* document and fill out the *Request for Suspension Appeal/Hearing Panel Form*.
2. Return the completed form to Library Headquarters within seven working days from the date the suspension is issued.

A parent or guardian must accompany a minor (under the age of 18 unless emancipated) to the hearing.

The decision of the Suspension Hearing Panel for all 31 Days to One Year Suspensions is final.

Related Documents: *Library Code of Conduct Policy / Notice of Suspension from Library Form / Request for Suspension Appeal\_Hearing Panel Procedure / Request for Suspension Appeal\_Hearing Panel Form / Suspension Appeal\_Hearing Panel Determination Notice*

## Library Suspension Administrative Procedure Order

Adopted: 5/4/2017

Revised: xx/xx/xxxx

### PURPOSE

Violation or repeated violation of the Santa Cruz Public Libraries *Code of Conduct Policy* may warrant a suspension of library privileges. Suspension of library privileges will result in removal from and denial of access to Santa Cruz Public Libraries services, facilities, and property for a designated period of time.

In order to be fair and equitable in the application of the *Library Code of Conduct Policy*, and to provide documentation of the enforcement of this code, authorized library staff shall apply the following suspension procedures.

In addition to the *Code of Conduct Prohibited Behaviors*, the following violent behaviors will not be tolerated:

- physical abuse or assault
- fighting or challenging to fight
- making violent or threatening statements

### PROCEDURES

Authorized library staff will instruct anyone displaying prohibited behaviors to leave the library facility immediately for a period up to and including thirty days. Police will be called and additional legal action may occur, as appropriate. In addition, based on the severity of the situation, a suspension of library privileges for up to one year may be applied. Library staff will notify Library Administration immediately, where the appropriate suspension period and procedures will be determined by authorized staff.

#### FIRST VIOLATION: Initial warning and given copy of Code of Conduct Policy

When a patron has violated the Santa Cruz Public Libraries *Code of Conduct Policy* by displaying behavior that is prohibited but not violent or physically threatening, authorized library staff will:

1. Explain to the patron that they are engaging in prohibited behavior, what that behavior is, and the importance of abiding by the *Code of Conduct Policy*.
2. Provide the patron with a copy of the *Code of Conduct Policy*.
3. Advise the patron that further violations of the *Code of Conduct Policy* will not be tolerated and may result in their being asked to leave the library.

#### SECOND VIOLATION: Library privileges suspended for the day

If the patron continues prohibited behavior either the same day or another day, authorized library staff will:

1. Reaffirm all previous conversations with the patron regarding the behavior.
2. Instruct the patron to leave the facility for the day.
3. Document the incident with a Library Incident Report submitted to Library Administration.
4. Offer the patron the name and telephone number of the appropriate library staff person so they may communicate their concerns, if they feel the treatment was unfair.

THIRD VIOLATION: Library privileges suspended for up to and including thirty days

Longer than one-day suspensions will be issued if a patron continues to display prohibited behavior after receiving a prior suspension.

If a patron has been issued a one-day suspension for prohibited behavior and if prohibited behavior continues either during the suspension period or afterwards, a patron will then be suspended for up to and including thirty days.

When a decision is made to suspend a patron for more than one day, authorized library staff will:

1. Complete the *Notice of Suspension from Library Form*.
2. Provide the patron with a copy of the completed document. In the case of a minor patron (under the age of 18), library staff will also attempt to notify the parent or guardian and provide them with a copy of the completed document.
3. Complete a Library Incident Report and submit the report to Library Administration.
4. Provide the patron with the name and phone number of the appropriate library staff person so they may communicate their concerns by telephone or by submitting an appeal in writing.

The patron may submit a written appeal. To do so, the patron must complete the *Request for Suspension Appeal/Hearing Panel Form* and submit it to Library Headquarters within seven working days from the date the suspension is issued.

The appeal will be reviewed by an authorized library staff person(s) within seven working days of submittal.

If, by a preponderance of the evidence, the suspension is determined to be unwarranted, the suspension will be withdrawn. The patron may contact Library Administration eight after submitting a written appeal to determine the status of the suspension.

FOURTH OR SIGNIFICANT VIOLATION: Library privileges suspended for 31 days to up to one year

**I. 31 DAYS TO ONE YEAR SUSPENSION:**

If a patron has been issued a one-to-thirty day suspension for displaying prohibited behavior and prohibited behavior continues either during the suspension period or afterwards, a decision will be made to suspend the patron for 31 days to up to one year.



Authorized library staff will:

1. Complete the *Notice of Suspension from Library Form*. When a decision is made to suspend a patron for longer than thirty days, the suspension notice will be signed by authorized library staff.
2. A copy of the completed document (even if not yet signed) and all accompanying forms shall be provided to the patron.
3. In the case of a minor (under the age of 18), authorized library staff will also attempt to notify the parent or guardian to provide them with the completed document and all accompanying forms.
4. Authorized library staff will complete a Library Incident Report and submit it to Library Administration.

Any patron suspended for 31 days to one year has the right to a hearing with the Suspension Hearing Panel. The Suspension Hearing Panel will comprise of authorized library staff and may also include the Library's attorney, and the Library Joint Powers Authority Board jurisdictional designee. Library staff, a security guard or patrons who were witnesses to the event may also be asked to appear.

To receive a hearing, the patron must:

1. Follow the directions on the *Request for Suspension Appeal/Hearing Panel Procedure* document and fill out the *Request for Suspension Appeal/Hearing Panel Form*.
2. Return the completed form to Library Headquarters within seven working days from the date the suspension is issued.

A parent or guardian must accompany a minor (under the age of 18 unless emancipated) to the hearing.

The decision of the Suspension Hearing Panel for all 31 Days to One Year Suspensions is final.

Related Documents: *Library Code of Conduct Policy / Notice of Suspension from Library Form / Request for Suspension Appeal\_Hearing Panel Procedure / Request for Suspension Appeal\_Hearing Panel Form / Suspension Appeal\_Hearing Panel Determination Notice*

## **Request for Suspension Appeal/Hearing Panel Procedure and Form**

Any patron suspended for one to 30 days has a right to appeal their suspension from the Santa Cruz Public Libraries. To appeal a suspension:

1. Complete the *Request for Suspension Appeal/Hearing Panel Form*.
2. Return the completed form to Library Headquarters. Staff will sign the form to acknowledge its receipt and will provide you with a copy for your records.
3. The completed form must be received by staff at Library Headquarters within seven days from the date of the suspension. Postmarks will not apply.

### **Suspension Appeal Procedure (One to Thirty Day Suspension)**

Upon receipt of your *Request for Suspension Appeal/Hearing Panel Form*:

1. A Suspension Appeal decision meeting comprising authorized library staff will take place. Library staff or patrons who witnessed the incidents(s) may also be asked to attend.
2. The Suspension Appeal meeting will convene privately to discuss the evidence and make a final suspension determination.
3. The suspension will be withdrawn if the authorized Suspension Appeal meeting members determine, by a preponderance of evidence, that the behavior(s) cited on the *Notice of Suspension from Library Form* did not occur and that the suspension is unwarranted.
4. Within seven days from the date the library receives your *Request for Suspension Appeal/Hearing Panel Form*, a *Suspension Appeal/Hearing Panel Determination Notice* will be mailed to the address provided by you on the *Request for Suspension Appeal/Hearing Panel Form*.
5. If you do not have a mailing address, you must return to Library Headquarters seven days from the date the library receives your *Request for Suspension Appeal/Hearing Panel Form* to pick up your *Suspension Appeal/Hearing Panel Determination Notice*.
6. The Suspension Appeal Determination decision is final.

### **Suspension Hearing Panel Procedure (31 Days to One Year Suspension)**

Any patron suspended for 31 days to one year has the right to a hearing with the Suspension Hearing Panel. To request a hearing:

1. Complete the *Request for Suspension Appeal/Hearing Panel Form*.
2. Return the completed form to Library Headquarters. Staff will sign the form to acknowledge its receipt and will provide you with a copy for your records.
3. The completed form must be received by staff at Library Headquarters within seven days from the date of the suspension. Postmarks will not apply.

Upon receipt of your *Request for Suspension Appeal/Hearing Panel Form*:

1. Within seven days from the date the library receives your *Request for Suspension Appeal/Hearing Panel Form*, the library will mail you a notice providing you with the date, time, and location of the Suspension Hearing Panel.
2. If you do not have a mailing address, you must return to Library Headquarters seven days from the date the library receives your *Request for Suspension Appeal/Hearing Panel Form* to pick up your notice of date, time, and location of the Suspension Hearing Panel.
3. The Suspension Hearing Panel will comprise authorized library staff and a Library Joint Powers Authority Board jurisdictional designee. Library staff, a library security guard, or patrons who were witnesses to the event(s) may also be asked to appear.
4. When you arrive for your hearing you will be provided the opportunity to present evidence or reasons why the suspension should be withdrawn.
5. A parent or guardian must accompany a minor (under the age of 18 unless emancipated) to the hearing.
6. After all the evidence has been presented, the Suspension Hearing Panel may convene privately to discuss the determination.
7. The suspension will be withdrawn if the Suspension Hearing Panel determines, by a preponderance of evidence, that the behavior(s) cited on the *Notice of Suspension from Library Form* did not occur and that the suspension is unwarranted.
8. Within seven days of the date of your hearing, a *Suspension Appeal/Hearing Panel Determination Notice* will be mailed to you that will include the findings in support of the decision.
9. If you do not have a mailing address, you may return to Library Headquarters after seven days to pick up a copy of the *Suspension Appeal/Hearing Panel Determination Notice*.
10. The Suspension Hearing Panel Determination decision is final.

## Request for Suspension Appeal/Hearing Panel Form

I want to appeal the library suspension that was issued to me. I am requesting that Library Administration review this suspension.

**Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Reason for the request (optional):** \_\_\_\_\_

\_\_\_\_\_

This form must be returned to Library Headquarters within seven days of the suspension issue date.

Staff will acknowledge receipt of your request and will issue a copy of this form as a receipt.

Within five days after you submit this form, you may contact Library Headquarters to determine the status of the Suspension Appeal/Hearing Panel (see *Suspension Policy* and *Request for Suspension Appeal/Hearing Panel Procedure*).

If, by a preponderance of the evidence, it is determined that your suspension is unwarranted, your suspension will be withdrawn. The Library's Suspension Appeal/Hearing Panel decision is final.

**Signature of Appellant:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Staff Signature:** \_\_\_\_\_

**Staff Job title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**FOR LIBRARY USE ONLY:** Suspension is \_\_\_\_\_ is not \_\_\_\_\_ withdrawn.

Related Documents: *Library Code of Conduct Policy / Notice of Suspension from Library Form / Request for Suspension Appeal\_Hearing Panel Procedure / Suspension Appeal\_Hearing Panel Determination Notice*

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



## STAFF REPORT

DATE:                May 2, 2024  
TO:                    Library Joint Powers Authority Board  
FROM:                Eric Howard, Interim Director of Libraries  
RE:                    Capitola Sunday Hours

### STAFF RECOMMENDATION

Motion to accept staff recommendation to return Capitola Branch hours to six days of service beginning on August 5, 2024.

### BACKGROUND

On June 12, 2021, the Aptos Branch closed its doors for construction. To help mitigate the effects of lost library service in the surrounding community, the Board agreed to open an additional half day (four hours) of service on Sundays at the nearest branch until construction at Aptos was completed. These additional Sunday hours were made possible by reallocating existing staff from the Aptos Branch to the Capitola Branch. With the reopening of the Aptos Branch on February 5, 2024, the original Aptos staff have returned to their branch. While we have augmented staffing through the use of temporary staff, and by shifting some hours from other allocated locations, maintaining seven-day service at Capitola still creates a staffing strain that is experienced system-wide.

The Capitola Branch has been temporarily providing seven days of service for almost two years and ten months. Among the 10 libraries in the SCPL system, only the Downtown Branch has continuously provided the community with seven days of service.

On May 4, 2023, the Board approved a 6-month pilot program to maintain Sunday hours with temporary staff at the Capitola Branch after the new Aptos Branch reopened. The purpose of this pilot program was to provide staff and the public with time to consider potential impacts the Aptos opening might have on Capitola's usage. At the February 8 JPA meeting, Interim Library Director Howard made the recommendation to return Capitola to six-day library service. Howard based his decision on budgetary constraints. Chair Goldstein requested staff consider other cost models for Sunday service and an analysis of GIS mapping to consider such factors as population density and proximity to branches. The Board had also requested on May 4, 2023 that the Library solicit public input on service hours at Capitola. The Interim Library Director also recommended that a more thorough analysis should be done beginning next spring through the Strategic Planning process. That analysis could evaluate library service hours for the entire library system and should also consider other options, including the potential for evening hours.

The pilot program for seven-day service at Capitola is scheduled to conclude on August 4, 2024.

## **DISCUSSION**

This report explored three scenarios:

The first scenario considers maintaining one weekend open day, either Sunday or Saturday service at the Capitola branch. The Library conducted surveys of potentially impacted patrons for its consideration of this scenario.

The second scenario considers a new model for the Library system which would provide a potentially geographically “balanced” approach. Under this scenario, seven-day service at Capitola would continue, and service at the Felton branch would expand to include Sunday service there. In this scenario the Downtown branch would close on Sunday.

The third scenario then compares the costs of keeping all three branches open on Sunday.

Other considerations:

The report also examined multiple demographic dimensions in the neighborhoods surrounding its ten branches, including population density, poverty, number of seniors, number of school age children and the populations’ access for Internet connectivity. If the Library were to base its decision for seven-day service entirely on population density, the Branciforte Library would be the branch deserving that change. The Downtown Library is the closest branch to serve the Branciforte population. Additionally, if circulation were the determining factor, Aptos would deserve the change. With its six-day service, Aptos is exceeding Capitola’s circulation numbers, even though Capitola has an extra half-day of business compared to Aptos. But if Aptos were to expand to seven-day service, an agreement in the leases would trigger an equal expansion of hours at both the Capitola and Scotts Valley branches, creating a significant budgetary challenge.

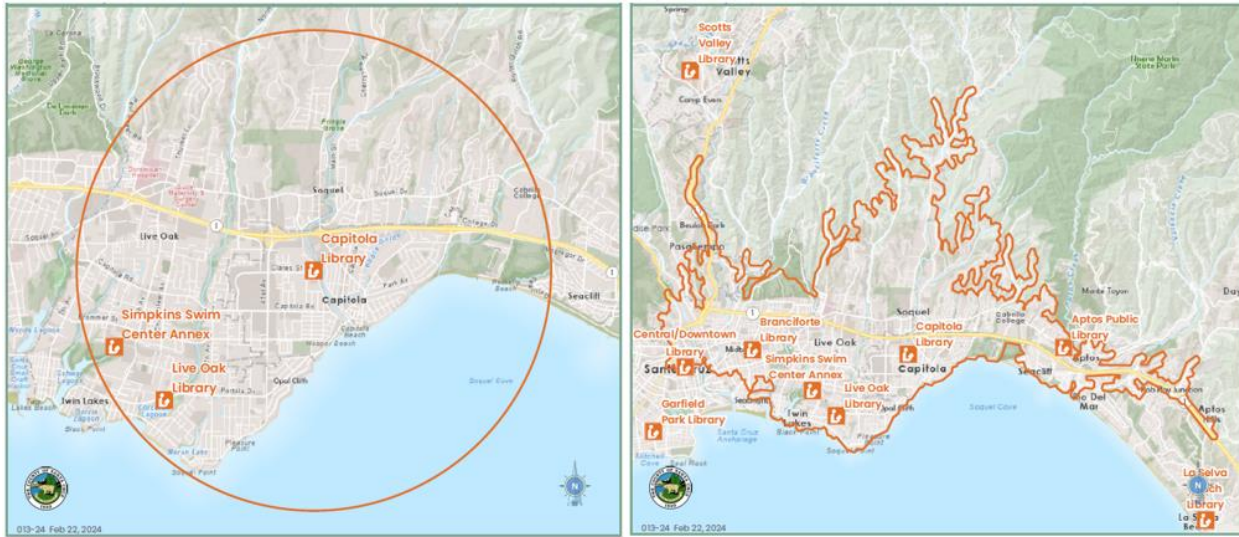
While the second scenario seeks a geographic “balance” and has some advantages, and avoids the triggers created by the leases, there are benefits to the services provided by the Downtown Library that also need to be considered. The Life Literacies Center is unique to the Downtown Library and that branch’s collection size, including its unique holdings on local history and genealogy, exceeds other branch holdings. Since the holdings at the Downtown Library are significant, patrons at all library branches benefit when they request an item from the Downtown Library and staff at that location work to find that item and process it for delivery. Items are processed throughout the week from the Downtown Library. It therefore improves customer service overall for the entire Library system when staff have access to the greatest number of items seven days a week even if patrons never step foot inside that branch, but instead, receive a book from Downtown that is delivered to their home branch.

Though the Felton and Capitola branches may represent a geographic balance, the Downtown branch library is centrally located within the County and is at the nexus of multiple bus lines. Finally, another important consideration is that while Downtown’s circulation remains high (and is often the highest) it will likely experience an even higher demand when the new Downtown branch library opens in 2027. An analysis on the implications of losing those services on Sunday is highly recommended before any action is taken on changing Downtown hours. That analysis was not done for this report.

Additionally, as mentioned above, an analysis was conducted along several demographic dimensions, including population density, senior populations, school age populations, poverty and

connectivity. The report compared these numbers with a ten-minute drive time from the branches and a two-mile radius around the branches. Library literature since the 1980s demonstrates lower library usage outside a two-mile radius. More recent studies suggest a radius using a ten-minute drive time provides other advantages for determining likely library usage. [1] In terms of raw numbers, the Downtown branch service area, within the ten minute and two-mile radius criteria, supports nearly twice as many patrons living under poverty than Capitola and Felton combined. It also supports more school aged children than Capitola and Felton combined. The Library’s Strategic Plan and its focus on Equity would support maintaining Sunday service at Downtown.

Map of Capitola



2 Mile Buffer	Total Population	Enrolled in School	Seniors 65+	Households Below Poverty Level	Households Without Internet	Households With SNAP
<b>Capitola</b>	44,371	25.1%	20.2%	3.9%	2.5%	2.8%
<b>Downtown</b>	55,237	30.8%	15.8%	5.9%	1.6%	3.4%
<b>Felton</b>	8,653	20.2%	23.0%	1.0%	1.2%	1.4%

108,261

<b>Aptos</b>	18,707	23.9%	22.7%	1.8%	2.2%	1.0%
<b>Boulder Creek</b>	6,274	18.1%	21.1%	2.3%	2.6%	1.3%
<b>Branciforte</b>	56,681	15.7%	16.3%	5.1%	1.5%	3.6%
<b>Garfield Park</b>	41,151	31.4%	14.6%	7.2%	1.7%	4.0%
<b>La Selva Beach</b>	6,159	25.6%	26.2%	2.1%	1.3%	1.4%
<b>Live Oak</b>	41,330	24.7%	18.6%	4.1%	1.9%	3.0%
<b>Scotts Valley</b>	15,679	25.2%	21.9%	2.3%	1.1%	1.5%

185,981

294,242

10 Minutes Travel Time	Total Population	Enrolled in School	Seniors 65+	Households Below Poverty Level	Households Without Internet	Households With SNAP
Capitola	73,371	25.0%	19.7%	3.8%	2.1%	2.7%
Downtown	81,225	33.6%	16.1%	5.1%	1.6%	3.0%
Felton	19,349	23.9%	23.0%	1.9%	1.3%	1.3%
	173,945					

Aptos	50,762	25.7%	21.8%	2.7%	2.3%	1.9%
Boulder Creek	7,878	22.3%	20.4%	2.3%	2.1%	1.5%
Branciforte	94,449	25.9%	18.3%	4.7%	1.9%	3.2%
Garfield Park	54,971	38.6%	14.0%	6.1%	1.6%	3.5%
La Selva Beach	22,975	26.1%	20.7%	1.7%	2.3%	2.3%
Live Oak	64,287	24.7%	17.9%	4.6%	2.0%	3.3%
Scotts Valley	30,584	23.9%	20.8%	3.0%	1.3%	2.2%
	325,906					

499,851

### Circulation and Visitor Counts

Under the direction of the Board, staff was tasked with taking a system-wide approach to assess whether a six-day or seven-day library service was providing fairness and inclusivity in service to the entire Santa Cruz County population. The three areas focused on are: North County, Mid County, and South County, which identified the following branches: Capitola, Downtown, and Felton. The three branches had the highest numbers of circulation and visitors counts in their areas during this fiscal year. (Aptos, which was closed during this period, based on current trends, will likely outpace Capitola in circulation.)

	FY 23 3rd Qtr.	4th Qtr. Of FY 23	1st Qtr. Of FY 24	2nd Qtr. Of FY 24	3rd Qtr. Of FY 24
<b>Circulation</b>					
Capitola	26%	25%	32%	24%	
Downtown	22%	20%	18%	18%	
Felton	10%	10%	11%	11%	
<b>Visitors</b>					
Capitola	27%	27%	26%	22%	
Downtown	23%	22%	19%	17%	
Felton	10%	11%	11%	10%	



## Solicit Community Input

As part of the May 24, 2023 motion, the Board directed staff to solicit community input on Capitola Sunday hours. Library staff conducted two in-person surveys on the following days, Saturday, April 6 and Sunday, April 7, 2024. The survey consisted of 8 questions specifically focused on weekend patrons who would be the most affected by returning to a six-day service. Based on the average number of patrons from January to March 2024, Saturday (372 patrons) and Sunday (270 patrons), the target sample size of survey takers needed were 54 on Saturday and 51 on Sunday. The total number of survey takers on both days was 125 which exceeded the targeted sample size to prove a 90% confidence level and a 10% margin of error.

For Saturday patrons, we asked if Capitola closed on Saturday instead of Sunday, how likely would you be to use a different branch on Saturday? 53.3% said very likely or likely. However, it would impact already scheduled programs and events such as the English Language Conversation Group with Volunteer Center Literacy Program, Are You Game? Lancelot's Merry Band of Gamers and others.

For Sunday patrons we asked,

If Capitola closed on Sunday, how likely would you be to visit a library branch on a different day of the week? 57.4% said very likely or likely.

What day of the week would that be? 31.6% said Saturday and 23.7% said any day of the week. In the Sunday surveys, many patrons voluntarily disclosed that they are retired and love the idea of coming to the Capitola branch any day of the week.

How often do you visit Capitola on Sundays? 29.5% said every Sunday, 21.3% said it was their first time, and 49.2% said once or twice a month.



## Cost Model

Cost modeling for seven-day service is complicated by several factors. Benefited staff can't be hired to work one day out of the week. In order to compare apples to apples, the analysis assumes that some staff can be hired to work half time and then they would also support needs during the rest of the week, but some staff will need to be full time. In the comparison below, the data should not be interpreted to mean that if the Library system were to end Sunday service at Downtown, for instance, the Library would not "save" the amount indicated for Sunday service. [When the Library changes service hours, or staffing levels, it re-allocates benefited staff to different branches.] These cost allocations are provided in order to present comparisons with other service hour models. However, if the scenario under consideration, closing Downtown and opening Felton and Capitola, were adopted, staff at Downtown could hypothetically be reassigned. However, as the analysis below demonstrates, that change would still entail a budgetary increase.

Option A: Discontinue Capitola Sunday hours and continue Sunday service at the Downtown Branch Library.

5 staff people (30.5 hours or .625 FTE) Library Assistant II

2 staff people (16 hours or .40 FTE) Librarian II

1 staff person (8 hours or .20 FTE) Information Specialist

10 hours of scheduled Library Aide

Option B: The Downtown Library Branch would remain open on Sundays. In addition, the proposal is to continue staffing Capitola Branch Library Sunday hours and begin Sunday hours at Felton.

Increasing 8 staff people from .50 FTE to .75 FTE (Increase of 2.0 FTE) in the Library Assistant II position

Adding 1.0 FTE Librarian II to staff the Felton Library Branch

10 hours of scheduled Library Aide (5 hours at each branch)

Option C: Close the Downtown Branch Library on Sundays and move the staff to Capitola and Felton.

Move staff from Option A

Increasing 3 staff people from .50 FTE to .75 FTE (30 hours or .75 FTE) in the Library Assistant II position

These costs for staffing are represented in the costing table below.

Option A: Continue Downtown Sunday Hours, <i>Personnel Costs (Annual)</i>		Option B: Continue Capitola Sunday Hours and Open Felton on Sundays, Additional <i>Personnel Costs (Annual)</i>			Option C: Close Downtown and move staff to CAP & FEL, Additional Personnel Costs (Annual)	
			Capitola	Felton		
LAll	\$89,096	LAll	\$116,847	\$116,847	LA II	\$87,635
Librarian II	\$54,443	Librarian II @ Felton ONLY		\$133,608		
Info Specialist	\$24,292	NA				
Library Aide	\$250	Library Aide	\$125	\$125		
<b>Subtotal:</b>	\$168,081*	<b>Subtotal</b>	\$116,972	\$250,580	<b>Subtotal</b>	\$87,635*
*Currently budgeted		\$367,552* *New expenditure			*New expenditure	

Option A: Continue Downtown Sunday Hours, <i>Other Costs (Annual)</i>		<b>Option B &amp; C:</b> Continue Capitola Sunday Hours and Open Felton on Sundays, <i>Other Costs (Annual)</i>	
Custodial	\$ 3,269	Custodial	\$ 1,616
Utilities	\$ 2,386	Utilities	\$ 1,460
Misc. Costs	\$ 1,797	Misc. Costs	\$ 1,322
Security	\$1,827		
<b>Subtotal:</b>	\$ 9,279		\$ 4,398

Option A (Personnel and Other Costs for <b>Downtown</b> )		Option B (Additional Personnel and Other Costs for <b>Felton and Capitola</b> )		Option C (Additional Personnel and Other Costs for <b>Felton and Capitola</b> )	
<b>Total:</b>	\$177,360	<b>Total:</b>	\$371,950	<b>Total:</b>	\$92,033

## **FISCAL IMPACT**

The fiscal impact to the FY 25 Library operating budget will be dependent on the option that is approved by the JPA.

A cost comparison using benefited staff to maintain either a “geographically balanced” service model with and without the Downtown Library is provided below:

### **Option B:**

#### **Open Capitola and Felton for Sunday hours (in addition to Downtown):**

Annual Cost for Building and Supplies: \$4,398

Annual Cost for Additional FTEs: \$367,552

### **Option C:**

#### **Close Downtown and use staff to open Capitola and Felton for Sunday hours:**

Annual Cost for Building and Supplies: \$4,398

Annual Cost for Additional FTEs: \$87,635

Option B and C represent the two potential changes considered. The original plan (Option A) to return Capitola branch to six-day service and keep the Downtown branch open on Sundays supports the Strategic Plan. The original plan of keeping the Downtown branch open on Sunday and ending Sunday service at Capitola also does not add to the current budget.

**Report Prepared by:** Jennifer Yeung, Management Analyst  
Kira Henifin, Principal Management Analyst  
James Lee, Downtown Branch Manager

**Reviewed and Forwarded by:** Eric Howard, Interim Library Director

**Attachments:** GIS One-pager, Copy of Surveys

#### **Reference:**

1. Sung Jae Park, et al. “Measuring Public Library Accessibility: A Case Study Using GIS.” Library & Information Science Research, JAI, 3 Dec. 2011.  
[www.sciencedirect.com/science/article/abs/pii/S0740818811000958](http://www.sciencedirect.com/science/article/abs/pii/S0740818811000958).

## ***We Want Your Opinion on Saturday Hours at Capitola Branch!***

Two years ago, when the Aptos Branch closed for construction, the Library extended Capitola Branch's services from six days a week to seven days a week to try to compensate for the lost library service in the community. On February 5th, Aptos Branch reopened and restored its library service.

On May 4, 2023, the Library Joint Powers Board approved a 6-month Pilot Program starting on February 4, 2024, to keep the Capitola Branch open seven days a week. Our goal is to collect your feedback, run some numbers, and assess if the branch hours are meeting your needs. Community input plays a critical role in determining how we can better serve you. This survey is focusing on Saturday.

The Pilot Program is expected to end on August 4, 2024, after which the Capitola Branch may return to operating six days a week:

Monday through Thursday 10 am - 6 pm  
Friday and Saturday 10 am - 5 pm  
Closed on Sundays\* (Currently Open 1 - 5 pm)

Thank you for participating in this survey! For information, please visit our website at [www.santacruzpl.org](http://www.santacruzpl.org).

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1. If the Capitola Branch closed on Saturday instead of Sunday, how likely would you be to use a different branch on Saturday?

- Very Likely
- Likely
- Very Unlikely

2. If the Capitola Branch closed on Saturday, how likely would you be to visit a branch on a different day of the week?

- Very Likely
- Likely
- Very Unlikely

3. If likely or very likely - what day of the week would that be? \_\_\_\_\_

4. How often do you visit the Capitola Branch on Saturday?

- This is my first time
- 1 or 2 times a month
- Every Saturday

5. All Branches (except for La Selva Beach, closed on Monday) are open Monday through Thursday 10 am - 6 pm, Friday and Saturday 10 am - 5 pm. Do these hours work for you?

- Yes
- No

If not, please specify: \_\_\_\_\_

6. Which Library Branch do you visit the most? (circle)

Aptos Boulder Creek Branciforte Capitola Downtown Felton Garfield Park La Selva Beach Live Oak Scotts Valley

7. Is this Library Branch closest to your home?

- Yes
- No

8. Please let us know how we can better serve you?

## ***We Want Your Opinion on Sunday Hours at Capitola Branch!***

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Monday through Thursday 10 am - 6 pm  
Friday and Saturday 10 am - 5 pm  
Closed on Sundays\* (Currently Open 1 - 5 pm)

Thank you for participating in this survey! For information, please visit our website at [www.santacruzpl.org](http://www.santacruzpl.org).

---

1. If the Capitola Branch closed on Sunday, how likely would you be to use the Downtown Library on Sunday?

- Very Likely
- Likely
- Very Unlikely

2. If the Capitola Branch closed on Sunday, how likely would you be to visit a library branch on a different day of the week?

- Very Likely
- Likely
- Very Unlikely

3. If likely or very likely - what day of the week would that be? \_\_\_\_\_

4. How often do you visit the Capitola Branch on Sundays?

- This is my first time
- 1 or 2 times a month
- Every Sunday

5. All Branches (except for La Selva Beach, closed on Monday) are open Monday through Thursday 10 am - 6 pm, Friday and Saturday 10 am - 5 pm. Do these hours work for you?

- Yes
- No

If not, please specify: \_\_\_\_\_

6. Which Library Branch do you visit the most? (circle)

Aptos Boulder Creek Branciforte Capitola Downtown Felton Garfield Park La Selva Beach Live Oak Scotts Valley

7. Is this Library Branch closest to your home?

- Yes
- No

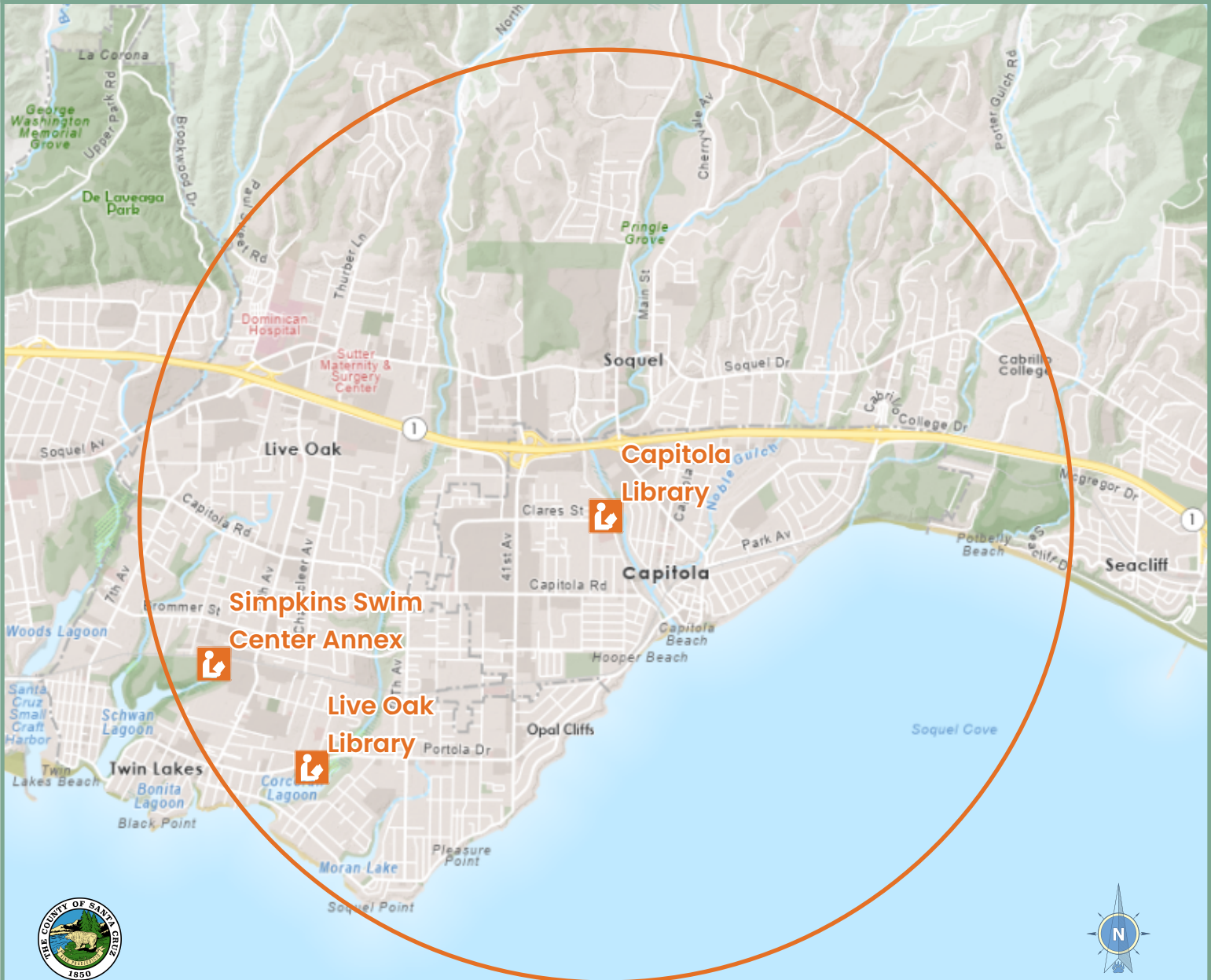
8. Please let us know how we can better serve you?



# Capitola Library

## Library Service Area: Two Mile Buffer

NAME	Total Pop	Enrolled in School	Senior Pop	HHs: Below Poverty Level	HHs w/No Internet	HHs w/SNAP
Aptos Public Library	18707	4476	4238	342	417	181
Boulder Creek Library	6274	1135	1323	143	161	83
Branciforte Library	56681	14548	9245	2885	860	2057
Capitola Library	44371	11138	8941	1735	1095	1223
Central/Downtown Library	55237	16992	8726	3282	884	1891
Felton Library	8653	1750	1992	88	105	123
Freedom Library	45534	15432	4787	1489	1541	2574
Garfield Park Library	41151	12928	6028	2956	714	1628
La Selva Beach Library	6159	1575	1616	128	77	86
Live Oak Library	41330	10190	7685	1702	769	1234
Scotts Valley Library	15679	3950	3426	364	180	235
Simpkins Swim Center Annex	53050	13648	9393	2328	904	1865
Watsonville Main Library	49719	15604	5124	2025	1524	2856





# Capitola Library

## Library Service Area: 10 Minute Travel Time

Name	Total Pop	Enrolled in School	Senior Pop	HHs: Inc Below Poverty Level	HHs w/No Internet	HHs w/SNAP
Aptos Public Library	50762	13060	11083	1355	1157	964
Boulder Creek Library	7878	1753	1610	185	169	117
Branciforte Library	94449	24477	17296	4405	1755	2995
Capitola Library	73371	18361	14485	2790	1536	1962
Central/Downtown Library	81225	27280	13102	4172	1260	2441
Felton Library	19349	4628	4447	364	249	250
Freedom Library	69429	21897	8049	2478	2380	3617
Garfield Park Library	54971	21219	7702	3361	863	1921
La Selva Beach Library	22975	5993	4748	383	529	523
Live Oak Library	64287	15898	11485	2947	1255	2116
Scotts Valley Library	30584	7307	6376	909	389	660
Simpkins Swim Center Annex	55719	14020	9961	2493	955	1954
Watsonville Main Library	60785	19605	6394	2259	2109	3494

