

LIBRARY JOINT POWERS AUTHORITY (LJPA)

On Thursday June 5, 2025 at 9:00 AM

All LJPA Board Meetings are held in-person and open to the public. Members of the public may also view 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:

The meeting will be broadcast through the Santa Cruz Libraries YouTube channel <https://www.youtube.com/user/SantaCruzPL> which you can access through the Santa Cruz Libraries website by scrolling to the bottom of the page and clicking on the YouTube icon. The meetings will be recorded and posted for viewing after the meetings on the Santa Cruz Public Libraries website.

Public Participation:

Members of the public may provide public comments to the Board in-person during the meeting for any item on the agenda or within the subject matter jurisdiction of the Board. Any public comment for a specific item on the agenda must be received prior to the close of the public comment period for that item.

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.

Chair Matt Huffaker
Vice Chair Mali LaGoe
Board Member Nicole Coburn
Board Member Jamie Goldstein



SANTA CRUZ CITY/COUNTY LIBRARIES JOINT POWERS AUTHORITY BOARD

REGULAR MEETING

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

**THURSDAY JUNE 5, 2025
9:00 A.M**

**In-Person Location:
Capitola Branch Library
2005 Wharf Road, Capitola, CA 95010**

PLEASE NOTE:

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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 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 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. 5606.

1. CALL TO ORDER / ROLL CALL

Board Members Matt Huffaker, Mali LaGoe, Jamie Goldstein and Nicole Coburn

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 "Consent Calendar" item 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 – June 5, 2025 (p. 5-7)

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 the Board request specific items to be discussed for separate review. Items pulled for separate discussion will be considered following General Business.

A. Consider the May 1, 2025 Board Meeting Minutes

Staff Recommendation: Approve the May 1, 2025 Board Meeting Minutes (p.8-10)

B. Change Interlibrary Loan Policy #320 to a Procedure

Staff Recommendation: Approve the dissolution of Interlibrary Loan Policy #320 as a Board-approved policy and revise it to align with standard procedures for library services. (p.11-12)

C. Update to Conflict of Interest Policy #103

Staff Recommendation: Approve Updated Conflict of Interest Policy #103 (p.13-18)

D. Contract with Ingram Library Services LLC for Library Print Materials

Staff Recommendation: Approve Contract for Library Print Materials (p.19-39)

E. The State of America's Libraries Report

Staff Recommendation: Information Only (p. 40-59)

F. Use of Designated Library Branches During Extreme Events

Staff Recommendation: Authorize the Director of Libraries to enter into an agreement with the Santa Cruz County Office of Response, Recovery and Resilience for the Use of Designated Library Branches During Extreme Events. (p. 60-68)

G. Library Sales Tax Revenue Update
Staff Recommendation: Accept and File (p.69-73)

9. GENERAL BUSINESS

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.

A. Child Protection Policy

Staff Recommendation: Approve Child Protection Policy (p. 74-77)

B. Adjust the Weekly Friday Schedule at Branches

Staff Recommendation: Approve the Adjusted Weekly Friday Schedule at Branches (p. 78-79)

C. FY 26 Final Budget Approval

Staff Recommendation: Approve FY 26 Library Operating Budget (p. 80-121)

10. COMMENTS BY BOARD MEMBERS

11. SCHEDULED UPCOMING MEETINGS

September 4, 2025	Aptos Branch	Anticipated Upcoming Agenda Items:
9:00 am	7695 Soquel Drive, Aptos, CA 95003	4th Quarter Reports

12. ADJOURNMENT

Adjourned to the next regular meeting of the LJPA to be held on Thursday, September 4, 2025 at 9:00 am [immediately following the LFFA meeting] at the Aptos Branch Library, 7695 Soquel Drive, Aptos CA 95003.

June 5, 2025

Director's Report to the Library Joint Powers Authority Board

Introduction

It may have only been a month since our last meeting, but Santa Cruz Public Libraries staff have been tremendously busy at all levels. Just ahead of our Summer Reading Launch, 2025 is the 50th anniversary of Santa Cruz Pride and as a long-standing supporter, SCPL has partner programming for their Pride Thursdays events series and of course our celebrated book cart drill team marched in the parade and tabling event on Sunday, June 1st. Additionally, at staff's suggestion we launched a Pride themed library card to add to the choices of SCPL library cards patrons can choose from.

We continue to monitor the shifting issues relating to IMLS funding of programs and services provided to our residents via the California State Library. On May 6th, the State Librarian Greg Lucas took the extraordinary step to articulate services that as of that date, the State Library could not make funding commitments for the next fiscal year. The list included:

- **California's Bookshelf and eBooks for All California:** a statewide eBook library for California
- **California Libraries Learn:** professional development and leadership training for library workers
- **California Revealed:** digitization and preservation services and online access to archival materials
- **Literacy Initiatives:** training and resources for library literacy programs, including the Adult Learner Leadership Institute, support for the Easy Voter Guide and Writer to Writer, and subscriptions for libraries to ProLiteracy and Reading Horizons
- **Public Library Staff Education Program:** tuition reimbursement for library workers studying to become librarians.
- **Building Community-Based Summers:** training and resources for library staff presenting summer reading programs
- **Youth and Family Book to Action:** books and resources to support civic and community engagement.
- **Networking California Library Resources:** including the Get Involved volunteer engagement project and Volunteer Match subscriptions, the Public Library Directors Forum, access to the New York Times and CalMatters for Learning, listservs used by the library community to share information and resources, and an AI Collaborative helping to ensure that California libraries are prepared to take advantage of the opportunities and address the challenges presented by AI.
- **The State Library's 2025-2026 competitive grant programs:**
 - **Community Impact:** grants for libraries to respond to local needs and aspirations and support experimentation and research

- **Play for All:** grants for welcoming family play spaces and programming in libraries
- **Teens Succeed:** grants for teen internships in libraries
- **Sustainable California Libraries:** grants for climate and sustainability programming in libraries
- **eBooks for All:** funds for libraries to add books to the eBook library

I have been most directly involved in an advisory capacity with the above California Libraries Learn (CALL) professional development program over the past 5 years. I participated in an advisor convening on May 23rd to discuss options for navigating it through difficult financial times. This large repository of mostly self-paced courses and virtual workshops is of tremendous value to SCPL, with more than 300 SCPL participants in over 582 hours of learning sessions since 2020. CALL estimates this represents \$24,325 worth of professional development that SCPL staff took for free.

As of this writing, a Rhode Island district court judge has formally ordered a stop to the presidential order dismantling the IMLS, with instructions to restore staff and “already-awarded funding”. We will continue to monitor the situation along with changes to library funding in the California State budget.

To further explore partnerships and expand my local professional network, I met with with Jim Brown of Arts Council Santa Cruz County, retiring UCSC University Librarian Elizabeth Cowell, Jorian Wilkins of The Downtown Association of Santa Cruz and Lila Perry of Encompass Community Services. I complete the final day of Leadership Santa Cruz County on Friday, June 6th.

Library Team

Current Vacancies:

Vacant	Facilities Maintenance Supervisor	350-xxx	Mid Mgmt	1.000
Vacant	Library Assistant II	283-065	SEIU	0.500
Vacant	Library Assistant II	283-086	SEIU	0.750
Vacant	Library Assistant II	283-043	SEIU	0.500
Vacant	Librarian I/II	750-xxx	Mid Mgmt	1.000
Vacant	Librarian I/II	750-xxx	Mid Mgmt	1.000
Vacant	Library Assistant II	283-074	SEIU	0.500

New Hires and Promotions:

- Devin Schwarz joined the Library Administration team as our new Administrative Assistant II on Monday, May 12th. Devin will step into the Library Board Clerk role recently vacated by Helga Smith.

Staff Departures:

- Meri Ancic from the Downtown Library accepted as position as bookmobile librarian with San Mateo County. Her last day at SCPL was April 25th.
- Laura Vanderslice, the Branch Manager of Live Oak Library will be retiring effective July 4th.

Services

SCPL's Website Migration Project is well underway. We have a contract with Communico, a library website provider that has done work for Sacramento, Solano County, Las Vegas, New Orleans and Salt Lake City. In addition to the actual website, they will provide us comprehensive solutions for our calendar, meeting room scheduling, digital signage, mobile app, and ultimately a catalog discovery layer. These will allow us to step away from some current providers that require more backend management that we would like. We have three teams of staff taking on portions of this work and we're on track to have a testing site for feedback in late July. This will also give us an opportunity to provide teasers to the general public about the new website's launch which we're anticipating will take place in August.

Also, in mid-August we will be formally kicking off our next round of Strategic Planning with Baton Global Consultants who will be onsite to begin staff and community engagement. Background data and select stakeholder interviews are set to begin in June to help prepare for the August kick off.

Libraries

The County's Office of Response, Recovery & Resilience (OR3) has reached out to develop an MOU with the Library to have Boulder Creek, Felton, Scotts Valley and Aptos libraries serve as cooling or resiliency centers as needed. They prioritized these branches for their locations, indoor space and relative lack of alternate spaces in those regions. This MOU would allow these locations to stay open later or open on Sundays with OR3 staff and resources during times of need.

Chair Matt Huffaker
Vice Chair Mali LaGoe
Board Member Nicole Coburn
Board Member Jamie Goldstein



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

In person and online provided meeting

REGULAR MEETING MINUTES THURSDAY MAY 1, 2025

9:00 A.M.

1. ROLL CALL

PRESENT: Jamie Goldstein, Nicole Coburn, Michelle Templeton and Mali LaGoe

STAFF: Christopher Platt, Library Director

2. ADDITIONAL MATERIALS

None

3. PUBLIC COMMENT

None

4. REPORT BY LIBRARY DIRECTOR

Library Director submitted his report highlighting the following items:

- Monitoring outside funding and working to preserve funding shared by other libraries.
- Website Migration has begun and an update will be presented at the next Board meeting.
- April Staff Day was a success. The highlight was the outside panel brought in to speak about mental health and homeless services in our County.
- Helga Smith, Board Clerk, will be reiring May 2nd.
- Annoucemnt of the Assistant Director hire.

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

Sarah Beck, FSCPL Executive Director, highlighted the successful event titled *Meet Me at the New Downtown Library*. FSCPL has raised \$1.9M towards their \$3M capital campaign goal for DTN. At the event they sold 70 book plates. After the event, FSCPL was notified of a \$400K matching grant from the Monterey Peninsula Foundation.

6. REPORT BY LIBRARY ADVISORY COMMISSION (LAC)

None

7. CONSENT CALENDAR

RESULT: APPROVED CONSETN CALENDAR

- A. **Approved the February 6, 2025 Board meeting minutes.**
- B. **Accepted and filed the 3rd Qtr. Analysis of Patron Count Data.**
- C. **Accepted and filed the 3rd Qtr. Community Impact Measures.**
- D. **Accepted and filed the 3rd Qtr. Incident Report.**
- E. **Accepted and filed the 3rd Qtr. Work Plan.**
- F. **Accepted and filed the Financial Dashboard Report for December 2024.**
- G. **Accepted and filed Financial Statements and Independent Auditors' Report for FY 24.**
- H. **Approved the reclassification of two vacant positions and the addition of a third position using savings from three vacant positions in FY 25.**
- I. **Amended the FY 25 Library Operating Budget to include costs associated with janitorial services for the Live Oak Library Annex building in the amount of \$13,200.**
- J. **Amended the FY 25 Library Operating Budget to include funds from the Dorothy A. Hale Trust in the amount of \$15,000.**

MOVER: Jamie Goldstein

SECONDER: Michelle Templeton

AYES: Coburn, Goldstein, Templeton and LaGoe

8. GENERAL BUSINESS

- A. Presentation on Summer Reading by Jessica Goodman, Adult Programs and Services Manager and Heather Norquist, Youth Programs and Services Manager
- B. FY 26 Budget Assumptions for Draft Budget Proposal
No action was taken.

9. COMMENTS BY BOARD MEMBERS

None

10. SCHEDULED UPCOMING MEETINGS

Next regularly scheduled meeting will be held June 5, 2025 at 9am at the Capitola Branch Library.

11. ADJOURNMENT

Final adjourned at 9:58am to the next regular meeting of the LJPA to be held on Thursday, June 5, 2025 at 9:00 am [immediately following the LFFA meeting] at the Capitola Branch Library, 2005 Wharf Road, Capitola, CA 95010

12. WRITTEN CORRESPONDENCE

None

ATTEST: _____
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 Matt Huffaker
Vice Chair Mali LaGoe
Board Member Jamie Goldstein
Board Member Nicole Coburn



STAFF REPORT

DATE: June 5, 2024
TO: Library Joint Powers Board
FROM: Christopher Platt, Director of Libraries
RE: Change Interlibrary Loan Policy #320 to a Procedure

STAFF RECOMMENDATION

Motion to approve the dissolution of Interlibrary Loan Policy #320 as a Board-approved policy and revise it to align with standard procedures for library services.

DISCUSSION

Upon reviewing Interlibrary Loan Policy #320 for updates, the Library proposes dissolving this as a policy and converting it into a Collection Management Services (CMS) procedure to align with other library service processes. The current policy applies to a specific service that was much more prevalent and universally used among libraries before the advent of our shared Northern California Digital Library collection and the popular Link+ service, both of which now eclipse it. The Interlibrary Loan service will continue to be offered, and its processes will be updated as necessary. The section of Policy #320 that addresses fines for lost and damaged items is already covered in the existing Circulation Policy #306, so nothing will be lost in this conversion. The change will provide CMS with greater flexibility to update and streamline this service, ensuring that patrons receive the most current information available.

FISCAL IMPACT

None.

ATTACHMENT

Current Interlibrary Loan Policy #320

Report Prepared by: Sarah Harbison, Collection Management Services Manager

Reviewed and Approved by: Christopher Platt, Director of Libraries

INTERLIBRARY LOAN POLICY

Interlibrary loan is the process by which a library requests material from, or supplies material to, another library. Santa Cruz Public Libraries provide interlibrary loan service in order to enhance and extend the resources available to cardholders. Because the Library cannot purchase every resource, interlibrary loan is an essential part of the Library's effort to meet the informational needs of the community. SCPL requests print materials from and supplies print materials to other libraries according to principles and procedures established in the MOBAC Interlibrary Loan policy, which is in alignment with the [National Interlibrary Loan Code](#) for the United States.

INTERLIBRARY LOAN PROCEDURES

Patron accounts must be in good standing to be eligible for interlibrary loan.

Print materials (books and journal articles) are eligible for interlibrary loan. Books published within the previous 12 months are not eligible for loan.

Interlibrary loan materials check out for 3 weeks. Renewal requests must be made to the ILL department by phone or email (831-427-7726 / ill@santacruzpl.org); if your renewal is granted, the item's due date will be adjusted to reflect your new loan period. Overdue items are not eligible for renewal; please request renewals at least 3 days before the item is due. Occasionally, the lending library will put restrictions on the item they are lending and it may be for in-library use only, or have a shortened loan period.

Although interlibrary loan materials usually arrive quickly, please allow up to 4-6 weeks for delivery. Arrival times depend on the lending libraries and the delivery service.

Interlibrary loan is intended to be a free service. Most requested materials are borrowed from libraries with whom we have reciprocal agreements so there is no cost. Occasionally, hard-to-find materials may only be borrowed from libraries that charge a fee. In cases such as these, patrons will be contacted prior to incurring any expense. If an interlibrary loan item is lost or damaged, the patron will be responsible for full replacement cost plus any charges as determined by the lending library.

Patrons may have up to 5 ILL items requested or checked out at one time. Overdue ILL material must be returned before new ILL requests are processed.

Generally, only items that are not owned by SCPL are eligible for ILL requests to other library systems; exceptions may be made for owned titles that are in storage and are currently inaccessible to SCPL patrons.

Interlibrary loan materials may be returned to any branch. The identifying bookstrap must be intact upon return.

Chair Matt Huffaker
Vice Chair Mali LaGoe
Board Member Jamie Goldstein
Board Member Nicole Coburn



STAFF REPORT

DATE: June 5, 2024
TO: Library Joint Powers Board
FROM: Christopher Platt, Director of Libraries
RE: Updated Conflict of Interest Code Policy #103

STAFF RECOMMENDATION

Motion to approve and file the updated Conflict of Interest Code Policy #103 as written.

DISCUSSION

The Political Reform Act (Act)1 prohibits a public official and employees from using their official position to influence a governmental decision in which they have a financial interest. As such, every local agency is required to adopt a conflict of interest code that identifies designated positions that involve making governmental decisions that could cause a conflict of interest. Public officials and employees in designated positions are thus required to report their financial interests on Form 700-Statement of Economic Interests (Form 700). State law requires that public agencies review their Conflict of Interest Codes every two years, or as needed. The Conflict of Interest Code Policy #103 was last revised on November 10, 2022.

The updated Conflict of Interest Code has been revised to incorporate the applicable rules formulated by the California Fair Political Practices Commission (FPPC), which are set out in 2 Code of Regulations section 18730, rather than specify all of the statute's provisions as was done in prior versions. The incorporation of the statute by reference is authorized by the FPPC and is more efficient since any changes to the regulations will apply automatically without the Library JPA having to make amendments to the Conflict of Interest Code each time there is a change to the regulations.

In addition, the Conflict of Interest Code includes an updated Appendix A: Schedule of Designated Positions and Their Disclosure Categories.

FISCAL IMPACT None.

ATTACHMENT

Conflict of Interest Code Policy #103

Report Prepared by: Barbara Choi, Deputy Legal Counsel

Reviewed and Approved by: Christopher Platt, Director of Libraries

Conflict of Interest Code Policy

JPAB Policy #103
Approved: 2015
Last Revised: 05/2025
Review Schedule: 05/2027

CONFLICT OF INTEREST CODE - SANTA CRUZ PUBLIC LIBRARIES JOINT POWERS AUTHORITY

Appendix A Schedule of Designated Positions and Their Disclosure Categories

Appendix B List of Disclosure Categories

(Originally Adopted by Resolution: 2015-001)

CONFLICT OF INTEREST CODE
FOR THE
SANTA CRUZ PUBLIC LIBRARIES JOINT POWERS AUTHORITY

1. The Political Reform Act (Government Code Section 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission (FPPC) has adopted a regulation (2 California Code of Regulations Section 18730) that contains the terms of a standard conflict of interest code, which can be incorporated by reference in an agency's code. After public notice and hearing, the standard code may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation and the attached **Appendix A (Schedule of Designated Positions and their Disclosure Categories)** and **Appendix B (List of Disclosure Categories)**, designating positions and establishing financial disclosure categories, shall constitute the conflict of interest code of the Santa Cruz Public Libraries Joint Powers Authority.
2. Individuals holding designated positions referenced in **Appendix A**, including temporary employees, consultants, and those in newly created positions who are required to disclose their financial interests pursuant to the California Political Reform Act, shall file their Statements of Economic Interests (FPPC Form 700) in compliance with the provisions of California Code of Regulations Section 18730.
3. Designated public officials and employees are required to file an Assuming Office Statement when they assume a designated position, an Annual Statement each year by April 1, and a Leaving Office Statement within thirty days of leaving office.

APPENDIX A

Schedule of Designated Positions and Their Disclosure Categories

DESIGNATED POSITIONS	DISCLOSURE CATEGORY
BOARD OF DIRECTORS	1 (Govt. Code §87200 filer)
ADVISORY COMMISSIONERS	1
DIRECTOR OF LIBRARIES	1 (Govt. Code §87200 filer)
ASSISTANT DIRECTOR OF LIBRARIES	1
TREASURER-CONTROLLER	1 (Govt. Code §87200 filer)
LEGAL COUNSEL	1 (Govt. Code §87200 filer)
LIBRARIAN III - OUTREACH MANAGER	3
LIBRARIAN III - ADULT PROGRAMS & SERVICES MANAGER	3
LIBRARIAN III - YOUTH PROGRAMS & SERVICES MANAGER	3
LIBRARIAN III - COLLECTION MANAGMENT SERVICES	3
LIBRARIAN II - SELECTION /CATALOGING	3
LIBRARY SPECIALIST	3
INFORMATION TECHNOLOGY MANAGER	3
PRINCIPAL MANAGEMENT ANALYST	3
MANAGEMENT ANALYST	3
COMMUNITY RELATIONS SPECIALIST	3
FACILITIES MAINTENANCE SUPERVISOR	3
SPECIFIED CONSULTANTS Those consultants defined as a "consultant" by the Fair Political Practice Commission (Gov't Code section 81000 et seq.) and who is likely to participate in the making of a governmental decision as determined by the Library Director in writing. For purposes of this Code, " making a governmental decision" means to make a decision whether to: (a) approve a rate, rule, or regulation, (b) adopt or enforce a law, (c) issue, deny, suspend, or revoke any permit, license, application, certificate, approval, order, or similar authorization or entitlement, (d) authorize the agency to enter into, modify, or renew a contract, (e) grant the agency approval to a contract or to the specifications for such a contract, (f) grant the agency approval to a plan, design, report, study, or similar item, or(g) adopt, or grant agency approval of policies, standards, or guidelines for the agency. (FPPC Regulation Section 18700.3)	1

<p>Consultants who serve in a capacity that is the functional equivalent of a designated position shall disclose pursuant to the disclosure category required by this Code for the comparable designated staff position. The Library Director may determine in writing that a particular consultant, although serving in a capacity that is the functional equivalent of a " designated position" is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements in this section. Such written determination shall include a description of the consultant' s duties and, based upon that description, a statement of the extent of disclosure requirements. The Library Director' s determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code. (Government Code Section 81008).</p>	<p>Depends on category of equivalent designated position.</p>
<p>TEMPORARY EMPLOYEES</p> <p>Retired annuitants and temporary employees may be included in the list of designated employees when the Library Director, or their designee, determines that they are performing work that is the functional equivalent of a designated position. If such a determination is made, then disclosure shall be pursuant to the disclosure category required by this Code for the comparable designated staff position.</p>	<p>Depends on category of equivalent designated position.</p>
<p>NEWLY CREATED POSITION</p> <p>Library Director to work with Legal Counsel to determine appropriate disclosure category for any newly created position.</p>	<p>Depends on job duties.</p>

Updated: May 2025

APPENDIX B

List of Disclosure Categories

1. FULL DISCLOSURE

What to report? All investments and business positions in business entities, sources of income including gifts, loans and travel payments, and interests in real property located in the Library System.

What Form 700 schedules? All Schedules (A through E)

2. ALL INCOME, EXCLUDING INTERESTS IN REAL PROPERTY

What to report? All investments and business positions in business entities, and sources of income including gifts, loans and travel payments.

What Form 700 schedules? A, C, D, E

3. LIBRARY SYSTEM/DEPARTMENT-RELATED INCOME

What to report? All investments and business positions in business entities and sources of income including gifts, loans and travel payments if the source is of a type which provides, manufactures, or supplies goods, materials, equipment, machinery or services, including training or consulting services, of the type utilized by or subject to the review or approval by the Library System or the department in which that person is employed.

What Form 700 schedules? A, C, D, E

4. LIBRARY SYSTEM/DEPARTMENT-RELATED INCOME, REAL PROPERTY

What to report? All investments and business positions in business entities and sources of income including gifts, loans and travel payments, and all interests in real property, if the source is of a type which provides, manufactures, or supplies goods, materials, equipment, machinery or services, including training or consulting services, of the type utilized by or subject to the review or approval of the Library System or the department in which that person is employed.

What Form 700 schedules? All Schedules (A through E)

5. REGULATORY, LAND DEVELOPMENT RELATED INCOME, REAL PROPERTY

What to report? All investments and business positions in business entities and sources of income including gifts, loans and travel payments, and interests in real property, if the source is of the type that is subject to the regulatory permit or licensing authority by the Library System or department in which that person is employed or the source of income is from land development, construction or the acquisition or sale of real property by the Library.

What Form 700 schedules? All Schedules (A through E)

Chair Matt Huffaker
Vice Chair Mali LaGoe
Board Member Nicole Coburn
Board Member Jamie Goldstein



STAFF REPORT

DATE: June 5, 2025
TO: Library Joint Powers Authority Board
FROM: Christopher Platt, Library Director
RE: Award Contract for Library Print Materials

RECOMMENDATION

Staff recommends:

- 1.) Award agreement for library print materials to Ingram Library Services LLC (LaVergne, TN) for a five-year initial contract period with a two-year renewal; and,
- 2.) Authorize the Library Director to execute the agreement and any amendments within the approved operating budget.

BACKGROUND

The Santa Cruz Public Libraries (SCPL) operates as a Joint Power Authority with the City of Santa Cruz providing administrative and contract management support. The library system delivers information, education, enrichment and inspiration through a network of 10 neighborhood library branches, a web-based digital library, a Bookmobile and community-based programs. SCPL serves children, teens and adults with innovative programming, professional services, and community facilities that spark imagination and support discovery. Residents can explore a wide range of interests from academic research, book clubs and literacy programs to digital photography, locally-produced music and local history. The Library has a positive reputation for providing relevant titles to our patrons in a timely manner. In an effort to ensure that SCPL can provide physical library materials to support patrons throughout the county, staff recommend the Library contract for print materials.

DISCUSSION

On September 25, 2024, Staff issued a Request for Proposal (RFP) for Library Print Materials. The RFP Scope of Services included the need for professional dedicated vendor services, cataloging, processing, and collection development to ensure print materials were in line the SCPL collection processes. The RFP was posted on the City of Santa Cruz's website to ensure that the RFP was conducted in an open and competitive manner.

Proposals were due at 3:00pm PST on October 30, 2024, and the Library received proposals from three vendors by that time. After being checked for responsiveness, the vendors were evaluated by an evaluation committee. A committee of four library staff evaluated each proposal for seven evaluation criteria.

Proposal Evaluation Criteria	Percent of Score
Adherence to RFP	5%
Firm Background Information	10%
Firm Qualifications, Expertise, and Experience	15%
Team Qualifications, Expertise, and Experience	15%
Technical Approach and Work Plan	25%
Cost Proposal	25%
References	5%

Ingram Library Services LLC was ranked the highest with a score of 83.04 points out of 100 possible points, was determined to be the successful proposer. The evaluation committee determined that the successful proposer has the expertise, experience, and personnel necessary to provide the services.

The proposed contract would have an initial contract period of five years, with an additional two year renewal.

FISCAL IMPACT

There are adequate funds in the Library's FY 26 Budget for this purchase.

Prepared by: Kira Henifin, Principal Management Analyst
Stephanie Hall, Attorney at Law

Reviewed by: Christopher Platt, Library Director

Attachments

Attachment A: RFP Summary Score Sheet – RFP No. LIB-0136- Library Print Materials

Attachment B: Professional Services Agreement for Library Print Materials

Attachment A- RFP Summary Score Sheet- RFP No. LIB-0136- Library Print Materials

Solicitation: RFP No. LIB-0136-Library Print Materials

Vendor	Evaluator #1	Evaluator #2	Evaluator #3	Evaluator #4	Total Score (Max Score 100)
Ingram Library Services LLC	84.3	78.1	82.3	87.5	83.04
Brodart Co.	75	65.8	77	88.3	76.5
Children's Plus, Inc.	53.8	39.2	64.9	78	58.94

Professional Services Agreement With
INGRAM LIBRARY SERVICES LLC
For **SANTA CRUZ PUBLIC LIBRARIES PRINT MATERIALS**

THIS AGREEMENT for professional services is made by and between the Santa Cruz Public Libraries Joint Powers Authority ("Library") and Ingram Library Services LLC ("Consultant") (each is referred to individually as a "Party" and collectively, as the "Parties") as of July 1, 2025 (the "Effective Date").

NOW, THEREFORE, in consideration of each other's mutual promises, the Parties hereto agree as follows:

SECTION 1: SCOPE OF WORK

Consultant will furnish services as defined and described in Exhibit A, attached hereto and incorporated herein.

SECTION 2: RESPONSIBILITIES OF CONSULTANT

All services performed by Consultant, or under Consultant's direction, shall be rendered in accordance with the generally accepted practices, and to the standards of, Consultant's profession. Consultant represents and agrees that Consultant: (i) is fully experienced and properly qualified to perform the work and services provided for herein, (ii) has the financial capability required for the performance of the work and services, and (iii) is properly equipped and organized to perform the work and services in a competent, timely, and workmanlike/professional manner, in accordance with the requirements of this Agreement.

Consultant shall not undertake any work beyond the **Scope of Work** set forth in **Exhibit A** unless such additional work is approved in advance and in writing by Library. Library shall compensate Consultant for such additional work on the same basis as provided for in Section 4.

If, in performing the services, it is necessary to conduct field operations, security and safety of the job site will be the Consultant's responsibility excluding, the security and safety of any facility of Library within the job site which is not under the Consultant's control or authority.

Consultant shall meet with Christopher Platt, Library Director, hereinafter called "Director", or other designated and authorized Library personnel, or third parties as necessary, on all matters connected with carrying out of Consultant's services described in Exhibit A. Such meetings shall be held at the request of either Party. Review or acceptance of Consultant's work by Library or its designee shall not relieve Consultant from responsibility for errors and omissions in Consultant's work.

SECTION 3: RESPONSIBILITIES OF THE LIBRARY

Library shall make available to Consultant all data and information in the Library's possession necessary to carrying out and completing the services and shall actively assist Consultant in obtaining such information from other agencies and individuals as needed. Consultant is entitled to reasonably rely upon the accuracy and completeness of such data and information, and Consultant shall provide Library prompt written notice of any known defects in such data and information.

The Director may authorize a staff person to serve as his or her representative with respect to this Agreement. The Library will be the sole judge of acceptable work, provided that such approval will not be unreasonably withheld or delayed. If the work is not acceptable, Library will inform Consultant of the changes or revisions necessary to secure approval.

SECTION 4: FEES AND PAYMENT

For services actually performed, the Library will compensate Consultant at the rates set forth in the **Fee Schedule** detailed in **Exhibit B** and in accordance with the terms set forth therein. Payment for Consultant's services in carrying out the entire Scope of Work shall be made within the budget limit, or limits shown, upon Exhibit B.

Consultant agrees that the payments to Consultant specified in this Section 4 will constitute full and complete compensation for all obligations assumed by Consultant under this Agreement. Such payments shall be considered the full compensation for all personnel, materials, supplies, and equipment used by Consultant in the Scope of Work Where conflicts regarding compensation may occur, the provisions of this section apply.

Variations from the budget for each task which are justified by statements indicating personnel time expended and submittal of a revised budget are only allowed with prior Library approval; however, in no event shall the total fee charged for the Scope of Work set forth in Exhibit A exceed the budget of **\$500,000** without advance written Library authorization in the form of an amendment or change order.

Invoices will be provided as materials are shipped. An invoice should be included inside a carton of each shipment. Invoices should have one account per invoice, with tax, shipping, and product itemized. Processing charges should be invoiced separately. Unless otherwise specified in the fee schedule, payments shall be made monthly by the Library within 30 days of the end of the month in which the invoice is sent, based on itemized invoices from the Consultant which list the actual costs and expenses.

This Agreement is contingent upon the appropriation of sufficient funding by the Library for the Scope of Work covered by this Agreement. If funding is reduced or deleted by the Library for the Scope of Work covered by this Agreement, the Library has the option without penalty or liability to either terminate this Agreement or to offer an amendment to this Agreement indicating any reduced amount.

SECTION 5: TRAVEL REIMBURSEMENT POLICY

Library shall not be responsible for any travel, meal, or lodging reimbursements to Consultant and/or Consultant's employees.

SECTION 6: CHANGES IN WORK

Library may negotiate changes to the Scope of Work. No changes to the Scope of Work shall be made without the prior written agreement between the Library and Consultant. Any change requiring compensation in excess of the sum specified in Exhibit B shall be approved in advance in writing by the Library. Only Library's authorized representative(s) is authorized to approve changes to this Agreement on behalf of Library.

SECTION 7: TERM AND SCHEDULE

The term of this Agreement shall be for 5 years beginning on the effective date of this Agreement and terminating on June 30, 2030 (the "Initial Term"). At the option of the Library, this Agreement may be renewed for an additional two (2) years on an annual basis under the same contractual terms and conditions contained herein (each additional year is hereinafter referred to as a "Renewal Term", and the Initial Term and the Renewal Term(s), collectively shall be referred to as the "Term") by letter agreement delivered at least thirty (30) calendar days prior to the expiration of the Initial Term or the first Renewal Term.

Consultant shall begin the Scope of Work as specified in a written authorization (e.g., Notice to Proceed) to perform services issued by the Library. The written authorization to perform work shall not be issued until after this Agreement has been approved and executed by the Library.

The **Work Schedule** for completion of the work shall be as shown upon **Exhibit C**. In the event that there are major changes to the Scope of Work, the schedule for completion as stated in Exhibit C may be adjusted with the Library's approval so as to allow Consultant a reasonable period of time within which to complete any additional work which may be required as a result of the changes to the Scope of Work.

Neither party shall be held responsible for delay or default caused by declared emergencies, natural disasters, or any Force Majeure event which is beyond the party's reasonable control. Both Parties will, however, make all reasonable efforts to remove or eliminate such a cause of delay or default and will, upon the cessation of the cause, diligently pursue performance of its obligations under this Agreement.

The Library reserves the right to obtain the item(s) and/or services covered by this Agreement from another source during any on-going suspension of service due to the circumstances outlined above.

Consultant acknowledges that it is necessary for Consultant to complete its work on or before the completion date set forth in Exhibit C in order to allow the Library to achieve its objectives for entering into this Agreement. Consultant agrees to use commercially reasonable efforts to perform its obligations under this Agreement and shall comply with the completion date set forth in Exhibit C.

SECTION 8: TERMINATION

The Library may terminate the Agreement for any reason by providing written notice to Consultant not less than thirty (30) calendar days prior to an effective termination date.

The Library may terminate this Agreement upon written notice to Consultant for Consultant's failure to perform under this Agreement. The termination shall be effective if Consultant has not cured its failure to perform within thirty (30) calendar days of such notice to the Library's reasonable satisfaction.

Consultant may terminate this Agreement for cause if the Library fails to cure a material default in performance of its obligations under this Agreement within a period of thirty (30) calendar days (or such longer period agreed to by the Consultant), from the date of the Consultant's written termination notice specifying the default in performance. Consultant must provide a written notice of termination to the Library not less than thirty (30) calendar days prior to the effective termination date.

Upon notice of termination by either the Library or Consultant, the Consultant will immediately act to not incur any additional obligations, costs or expenses, except as may be reasonably necessary to terminate its activities. The Library's only obligation to the Consultant will be payment in accordance with the terms set forth in Exhibit B for services authorized by, and received to the satisfaction of, the Library up to and including the effective date of termination less any amounts withheld. All finished or unfinished work or documents procured or produced under the Agreement will become property of the Library upon the termination date. In the event of Consultant's failure to perform pursuant to the Agreement, the Library reserves the right to obtain services elsewhere and Consultant will be liable for the difference between the prices set forth in the terminated Agreement and the actual cost to the Library. Termination of the Agreement pursuant to this paragraph shall not relieve the Consultant of any liability to Library for additional costs, expenses, or damages sustained by Library due to failure of the Consultant to perform pursuant to the Agreement. Library may withhold any payments to Consultant for the purpose of set-off until such time as the exact amount of damages due Library from Consultant is determined. After the effective date of termination, Consultant will have no further claims against the Library under the Agreement. No other compensation will be payable for anticipated profit on unperformed services.

SECTION 9: INDEMNIFICATION

Consultant agrees, to the fullest extent permitted by law, to indemnify, defend, and hold harmless the Library, its officials, officers, employees, agents, and volunteers (collectively, "Indemnitees") from and against any and all liability, claim, action, loss, injury, damage, judgment, or expense, including attorneys' fees and costs ("Losses") caused by or resulting from the negligence, recklessness, or willful misconduct of Consultant, Consultant's officers, employees, agents, or subcontractors in any way related to this Agreement. Consultant's duty to indemnify and hold harmless Indemnitees shall not apply to the extent such Losses are caused by the sole or active negligence or willful misconduct of Indemnitees. Consultant's obligation to defend shall arise regardless of any claim or assertion that Indemnitees caused or contributed to the Losses.

In the event this Agreement involves the performance of design professional services by Consultant, Consultant's officers, employees, agents, or subcontractors, Consultant's costs to defend Indemnitees shall not exceed the Consultant's proportionate percentage of fault per Civil Code §2782.8. This section shall survive the termination or expiration of this Agreement.

SECTION 10: EQUAL EMPLOYMENT OPPORTUNITY/NON-DISCRIMINATION POLICIES

Library's policies promote a working environment free from abusive conduct, discrimination, harassment, and retaliation; and require equal opportunity in employment for all regardless of race, religious creed (including religious dress and grooming practices), color, national origin (including language use restrictions), ancestry, religion, disability (mental and physical), medical condition, sex, gender (including gender identity and gender expression), physical characteristics, marital status, age, sexual orientation, genetic information (including family health history and genetic test results), organizational affiliation, and military or veteran status, or any other consideration made unlawful by local, State or Federal law. Library requires Consultant to comply with all applicable Federal and State and local equal employment opportunity laws and regulations, and Consultant is responsible for ensuring that effective policies and procedures concerning the prevention of abusive conduct, discrimination, harassment, and retaliation exist in Consultant's business organization. The Library's current Equal Employment Opportunity and Non-Discrimination policies to which this Section applies may be viewed at <http://www.codepublishing.com/CA/SantaCruz/?SantaCruz09/SantaCruz0983.html> and <http://www.Libraryofsantacruz.com/home/showdocument?id=59192>.

SECTION 11: LEGAL ACTION/ATTORNEYS' FEES

If any action at law or in equity is brought to enforce or interpret the provisions of this Agreement, the prevailing party shall be entitled to reasonable attorneys' fees in addition to any other relief. The laws of the State of California, with jurisdiction in the Santa Cruz County Superior Court, shall govern all matters relating to the validity, interpretation, and effect of this Agreement and any authorized or alleged changes, the performance of any of its terms, as well as the rights and obligations of Consultant and the Library.

SECTION 12: AMENDMENTS

This Agreement may not be amended in any respect except by way of a written instrument which expressly references and identifies this particular Agreement, which expressly states that its purpose is to amend this particular Agreement, and which is duly executed by the Library and Consultant. Consultant acknowledges that no such amendment shall be effective until approved and authorized by the Library's authorized representative. No representative of the Library is authorized to obligate the Library to pay the cost or value of services beyond the scope of services set forth in Exhibit A. Such authority is retained solely by the Library Manager, Director, or their designee. Unless expressly authorized by the Library Manager or Director, Consultant's compensation shall be limited to that set forth in Exhibit B, Fee Schedule.

SECTION 13: MISCELLANEOUS PROVISIONS

1. Project Manager/Key Staff. Director reserves the right to evaluate and confer with Consultant regarding the project manager or other key staff assigned by Consultant to perform the work under this Agreement. Consultant shall

replace the project manager or key staff upon Director's reasonable request due to Director's concern about their performance. Otherwise, no change in assignment by the Consultant may occur without written notice to the Library.

2. Consultant Services Only. Consultant is employed to render professional services only and any payments made to Consultant are compensation solely for such professional services.
3. Independent Contractor. In the performance of this Agreement, it is expressly understood that Consultant, including each of Consultant's employees, agents, subcontractors or others under Consultant's supervision or control, is an independent contractor solely responsible for its own acts and omissions, and shall not be considered an employee of the Library for any purpose. Consultant agrees to indemnify, defend and hold harmless the Library, its officials, officers, employees, and agents against any claim or liability, including attorneys' fees and costs, arising in any manner related to this Agreement that an employee, agent or others under Consultant's supervision or control was misclassified.

In the event that Consultant or any employee, agent, or subcontractor of Consultant providing services under this Agreement is determined by a court of competent jurisdiction or the California Public Employees Retirement System (PERS) to be eligible for enrollment in PERS as an employee of Library, Consultant shall indemnify, defend, and hold harmless Library for the payment of any employee and/or employer contributions for PERS benefits on behalf of Consultant or its employees, agents, or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of Library.

4. Consultant Not an Agent. Except as Library may specify in writing, Consultant shall have no authority, express or implied, to act on behalf of Library in any capacity whatsoever as an agent. Consultant shall have no authority, express or implied, pursuant to this Agreement to bind Library to any obligation whatsoever.
5. Subcontractors. Consultant shall obtain prior approval of the Library prior to subcontracting of any work pursuant to this Agreement. If at any time, the Library determines any subcontractor is incompetent or unqualified, Consultant will be notified and will be expected to immediately cancel the subcontract. Consultant shall require and verify that all subcontractors maintain insurance meeting all of the requirements stated herein, including naming the Library of Santa Cruz, its officers, officials, employees, agents, and volunteers as additional insureds. Any modification to the insurance requirements for subcontractors must be agreed to by the Library in writing.

Consultant shall be as fully responsible to the Library for the negligent acts and omissions of its contractors and subcontractors or subconsultants, and of persons either directly or indirectly employed by them, or acting on Consultant's behalf pursuant to this Agreement, as it is for the acts and omissions of persons directly employed by Consultant. Consultant's obligation to pay its subconsultants is an independent obligation from the Library's obligation to make payments to the Consultant.

6. Assignment. This Agreement shall not be assigned without first obtaining the express written consent of the Director or after approval of the Library Council. Neither party may assign this Agreement unless this Agreement is amended in accordance with its terms.
7. Conflicts of Interest. Consultant agrees to comply with conflict of interest laws in performing the work and services under this Agreement. Consultant covenants (on behalf of Consultant and Consultant's employees, agents, representatives, and subcontractors) that there is no direct or indirect interest, financial or otherwise, which would conflict in any manner or degree with the performance of services required under this Agreement. Consultant acknowledges and agrees to comply with applicable provisions of conflict of interest law and regulations, including the CA Political Reform Act (Gov't. Code Sections 1090, 87100) , Levine Act (Gov't. Code Section 84308), and

the Library's conflict of interest code. Consultant will immediately advise Library if Consultant learns of a conflicting financial interest of Consultant during the term of this Agreement.

8. Library Property. The work, or any portion, of Consultant in performing this Agreement shall become the property of Library. The Consultant may be permitted to retain copies of such work for information and reference in connection only with the provision of services for the Library. All materials and work product, whether finished or unfinished, shall be delivered to Library upon completion of contract services or termination of this Agreement for any reason. Consultant acknowledges and agrees that the work product shall be considered a work made for hire within the meaning of the patent and copyright laws of the United States; and Consultant agrees that all copyrights which arise from creation of project-related documents and materials pursuant to this Agreement shall be vested in the Library and Consultant waives and relinquishes all claims to copyright or other intellectual property rights in favor of Library. Any work product related to this Agreement shall be confidential, not to be used by the Consultant on other projects or disclosed to any third party, except by agreement in writing by the Library, or except as otherwise provided herein. Consultant's final deliverables shall comply with Section 508 (29 U.S.C. Section 794d) accessibility requirements, as applicable.
9. Intellectual Property and Indemnity. Consultant represents to Library that, to the best of Consultant's knowledge, any Intellectual Property (including but not limited to: patent, patent application, trade secret, copyright and any applications or right to apply for registration, computer software programs or applications, tangible or intangible proprietary information, or any other intellectual property right) in connection with any services and/or products related to this Agreement does not violate or infringe upon any Intellectual Property rights of any other person or entity.

To the fullest extent permitted by law, Consultant agrees to indemnify, defend, and hold harmless Library, its officials, officers, employees, and agents, from any and all claims, demands, actions, liabilities, damages, or expenses (including reasonable attorneys' fees and costs) arising out of a claim of infringement, actual or alleged, direct or contributory, of any Intellectual Property rights in any way related to Consultant's performance under this Agreement or to the Library's authorized intended or actual use of Consultant's product or service under this Agreement, to the extent Consultant, or its parent or affiliate, is the owner of the intellectual property which is the subject of a claim of infringement, or is similarly indemnified by the supplier of products containing the intellectual property which forms the subject of such claim of infringement. This provision shall survive termination or expiration of this Agreement.

If any product or service becomes, or in the Consultant's opinion is likely to become, the subject of a claim of infringement, the Consultant shall, at its sole expense: (i) provide the Library the right to continue using the product or service; or (ii) replace or modify the product or service so that it becomes non-infringing; or (iii) if none of the foregoing alternatives are possible even after Consultant's commercially reasonable efforts, in addition to other available legal remedies, Library will have the right to return the product or service and receive a full or partial refund of an amount equal to the value of the returned product or service, less the unpaid portion of the purchase price and any other amounts, which may be due to the Consultant. Library shall have the right to retrieve its data and proprietary information at no charge prior to any return of the product or termination of service.

10. Confidentiality.
 - a. Consultant shall not acquire any ownership interest in data and information ("Library Data") received by Consultant from Library, which shall remain the property of the Library. Certain information may be considered confidential ("Confidential Information"). Confidential Information shall mean all information or proprietary materials (in every form and media) not generally known to the public and which has been or is hereafter disclosed or made available directly or indirectly to Consultant through any means of

communication, either verbally or in writing even if it has not been designated in writing as “Confidential” to Consultant in connection with this Agreement. Unless otherwise required by law, Consultant shall not, without Library’s written permission, use or disclose Library Data and/or Confidential Information other than in the performance of the obligations under this Agreement. As between Consultant and Library, all Library Confidential Information shall remain the property of the Library. Consultant shall not acquire ownership interest in the Library’s Confidential Information.

- b. Consultant shall be responsible for ensuring and maintaining the security and confidentiality of Library Data and Confidential Information, protect against any anticipated threats or hazards to the security or integrity of Library Data and Confidential Information, protect against unauthorized access to or use of Library Data and Confidential Information that could result in substantial harm or inconvenience to Library or any end users; and ensure the proper return and/or disposal of Library Data and Confidential Information upon termination of this Agreement with notice to the Library.
 - c. Consultant shall take appropriate action to address any incident of unauthorized access to Library Data and Confidential Information, including addressing and/or remedying the issue that resulted in such unauthorized access, notifying Library as soon as possible of any incident of unauthorized access to Library Data and Confidential Information, or any other breach in Consultant’s security that materially affects Library or end users; and be responsible for ensuring compliance by its officers, employees, agents, and subcontractors with the confidentiality provisions hereof. Should confidential and/or legally protected Library Data be divulged to unauthorized third parties, Consultant shall comply with all applicable federal and state laws and regulations, including but not limited to California Civil Code sections 1798.29 and 1798.82 at Consultant’s sole expense. Consultant shall not charge Library for any expenses associated with Consultant’s compliance with these obligations.
 - d. Consultant shall defend, indemnify and hold harmless Library, its officials, officers, employees and agents against any claim, liability, loss, injury or damage (including attorneys’ fee and costs) arising out of, or in connection with, the unauthorized use, access, and/or disclosure of Library Data and/or Confidential Information by Consultant and/or its agents, employees or subcontractors, excepting only loss, injury or damage caused by the sole negligence or willful misconduct of the Library. This provision shall survive the termination or expiration of this Agreement.
11. Consultant's Records/Audits. Consultant shall maintain accurate accounting records and other written documentation pertaining to the costs incurred relating to this Agreement for examination and audit by the Library, State, or federal government, as applicable, in compliance with Gov. Code §8546.7 for a contract in excess of \$10,000, or in compliance with other applicable federal laws (e.g. 48 CFR 31) or regulations for a period of three (3) years from: the date of the final Library payment for Consultant's services, or from the date of final disposition of real property or equipment acquired with federal funds, or date of the termination of this Agreement, whichever is later. If Consultant engages a subcontractor to perform work related to this Agreement with a cost of \$10,000 or more over a 12-month period, such subcontract shall contain these same requirements. This provision shall survive the termination of this Agreement.
12. California Public Records Act. Library is a public agency subject to the disclosure requirements of the California Public Records Act (“CPRA”). If Consultant’s proprietary information is contained in documents or information submitted to Library, and Consultant claims that such information falls within one or more CPRA exemptions, Consultant must clearly mark such information “Confidential and Proprietary,” and identify the specific lines containing the information. In the event of a request for such information, Library will make best efforts to provide notice to Consultant prior to such disclosure. If Consultant contends that any documents are exempt from the CPRA and wishes to prevent disclosure, it is required to obtain a protective order, injunctive relief, or other appropriate remedy from a court of law in Santa Cruz County before the Library is required to

respond to the CPRA request. If Consultant fails to obtain such remedy within the time the Library is required to respond to the CPRA request, Library may disclose the requested information without any liability. Consultant further agrees that it shall defend, indemnify and hold Library harmless against any claim, action or litigation (including but not limited to all judgments, costs, and attorney's fees) that may result from denial by Library of a CPRA request for information arising from any representation, or any action (or inaction), by the Consultant.

13. Compliance with Laws. All activities of Consultant, its employees, subcontractors and/or agents will be carried out in compliance with all applicable federal, state, and local laws and regulations. Consultant further agrees to comply with the covenant of good faith and fair dealing and other provisions of Santa Cruz Municipal Ordinance chapter 3.09, or otherwise Consultant may be subject to penalties including being declared an irresponsible contractor.

14. Licensure. Consultant agrees that Consultant, its subcontractors and/or agents (if any) has/have complied with all applicable federal, state, and local licensing requirements and agrees to provide proof of a current Library of Santa Cruz Business Tax Certificate if:

- Consultant, its subcontractor(s) and agent(s) or its business is/are located in the Library of Santa Cruz;
- Will perform actual work in the Library of Santa Cruz for 6 or more days annually; or
- Will use company vehicles to deliver within the Library of Santa Cruz for 6 or more days annually.

For additional information and licensing requirements, view the Library's [Business Licenses and Permits webpage](#) or call the Revenue and Taxation division at 831/420-5070.

15. Prevailing Wages for Public Work. To the extent that the work or services to be performed under this Agreement may be considered a "public work" (construction, alteration, demolition, or repair work) pursuant and subject to Labor Code section 1720 *et seq.*, Consultant (and any subconsultant performing the work or services) shall conform to any and all prevailing wage requirements applicable to such work/and or services under this Agreement. Consultant (and any subconsultant) shall adhere to the prevailing wage determinations made by the Director of Industrial Relations (DIR) pursuant to California Labor Code Part 7, Chapter 1, Article 2, applicable to the work, if any. All workers employed in the execution of a public works contract (as such term is defined California Labor Code section 1720 *et seq.* and section 1782(d)(1)) must be paid not less than the specified prevailing wage rates for the type of work performed. (CA Labor Code sections 1720, 1774 and 1782.) To the extent applicable to the scope of work and services under this Agreement, Consultant agrees to be bound by the state prevailing wage requirements, including, but not limited to, the following:

- a. If a worker is paid less than the applicable prevailing wage rate owed for a calendar day (or any portion thereof), Consultant shall pay the worker the difference between the prevailing wage rate and the amount actually paid for each calendar day (or portion thereof) for which the worker(s) was paid less than the prevailing wage rate, as specified in Labor Code section 1775;
- b. Consultant shall maintain and make available payroll and worker records in accordance with Labor Code sections 1776 and 1812;
- c. If Consultant employs (and/or is legally required to employ) apprentices in performing the work and/or services under this Agreement, Consultant shall ensure compliance with Labor Code section 1777.5;
- d. Consultant is aware of the limitations imposed on overtime work by Labor Code sections 1810 *et seq.* and shall be responsible for any penalties levied in accordance with Labor Code section 1813 for failing to pay required overtime wages;

- e. Consultant shall post a copy of the applicable wage rates at each jobsite at a location readily available to its workers.
 - f. Any failure of Consultant and/or its subconsultant to comply with the above requirements relating to a public work project shall constitute a breach of this Agreement that excuses the Library's performance of this Agreement at the Library's sole and absolute option and shall be at the sole risk of Consultant. Consultant on behalf of itself and any subconsultant, agree to indemnify, defend and hold harmless the Library and its officials, officers, employees, and agents from and against any and all claims, liabilities, losses, costs, expenses, attorney's fees, damages, expenses, fines, financial consequences, interest, and penalties, of any kind or nature, arising from or relating to any failure (or alleged failure) of the Consultant and any subconsultant to pay prevailing wages or to otherwise comply with the requirements of prevailing wage law relating to a public work.
 - g. Consultant acknowledges that it and/or any subconsultant may not engage in the performance of any contract for public work unless currently registered with the DIR and qualified to perform public work pursuant to Labor Code section 1725.5 [with limited exceptions from this requirement for bid purposes only under Labor Code section 1771.1(a)].
16. Storm Water Requirements. To the extent applicable to the Scope of Work under this Agreement, Consultant, Consultant's employees, subcontractors, and agents are required to abide by the applicable Library of Santa Cruz Storm Water Best Management Practices (BMPs) for the duration of the work. The Library's mandatory Storm Water BMPs, which are listed according to the type of work, operations, or business, are located on the Library website at: <https://www.Libraryofsantacruz.com/government/Library-departments/public-works/stormwater/best-management-practices>
17. Dispute Resolution. The Parties agree to attempt in good faith to resolve through negotiation any dispute, claim or controversy arising out of or relating to this Agreement. Either party may initiate negotiations by providing written notice in letter form to the other party, setting forth the subject of the dispute and the relief requested. Promptly upon such notification, the Parties shall meet at a mutually agreeable time and place, including virtually, in order to exchange relevant information and perspective, and to attempt to resolve the dispute. In the event that no resolution is achieved, and if, but only if, the parties mutually agree, then prior to pursuing formal legal action, the parties shall make a good faith effort to resolve the dispute by non-binding mediation or negotiations between representatives with decision-making power, who, to the extent possible, shall not have had substantive involvement in the matters of the dispute. To the extent that the dispute involves or relates to a public works project, the Parties agree to attempt to resolve the dispute by complying with the claims process as set forth in Public Contract Code sections 9204(e), 20104-20104.6, but without waiving the requirements of the California Tort Claims Act, Gov't Code section 800 et seq. unless otherwise agreed to by the Parties.
18. Force Majeure. Neither party hereto shall be considered in default in the performance of its obligation hereunder to the extent that the performance of any such obligation is prevented or delayed by an act of God, natural disaster, pandemic, acts of terrorism, war, a strike, lockout or other labor difficulty, or other peril, which is beyond the reasonable control of the affected party and without the negligence of the respective Parties. Each party hereto shall give notice promptly to the other of the nature and extent of any Force Majeure claimed to delay, hinder or prevent performance of the services under this Agreement. Each Party will, however, make all reasonable efforts to remove or eliminate such a cause of delay or default and will, upon the cessation of the cause, diligently pursue performance of its obligations in this Agreement. In the event either party is prevented or delayed in the performance of its respective obligation by reason of such Force Majeure, the only remedy is that there may be an equitable adjustment of the schedule based on Library's sole discretion.

19. Complete Agreement. This Agreement, along with any attachments, is the full and complete integration of the Parties' agreement with respect to the matters addressed herein, and that this Agreement supersedes any previous written or oral agreements between the Parties with respect to the matters addressed herein. Unless otherwise stated, to the extent there is any conflict between this Agreement and any other agreement (written or oral), the terms of this Agreement shall control.
20. Severability. The unenforceability, invalidity or illegality of any provision(s) of this Agreement shall not render the other provisions unenforceable, invalid or illegal.
21. Waiver. Waiver by any party of any portion of this Agreement shall not constitute a waiver of the same or any other portion hereof.
22. Governing Law. This Agreement shall be governed by and interpreted in accordance with California law.
23. Contract Interpretation. Each party acknowledges that it has reviewed this Agreement and that the normal rule of construction to the effect that any ambiguities are to be resolved against the drafting party shall not be employed in the interpretation of this Agreement.
24. MacBride Principles/Peace Charter. Library of Santa Cruz Resolution NS-19,378 (7/24/90) encourages all companies doing business in Northern Ireland to abide by the MacBride Principles and Peace Charter.
25. Notices. If either party shall desire or is required to give notice to the other such notice shall be given in writing, via email, and concurrently delivered by: (a) personal delivery, in which case notice is effective upon delivery; (b) overnight courier (i.e., Federal Express) with charges prepaid or charged to the sender's account, in which case notice is effective when delivered; (c) priority U.S. Mail, in which case notice shall be deemed delivered on the second business day after the deposit thereof with the U.S. Postal Service. Notices shall be addressed to recipient as follows:

To SCPL:
Christopher Platt
117 Union Street
Santa Cruz, CA 95060
plattc@santacruzpl.org
831-427-7700 x5606

To CONSULTANT:
Ingram Library Services LLC
Tammy Spurlock
One Ingram Blvd.
LaVergne, TN 37086
615-793-5000

The Parties must provide notice of any changes to the above information in writing at least ten (10) business days before the change is effective.

26. Counterparts. The Parties may execute this Agreement in two or more counterparts, which shall, in the aggregate, be deemed an original but all of which, together, shall constitute one and the same instrument. A scanned, electronic, facsimile or other copy of a party's signature shall be accepted and valid as an original.
27. Warranty of Authority. The signatories to this Agreement warrant and represent that each is authorized to execute this Agreement and that their respective signatures serve to legally obligate their respective representatives, agents, successors and assigns to comply with the provisions of this Agreement.

[SIGNATURES ON FOLLOWING PAGE]

Approved As To Form:

By: _____

Attorney for SCPL

Date: _____

CONSULTANT

By: _____ Date: _____

Printed: _____ Title: _____

By: _____ Date: _____

Printed: _____ Title: _____

SANTA CRUZ PUBLIC LIBRAIRES

By: _____ Date: _____

Christopher Platt
Library Director

EXHIBIT A: SCOPE OF WORK

Consultant shall be referred to as Vendor in this Exhibit A.

The Library is requesting proposals that include the ability to perform the following specified services.

Task 1 - Vendor Services

Description: Below is a list of highly desirable services to be provided by the Vendor to the Library. Please indicate your firm's ability to perform the following services:

- Dedicated customer success manager to oversee all aspects of customer service
- Local sales representative assigned to the Library
- Hold regular customer success meetings with representatives from both vendor team and Library team
- Provide multiple accounts based on service specifications to be determined by the Library
- Specify discount rates for different material types
- Customer service dashboard for checking order status and shipment tracking information
- Ability to ship books before publication date so that library may begin circulation on publication date.
- State of the art, dynamic database with current stock availability, reviews, First BISAC subject, publisher provided information, pricing, and demand.
- Ability to place orders and receive invoices electronically utilizing EDI.
- Robust ordering interface with ability to grid orders to include fund, processing code, branch, and a notes field for 971.
- Confirmation of status report available upon electronic transmission of order.
- Ship complete orders per library instruction; partial orders accepted.
- Ship all items UPS or FedEx.
- Avoid packing and shipping boxes that weigh in excess of twenty-five (25) pounds.
- All library materials must be protected to prevent damage during shipment. Boxes and packing material must ensure library materials are not lost, warped, crushed, bent, torn, damp or dented.
- Separation of invoices corresponding to single accounts (will not mix accounts on an invoice)
- Provide one original invoice and a packing list inside carton with shipment.

- Tax, shipping, and product are itemized on invoices.
- Processing charges are invoiced separately.
- Acceptance of returns, including but not limited to vendor error and defective material.
- Provide a robust leased book service with full cataloging and processing.
- Provide print materials for public libraries in English and Spanish. *(Add a point for languages other than English and Spanish.)*

Task 2 - Cataloging

Description: Below is a list of highly desirable cataloging services. Please indicate your firm's ability to perform the following services:

- Must be able to provide highly customized cataloging services, including customized cataloging for different collection types.
- Search the Santa Cruz Public Library (SCPL) Polaris database through a Z39.50 connection to locate a matching record. If a full level match is found, the record will be saved and a 949 tag will be added for each copy ordered. Vendor will not alter SCPL records.
- If a full level record cannot be found in the customer's database, vendor will search OCLC then other resources. If a record is found, vendor will apply local practices and will add a 949 tag for each copy ordered.
- Provide original cataloging if a full marc record cannot be found.
- Add a local call number (092 \$a) to all contributed records. An added copy marc record can have multiple 092 tags; remove existing 092 fields from all contributed records.
- Name headings and subject headings must be from the Library of Congress Authority Files.
- Remove BISAC, Sears, and FAST headings.
- Cut Dewey numbers at 4 places after the decimal.
- Ability to catalog materials published in languages other than English. For Spanish language materials, the desired ability to provide additional 65X subject headings recognized by BNE, Bilindex, Queens, and other authoritative sources.
- Ability to comply with Library of Congress name and subject authorities. An *authority validated* bibliographic record is preferred in OCLC.
- Ability to fulfill customized spine label cutting instructions in an electronic order.
- Ability to assign Dewey call numbers according to Library specifications/customizations.

- Records must be MARC-8 format.
- Records should be placed on an FTP server and designated Library staff emailed when the records are ready; ideally at the time of shipment.

Task 3 - Processing

Description: Below is a list of highly desirable processing services. Please indicate your firm's ability to perform the following services:

- Provide customized processing for multiple collections, including but not limited to paperback, large type, Spanish language, beginning reader, travel books, and picture books.
- Provide spine labels with customized font, spacing, justification, and alignment.
- Use fade resistant label protectors
- Generate barcode labels from a range provided by the Library (both machine readable and human readable numbers, with Library name on label.
- Mylar covers on hardcover books with dust jackets, with tape.
- Laminate covers (such as Kapco) for paperbacks.
- Provide a date label on spine of new books.
- Small item number sticker (human readable only) on last page of book.
- Ability to provide and affix RFID tags in library materials. The Library does not currently use RFID, but may in the future.

Task 4 – Collection Development

Description: Below is a list of highly desirable collection development services. Please indicate your firm's ability to perform the following services:

- Provide individual logins as needed for library staff
- Provide collection development assistance for library staff as needed
- Provide project management support as needed
- Alert library staff of upcoming publications of interest, i.e. new release calendar
- Provide an automatic ordering plan that can be customized to meet library's needs

EXHIBIT B: FEE SCHEDULE

Prices are listed:

A. Adult Trade Hardcover Editions (Popular fiction and non-fiction) List Price less 0-46%

B. Juvenile Trade Hardcover Editions (Popular fiction and non-fiction) List Price less 0-46%

C. Adult Quality Paperback Editions (Popular fiction and non-fiction) List Price less 0-39%

D. Juvenile Quality Paperback Editions (Popular fiction and non-fiction) List Price less 0-39%

E. Large Print List
Price less 0-46%

F. Mass Market List
Price less 0-39%

G. University Press Trade Editions List
Price less 10%

H. Board Books List
Price less 0-46%

I. Imported English and Non-English Language Editions List Price less 0-46%

Pricing for the following value added services:

A. Shelf Ready Cataloging/Processing

\$4.52 per unit

Bundle iComplete C

Bundle includes:

- Barcode Scanning
- Date Label
- Label Protector
- Laminate
- MARC Record (full)

- Mylar Jacket
- Original Records
- Property Label
- RFID/Barcode 3-part set (includes small item number sticker)
- Spine Label
- Upgrades
- Z39.50

B. Mylar Book Jacket Covers

\$0.99 per unit

C. Kapco Easycover or Equivalent (for reinforcing paperbacks)

\$2.06 per unit

D. Shipping/Handling/Freight

Fuel surcharge \$3.00/shipment.

Due to the impact of rising oil prices in recent years, Consultant applies a fuel surcharge of \$3.00 per shipment. Our primary carrier of materials, UPS, adjusts its FSC weekly based on fluctuations in diesel fuel prices. To minimize the disruption for libraries and their acquisition systems in the future, we will review the FSC from freight carriers, track the fluctuation in diesel fuel prices, and make FSC modifications quarterly.

E. Additional Items/Charges (specify)

Genre label, Ingram supplied \$0.33

Property Stamp \$0.33

Annual cataloging fee: \$3,000

*Cataloging fee includes cataloger intervention, call number creation, removal/revision of subject headings, OCLC search/download, genre determination, BISAC validation/customization, manual addition/removal tags.

F. Cost Incentives (specify)

Responsibilities of the Library

A designated Library contact will be provided during the course of the contract. Staff will be available to provide information on the cataloging and processing specifications. Any errors or corrections will be communicated promptly.

Order Process

No “minimum orders” are permitted. Proposals indicating a minimum order requirement will be rejected.

EXHIBIT C: WORK SCHEDULE

Goods are to be delivered to the location specified. All deliveries are F.O.B. destination.

Consultant acknowledges that time is of the essence in the performance of this Agreement. If the goods are not delivered within the time period stated on the Consultant's proposal, or by a different date mutually agreed to in writing by the Parties, the Library reserves the right to cancel the order. If the Library cancels the order because of late delivery, the Consultant will not be allowed to charge the Library for any costs associated with the order and may be charged any increase in cost the Library must pay for the replacement order.

Charges not included in the Agreement resulting from this solicitation will not be paid. However, the Library may consider requests to pay fuel surcharges when the price of crude oil is inflated; but when the price of crude oil decreases, fuel surcharges not set forth in the Agreement resulting from this solicitation will no longer be paid.

Within 14 calendar days, unless this Agreement stipulates a different time period, the Library will inspect the goods received to verify compliance with specifications. If deficiencies are detected, the goods will be rejected and the Consultant will be required to make the necessary adjustments or replacements at the Consultant's expense. Acceptance of the goods will be made when the Library determines the goods received are in compliance with specifications and are free from defects.

A. Delivery Acceptance Hours: The Consultant will maintain process for ensuring that deliveries occur

during hours open. Deliveries will not be left at a facility unless accepted by Library staff.

Adequate Stock

The Consultant will maintain adequate stock of books to accommodate the Library's needs throughout the length of the Agreement. Failure to maintain adequate stock may be deemed a breach of contract and may result in termination of this Agreement.

Return Policy

All returns shall be processed in accordance with Consultant's return policy as outlined in Exhibit A. [Consultant's](#)

Employee Conduct

Consultant will agree to remove any employee whose conduct is improper, inappropriate, or offensive as determined by the Library. A removed employee(s) is not to work on Library premises without the written consent of the Library. The Consultant will remove any employee from working in, or delivering to, Library facilities who is convicted of a felony during his/her employment.

The State of AMERICA'S LIBRARIES

★ ★ ★ A Snapshot of 2024 ★ ★ ★

TOP TEN MOST CHALLENGED BOOKS OF 2024

PAGE 9

CENSORSHIP BY THE NUMBERS

PAGE 10

*Nearly 3 in 4 book challenges are from
pressure groups or government sources*



BOOK RÉSUMÉS



A Free Resource to Fight Censorship in Your Community.

Book Résumés from Unite Against Book Bans is a free tool to assist teachers, librarians, parents, and community members in defending the freedom to read. **Each book résumé details a title's significance and educational value** and is easy to download and print for sharing with administrators, book review committees, and the public at board meetings.



Created in partnership with publishers, librarians, and *School Library Journal*.

The State of AMERICA'S LIBRARIES

A Snapshot of 2024

Produced April 2025

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ALA's Celebrate National Library Week poster.

INTRODUCTION

Libraries Face Challenges But Continue to Serve

by LESLIE BURGER



As I sit down to write this introduction and look back at 2024, it seems like such a long time ago. The State of America's Libraries report is meant to be a snapshot-in-time of the year that's past, and this year's report will cover the great work libraries of all kinds did in the past year.

That will include the lead-up to the election, when the American Library Association teamed up with the League of Women Voters for our Reader. Voter. Ready. campaign, which was picked up at libraries throughout the country. Our libraries worked hard to get the vote out, not for specific candidates, but for people to freely choose their next leaders. That's what democracy is all about.

Before the end of 2024, we had the results of that election. Since then, we learned that the Institute of Museum and Library Services, the only federal funding dedicated to libraries, is slated for elimination and grant funding will be stopped. Library services throughout the U.S. are in jeopardy because of this action. We don't yet know how the rest of 2025 will unfold, but I would be remiss if I didn't acknowledge how much our library world is changing and how quickly. Check out our [#ShowUpForOurLibraries](#) campaign for more information.

But the work of libraries in 2024 is not to be ignored because library professionals continued to lead the way in their communities, and libraries continued to be the bedrock of our country.

Here are three major trends from 2024:

Censorship

We continued to deal with book bans and adverse legislation, and you'll see that reflected in this report. But we also saw some states working to protect libraries and people showing up for our libraries. Plus, libraries and their communities continued to take advantage of resources on the [Unite Against Book Bans website](#).

Artificial Intelligence

It's not enough to understand how to use artificial intelligence (AI) in libraries, although the library world continues to do so. Library workers are also busy understanding the ethical issues of using AI, from baked-in biases to copyright. We know libraries of all kinds have always led the way when it comes to technology, and the understanding of AI is top of mind.

Sustainability

Libraries are playing a bigger role in helping their communities navigate environmental disasters, which are happening with greater intensity and frequency. From wildfires to hurricanes, libraries were there in 2024 with internet, shelter, and information for people who lost everything after climate-related events. In addition to reacting quickly in times of need, libraries are working ahead of tragedy to preserve collections and protect community culture by digitizing collections and strengthening infrastructure.

As always, our libraries are absolutely critical to our communities, our society, and our democracy. They continue to provide hope in dark times, and for that I could not be more grateful. ●



ALA's Banned Books Week poster.

Leslie Burger is interim executive director of the American Library Association.

Don't Believe the Hype! Libraries of All Kinds Remain Essential to Their Communities

by CINDY HOHL



Some headlines might have you believe that all libraries are caught up in the political divide. But surveys show that libraries remain strongly supported by people from both sides. The stories in the news aren't wrong, but the forces that would remove books simply because

they are about LGBTQIA+ people or people of color are highly organized pressure groups. Turns out, most people want an educated United States of America, and libraries of all kinds are the purveyors of the services that help everyday Americans live better lives.

Not only do libraries garner wide support in our country, but in my travels and in my own city, people genuinely love their libraries. People speak warmly about their experiences in libraries. And most people aren't even aware of all that libraries provide. They might know about childhood literacy, summer reading programs, and all those books on the shelves. But libraries in the digital age have captured the hearts of people who listen to audiobooks or read digital versions of books on their apps (all you need is a library card!). Many don't know that libraries help people:

- Get a GED
- Apply for jobs
- Start a new business
- Use a 3D printer
- Connect with telehealth services

The list goes on and on. Libraries are the very heart of their communities, and each library tailors its services to its community. Here are a few examples:

Strong broadband

Tribal libraries are near and dear to my heart. I am a member of the Santee Sioux Nation, and one of our concerns among Indigenous Peoples in our country is strong internet. Working with the American Library Association, we have seen more

libraries benefiting from government programs to provide internet to our Indigenous populations.

Mental health

Library Media Specialist Diana Haneski has helped survivors at Marjory Stoneman Douglas High School in Parkland, Florida, navigate the trauma of a mass shooting that took the lives of 14 students and three faculty. Haneski, who survived the shooting herself, has become a leader in the community's healing by providing a space in the school library for students to commune with her trained therapy dog, River, or to meditate in the Zen room. Haneski was one of 10 library professionals nationwide recognized early in 2024 with the American Library Association's I Love My Librarian Award.

Tailoring to a rural community

In Bethel, Alaska, the library serves as a satellite of the University of Alaska Fairbanks and as the community library for this remote city that can only be reached by plane or boat. Kuskokwim Consortium Library Director Theresa Quiner pays close attention to her community's needs, from classes that teach camp cooking and canning to a partnership with local organizations to address homelessness. Quiner was also selected for the I Love My Librarian Award.

Stories like these abound in communities across our nation. It's no wonder that people love and appreciate their libraries. When libraries are threatened, whether by organized groups or by governments withdrawing financial support, we must show up for our libraries. Libraries create welcoming spaces where everyone feels and knows that they belong. Let's ensure they are there for us for years to come. ●

Cindy Hohl is the 2024-2025 president of the American Library Association and director of policy analysis at Kansas City Public Library.

Freedom to Read Continues to Come Under Fire

by DEBORAH CALDWELL-STONE



By any measure, 2024 represented a difficult time for libraries, library workers, and all those who champion the freedom to read. The number of demands to censor and restrict library resources remained at record levels, with 821 attempts to censor library books and materials across all library types reported to ALA's Office for Intellectual Freedom in 2024.

While this is a decrease from 2023, when 1,247 attempts to censor library materials were reported to ALA, it is still the third-highest number of book challenges recorded by ALA's Office for Intellectual Freedom since it began documenting library censorship in 1990.

Organized censorship campaigns

These demands to remove and restrict books and other library materials are not the result of any grassroots or popular sentiment. The majority of book censorship attempts are now originating from well-funded, organized groups and movements long dedicated to curbing access to information and ideas. Pressure groups, elected officials, board members, and administrators initiated nearly 72% of demands to censor books in school and public libraries. Parents only accounted for 16% of demands to censor books, while less than 5% of reported book challenges were brought by individual library users.

The harms inflicted on our freedom to read by organized censorship campaigns can be seen in the numbers. From 2001–2020, during the two decades prior to the start of the organized censorship campaign, an average of 46 titles were challenged per year by pressure groups, board members, administrators, and elected officials, who brought 2.8% of the total documented challenges. In 2024, these groups targeted 4,190 titles for censorship, 71.6% of the total documented; these were primarily books addressing the lives, experiences, and concerns of LGBTQIA+ persons, or books addressing the

We are witnessing an effort to eliminate entire genres and categories of books from library shelves in pursuit of a larger goal of placing politics and religion over the well-being and education of young people and everyone's right to access and find information in our libraries.

lives, experiences, and concerns of Black persons, Indigenous persons, and persons of color.

Attacks on those defending freedom

Not reflected in these numbers are the relentless attacks on library workers, educators, and community members who stand up to the censors and defend the freedom to read. These attacks are creating an environment of fear in which library workers are afraid to buy books or report censorship. Barriers to user access grow ever higher, with books under lock and key in "adult only" rooms that require ID to access, held in staff areas and available only upon request, or require parental permission, if the materials they're looking for are even still available.

We are witnessing an effort to eliminate entire genres and categories of books from library shelves in pursuit of a larger goal of placing politics and religion over the well-being and education of young people and everyone's right to access and find information in our libraries. It is impacting our youth and our communities.

- In Virginia, the board of the King George County Schools restricted access to more than 100 titles at the urging of a 76-year-old preacher, who is related to two board members. The books are now under lock and key or kept behind the librarian's desk, and the board has taken control of book selection.
- Nearly 400 books were removed from school libraries in Wilson County, Tennessee, after state legislators adopted a law that barred Tennessee schools from making any books available that "in whole or in part" contain sexual conduct, excess violence, or something that is "patently offensive." As a result, students lost access to many acclaimed works of literature, including Kurt Vonnegut's *Slaughterhouse Five*, John Green's *The Fault in Our Stars*, and Sherman Alexie's *The Absolutely True Diary of a Part-Time Indian*.
- At the Community Library Network in northern Idaho, 140 young adult and non-fiction titles were removed from circulation at the urging of representatives from the organization Clean Books 4 Kids, denying the entire community access to those books.

State legislation's impact on access

Legislatures in several states support and reinforce the efforts of pressure groups by adopting new laws that are intended to restrict readers' access to disfavored books in libraries and schools. Some of these laws censor books containing broadly defined "sexual content," like Tennessee's "Age-Appropriate Materials Act" and Utah's "Sensitive Materials Act."

Other proposed laws would allow library workers and educators to be criminally prosecuted or susceptible to private

right-of-action lawsuits for simply making books available in the library that a single person deems inappropriate for minors.

Other laws passed in 2024 create regulatory regimes that eliminate or restrict library workers' involvement in developing library collections or institute statewide control of library resources, eliminating local control of community libraries.

The most insidious attack on the freedom to read in 2024 is the coordinated and ongoing effort by several state attorneys general to overturn decades of legal precedent that hold that public libraries are public spaces intended for people's access to information and ideas that operate under the First Amendment. They seek a declaration that libraries and their collections are nothing more than an expression of elected officials' opinions that can be censored at will to deny people access to the ideas and opinions they do not like.

Courts overturning book ban laws

Fortunately, courts are rejecting the claim that libraries belong to politicians and pressure groups rather than members of the community the libraries serve. Courts are overturning laws that infringe on our freedom to read. Federal courts in Arkansas, Iowa, and Texas have firmly rejected the claim that library users have no First Amendment rights.

Indeed, the federal court in Arkansas permanently barred enforcement of Act 372 (Arkansas' book ban law), holding that it violated the rights of both adult and minor library users. Library users, authors, publishers, and civil liberties groups are similarly challenging book bans and library censorship around the country, with active lawsuits challenging discriminatory book bans in Alabama, Colorado, Florida, Idaho, Iowa, South Carolina, Texas

"The work that we're engaging in, our work defending intellectual freedom, is nowhere near as complicated as rocket science or as high stakes as world domination. It will be hard, but we know it is worth doing, because the freedom to read is also the freedom to question what is out there, the freedom to share knowledge and beauty, and the freedom to dream."

- ERIC STROSHANE, MLS

Legislators in California, Illinois, Maryland, Minnesota, New Jersey, and Washington adopted new legislation protecting the freedom to read and the library workers who defend that freedom for their communities. Sixteen other state legislatures are considering similar legislation.

Some states step in

Legislators who appreciate what libraries do for their communities and who take seriously their duty to protect constitutional liberties, are stepping up as well. Legislators in California, Illinois, Maryland, Minnesota, New Jersey, and Washington adopted new legislation protecting the freedom to read and the library workers who defend that freedom for their communities. Sixteen other state legislatures are considering similar legislation.

Communities speak out for library workers, educators

At the same time, communities are rejecting the rhetoric of book banners, speaking out on behalf of free speech and standing up for library workers and educators:

- In New Castle, Indiana, dozens turned out to oppose a proposal to remove several books from the middle school library. “Removing or banning books is a slippery slope to government censorship and the erosion of our

country’s commitment to freedom of expression,” said one grandmother. All of the challenged books were retained by the board.

- Nearly 100 residents of Lapeer County, Michigan, turned out to support the library director and staff after rumors of a possible book ban reached the community. Commenters supported a decision to retain challenged books in the library’s collection, insisting that decisions regarding materials in libraries should be left up to the library directors and staff. “A person can decide that they do not want to read a particular book and that they do not want their child to read a particular book,” said one person. “But they cannot decide that an entire community cannot read a particular book.”

Celebrating library workers

The courageous front-line librarians who stand up for the freedom to read and who stand against book bans are being recognized and celebrated. “The Librarians,” a documentary by director Kim Snyder and producer Sarah Jessica Parker, shines a spotlight on librarians Suzette Baker, Becky Calzada, Carolyn Foote, Martha Hickson, Amanda Jones, Nancy Jo Lambert, and Audrey Wilson-Youngblood, who all persevere in their defense of their users’ freedom to read despite being fired, harassed, stalked, and threatened with jail time.

Their commitment to the First Amendment right to receive information and ideas and their brave stand against censorship are the hallmarks of librarianship. Those who work in libraries understand that the official suppression of ideas and opinions harms both individuals and the society they live in and that libraries are fundamental to freedom in the United States. That is why they take on the hard work of protecting the public’s right to access a wide range of materials representing diverse viewpoints and ideas. It is work that will continue in 2025. ●

Deborah Caldwell-Stone is director of ALA’s Office for Intellectual Freedom.

TOP 10 MOST CHALLENGED BOOKS OF 2024

The American Library Association documented **821 attempts to censor** materials and services at libraries, schools, and universities in 2024. The most common reasons for challenges were false claims of illegal obscenity for minors; inclusion of LGBTQIA+ characters or themes; and dealing with topics of race, racism, inclusivity, equity, and social justice. Of the **2,452 unique titles** that were challenged or banned in 2024, here are the top 10 most frequently targeted.

1



All Boys Aren't Blue: A Memoir-Manifesto

by George M. Johnson

Why this book matters:
bit.ly/allboysBR

2

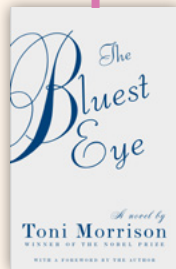


Gender Queer: A Memoir

by Maia Kobabe

Why this book matters:
bit.ly/genderBR

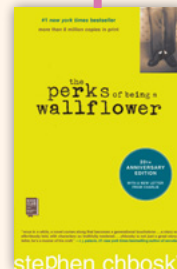
3/4



The Bluest Eye

by Toni Morrison

Why this book matters:
bit.ly/bluestBR

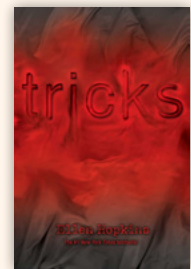


The Perks of Being a Wallflower

by Stephen Chbosky

Why this book matters:
bit.ly/wallflowerBR

5



Tricks

by Ellen Hopkins

Why this book matters:
bit.ly/tricksBR

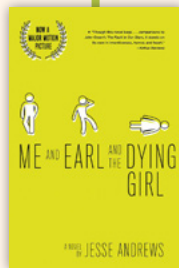
6/7



Looking for Alaska

by John Green

Why this book matters:
bit.ly/alaskaBR



Me and Earl and the Dying Girl

by Jesse Andrews

Why this book matters:
bit.ly/earlBR

8/9



Crank

by Ellen Hopkins

Why this book matters:
bit.ly/crankBR



Sold

by Patricia McCormick

Why this book matters:
bit.ly/soldBR

10



Flamer

by Mike Curato

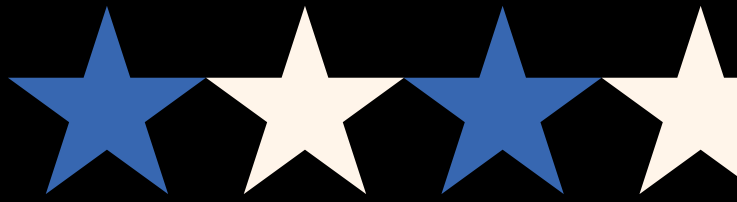
Why this book matters:
bit.ly/flamerBR



OFFICE FOR
Intellectual Freedom
American Library Association

CENSORSHIP

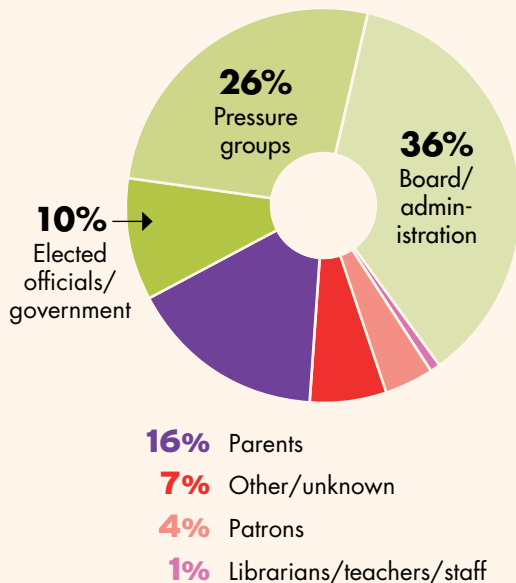
BY THE NUMBERS



The American Library Association documented another year in an unabating deluge of efforts to censor library materials in 2024, continuing an extremist campaign to suppress access to books that began in 2021. Last year, **2,452 unique titles** were challenged, the third-highest number ever documented by ALA and significantly exceeding the annual average of 273 unique titles over the period from 2001–2020. **Learn more at ala.org/bbooks.**

WHO CHALLENGES BOOKS?

Nearly **72% of censorship attempts** in 2024 were initiated by pressure groups and decision makers who have been swayed by them.



Statistics based on 5,813 book challenges.

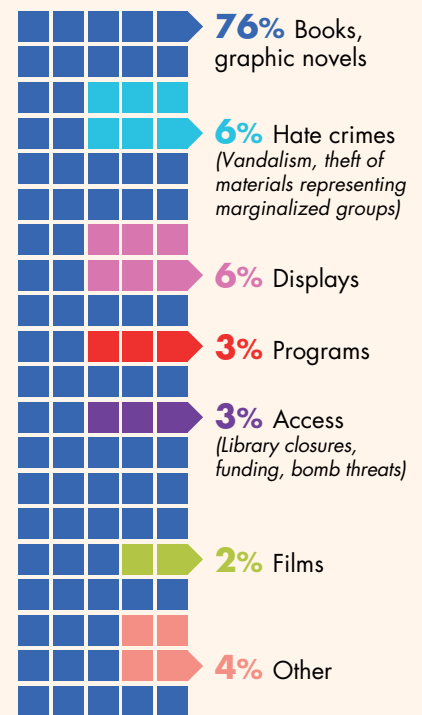
WHERE DO CHALLENGES TAKE PLACE?



Statistics based on 804 cases with known locations.

BOOKS AND BEYOND

ALA's Office for Intellectual Freedom tracked **821 censorship attempts** in 2024. Here's the breakdown:



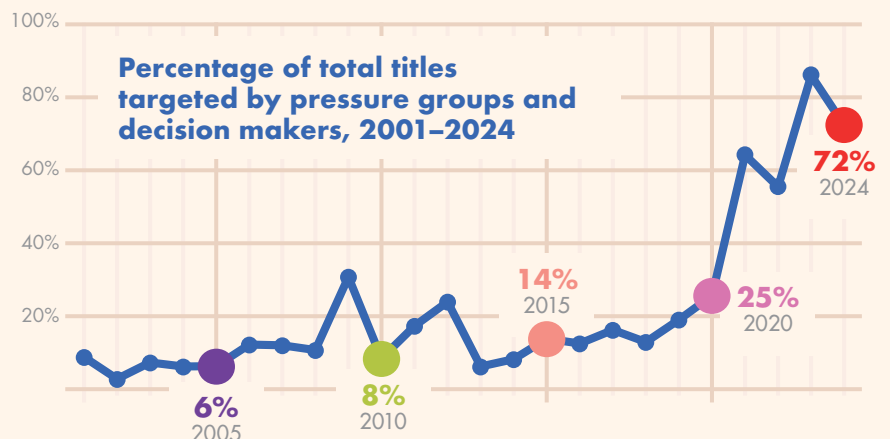
CENSORSHIP TRENDS

The majority of library censorship can be tied to organized campaigns. Pressure groups and the administrators, board members, and elected officials they influenced targeted 4,190 total titles in 2024. From 2001–2020, this constituency attempted to remove an average of 46 titles per year.

CENSORSHIP
STATISTICS
COMPILED BY:



OFFICE FOR
Intellectual Freedom
American Library Association



Welcoming All to the Library

edited by PHIL MOREHART

U pheaval and uncertainty have rocked the library world in recent years, from record book bans and challenges or threats to library workers' lives and livelihoods for simply doing their jobs. But despite it all, librarians soldiered forward and deployed innovative ways to introduce communities and students to everything that the library offers.

Prioritizing mental health

Public libraries across the US are supporting those in their communities who are seeking help with mental health issues by designating shelves with books that address mental illness, addiction recovery, and other stigmatized topics—materials they intend to give away or don't expect to see returned.

San Francisco Public Library (SFPL) provides free addiction recovery materials through its Read to Recovery program. Staff are trained to use Narcan to reverse opioid overdoses, but with the city in the throes of an addiction crisis, it isn't enough, says Doreen Horstin, manager of SFPL's Park branch.



Doreen Horstin, manager of San Francisco Public Library's Park branch, adds a book to the Read to Recovery shelves, which provide free addiction recovery materials to patrons.

PHOTO: JAIME WONG/SAN FRANCISCO PUBLIC LIBRARY

"We can't just administer Narcan and not do anything else," Horstin told [American Libraries](#). "We're all about books. That's what we do. It's still the number one service that we offer."

In 2022, Horstin started expanding the system's collection of addiction recovery materials before connecting with Matt Dorsey, now a member of San Francisco's Board of Supervisors. Dorsey suggested that some people might want to keep and annotate their books, especially workbooks like those published by Alcoholics Anonymous. Together, they [successfully advocated](#) that the city board make these items free for all.

High levels of demand have spurred SFPL to invest heavily in Read to Recovery. Currently, four locations have these no-checkout shelves, and library staffers are working to roll out the initiative to all 28 locations and its Jail and Reentry Services program. Between January 2023 and July 2024, SFPL used almost \$66,000 from its Library Preservation Fund to purchase materials covering a variety of approaches to addiction recovery. Read to Recovery gave away 3,703 recovery-related books in the fiscal year that ended in June 2024.

Exploring the universe

NASA voyaged a little closer to home when it held a [workshop](#) for Tribal libraries at New Mexico State Library in August 2024.

Facilitated by Christine Shupla and Claire Ratcliffe Adams from the [NASA Science Activation program's NASA@ My Library](#) project and with input from area Tribal libraries, the Co-Design Space Science, Technology, Engineering, and Mathematics (STEM) program explored an array of space-related programming and activities that libraries could adapt, from passive programming to physically engaging activities and even engineering design. Advisors also stressed the need to make the activities culturally relevant for their Tribal communities.

After a crater-creation activity, participants discussed replacing the materials with local materials and incorporating aspects of the local topography and even local art. Throughout the workshop, Shupla and Adams reiterated that the participants' thoughts and input were critical—that they were the keepers of knowledge of their communities and that their voices were respected.

“I like how the instructors were reassuring throughout the session,” said one participant. “Making sure everyone was comfortable and making it feel safe to share ideas.” Another participant said, “I tend to not participate, but observe, because I’m not a scientist. It was awesome (feeling comfortable) to design too!”

The Space Science Institute’s National Center for Interactive Learning, in partnership with the American Library Association (ALA), Cornerstones of Science, Lunar and Planetary Institute, and Education Development Center, leads the NASA@ My Library program.

Walking for freedom

For the past two years, students at Tom C. Clark High School in San Antonio, Texas, have been able to learn about censorship and freedom-to-read issues thanks to a program initiated by the school librarian. “It’s important for students to be aware of what they have access to,” Lucy Podmore, librarian at Tom C. Clark High School in San Antonio, Texas, [told I Love Libraries](#). Understanding the myriad factors that impact that access, however, can be another story.

So, during Banned Books Week in 2023, Podmore decided to reconsider typical programming and switch to a freedom-to-read perspective—one that could educate students and their families about what goes into decisions affecting library bookshelves. Central to that event was what Podmore dubbed the Freedom Walk, an outdoor path on the school’s campus with interactive stations along the way.



A stop on the Freedom Walk at Tom C. Clark High School in San Antonio, Texas.
PHOTO: TOM C. CLARK HIGH SCHOOL

Collaborating with social studies teachers to align with curricula, the Freedom Walk occurred in the school’s central courtyard during student lunch periods and was comprised of five interactive stations centered around censorship issues: First Amendment rights, censorship terms, school district collection development and reconsideration policies, books as windows and mirrors, and voter registration/education. The stations gave nearly 500 students the opportunity to reflect and learn about their own experiences with censorship through games and introspective prompts.

In 2024, Tom C. Clark High School received a [Sara Jaffarian Award for Exemplary Humanities Programming](#) for its Freedom Walk initiative. It was the first time the award had been granted to a high school. The \$5,000 award is presented annually by the ALA’s Public Programs Office and is sponsored by ALA’s Cultural Communities Fund in cooperation with the American Association of School Librarians.

The best part about the experience, says Podmore? The students were really getting into it.

“They were asking a lot of questions,” she recalls. “I thought, ‘Holy smokes, they’re interested in this.’”

Providing access

Georgetown, Delaware, is the county seat of Sussex County and a rural community characterized by numerous farms and agricultural activity. Despite being the hub of county governance, many areas in and around Georgetown lack access to essential internet infrastructure. Even within town limits, some residents either do not have internet access or cannot afford it, creating significant barriers to education, employment, and connectivity in today’s digital world.

Thanks to [Community Connect: Fostering Digital Access](#), a grant program launched by ALA and Capital One that provides rural public libraries with resources and support to assist patrons in establishing and sustaining affordable and high-speed home internet connections, Georgetown Public Library (GPL) was able to give its patrons access to the internet through its hotspot lending program. GPL was one of 30 libraries to receive five Wi-Fi hotspots (including service contracts) and five laptops for lending to patrons. It also received a \$2,000 stipend to support implementing financial capability and digital literacy programs.

Throughout the grant period, GPL circulated their hotspots 122 times and laptops 28 times. Patrons were able to check out hotspots and laptops for up to one week. Those without home internet due to cost or rural location were excited to have access.

“The hotspots seemed to be the biggest success,” a GPL library worker said. “They never sat on our shelves. As soon as they were returned, they were put on the holds shelf for another patron.”

GPL also partnered with a local financial advisor to offer an investing workshop to a local homeschool group as well as a personal finance workshop targeted towards adult patrons. It also offered a computer basics class for Spanish-speaking patrons, which used the Digital Learn curriculum and met on Saturdays for 12 weeks.

“For me this was a very important experience to be able to work in my business and be able to make a document or presentation,” said a GPL patron. “This class has been very important for me and my family.”

Meeting neurodiverse needs

To fill in service gaps exposed by the COVID-19 pandemic, Warren County (Ky.) Public Library (WCPL) opened four satellite libraries. These one-room, full-service satellites, housed by community partners, are meant to support populations that would otherwise struggle to visit a full-size branch because of socioeconomic, transportation, or other barriers.

Continuing with that outreach, WCPL began working with LifeWorks at Western Kentucky University in Bowling Green, a 28-unit residential community that offers two-year stays for neurodiverse young adults and focuses on independent living and job readiness. WCPL opened a satellite location at the facility—making it the state’s first public library branch dedicated to serving neurodiverse patrons.

Warren County Public Library opened a satellite location at the facility—making it the state’s first public library branch dedicated to serving neurodiverse patrons.



Participants at LifeWorks, a residential community for neurodiverse young adults, hold bags from Warren County (Ky.) Public Library (WCPL). WCPL recently opened a satellite branch at LifeWorks.

PHOTO: WARREN COUNTY (KY.) PUBLIC LIBRARY

Earl Willis, WCPL’s special populations liaison, hosts several programs every week. The satellite is designed to be a sensory-sensitive environment, enabling individuals with autism, ADHD, or other learning differences—who can become overstimulated in crowded public areas—to concentrate on their studies, read a book, or browse digital library resources. With natural light from two large windows and carpet to reduce noise, the space is conducive for learning. Its location away from living spaces and LifeWorks’ main activity area provides a calm place for participants to spend time without distractions.

Because of his decades of library experience, Willis is incredibly familiar with the neurodiverse population and can build strong bonds with LifeWorks participants by being there daily. He provides detailed training sessions on how to access and utilize the library’s services, like Hoopla and Libby, which are enhanced even further by the enrichment activities and social groups he’s created. There are book, poetry, and music clubs where participants can share and learn from others.

Library classes and workshops are offered at a variety of times to accommodate LifeWorks participants’ unique schedules. Additionally, those interested in careers in library services can shadow Willis to learn what it might take for them to also become professional librarians. Several have expressed interest in library work after volunteering with him.

Willis notes that he has already seen a change in the way participants view the library, primarily because the satellite

is less intimidating than a typical library branch. “It’s a more personal experience,” [he told American Libraries](#). “While the public library may not have been a familiar environment before, they now know about the many resources available to them.”

Creating a sense of place

Northwestern University (NU) in Evanston, Illinois, and the Chicago office of the national nonprofit World Relief work together to offer free summer programming for families who are refugees or seeking asylum. In 2021, after the U.S. military withdrew its final troops from Afghanistan, tens of thousands of Afghan families fled to the U.S. That’s when NU’s Seeley G. Mudd Library (ML), its science and engineering library, joined the partnership, hosting dozens of these families’ children in its makerspace each summer.

The student-named Fun Summer Program encourages participants to gain new academic skills, develop leadership experience, and build connections in their new community. The partnership’s success helped earn ML librarian Ted Quiballo a 2024 I Love My Librarian Award from ALA.

Each summer, nearly 70 students participate in the program. On a typical day, students build mini robots and program their movements with block-based coding, create

On a typical day, students build mini robots and program their movements with block-based coding, create 3D prints, laser-cut name tags, or learn about the intersection between sports and technology.

3D prints, laser-cut name tags, or learn about the intersection between sports and technology through tools like the HomeCourt app, which uses artificial intelligence to record reaction times and helps users practice hand-eye coordination.

The program is facilitated by interns recruited from across Chicago who often share similar cultural, religious, or language backgrounds with the students. The interns are trained in ML’s technologies as well as pedagogical practices that are culturally responsive and support social-emotional learning. For example, after a lesson, students teach what they just learned to one another rather than instructors taking charge. Students and interns engage in joyful moments of play and connect by conversing in Arabic or Dari and discussing their family traditions during Muslim holidays.

“Kids in the program tell their parents how excited they are to go each day,” [wrote Quiballo and Sarah P. Lee](#), a graduate researcher in NU’s Learning Sciences program, in *American Libraries*. “We hope the students also notice how we center their interests and value their knowledge, skills, and experiences as a form of expertise. We know there isn’t a one-size-fits-all approach to this work, but we lead successfully when we prioritize authentic connections and care.” ●

Phil Morehart is a communications manager at the American Library Association.



Ted Quiballo (right), instructional technologies librarian at Northwestern University in Evanston, Illinois, shows interns for World Relief Chicagoland’s youth summer program how to use a 3D scanner.

CREDIT: NORTHWESTERN UNIVERSITY

Leveraging Generative AI: A Proactive Approach for Future-Ready Libraries

by LEO S. LO

Imagine a student receiving personalized reading recommendations that ignite a lifelong passion for learning, or a librarian swiftly identifying misinformation to protect their community. Thanks to artificial intelligence (AI), these scenarios are becoming a reality in libraries today.

Over the past two years, libraries have rapidly shifted from cautious exploration to actively integrating AI—particularly generative AI—into their operations. The 2024 [Clarivate global survey](#) found more than 60% of libraries now evaluating or planning AI projects, making AI their top technological priority. This accelerated adoption highlights the urgent need for librarians across all types of institutions to develop AI literacy, enabling them to effectively, ethically, and confidently integrate AI into their daily work.

Defining AI literacy

I define [AI literacy](#) as “the ability to understand, use, and think critically about AI technologies and their impact on society, ethics, and everyday life.”

AI literacy encompasses technical knowledge of foundational concepts like machine learning and neural networks; ethical awareness to address algorithmic bias, privacy, and accountability; critical thinking to evaluate AI-generated content for accuracy and bias; practical skills for hands-on proficiency with AI tools; and understanding AI’s societal impact on equity, economics, culture, and sustainability.

Strategic importance of AI literacy in libraries

The strategic importance of AI literacy in libraries is clear. As shown by our [study with Association of Research Libraries](#)

[\(ARL\) library leaders](#) and supported by Clarivate’s findings, libraries have rapidly moved from exploring AI to actively integrating it into their operations. By 2025, nearly one-third of ARL libraries had begun implementing AI, while most continued exploring its uses.

Public libraries view AI as essential for content discovery, operational efficiency, and research support, and school libraries are similarly adopting AI through initiatives like “[LibraryReady.AI](#),” highlighting their commitment to enhancing educational services.

Despite optimism about AI’s potential, libraries face key challenges, including resource gaps for smaller libraries, varied staff attitudes requiring tailored professional development, and the rise of AI-generated misinformation that demands increased ethical vigilance from library professionals.

The path forward

To successfully navigate these opportunities and address the associated challenges, libraries must prioritize AI literacy through targeted training and accessible professional development, supported by strong internal and external collaborations. By investing in AI literacy, libraries reinforce essential community values like trust, inclusivity, and democratic participation, ensuring their continued relevance and leadership in an increasingly AI-driven world. ●

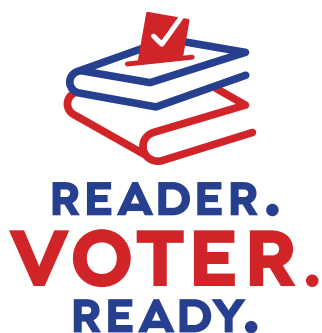
Leo S. Lo is dean and professor of the College of University Libraries and Learning Services at the University of New Mexico and President of the Association of College and Research Libraries (ACRL)

Investing in libraries' civic and broadband infrastructure in 2024

by SHAWNDA HINES



Civic participation was a thrust of library advocacy in the leadup up to the 2024 elections. Voting is one of the greatest privileges and responsibilities of U.S. citizenship, but turnout in national elections is consistently less than two-thirds of eligible voters. As institutions that provide access to information, resources, programs, and public spaces for all, libraries are a cornerstone for civic engagement.



In April 2024, ALA launched the Reader. Voter. Ready. campaign to inform and prepare library workers and supporters to build on this foundation and support voter engagement in the November elections.

As part of this effort, ALA undertook a national

partnership with another trusted local institution: the League of Women Voters. The organizations released a collaboration toolkit for local libraries and leagues and co-hosted live webinars featuring partnerships between local Leagues and public, academic, and school librarians. The Association for Library Service to Children (ALSC) contributed to Reader. Voter. Ready. with the September release of a booklist for young readers, "[Inspiring Future Voters](#)."



Inspiring Future Voters, ALSC's Reader. Voter. Ready. booklist for young readers.

With single-party control of both houses of Congress and the executive branch, ALA is preparing for anticipated cuts in library and education funding for FY2026 in the 119th Congress.

Following the 2024 elections, ALA leaders and staff pivoted to policy analysis in preparation for a second Trump Administration and the 119th Congress. In November, ALA launched a popular semi-monthly, member-exclusive webinar series to inform members of the range of issues and actions expected to arise in 2025.

White House budget prompts #FundLibraries campaign

Meanwhile, the annual congressional appropriations cycle circled back in March 2024, when the White House presented its budget proposal. The administration's \$30 million recommendation for the Innovative Approaches to Literacy school library program matched the FY 2023 level of support. More disappointing, President Biden recommended [a decrease](#) for the Library Services and Technology Act (LSTA).

Shortly thereafter, ALA launched its #FundLibraries campaign, hosting a congressional fly-in with the Chief Officers of State Library Agencies in Washington, DC. Library advocates responded: In one month, a record 20,000 advocates called on their members of Congress to sign "Dear Appropriator" letters in support of library funding.

As has been the case for years now, all work on congressional funding stalled. House and Senate appropriators provided some indication of their willingness to support library funding through LSTA and [the Innovative Approaches to Literacy \(IAL\) program](#). The House FY2025 spending bill

called for significant cuts in funding for LSTA and the Institute of Museum and Library Services (IMLS)—the largest source of federal funding for America's libraries—while the Senate spending bill called for an increase in LSTA funding.

Congress was unable to enact any final spending bills last year and passed a temporary spending measure (called a Continuing Resolution) to keep the government operating through March 2025, maintaining the funding rate for LSTA at \$211 million and IAL at \$30 million—level with FY24—until work on the final bills is wrapped up.

At press time, Republicans are seeking to move a full-year Continuing Resolution with cuts to some domestic spending, though it's unclear if library funding will be cut. Passage of this proposal is uncertain. With single-party control of both houses of Congress and the executive branch, ALA is preparing for anticipated cuts in library and education funding for FY2026 in the 119th Congress.

Changes in IMLS leadership

Also in March, IMLS [announced](#) the departure of Director Crosby Kemper following the end of his four-year term. In 2025, President Trump appointed Deputy Secretary of Labor Keith E. Sonderling as Acting Director of IMLS.

Learn Without Limits E-rate funding

ALA also led efforts to improve another vital source of funding for public libraries and schools—the Federal Communications Commission's (FCC) E-rate program. The Learn Without Limits initiative championed by FCC Chairwoman Jessica Rosenworcel was unveiled at the 2023 ALA Annual Conference and enabled support for a cybersecurity pilot, Wi-Fi on school

Almost half of public libraries (46.9%) currently offer hotspots for patrons to check out—an increase of 14.6 percent since 2020.

buses, and hotspot lending through libraries and schools in 2024.

Almost half of public libraries (46.9%) currently offer hotspots for patrons to check out—an increase of 14.6% since 2020—according to the [2023 Public Library Technology Survey](#), published by the Public Library Association.

“Until everyone has an affordable home internet connection, hotspots are a promising alternative in most communities—and America’s libraries have proven success in lending them,” ALA President Cindy Hohl said.

More than half of all public libraries each year apply for [E-Rate](#) funding to support the broadband capacity needed to serve communities nationwide. Unfortunately, E-Rate is one of four programs within the FCC’s Universal Service Fund (USF) that is being contested in federal courts. In November 2024, the Supreme Court accepted a case challenging the constitutionality of the Universal Service Fund from the Fifth Circuit Court. ALA has filed amicus in support of the E-Rate program and overall Universal Service Fund.

ALA is also showing up for libraries in the courts, where many battles will be fought over the next few years. ALA will monitor and be vigilant, preferably in concert with other major national organizations, and act strategically when warranted.

White House recognizes libraries’ efforts to save lives from overdose

On October 8, 2024, the White House [recognized](#) the efforts of libraries to save lives from overdose. ALA President Cindy Hohl participated in a discussion of the issue in Washington with Administration officials and national leaders.

ALA is one of more than 250 organizations and businesses that have made voluntary commitments to the White House Challenge to Save Lives from Overdose, a nationwide call-to-

ALA is one of more than 250 organizations and businesses that have made voluntary commitments to the White House Challenge to Save Lives from Overdose, a nationwide call-to-action to stakeholders across all sectors to increase training on, and access to, life-saving opioid overdose reversal medications like naloxone.

action to stakeholders across all sectors to increase training on, and access to, life-saving opioid overdose reversal medications like naloxone.

ALA—led by its division, the Public Library Association—has developed [resources](#) to help libraries respond to the overdose crisis, supported by funding from the IMLS. ●

Shawnda Hines is deputy director of communications for the American Library Association’s Public Policy and Advocacy Office.

About This Report

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About ALA

The American Library Association (ALA) is the only non-partisan, nonprofit organization dedicated entirely to America's libraries and library professionals. For almost 150 years, ALA has provided resources to inspire library and information professionals to transform their communities through essential programs and services. The ALA serves academic, public, school, government, and special libraries, advocating for the profession and the library's role in enhancing learning and ensuring access to information for all.

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How to cite this report

American Library Association. The State of America's Libraries 2025:
A Report from the American Library Association. 2025.





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Chair Matt Huffaker
Vice Chair Mali LaGoe
Board Member Jamie Goldstein
Board Member Nicole Coburn



STAFF REPORT

DATE: June 5, 2024
TO: Library Joint Powers Board
FROM: Christopher Platt, Director of Libraries
RE: Use of Designated Library Branches During Extreme Events

STAFF RECOMMENDATION

Motion to authorize the Director of Libraries to enter into a three-year partnership agreement with the Santa Cruz County Office of Response, Recovery and Resilience for the Use of Designated Library Branches During Extreme Events.

DISCUSSION

The County's Office of Response, Recovery and Resilience (OR3) has approached the Library to enter into a formal three-year partnership agreement for the potential use of designated library branches as temporary community resiliency, cooling, or recovery centers during periods of extreme weather, poor air quality, climate-related emergencies, or other declared emergencies, collectively referred to as "Extreme Events."

The designated branches are Boulder Creek, Felton, Scotts Valley, and Aptos. These branches have been prioritized based on their locations, available indoor space, and the relative lack of alternative facilities in their respective regions. The agreement would allow these branches to remain open later than usual or to be use on Sundays, when branches are typically closed. All staffing, coordination, and support will be provided by OR3 during times of need.

Upon Library Board approval, the Use of Designated Library Branches during Extreme Events agreement will also be pending approval from the County of Santa Cruz Board of Supervisors in late June.

FISCAL IMPACT

There is no fiscal impact to the Library. All expenses incurred during these events beyond normal operating hours will be covered by OR3.

ATTACHMENT

Draft Agreement and Attachment A

Report Prepared by: Jennifer Yeung, Management Analyst

Reviewed and Approved by: Christopher Platt, Director of Libraries

Agreement
Between the Santa Cruz County Office of Response, Recovery and Resilience
and
Santa Cruz Public Libraries

This Agreement is entered into on _____ 2025 (the “Effective Date”) by and between the County of Santa Cruz Office of Response, Recovery and Resilience (“OR3”) and the Santa Cruz Public Libraries Joint Powers Authority, an entity created by a Joint Powers Agreement between the City of Santa Cruz, the City of Scotts Valley, the City of Capitola, and the County of Santa Cruz (“SCPL”). Each is referred to individually as a “Party” and collectively as the “Parties”.

RECITALS

WHEREAS, the Parties have identified a need in Santa Cruz County for expanded emergency shelter capacity, including but not limited to temporary cooling and/or resiliency centers, to support the safety and health of County residents during extreme weather events, periods of wildfire smoke or poor air quality, climate-related emergencies, or declared emergencies (hereinafter collectively referred to as “Extreme Event(s)"); and

WHEREAS, the Parties intend to use certain designated library facilities as potential resource locations during and/or post Extreme Events; and

WHEREAS, the Parties agree that the Director of the County Office of Response, Recovery, and Resilience or their designee will determine what constitutes an Extreme Event and will provide notice of the need to use a library facility to the Director of Libraries pursuant to the terms of this Agreement.

AGREEMENT

NOW, THEREFORE, the Parties agree to incorporate the above Recitals hereto, and agree to the following:

1. Scope and Site Designation

The following SCPL branches are designated for potential use during Extreme Events (the “Sites”):

- A. Boulder Creek Branch Library – 13390 W Park Ave, Boulder Creek, CA
- B. Felton Branch Library – 6121 Gushee St, Felton, CA
- C. Scotts Valley Branch Library – 251 Kings Village Rd, Scotts Valley, CA
- D. Aptos Branch Library – 7695 Soquel Dr, Aptos, CA

The Sites may be activated based on geographic need, hazard exposure, and operational capacity. The Sites may be used as cooling, resiliency, or disaster recovery centers.

2. Responsibilities

Parties will jointly conduct a pre-occupancy survey of the Sites prior to each instance of use by OR3 pursuant to this Agreement. Parties will use the Red Cross' Facility/Shelter Opening & Closing Inspection Form, attached hereto as Attachment A and incorporated herein, to record any existing damage or conditions at the Sites.

OR3 will notify SCPL of the closing date for the Site. Before OR3 vacates the Site, the Parties will jointly conduct the post-occupancy survey as provided in the Red Cross' Facility/Shelter Opening & Closing Inspection Form to record any damage or conditions.

A. OR3 shall:

1. Provide written notice of OR3's intent to use a Site to the Director of Libraries at least 72 hours in advance, to the greatest extent possible. OR3 will be responsible for the operation of the cooling/resiliency centers and will designate an authorized OR3 staff or representative to manage and act as the primary point of contact.
2. Exercise reasonable care while using the Sites pursuant to this Agreement and will make no modifications to the Sites without the prior express written approval of SCPL. OR3 shall not cause, maintain, or permit any nuisance in, on, or about the Sites, or commit any waste in or on the Sites. Further, OR3 shall not do or permit anything to be done in or about the Sites or bring or keep anything in the Sites that will in any way increase the existing rate of or affect any fire or other insurance on the Sites or any of its contents, or cause a cancellation of any insurance policy covering the Sites or any part of it or any of its contents. Finally, OR3 shall not put the Sites to any use that violates local zoning ordinances or any other law applicable to the Sites.
3. Be solely responsible for procuring, deploying, and operating any supplies or equipment required for use at a Site, including but not limited to portable air filtration units in the event the Site is activated due to poor air quality. Obtain after-hours security guard services by deploying County or contracted security personnel at activated Sites, at OR3's sole cost.
4. Cover the cost of cleaning and janitorial services if needed (in SCPL's sole discretion), to restore facilities to their original condition following use of the Sites.
5. Coordinate with SCPL on all public messaging related to the activation, location, and hours of operation of the Sites.

B. SCPL shall:

1. To the extent available and reasonably feasible, make the above-listed Sites available for use as community cooling/resiliency centers as needed. The Parties agree that in some circumstances, only the community rooms at the Sites may be available for use pursuant to this Agreement.

2. Provide key or secure access for OR3 to utilize the restrooms and parking lot during non-operating hours.
3. Communicate any facility limitations, planned closures, or repair schedules that may affect use.
4. Identify and secure all Site equipment not intended for OR3's use and provide OR3 with a written list or visual markers indicating such equipment prior to each instance of Site use.
5. Collaborate with OR3 on all public messaging and external communication related to center operations and community notifications.
6. Collaborate on readiness assessments as needed such as power availability, the Americans with Disabilities Act (ADA) accessibility, and HVAC capacity.

3. Financial Obligation

- A. OR3 agrees to cover costs associated with the use of the Sites pursuant to this Agreement when such costs exceed the libraries' regular operating expenses. These may include, but are not limited to:
 1. **Enhanced cleaning services** necessary to restore the Site to the conditions prior to OR3's use pursuant to this Agreement.
 2. **Security services** required for after-hours operations during an activation period.
 3. **Locks and Key Fees** may be necessary, in SCPL's sole discretion, if OR3 loses or damages a key. SCPL may charge OR3 for actual costs for replacement of keys, locks, or any other entry devices provided to OR3 pursuant to this Agreement.
- B. Any additional costs not outlined above will be subject to prior mutual agreement and written authorization by both Parties.

4. Indemnification

- A. To the fullest extent permitted by law, each Party (the "Indemnifying Party") agrees to indemnify, defend, and hold harmless the other Party, its officers, agents, employees, and volunteers (collectively, the "Indemnified Party") from and against any and all claims, demands, actions, liabilities, damages, losses, or expenses (including reasonable attorneys' fees and costs) (collectively "Claims") which the Indemnified Party may sustain or incur or which may be imposed upon it, but only in proportion to and to the extent such Claims result from, arise out of, or in any manner are caused by the negligent or wrongful acts, errors, or omissions of the Indemnifying Party, its officers, agents, employees, contractors, or volunteers in any way related to this Agreement, including but not limited to any claims brought by third parties.

This indemnification provision shall survive the termination or expiration of this Agreement.

- B. **Third-Party Claims.** Each Party shall be responsible for claims, suits, or actions brought by third parties arising out of its own conduct and operations related to this Agreement. In the event of joint or concurrent liability, the responsibility for defense and indemnity shall be shared in proportion to each Party's respective fault.
- C. **Vendor Indemnity Requirement.** For any contracts between OR3 and vendors related to use of the Sites pursuant to this Agreement (such as, but not limited to, contract for security guard services), OR3 acknowledges that the third-party vendor must be required to defend, indemnify, and hold harmless SCPL and its related parties. Any such contract between OR3 and a third-party vendor related to use of the Site pursuant to this Agreement shall contain the following language:

"To the fullest extent permitted by law, [Vendor] agrees to indemnify, defend, and hold harmless the Santa Cruz Public Libraries Joint Powers Authority, and its officials, officers, agents, employees, and volunteers (collectively "Indemnitees"), from and against any and all claims, action, demands, injury, judgment, losses, damages, defense costs, or liability of any kind or nature ("Losses") arising out of, caused by, resulting from, or in any manner related to the negligence, reckless, or willful misconduct of [Vendor] or [Vendor's] officers, employees, agents, or subcontractors in any way related to this agreement."

5. Insurance

- A. Each Party agrees to maintain insurance or self-insurance coverage adequate to cover its responsibilities under this Agreement, including coverage for general liability, workers' compensation (as applicable), and automobile liability. Proof of such coverage shall be made available to the other Party upon request.
- B. **Vendor's Insurance.** OR3 shall require that SCPL and its respective officials, officers, directors, volunteers, and employees be named as an additional insured in all its third-party vendor contracts as related to this Agreement. Vendors must be required to provide adequate insurance coverage limits, subject to the Parties' approval. Proof of insurance must be verified by OR3, kept on file, and provided to SCPL.

6. Volunteers

Volunteers acting under the direction of either Party pursuant to this Agreement shall be considered agents of the directing Party for the purposes of liability and indemnification. The directing Party shall be responsible for ensuring appropriate oversight and, where applicable, liability coverage for such volunteers.

7. Term and Termination

The term of this Agreement shall be for three (3) years and will begin on the Effective Date. Either Party may terminate this Agreement for any reason by providing written notice to the other Party at least thirty (30) calendar days prior to an effective termination date.

8. Modifications

Any changes to this Agreement must be made in writing and signed by both Parties.

9. Points of Contact

Santa Cruz County Office of Response, Recovery & Resilience (OR3):

Name:	Name:
Title:	Title:
Phone:	Phone:
Email:	Email:

Santa Cruz Public Libraries (SCPL):

Name:	Name:
Title:	Title:
Phone:	Phone:
Email:	Email:

10. General Terms

- A. **Severability.** The unenforceability, invalidity, or illegality of any provision(s) of this Agreement shall not render the other provisions unenforceable, invalid, or illegal.
- B. **Governing Law.** This Agreement shall be governed, construed, and enforced in accordance with the laws of the State of California.
- C. **Counterparts.** This Agreement may be executed in counterparts, and when each Party has signed and delivered at least one such counterpart, each one shall be deemed an original and, when taken together with other signed counterparts, shall constitute one agreement, which shall be binding on and effective regarding all Parties. Facsimile and scanned signatures have the same force and effect as original signatures.
- D. **Contract Interpretation.** Each party acknowledges that it has reviewed this Agreement and that the normal rule of construction to the effect that any ambiguities are to be resolved against the drafting party shall not be employed in the interpretation of this Agreement.
- E. **Waiver.** Waiver by any party of any portion of this Agreement shall not constitute a waiver of the same or any other portion hereof.
- F. **Warranty of Authority.** The signatories to this Agreement warrant and represent that each is authorized to execute this Agreement and that their respective signatures serve to legally obligate their respective representatives, agents, successors and assigns to comply with the provisions of this Agreement.

IN WITNESS WHEREOF, the Parties have executed this Agreement, which is effective as set forth above.

BY

Date: _____

Christopher Platt
Director of Libraries

BY

Date: _____

David Reid, Director
County of Santa Cruz
Office of Response, Recovery & Resilience

APPROVED AS TO FORM:

Date: _____

Office of SCPL Legal Counsel

APPROVED AS TO FORM:

Date: _____

Office of the County Counsel

LIST OF ATTACHMENT:

Attachment A – Red Cross' Facility/Shelter Opening & Closing Inspection Form

Name of Facility _____ Address _____

Name of Facility Rep and/or Operator _____ Phone # _____

Opening Inspection

Areas to Inspect When Opening the Facility/Shelter (Check yes, no, not applicable (NA) or unknown (U). Specific areas needing correction and those responsible for making them should be noted under "Comments". Take pictures of pre-existing damages)

Yes	No	NA	U	Comments	Areas to Inspect
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Are indoor and outdoor walking surfaces free of trip and fall hazards (e.g. uneven sidewalks, unprotected walkways, loose/missing tiles, wires, etc...)?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Are the routes to exits relatively straight and clear of obstructions (e.g. blocked, chained, obstructed)?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Are all emergency exits properly identified and secured, and there are at least two exits per floor?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Are illuminated exit and exit directional signs visible from all aisles?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Are all kitchen equipment and bathroom fixtures in working order?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Is there an emergency evacuation plan posted and an identified meeting place?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Are there guidelines for directing occupants to an identified assembly area away from the building once they reach the ground floor?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Are there any site specific hazards (e.g. hazardous chemicals and machinery)? If so, describe them.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Is the facility neat, clean and orderly?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Are the following utility systems in good working order: electricity, water, sewage system, HVAC?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Are fire extinguishers and smoke detectors present, inspected and properly serviced with current inspection tags?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		If power fails, is automatic emergency lighting available for exit routes, stairs and restrooms?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Is there a back-up power source?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Are first aid kits readily available and fully stocked? Where?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Will occupants of the building be notified that an emergency evacuation is necessary by a public address system or alarm?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Are floors and walls free of damage?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Is the parking area free of damage?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		SHELTER ONLY: Are there accessible parking spaces?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		SHELTER ONLY: Is there at least one entrance to the building accessible for people with mobility issues with signage identifying the location of the accessible entrance?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		SHELTER ONLY: Is there at least one accessible restroom?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		SHELTER ONLY: Are there routes without steps available to access service delivery areas, restrooms and showers? Can service be provided in an area that can be accessed by routes without steps?

Any Damage or Additional Comments

American Red Cross

Printed Name & Title _____ Signature _____ Date _____

Facility Rep/Operator

Printed Name & Title _____ Signature _____ Date _____

Name of Facility Rep and/or Operator _____ Phone # _____

This is to certify that the above listed Facility controlled, owned or operated by the above listed Facility Rep and/or Operator was used temporarily by the American Red Cross DR# _____ as an emergency disaster facility from _____ to _____. This facility is hereby returned by the American Red Cross in satisfactory condition less the following listed deficiencies:

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Facility Rep/Operator
Printed Name & Title _____ Signature _____ Date _____

May 30, 2025

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

LIBRARY SALES TAX REVENUE UPDATE

Dear Members of the Board of Directors:

The purpose of this letter is to provide an update on Library Sales Tax revenue for Fiscal Year (FY) 2024-25 through May 2025. The letter also provides an update on Library Sales Tax revenue and Maintenance of Effort (MOE) contributions for FY 2025-26.

2024-25 Estimates

Library Sales Tax revenue totaled \$3,413,323 for the 3rd quarter of 2024-25. This is \$91,504 (2.6%) less than the 3rd quarter estimate provided in June 2024 but \$137,416 (4.2%) more than the 3rd quarter estimate provided in January 2025. The decline in Library Sales Tax revenue appears to be slowing.

Based on year-to-date actuals, Library Sales Tax revenue will total approximately \$13,480,987, or \$409,192 (2.9%) less than the 2024-25 Adopted Budget. This is a \$271,665 (2.0%) decrease from 2023-24 actuals, as shown in the attached history.

In 2024-25, the amount available to the two library systems totals approximately \$13,460,987 after administrative costs, including the audit and insurance. This provides distributions of approximately \$3,034,106 to the Watsonville Library and \$10,426,881 to the Santa Cruz City/County Library System.

2025-26 Estimates

HdL recently met with our office and provided a projection for 2025-26. Due to changing economic conditions, HdL predicts Library Sales Tax revenue will remain flat next fiscal year. Library Sales Tax revenue will total approximately \$13,488,910, which is only \$7,923 or 0.1% more than the 2024-25 estimate.

After administrative costs, Library Sales Tax revenue will total approximately \$13,468,910. This provides distributions of approximately \$3,035,892 to the Watsonville Library and \$10,433,018 to the Santa Cruz City/County Library System. These distributions do not yet reflect the updated population percentages.

Additionally, the City of Santa Cruz and County of Santa Cruz have reached a tentative seven-year agreement for new MOE contributions, including the following amounts for next fiscal year:

- City of Santa Cruz – \$2,815,836
- County Library Fund - \$7,779,536
 - \$6,837,431 to be distributed to the Santa Cruz City/County Library System
 - \$942,105 to be distributed to the Watsonville Library

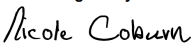
In 2025-26, the City of Santa Cruz's contribution increases by \$363,747, and the County's contribution increases by \$337,431 based on a 3.5% annual increase and a three-year phase in to raise MOE contributions so they are equal per capita. The City of Santa Cruz's entire contribution supports the Santa Cruz City/County Library System, which would receive an estimated \$9,653,267 between both jurisdictions.

The County's contribution also includes a \$19,733 increase for the amount to be distributed to the Watsonville Library based on service area, which extends into the County unincorporated area.

The agreement, which will be memorialized in a Fifth Amendment to the Joint Exercise of Powers Agreement Establishing the Santa Cruz County Library Financing Authority, still needs to be approved by the governing bodies of the Cities of Capitola, Santa Cruz, Scotts Valley and Watsonville and the County of Santa Cruz.

This office will provide a final 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:

109559B57A034C9...

Nicole Coburn
Assistant County Executive 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 Revenue - Quarterly and Annual

Year	Quarter	Quarterly Actual*	Annual		
			Actual*	Change over Prior Year	% Change over Prior Year
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	3,197,800	\$13,752,653	\$177,208	1.31%
2024-25	1	3,491,138			
2024-25	2	3,439,245			
2024-25	3	3,413,323			
2024-25	4	3,137,282	\$13,480,987	(\$271,665)	-1.98%
2024-25 Total Receipts Net of Fees/Costs			\$13,460,987		

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

* Bold Amounts are Estimated

May 30, 2025

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This office will provide a final 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,

Nicole Coburn
Assistant County Executive 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

Chair Matt Huffaker
Vice Chair Mali LaGoe
Board Member Jamie Goldstein
Board Member Nicole Coburn



STAFF REPORT

DATE: June 5, 2024
TO: Library Joint Powers Board
FROM: Christopher Platt, Director of Libraries
RE: New Child Protection Policy #500

STAFF RECOMMENDATION

Motion to approve and file the new Child Protection Policy #500 as written.

DISCUSSION

The Library is committed to providing a safe and secure environment for all children who visit or participate in library programs and activities. While California law does not require library employees or volunteers to be mandated reporters, the Library would like to establish the new Child Protection Policy aimed at protecting children from misconduct, while also safeguarding staff and volunteers from false accusations. This policy applies to all library premises, including the Live Oak Library Annex and Bookmobile, as well as offsite locations where Library-sponsored programs or events may take place.

The proposed policy establishes clear guidelines and required training, provided by the Library, to help prevent, recognize, and respond to instances of child abuse. It outlines specific procedures for staff and volunteers to follow if they witness or become aware of suspected child abuse.

The Child Protection Policy has been thoroughly reviewed and approved by SCPL Staff, Legal Counsel, Risk Management, Human Resources, the Library Advisory Commission, and the Unions. It also ensures the Library's compliance with insurance coverage requirements for the upcoming renewal year in June.

Upon Board approval, the Library will begin training and implementation of the policy over the coming months.

FISCAL IMPACT

There is no additional fiscal impact to the approved training budget.

ATTACHMENT

Child Protection Policy #500

Report Prepared by: Jennifer Yeung, Management Analyst

Reviewed and Approved by: Christopher Platt, Director of Libraries

Child Protection Policy

JPAB Policy # 500
Approved: ____/2025
Last Revised: ____/2025
Review Schedule: ____/2030

PURPOSE AND SCOPE

The Santa Cruz Public Libraries (hereinafter the “Library”) is committed to providing a safe and secure environment for all children who visit or participate in library programs. This Child Protection Policy (“Policy”) applies to all Library premises and Library staff, volunteers, and program providers. The Library prohibits physical, mental, or sexual abuse on its premises. This Policy aims to protect children from misconduct while safeguarding staff, volunteers, and program providers from false accusations. This Policy establishes guidelines for preventing and responding to instances of child abuse and sexual abuse. Staff, volunteers, and program providers must review and sign this Policy acknowledging their review, understanding, and receipt of this Policy.

DEFINITIONS

- Child/Children: person(s) under the age of 18 years of age.
- Staff: employees of the Library and any board members who are employees of a City/County that is part of the Library Joint Powers Agreement.
- Volunteers: any person who provides unpaid services to the Library, including any advisory board members, and who has direct contact with children at the Premises as part of providing those goods or services.
- Program provider(s): any person not employed directly by the Library but provides paid goods or services for children at the Library pursuant to an agreement with the Library.
- Child Abuse: any act that results in physical or emotional harm (other than accidental), neglect, exploitation, or endangerment of a child. This can include child sexual abuse.
- Child Sexual Abuse: any inappropriate or illegal sexual contact or behavior with a child, including but not limited to molestation or exploitation.
- Premises: any buildings, premises, and any offsite locations (including the Live Oak Library Annex and Bookmobile) where Library-sponsored programs or events may take place.
- Mandated Reporter: any person with affirmative obligations under the [Child Abuse and Neglect Reporting Act](#). Library staff, volunteers, and program providers are not necessarily Mandated Reporters, but maybe under certain circumstances. Please consult your supervisor if you have any questions of whether this applies to you.

PREVENTION MEASURES

- All staff, volunteers, and program providers must undergo background checks.
- Reasonable efforts will be made to make sure that, for Library programs involving children, two adults are present or nearby, including for programs administered by program providers.
- Reasonable efforts will be made to have staff or volunteers monitor, by being present or nearby, program provider work with children.
- No staff, volunteer, or program provider should be alone with a child in a secluded area.
- Photography or videography of children on the premises is only permitted with parental consent and for Library-sanctioned purposes.

- To the extent possible, the doors to rooms where programs and activities involving children should remain open. Doors should never be locked.
- Reasonable efforts will be made to work with children within Library facilities that are visible to others such as open public spaces, rooms with windows, or rooms with open doors.
- Staff, volunteers, and program providers who work with children should refrain from physical contact with a child unless necessary.
- Personal phones, personal tablets, or other personal devices that can access the internet and/or display photos/videos should not be shared directly with children without prior permission from designated staff.
- Staff, volunteers, and program providers should always use respectful language with children.
- In no instance may employees, volunteers, or program providers provide transportation to a child in their personal, company, or Library-owned vehicle to/from the Premises, unless they are the guardian of that child.

REPORTING CHILD ABUSE

In any situation of urgency or immediate danger, staff, volunteers, and program providers must immediately call 9-1-1. After calling 9-1-1, and for any other incident of suspected child abuse, use the procedure for reporting and responding below.

PROCEDURE:

1. If a staff, volunteer, or program provider believes there is any reasonable suspicion that an act of child abuse has occurred, that person shall immediately report the incident to their supervisor who will, together with the witnessing employee, volunteer, or program provider, inform the Branch Manager or other onsite Person in Charge.
2. Together, the witnessing staff, volunteer, or program provider and the Person in Charge must act immediately by contacting the Director of Libraries, Assistant Director, or the Manager in Charge to notify them of the incident and provide critical information for the Incident Report, as outlined in the Library's internal Emergency Plan section titled *Problem Situation and Emergency Plan Manual*.
3. The Director of Libraries, Assistant Director, or Manager in Charge shall immediately contact local law enforcement to file a police report.
4. All staff, volunteers, and program provider shall cooperate with any state or local law enforcement authorities who are responsible for investigating and prosecuting cases of child abuse.

INTERNAL PROTOCOL:

- The Director of Libraries, Assistant Director, or Manager in Charge shall then notify the Risk Manager of the incident and as required, launch a further investigation.
- For alleged child abuse involving staff, that staff shall be removed from any contact with children in connection with their work duties, placed on leave pending due process rights in the applicable Memorandum of Understanding.
- For alleged child abuse involving a volunteer, their volunteer work shall be immediately suspended pending the investigation of the allegations and their volunteering will be terminated if not determined to be innocent.

- For alleged child abuse involving a program provider, the specific program provider worker involved shall be barred from any contact with children in connection with their duties at the Premises, and if a new program provider worker cannot replace them, then the Library can terminate the contract pursuant to the terms of the overarching agreement.
- All records, identities of any alleged victim(s) and any alleged violator(s) are considered confidential and are held by the Library Administration Office.
- The Director of Libraries shall notify the Library Joint Power Authority Board of the incident after the investigation has concluded.

TRAINING

Staff and volunteers are required to participate in assigned training on recognizing the signs of possible child abuse, as provided by the Library.

RETALIATION PROHIBITED

Retaliation against anyone who in good faith reports, alleges, or participates in the investigation of child abuse is prohibited. False or malicious accusations of child abuse are also prohibited. Any retaliation or intentional false reporting will result in dismissal of volunteers and disciplinary action for staff pursuant to their employment agreements.

Acknowledgement of Receipt of Child Protection Policy.

I, _____ [Printed Name], acknowledge that I have received and read the Child Protection Policy. I understand that I am required to adhere to the Policy, as well any assigned training and associated expectations.

Date

Signature

Chair Matt Huffaker
Vice Chair Mali LaGoe
Board Member Jamie Goldstein
Board Member Nicole Coburn



STAFF REPORT

DATE: June 5, 2025
TO: Library Joint Powers Board
FROM: Christopher Platt, Library Director
RE: Adjust SCPL Weekly Friday Schedule to Open at 11 a.m. at All Branches

RECOMMENDATION

Review and approve the proposed schedule adjustment to allow each SCPL branch to open to the public one hour later weekly on Fridays to accommodate a weekly scheduled staff meeting in each location and unit. In exchange the Library would give up one of its two annual all staff in service day closures.

BACKGROUND

Until 2012, all SCPL locations opened at 11 a.m. on Fridays to allow for staff participation in local and systemwide meetings. Such meetings are crucial to maintaining staff engagement, effective communication, local team building, change management, and problem solving. As SCPL locations reopened from renovations and pandemic restrictions, the scheduling model shifted to a consistent 10 a.m. opening time on weekdays. Public service staff are scheduled to arrive 15 minutes prior to opening and staff 15 minutes post-closing, leaving no opportunity for the branch managers to regularly gather their teams to openly discuss issues, changes in policy or processes, or invite leaders from elsewhere in SCPL to meet to address local issues. With many experienced staff in place, the effects of this change were muted for a time by personnel who had an understanding of how to maintain an operational status quo in branches. Other non-public facing units do have time for regular team meetings.

In recent years many new staff have joined the organization and recently a number of staff were newly promoted into Branch Manager roles. This has amplified the need to return to regular, agenda-driven local team meetings to discuss issues, problem solve, plan, foster team cohesion, and meet as a group with visiting library stakeholders from outside their units.

DISCUSSION

SCPL proposes that alongside any adoption of extended hours, we simultaneously designate a weekly Friday morning meeting hour at 10 a.m., opening the branch to the public at 11 a.m. This meeting time would be agenda-driven and branch managers would report out on what is being discussed and issues raised. We would revisit this at six and twelve months to assess its efficacy. Fridays are the optimal day of the week due to a combination of most staff being available that day of the week and it is a day with few morning programs. We would implement at the beginning of Q2 in October to allow for an ample period to shift any remaining Friday morning obligations to other time slots.

In terms of patron counts per branch, the Q3 Patron Count Data reports indicate closing to the public this hour of the week would impact between 13% - 18% of that day's total count. The Friday 10-11 a.m. hour is neither the busiest nor the slowest hour at any of the 10 locations. It is reasonable to assume that many of those patrons will come later in the day or may opt to come during the extra open hours at the four locations the LJPA considered earlier on this agenda.

FISCAL IMPACT

None, this is budget neutral.

Prepared & Prepared by: Christopher Platt, Library Director

Chair Matt Huffaker
Vice Chair Mali LaGoe
Board Member Jamie Goldstein
Board Member Nicole Coburn



STAFF REPORT

DATE: June 5, 2025

TO: Library Joint Powers Authority Board
FROM: Christopher Platt, Library Director
RE: Approve FY 26 Library Operating Budget

RECOMMENDATION

Adopt the FY 26 Library Operating Budget as proposed with the following service options:

- Option A: Additional Branch & Outreach Hours
 - 1.) Expanded Open Hours for Aptos, Capitola, Felton and Scotts Valley
Cost: \$346,100
 - 2.) Increase Outreach Programs/Services
Cost: \$160,773
- Option B: Additional One-Time Monies to Support Digital Materials
 - Cost: \$250,000

DISCUSSION

The Library is pleased to present the FY 26 Library Operating Budget for adoption which currently includes all costs associated with the options stated below as well as changes not presented at the Board's May meeting when the draft budget was proposed.

Changes made since the May meeting are:

- New revenue per the revised MOE Agreement (Increase of \$703,204 for FY26 for a total of \$9,655,293 in Member Contributions)
- A cost increase in water, electricity and landscaping for the Live Oak Annex operating costs (Increase of \$66,400).
- A slight cost increase to the Due and Memberships and Claims Management lines (Increase \$325).

Option A: Additional Branch & Outreach Hours

The Library is recommending expanded library hours at four (4) locations and/or additional Outreach hours to expand Library programs and services to more residents who have difficulty reach physical locations.

In recent years, the Measure S library branch renovations necessitated construction closures at various times for 9 library locations. Staff from affected locations were redistributed among currently open locations allowing for flexibility in programs and hours. In particular, the Capitola Library offered Sunday hours. In late 2024, with the opening of Aptos and the Live Oak Library Annex, all renovations except the new Downtown Library were complete and remaining library staff were replaced into their permanent branch assignments. As a result, in August 2024, Capitola branch ceased Sunday hours leaving the Downtown location as the only library continuing to offer Sunday hours as the largest and most heavily used location.

To confirm this decision, the Library offered a staff report at the May 2024 LJPA Board meeting offering costs for 3 options: keeping just the Downtown location open; opening Capitola and Felton locations on Sundays; and closing Downtown on Sundays while opening at Capitola and Felton. The latter two options required additional costs. With the information available at that time, the LJPA chose the first option while indicating they would like to reopen the conversation at some point in the future.

In preparation for the FY 26 budget, the Library is returning to the topic with revised scenarios to maintain Sunday hours at Downtown while adding hours to up to four specific Library branches in the LFA jurisdictions. These are reflected in “Option B.1.” below. Additionally, the Library is offering an opportunity to add hours to its Outreach services to unincorporated areas of the County. This is reflected in “Option B.2.”.

Option A.1.: Additional Library Branch Hours (Cost: \$346,100)

The menu of additional hours is added based on geographic spread, current visitor counts and circulation, and accessibility in relation to major thoroughfares and relation to other library locations. The result would achieve at least one 50 hr/week branch in each LJPA jurisdiction. The May 2024 report estimated \$371,950 to add Sundays to two locations. The scenarios presented here, with updated salary projections, modify the approach with an estimate of \$346,100 for the added hours at four locations. The main cost difference is this modification removes librarians from the additional FTE request:

Adding 4 hrs to:	When	Add'l LAII FTE Required	Annual cost at starting sal+bens of \$105,000	New total FTE count:
Capitola	Sundays 1-5 pm	0.5	\$69,300	8.0
Felton	Sundays 1-5 pm	0.75	\$83,500	6.0
Aptos	M-Th close at 7 instead of 6	0.75	\$83,500	8.0
Scotts Valley	M-Th close at 7 instead of 6	1.0	\$105,000	8.0
	Add'l Utilities/Custodial/Etc		\$4,500	

	Add'l Aide time for Cap and Fel		\$400	
TOTAL		3	\$346,100	

- Existing cost for Downtown Santa Cruz Sundays Staff \$168,081 + Misc \$9,500 = \$177,581.

Assumptions:

- These scenarios address two categories of opportunity for library constituents:
 - Sunday hours offer additional availability of space (seats, tables, study rooms, meeting rooms) for the many people who use libraries to spend time in. Additionally, they offer more opportunity to working families to visit the library with a second weekend shift option.
 - Added weekday evening hours offer additional availability to two commuter-heavy communities, giving them opportunity to check out materials, pick up holds and return materials more easily during the week.
- The four additional locations chosen represent each of the LFA jurisdictions, are geographically dispersed and aligned with major thoroughfares that serve commuters, shoppers, etc.
- As demonstrated in the last 18 months of usage statistics, Downtown Santa Cruz, Capitola, Aptos, Scotts Valley and Felton libraries are consistently the top 5 library locations in both visitor counts and circulation. Patrons regularly come to these locations to spend time, meet up with others, and check out materials. (See rankings below)
- The demographic data compiled in the May 2024 report is only 12 months old so is still used for reference in this report.
- Average visitor counts for Sundays when it was open showed Capitola regularly received over 220 visits on that day, which was usually a slight increase over the same window on Saturdays. Aptos having reopened will have drawn some of that use but we could infer that resumed Sunday afternoons at Capitola could draw over 200 patrons per shift. Applying that same logic to Felton could draw about 100 patrons per Sunday shift. For reference, the Downtown Library also has a visitor dynamic reflecting that both Saturday and Sunday afternoon shifts are seasonally busy in tandem.
- The average final hour 5 - 6 pm visitor count across Q1 & Q2 for Scotts Valley was 21 falling from 36 in the preceding hour and for Aptos was 26 falling off from 56 during the 4 – 5 pm hour. We can infer that in these locations the added 6 – 7 pm hour will capture commuters picking up and dropping off books, pushing out the drop by an hour for an additional 36 and 56 visitors per day respectively.
- Adding hours simultaneously to Aptos and Scotts Valley abides by the agreement in the leases for parity of service.
- Existing Librarians in these locations could individually adjust their schedules to offer Sunday programs if they choose, giving added flexibility to their schedules.

Option A.2: Addition Hours for Outreach (Cost:\$106,773)

This option is an additional consideration for increasing hours of service is in SCPL's Outreach Department, which currently oversees operations of the Bookmobile (M-Th weekly), Jail Reach to 4 facilities regularly, the Life Literacies Center at the Downtown Library, and coordinates and trains local librarians to do outreach within their local service areas. Outreach circulates materials with a current Q3 YTD circulation count of 17,043, placing it just below Boulder Creek and above La Selva Beach in ranking. Much of the effort is measured as programs, with a current YTD count of 363 programs ranking 4th after Downtown, Aptos and Felton. It leads program attendance with 9,845 attendees, with Aptos being a distant second at 5,974 in the current YTD counts. Currently there are significant opportunities to expand this work to underserved constituents in unincorporated areas of the County, particularly in South County and the San Lorenzo Valley.

If we could extend a current 32 hrs/week LAII to 40 hrs/week, and hire a full time Bilingual Outreach Librarian, we would have the flexibility to add shifts to the Bookmobile to include Friday and a weekend day as well as increase much needed library programs in partnership with local service providers. These programs could include:

- Bilingual Storytime
- Early Literacy programs for parents and caregivers
- Bilingual tech workshops/tutorials for adults and seniors
- Adult Literacy programs for Spanish speaking adults
- Expand Outreach programs to reach more vulnerable populations, e.g. people who are unhoused/unsheltered, seniors, people with disabilities, undocumented individuals, people in foster care, and help sustain programs for people who are incarcerated.

Potential partnerships include:

- Buena Vista work camp
- SC County Parks – particularly at the Pinto Lake County Park
- MidPen Housing
- Center for Farmworker Families
- Community Bridges
- Parents Center SC County
- Santa Cruz Barrios Unidos
- County of Santa Cruz In Home Supportive Services

The additional cost for this option:

	Outreach category	Annual cost including sal & benefits
Personnel	Increase LAII from 32hr to 40 hr	\$26,250
Personnel	Spanish speaking Outreach Librarian	\$131,023
Non-personnel	Bilingual books, supplies, fuel, etc	\$3,500
Total		\$160,773

Option B: Additional Monies to Support Digital Materials (Cost: \$250,000)

The demand for digital materials including e-audiobooks and ebooks has been increasing every year and the Santa Cruz Public Libraries have been allocating a higher percentage of the materials budget for digital materials each year to better meet this demand. As a collection accessible countywide, 24 hours a day & 7 days a week, in FY24, 46% of our total circulation was from circulating digital collections we provide as a member of the Northern California Digital Library (Libby app), Hoopla, Kanopy, and other services. We are currently allocating \$589,000 toward these collections in FY26. In the Libby app, SCPL patrons can wait up to 15 weeks for a popular ‘bestseller’ title. This additional one-time infusion of funds from our Fund Balance would aim to decrease wait times for these titles by 6 weeks and provide a wider breadth of content for SCPL patrons. Outlined below is a plan of how staff will use \$250,000 to maximize accessibility to circulating digital content and provide better service to patrons by reducing wait times.

Libby is a free app that provides ebooks, digital audiobooks, and magazines from your public library. The library licenses content from OverDrive that is then accessible to patrons in Libby. Content can be downloaded onto a variety of devices, including smartphones and Kindles. Reducing holds ratio (the number of copies per patron waiting) from 1:5 to 1:3 in Libby:
Audio: \$62,000 (973 units)
Ebook: \$24,000 (584 units)
Total: \$86,000

To continue to maintain a holds ratio of 1:3 throughout the year:
Estimate: \$90,000

Adding additional new titles to Libby collection for children, teens, and adults: \$25,000

Kanopy is a streaming video service that provides access to a wide range of films, documentaries, and educational content, primarily through partnerships with public libraries. Kanopy offers pay-per-use models and Plus Packs. SCPL offers Plus Packs which provide unlimited access to streaming videos bundled in “Packs” titled “World Cinema,” “Series,” “Documentaries,” and more.
Adding two Kanopy Plus Packs: \$5,000

Hoopla is a digital media service offered by libraries that allows patrons to instantly borrow digital content like ebooks, audiobooks, comics, music, movies, and TV shows using their library card. It does not require waitlists, meaning users can access content immediately. Hoopla offers Binge Passes in addition to the regular content, which allow unlimited use of a collection of resources for 7 days, counting as one checkout.
Adding 12 Binge Passes in hoopla (such as BBC, PBS, Hallmark, Great Courses, and Pokémon content): \$24,000

Adding select popular hoopla titles in addition to current available content: \$20,000

Attachments:

Attachment 1: Library Data, Demographic and Mileage Data from the May 2024 Report

Attachment: FY 26 Library Operating Budget

Report Prepared by: Kira Henifin, Principal Management Analyst

Reviewed and Forwarded by: Christopher Platt, Library Director

Attachment A:**Visitor Count Rankings Q1 – Q3 FY 25:**

Rank	Location	Visitor Count
1	Downtown Santa Cruz	169,422
2	Aptos	93,237
3	Capitola	84,918
4	Scotts Valley	66,636
5	Felton	56,188
6	Live Oak	44,678
7	Branciforte	41,687
8	Garfield Park	31,553
9	La Selva Beach	24,059
10	Boulder Creek	20,521

Circulation Count Rankings Q1 – Q3 FY 25:

Rank	Location	Circulation Count
1	Downtown Santa Cruz	91,670
2	Aptos	85,814
3	Capitola	85,212
4	Scotts Valley	77,950
5	Felton	52,784
6	Live Oak	50,309
7	Branciforte	38,115
8	Garfield Park	32,007
9	Boulder Creek	19,156
10	La Selva Beach	12,952

Demographic and Mileage Data from the May 2024 Report Supports Keeping Sunday Hours at Downtown:

The report 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.

It also pointed out that there are benefits to the services provided by the Downtown Library. The Life Literacies Center is unique to that location and the branch's collections 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 items are processed for transfer to other branches from that location throughout the week. 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 they never step foot inside that branch. Additionally the demand at Downtown Library will only increase when the new facility opens in coming years.

The report compared several factors 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. The report showed that in raw numbers, the Downtown library supports the highest number of households living under poverty as well the highest number of school aged children.

2 Mile Buffer	Total Population	Enrolled in School	Seniors 65+	Households Below Poverty Level	Households Without Internet	Households With SNAP
Capitola	44,371	25.1%	20.2%	3.9%	2.5%	2.8%
Downtown	55,237	30.8%	15.8%	5.9%	1.6%	3.4%
Felton	8,653	20.2%	23.0%	1.0%	1.2%	1.4%
	108,261					

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

FY 2026

Santa Cruz Public Libraries Budget



Santa Cruz Public Libraries

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May 1, 2025

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

Dear Board Members:

I am pleased to present the 2025-2026 proposed budget for the Santa Cruz Public Libraries. This proposal reflects the mission, vision, and values that fuel our current strategic goals to create an organizational culture of equity and inclusion and provide equitable and relevant services to all Santa Cruz Public Libraries users, in person and digitally. It also sets the stage for us to review our priorities as we close out the existing strategic plan and develop a new one with an eye to organizational and programmatic sustainability beyond 2025.

Library staff continue to provide excellent programs and services to our constituents. Accomplishments from the past twelve months include:

- Opening the Live Oak Library Annex at the Simpkins Swim Center. Measure S funding allowed this unique partnership with County Parks & Recreation to address the lack of study rooms and program space at the nearby Live Oak Library. The Annex provides reservable study rooms, an Active Learning Room for offering library programs, an open seating area, and a small self-service collection of books for all ages.
- Creating a permanent Boundless Minds library of books and resources at Juvenile Hall with the support of the Friends of Santa Cruz Public Libraries, Santa Cruz County's Juvenile Hall team, the County Office of Education, and help from its students.
- Launching Link+, a cooperative service among a network of California libraries that allows cardholders to borrow books and media not available at Santa Cruz Public Libraries from other libraries. Library patrons have embraced this service, SCPL is processing an average of 963 transactions per month since Link+ began.
- Launching a project to migrate our SCPL website from its locally-hosted and developed environment to a vendor-hosted environment, allowing for a modern, evolvable web presence in a responsibly sustainable manner.
- Coordinating a shift in promotional marketing materials away from plastic items toward environmentally sustainable options.
- Closely supporting the Friends of the Santa Cruz Public Libraries as they launched the capital campaign for the new Downtown Library, including offering a "Meet Me At the New Downtown Library Festival" on the site where construction will begin.
- Coordinating another successful systemwide Summer Reading Program offering 348 programs attended by 7,781 people. 3,877 registered participants read a total of 52,153 hours across June and July.
- Hired 8 new regular staff members.

The staffing changes that went into effect this year with new leaders of the Outreach, Training and Volunteer units each contributing to revitalized services, better alignment with City of Santa Cruz HR training, and revitalization of our volunteer program that is now averaging 291 volunteer hours per month.

Looking forward to this coming fiscal year 2025-2026, this budget reflects a number of priorities and new costs:

- The website migration will be completed in early August, with one-time projects costs shifting to an ongoing annual subscription thereafter.
- With the website project complete, in late Summer the Library will engage our community, staff and stakeholder in the process to create our next Strategic Plan.
- The strategic plan will help provide a framework from which to assess our organizational structure and recommend changes that will better support staff and operations, positioning SCPL to be strategically successful and sustainable. Any changes recommended from that assessment will come before the LJPA when that work is complete.
- We will continue to set aside 10% of our materials budget to save for an opening day collection and support processing and digitizing existing historical materials for the new Downtown Library.
- We will also contribute our share to the City of Santa Cruz' Project NATE, which upgrades the HR and Finance systems that SCPL relies on. Like the website project, this involves significant one-time costs and then is supported through an annual subscription.
- We will also contribute the new annual support services rate from the LJPA to the City of Santa Cruz for the crucial administrative support services they provide.
- Additional budget neutral changes:
 - We are piloting an additional 20hr/week guard at the Downtown Library as part of changes to improve security for patrons and staff. This budget proposal incorporates this change from successful pilot to a regular ongoing cost.
 - We will hire a third 20 hr/week on-call LAII to assist in covering branch staff shortages. This allows us to have three dispersed through the system, further reducing the reliance on temp on-calls.

This proposed budget represents a 1.3% decrease in operational costs from the prior fiscal year. Not included in the budget are any changes that will result from union MOU negotiations commencing this year. Additionally, while the financial impact on SCPL is minimal, the uncertainties around levels of library funding support from state and federal sources remain and may impact certain services that are provided direct to our patrons by the State Library such as the Braille and Talking Book Library, free access to The New York Times, and professional development training for staff.

We will continue to partner with the many jurisdictional organizations and area CBO's to provide current, impactful programming to our shared constituents. Most of these partnerships involve SCPL providing space and audience while the partner provides the expertise. This allows us to attract new users to the libraries and helps partners reach their own program or service goals. Some examples of these partnerships include Aptos History Museum, Dignity Health, The Diversity Center, Encompass Community Services, Santa Cruz Genealogy Society, Project Scout, Santa Cruz County Parks

Department, Santa Cruz County Sheriff's Office, Santa Cruz Volunteer Center Literacy Program, Senior Network Services, and Volunteer Housing Navigators.

As a Director new to Santa Cruz, I am immensely grateful to the SCPL staff at all levels for their continued support and commitment to our mission. I would also like to thank the Friends of the Santa Cruz Public Libraries, the Library Advisory Commission, and the Library Joint Powers Authority Board for their support and leadership.

Respectfully
Christopher Platt
Director of Libraries



Mission – Vision –Values

Mission

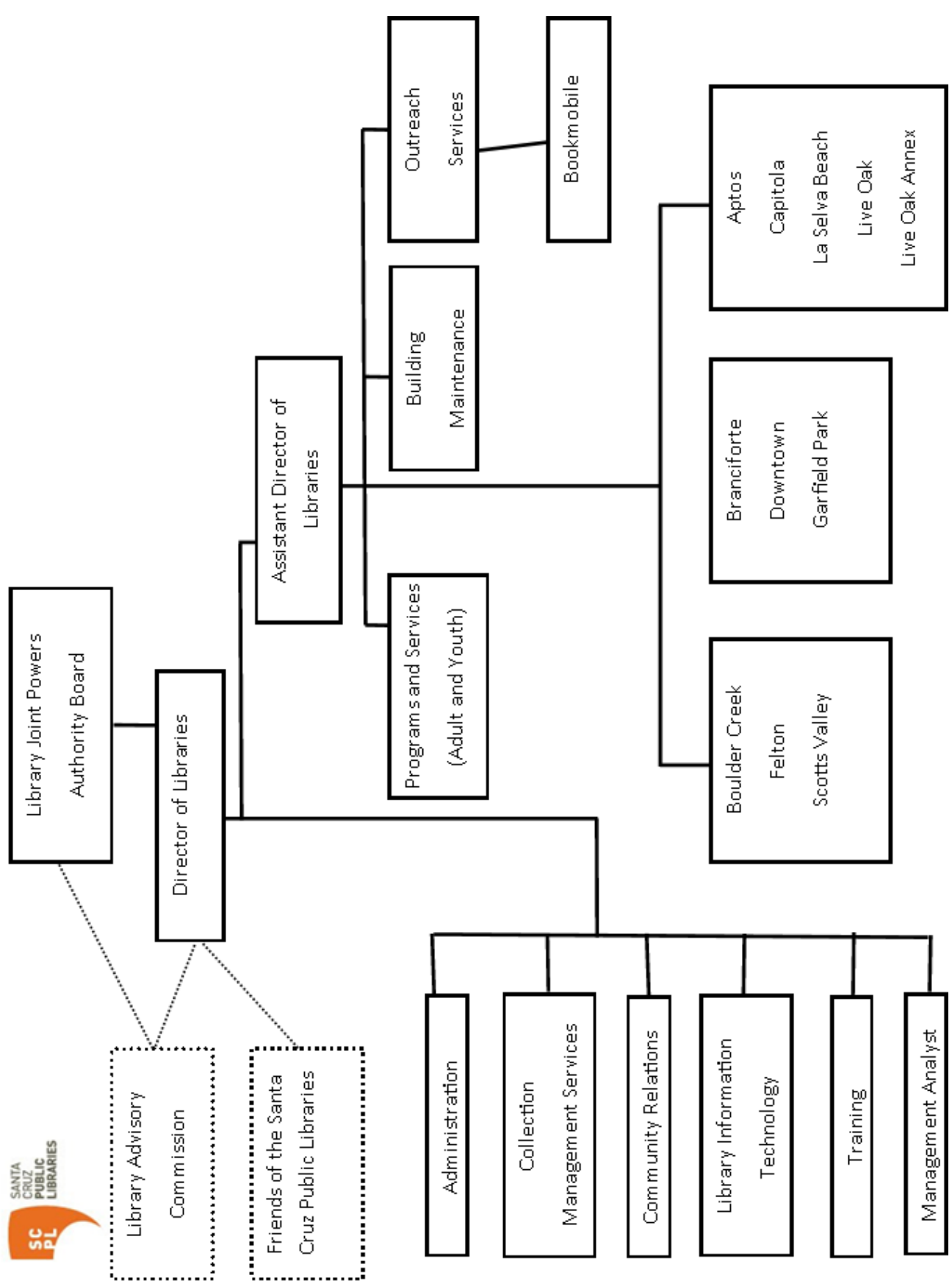
Inclusion, Connection, Collaboration

Our Vision

Empower people to transform their lives and strengthen communities

Values

Lifelong Learning
Intellectual Freedom
Social Responsibility
Respectfulness
Professional Competence



Library Overview

The Santa Cruz Public Libraries provide resources and services to residents and visitors through a network of ten neighborhood branches, 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.

Workplan

- Create an organizational culture of equity and inclusion and provide equitable and relevant services to all.
 - Identify parameters for installing bilingual signage at all branch libraries
 - Identify and evolve staff training needs around DEIA in collaboration with City of SC HR.
 - Using the work from the Library's DEI Plan and the City of SC HR definitions, apply DEIA lens to any policy or procedure updates that occur during the year.
 - Using the work from the Library's DEI Plan and the City of SC HR definitions, apply DEIA lens to programs and partnerships through the year.
- Create and support safe and friendly places.
 - Identify and plan for components of the eventual move of materials, staff and equipment to the new Downtown Library.
 - Assess the first year of operations at the Live Oak Library Annex and as necessary recommend any service adjustments.
 - Onboard a new Facilities Maintenance Supervisor to oversee facilities needs for the system.
 - Work with the County of Santa Cruz and the City of Capitola to install solar and/or generator energy saving or backup power devices for Capitola and Felton branches.
 - Install the backup generator at Boulder Creek.
- Foster Inclusion.
 - Using data from participant surveys and other sources, refine marketing and community engagement strategies to more efficiently and effectively connect with constituencies such as Spanish speakers, the homebound, and seniors.
- Support all members of society.
 - Use the strategic planning process to identify and prioritize underserved constituencies to inform growth in outreach, programming and services.
 - Implement new website.
- 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.
 - Using data from usage statistics, develop an updated collection strategy around all SCPL digital collections' subscription-based content including circulating eBooks, periodicals and databases.
 - Implement the shift to a new primary physical materials vendor.
- Strengthen and support learning and measure the impact.
 - Revise measurement tools for evaluating the Library's programs.
 - Develop program capacity goals for librarians and partners.

- Support and prepare staff to meet organizational needs and ensure excellent customer service.
 - Use the strategic planning process and organizational review process to understand the best organizational structure for successful achievement of goals and objectives.

Performance Indicators

- Create an organizational culture of equity and inclusion and provide equitable and relevant services to all.
 - Bilingual Signage Plan is developed & costed.
 - Additional staff participate in DIEA trainings via the Library and/or City of Santa Cruz.
 - Library programs and services reflect participation by broader constituencies. Continued challenges are identified for continued improvement.
- Create and support safe and friendly places.
 - The Downtown library move plan is created and in process.
 - The Facilities team is complete and responsive to needs.
 - The energy projects at Capitola and Felton are complete.
 - Live Oak Library Annex is appropriately used and staffed.
- Foster Inclusion.
 - The identified constituencies are engaging with and using the Library more.
- Support all members of society.
 - The completed strategic plan reflects input from as broad a range of stakeholders as possible with actionable goals for each year covered.
 - The new SCPL Website is showing increased usage over the previous version.
- 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.
 - The suite of databases and digital collections offered by SCPL shows more use than the previous offering.
 - Items arriving from the new primary materials vendor are doing so in a timely fashion with less errors.
- Strengthen and support learning and measure the impact.
 - Librarians are more successful in managing workload and are better able to evolve programs as a result.
- Support and prepare staff to meet organizational needs and ensure excellent customer service.
 - Staff are able to feel and to be more successful and supported by the systems and structures of the organization. Indicators will include program goals, survey feedback, and general usage statistics.



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

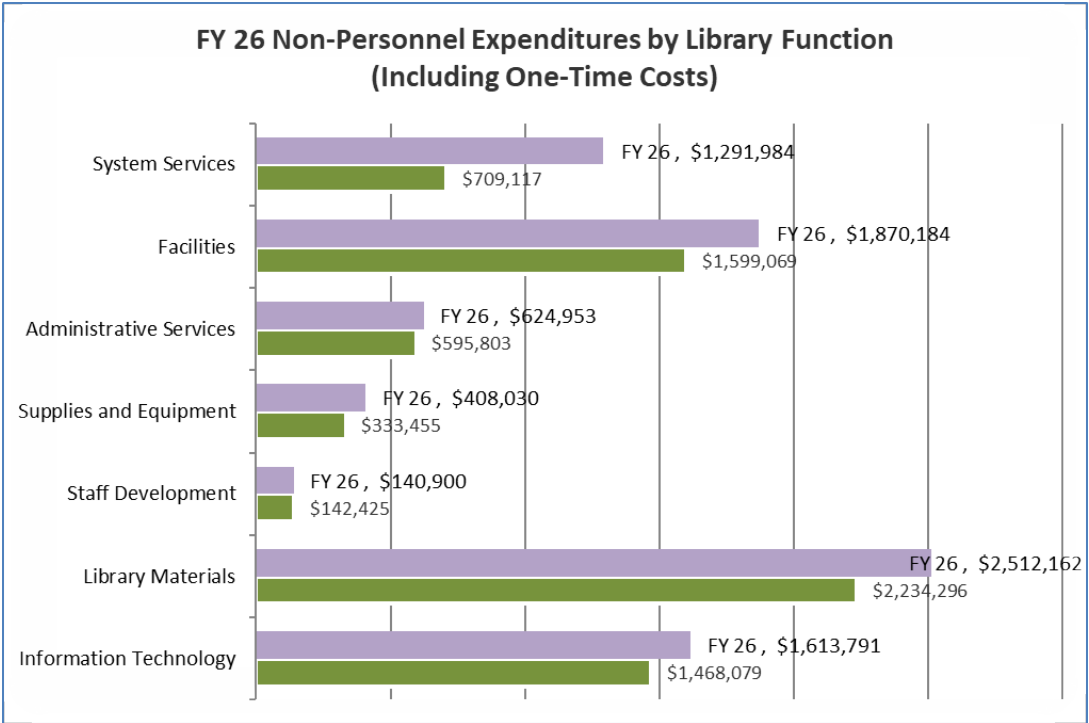
The FY 26 Library Operating Budget outlines the projected income and expenditures for the upcoming year. The Library’s primary goal is to ensure that the library remains a vibrant, accessible, and sustainable resource for the community, offering services that promote literacy, lifelong learning, and cultural enrichment.

This budget reflects the Library’s commitment to maintaining core library operations, expanding digital resources, supporting staff development, and improving outreach initiatives. Funding is sourced through a combination of sales tax and maintenance of effort support. Strategic decisions have been made to align with the Library’s mission while addressing both current needs and future opportunities.

The projected revenue for the upcoming year is estimated to increase by 2.2% compared to last year. The revenues reflect the slow down projected in sales tax collected along with increased revenues from a revised MOE Agreement.

Library non-personnel expenditures have increased by 2.8% compared to last year. These increases reflect increased costs to utilities and annual increases to library contracts already in place.

Personnel costs have grown by 5.5% which captures annual merit increases and increased medical costs. These projections also include the changes and additional FTE’s in order to offer Sunday service hours at four of our locations. Also included, is the expansion of hours offered by the Library’s Outreach Team.



SCPL’s proposed FY26 Library Operating Budget is presented as a balanced budget, made possible through the strategic use of \$2,838,845 from the uncommitted fund balance. Of this amount, \$1,448,160 will be used to cover one-time expenses, while \$1,390,685 will support ongoing operating costs. This allocation ensures the library can maintain essential services and initiatives while achieving a balanced budget for the fiscal year.

	2024 Actual	2025 Adopted Budget	2025 Adjusted Budget	2025 Year End Estimate	2026 Proposed Budget	Growth/Loss From Adjusted	2027 Projected Budget
Expenditures by Activity:							
Personnel Services	\$ 13,057,041	\$ 14,243,849	\$ 14,243,849	\$ 13,573,876	\$ 15,020,714	\$ 776,865	5.5% \$ 15,471,335
Services, Supplies & Other Charges	\$ 3,896,610	\$ 4,186,591	\$ 4,529,036	\$ 4,420,017	\$ 4,762,336	\$ 233,300	5.2% \$ 5,000,453
Books & Materials	\$ 1,711,612	\$ 1,691,990	\$ 2,093,905	\$ 2,093,905	\$ 1,730,175		-17.4% \$ 1,642,822
Capital Outlay	\$ 424,426	\$ 288,000	\$ 521,237	\$ 521,237	\$ 498,000		-4.5% \$ 597,600
Intra-entity fund transfer out	\$ 54,999	\$ 54,999	\$ 54,999	\$ 54,999	\$ 823,333		\$ 23,333
<i>Subtotal Supplies and Services</i>	<i>\$ 6,087,647</i>	<i>\$ 6,221,580</i>	<i>\$ 7,199,177</i>	<i>\$ 7,090,158</i>	<i>\$ 7,013,844</i>		<i>-2.6% \$ 7,264,208</i>
Total Expenditures	\$ 19,144,688	\$ 20,465,429	\$ 21,443,026	\$ 20,664,034	\$ 22,034,558	\$ 591,532	2.8% \$ 22,735,543
Activity Resources:							
Taxes	\$ 10,707,816	\$ 10,785,061	\$ 10,785,061	\$ 10,785,061	\$ 10,540,417		-2.3% \$ 10,687,983
Member Contributions	\$ 8,134,196	\$ 8,952,089	\$ 8,952,089	\$ 8,952,089	\$ 9,655,293		7.9% \$ 9,655,293
State/Federal/Local Grants	\$ 157,390	\$ 13,998	\$ 43,033	\$ 43,033	\$ 5,500		\$ 5,500
Fines and Forfeits	\$ 30,828	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000		\$ 12,000
Donations & Trusts	\$ 786,811	\$ 103,713	\$ 143,128	\$ 143,128	\$ 141,844		\$ 60,000
Other Financing Sources	\$ 472,227	\$ 158,230	\$ 258,296	\$ 258,295	\$ 288,819		\$ 120,000
Total Resources	\$ 20,289,268	\$ 20,025,091	\$ 20,193,607	\$ 20,193,606	\$ 20,643,873	\$ 450,266	2.2% \$ 20,535,276
Sub Total Operational Savings or (Cost)	\$ 1,144,580	\$ (440,338)	\$ (1,249,419)	\$ (470,428)	\$ (1,390,685)		\$ (2,200,267)
One Time Costs:							
Website Migration	\$	\$ 45,000					
Generator for System Back up	\$	\$ 150,000					
Strategic /Work Plan	\$	\$ 75,000					
Automated Materials Handling	\$	\$ 20,000					
Books and Materials Increase	\$	\$ 395,820			\$ 394,087		
NATE					\$ 604,073		
Digital Resources					\$ 250,000		
Wireless Infrastructure Replacement					\$ 200,000		
Fund Balance Applied to Operations	\$	\$ 440,338	\$ 1,249,419	\$ 470,428	\$ 1,390,685		\$ 2,200,267
Total	\$ 1,144,580	\$ -	\$ -	\$ -	\$ -		\$ -
Committed Fund Balance (20% Reserve)	\$ 3,864,770			\$ 3,947,430	\$ 4,039,142		
Uncommitted Fund Balance	\$ 8,015,142			\$ 7,462,054	\$ 4,531,497		
Total Fund Balance	\$ 11,879,912			\$ 11,409,484	\$ 8,570,639		
Trust Balances							
Clayes (NO RESTRICTIONS)	\$	\$ 18,350					
Finkeldey (MUSICAL LITERATURE)	\$	\$ 9,230					
Hale (SV)	\$	\$ 35,000					
Leet-Corday (DTN)	\$	\$ 105,500					
McCaskill-Local History	\$	\$ 230,000					
McCaskill-Visually Impaired Morley (LSB/APT)	\$						
Richardson* (NON FICTION/ANNUAL Utter*)	\$						
(LIBRARY MATERIALS/PROGRAMS)	\$						
							\$ 278,250

Personnel Authorization

	FY 23 Adj Budget	FY 24 Adj Budget	FY 25 Adj Budget	FY 26 Proposed Budget
Accounting Assistant I	1.50	1.50	1.00	
Accounting Assistant II			1.00	1.00
Administrative Assistant II	2.90	2.90	2.90	2.90
Assistant Director of Libraries	1.00	1.00	1.00	1.00
Bookmobile Library Assistant II	2.80	2.80	3.30	2.50
Building Maintenance Worker II	2.00	2.00	2.00	2.00
Community Relations Specialist	1.00	1.00	1.00	1.00
Director of Libraries	1.00	1.00	1.00	1.00
Facilities Maintenance Supervisor				1.00
Information Tech Specialist I	1.00	1.00	1.00	1.00
Information Tech Specialist III	2.00	2.00	2.00	2.00
Librarian I/II	21.01	22.00	23.00	25.00
Librarian III	4.00	4.00	5.00	4.00
Library Assistant II	44.625	44.625	44.625	47.625
Library Assistant III	11.00	11.00	12.00	12.00
Library Assistant IV	2.00	2.00	2.00	2.00
Library Information Specialist	4.00	4.00	4.00	3.00
Library IT Manager	1.00	1.00	1.00	1.00
Library Specialist	1.00	2.00	2.00	2.00
Management Analyst	1.00	1.00	1.00	1.00
Network & Systems Administrator	2.00	2.00	2.00	2.00
Principal Management Analyst	1.00	1.00	1.00	1.00
Programmer Analyst II	1.00	1.00	1.00	1.00
Service Field Crew Leader	1.00	1.00	1.00	
Systems Coordinator	1.00	1.00		
Volunteer Coordinator Assistant	0.50			
FTE Total	111.335	112.825	115.825	117.025

FTE reported
higher this year
due to
recruitments
being conducted
before position
savings could be
reported.

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.

Revenue Balances						
Title	FY 24 Actual	FY 25 Ado Budget	FY 25 Adj Budget	FY 25 Year End Estimate	FY 26 Proposed	Growth/Loss from Adjusted
Fund 951 – Library Joint Powers Authority						
Sales and use tax	\$ 10,707,816	\$ 10,785,061	\$ 10,785,061	\$ 10,785,061	\$ 10,540,417	-2.3%
Federal operating grants & contributions	\$ -				\$ -	
Other federal revenues	\$ -	\$ -	\$ 93,066	\$ 93,066	\$ 90,000	-3.3%
State operating grants and contributions	\$ 137,390	\$ 13,998	\$ 43,033	\$ 43,033	\$ 5,500	-87.2%
State capital grants - CEC	\$ 20,000				\$ -	
Maintenance of effort contributions	\$ 8,134,196	\$ 8,952,089	\$ 8,952,089	\$ 8,952,089	\$ 9,655,293	7.9%
County of SC - reimbursements	\$ 55,481				\$ -	
Room rentals-library JPA	\$ -	\$ 4,640	\$ 4,640	\$ 4,640	\$ 4,640	0.0%
Library fines	\$ 30,828	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	0.0%
Pooled cash and investment interest	\$ 313,879	\$ 92,840	\$ 92,840	\$ 92,840	\$ 125,000	34.6%
Interest earnings - other	\$ 57,048	\$ 56,250	\$ 56,250	\$ 56,250	\$ 64,679	15.0%
Donations - library	\$ 16,293	\$ 13,100	\$ 13,100	\$ 13,100	\$ 13,100	0.0%
Donations - library - Friends of the Lib	\$ 567,352	\$ 78,423	\$ 117,838	\$ 117,838	\$ 112,423	-4.6%
Miscellaneous operating revenue	\$ 15,719	\$ 4,500	\$ 4,500	\$ 4,500	\$ 4,500	0.0%
Miscellaneous non-operating revenue	\$ 1,599				\$ -	
From Library Private Trust Fund	\$ 203,166	\$ 12,190	\$ 12,190	\$ 12,190	\$ 16,321	33.9%
From Carbon Reduction Fund	\$ -	\$ -	\$ 7,000	\$ 7,000	\$ -	
Intra-entity fund transfer in	\$ 28,500				\$ -	
Sales of surplus equipment	\$ -				\$ -	
Total	\$ 20,289,268	\$ 20,025,091	\$ 20,193,607	\$ 20,193,607	\$ 20,643,873	2.2%

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 55% for the physical collection and 45% 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 26 non-personnel operating expenditures are 11.6% higher than last year.

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 \$25,935 while the JPA MOE is being negotiated. The MOE agreement will be renewed in FY 26.

Increased Line Item (from FY 24 Adjusted): \$18,028

- **Utilities**

Increasing utility rates are reflected in the estimates for all locations in FY 26. Live Oak Annex costs have also been applied.

Increased Line Item for Water, Sewer & Refuse (from FY 24 Adjusted): \$30,175

Increased Line Item for Electricity (from FY 24 Adjusted): \$152,375

- **Janitorial Services**

The janitorial contract renewal has increased costs at all locations and now includes janitorial services at the Live Oak Annex location.

Increased Line Item (from FY 24 Adjusted): \$35,080

- **Equipment, building and land rentals**

Increased cost of offsite storage rental space.

Increased Line Item (from FY 24 Adjusted): \$40,603

- **Advertising**

The Library has increased advertising/marketing to create more public awareness for the programs and activities the Library provides. These increases will be partially be funded by the Friends of the Santa Cruz Public Libraries.

Increased Line Item (from FY 24 Adjusted): \$14,700

- **Misc. Supplies and Services**

The Library has increased support for programming for all ages along with incidentals like fingerprinting for volunteers who help support these programs. These increases will partially be funded by the Friends of the Santa Cruz Public Libraries.

Increased Line Item (from FY 24 Adjusted): \$49,627

- **Computer Equipment**

The Library is working to replace its wireless infrastructure. A grant is being pursued that will pay for 40% of costs which when approved the Library will work to amend this budget line item to reflect the savings.

Increased Line Item (from FY 24 Adjusted): \$232,000

Budget Development Expenditure Balances							
Title	FY 24 Actual	FY 25 Ado Budget	FY 25 Adj Budget	2025 Year End Estimate	2026 Proposed	% Change from Adj.	
Claims management services - outside	\$ 7,276	\$ 6,000	\$ 6,000	\$ 6,000	\$ 8,950	49.2%	
Financial services - outside	\$ 561,233	\$ 595,847	\$ 595,847	\$ 595,847	\$ 613,875	3.0%	
Medical services	\$ -	\$ -	\$ -	\$ -	\$ -	-	
Security patrols	\$ -	\$ -	\$ -	\$ -	\$ 173,475		
Merchant bank fees	\$ 621	\$ 600	\$ 600	\$ 600	\$ 650	8.3%	
Courier services	\$ 1,591	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	0.0%	
Other professional & technical services	\$ 150,709	\$ 151,000	\$ 393,420	\$ 389,270	\$ 265,000	-32.6%	
Water, sewer and refuse	\$ 89,234	\$ 104,285	\$ 104,285	\$ 104,285	\$ 134,460	28.9%	
Hazardous materials disposal	\$ -	\$ 500	\$ 500	\$ -	\$ 50	-90.0%	
Janitorial services	\$ 488,842	\$ 505,100	\$ 505,100	\$ 513,100	\$ 540,180	6.9%	
Equip annual inventory charge - internal	\$ 3,600	\$ 3,600	\$ 5,605	\$ 3,600	\$ 5,670	1.2%	
Vehicle work order charges - internal	\$ 17,102	\$ 6,500	\$ 6,500	\$ 6,500	\$ 13,000	100.0%	
Vehicle fuel island charges - internal	\$ 21,594	\$ 22,873	\$ 22,873	\$ 22,873	\$ 25,366	10.9%	
Vehicle pool car charges - internal	\$ 978	\$ 50	\$ 50	\$ 50	\$ 500	900.0%	
Office equipment operation/maint	\$ 2,425	\$ 9,000	\$ 9,000	\$ 5,500	\$ 9,000	0.0%	
Vehicle maintenance costs - outside	\$ -	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	0.0%	
Other equipment operation/maintenance	\$ 16,374	\$ 15,250	\$ 15,250	\$ 19,800	\$ 15,000	-1.6%	
Building and facility o & m - outside	\$ 265,115	\$ 332,897	\$ 345,793	\$ 337,752	\$ 222,971	-35.5%	
Landscaping maintenance services	\$ 27,348	\$ 73,600	\$ 73,600	\$ 74,600	\$ 77,850	5.8%	
Software maintenance services	\$ 349,899	\$ 496,584	\$ 595,584	\$ 595,854	\$ 600,531	0.8%	
Hardware maintenance services	\$ 21,332	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	0.0%	
Equipment, building and land rentals	\$ 22,102	\$ 282,116	\$ 241,645	\$ 237,577	\$ 282,248	16.8%	
Equipment lease-outside	\$ 26,810	\$ 28,000	\$ 28,000	\$ 28,000	\$ 28,000	0.0%	
Travel and meetings	\$ 1,274	\$ 5,100	\$ 5,100	\$ 5,100	\$ 5,450	6.9%	
Training	\$ 85,970	\$ 135,450	\$ 125,625	\$ 131,450	\$ 135,450	7.8%	
Telecommunications service - outside	\$ 167,203	\$ 353,260	\$ 353,260	\$ 348,260	\$ 348,260	-1.4%	
Liability insurance/surety bonds-interna	\$ -	\$ 43,170	\$ 43,170	\$ 43,170	\$ 43,170	0.0%	
Liability insurance/surety bonds-outside	\$ 109,294	\$ 123,000	\$ 123,000	\$ -	\$ 123,000	0.0%	
Advertising	\$ 18,464	\$ 24,500	\$ 24,500	\$ 24,500	\$ 39,200	60.0%	
Dues and memberships	\$ 31,525	\$ 40,238	\$ 40,238	\$ 40,238	\$ 42,050	4.5%	
Printing and binding-outside	\$ 21,682	\$ 31,600	\$ 31,600	\$ 31,600	\$ 33,100	4.7%	
Postage charges	\$ 12,707	\$ 7,000	\$ 7,000	\$ 7,000	\$ 9,500	35.7%	
Office supplies	\$ 17,026	\$ 30,100	\$ 30,100	\$ 30,100	\$ 30,300	0.7%	
Safety clothing and equipment	\$ 13,572	\$ 14,125	\$ 14,125	\$ 14,125	\$ 20,950	48.3%	
Copier supplies	\$ 4,806	\$ 8,530	\$ 8,530	\$ 10,130	\$ 8,530	0.0%	
Library functional supplies	\$ 136,459	\$ 138,391	\$ 138,391	\$ 138,391	\$ 135,900	-1.8%	
Janitorial supplies	\$ 34,826	\$ 53,000	\$ 53,000	\$ 53,000	\$ 50,500	-4.7%	
Electricity	\$ 270,514	\$ 245,825	\$ 245,825	\$ 265,825	\$ 398,200	62.0%	
Natural gas	\$ 29,450	\$ 53,550	\$ 53,550	\$ 53,550	\$ 40,750	-23.9%	
Miscellaneous supplies and services	\$ 191,746	\$ 220,450	\$ 206,123	\$ 206,123	\$ 255,750	24.1%	
Loans and grants	\$ 675,341	\$ -	\$ 50,747	\$ 50,747	\$ -	-	
Refunded fees and fines	\$ 567	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	-	
Services, Supplies and Other Charges	\$ 3,896,610	\$ 4,186,591	\$ 4,529,036	\$ 4,420,017	\$ 4,762,336	5.2%	
Books and periodicals	\$ 1,687,381	\$ 1,674,342	\$ 2,070,162	\$ 2,070,162	\$ 1,712,525	-17.3%	
Books and periodicals-grants & donations	\$ 24,231	\$ 17,648	\$ 23,743	\$ 23,743	\$ 17,650	-25.7%	
Books & Materials	\$ 1,711,612	\$ 1,691,990	\$ 2,093,905	\$ 2,093,905	\$ 1,730,175	-17.4%	
Office furniture/equipment	\$ 8,864	\$ 18,000	\$ 18,000	\$ 18,000	\$ 18,000	0.0%	
Vehicle equipment	\$ -	\$ -	\$ -	\$ -	\$ -	-	
Computer equipment	\$ 195,319	\$ 170,000	\$ 148,000	\$ 148,000	\$ 180,000	21.6%	
Other capital outlay	\$ 220,243	\$ 100,000	\$ 355,237	\$ 355,237	\$ 300,000	-15.5%	
Capital Outlay	\$ 424,426	\$ 288,000	\$ 521,237	\$ 521,237	\$ 498,000	-4.5%	
Intra-entity fund transfer out	\$ 54,999	\$ 54,999	\$ 54,999	\$ 54,999	\$ 23,333	-	
Subtotal: Operating Costs	\$ 54,999	\$ 54,999	\$ 54,999	\$ 54,999	\$ 23,333	-57.6%	
Subtotal: Supplies, Services & Other Charges	\$ 6,087,648	\$ 6,221,580	\$ 7,199,176	\$ 7,090,158	\$ 7,013,844	-2.6%	
Website Migration		\$ 45,000					
Generator for System Back Up		\$ 150,000					
Stratgeic/Work Plan		\$ 75,000					
Automated Materials Handling		\$ 20,000					
Books & Materials Increase from 8% to 10%		\$ 395,820			\$ 394,087		
NATE ERP Software Implementation					\$ 604,073		
Digital Resources					\$ 250,000		
Wireless Infrastructure Replacement					\$ 200,000		
Subtotal: One Time Costs	\$ -	\$ 685,820	\$ -	\$ -	\$ 1,448,160		
Total: Supplies & Services	\$ 6,087,648	\$ 6,907,400	\$ 7,199,176	\$ 7,090,158	\$ 8,462,004	17.5%	

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:

- Only COLAs in ratified MOUs are incorporated
 - 3.0% COLA for Police Management Association
 - New top step (step K) for Police Officers' Association
- Updated PERS and PERS Unfunded Liability rates are reflected
- Vacant positions are budgeted at employee-only for health
- Medical costs increased 9.6% (beginning the first pay period in December)
- 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 to 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 26 temporary budget includes services for the following operations and programs in the library:

- \$419,483 for Library Aide hours at the branches.
- \$38,076 for Library Aide hours for system functions (ie: outreach and collections mgmt.).
- \$124,907 for On-Call staff. These are the staff who are called when internal help cannot be found.
- \$40,500 for Spanish Storytime/Homework Help/R.E.A.D. programs

FY 26 Proposed Personnel Changes

The following changes to personnel are proposed as part of the changes made to increase library hours at four locations (Aptos, Capitola, Felton, and Scotts Valley).

- Library Assistant II .75 FTE (Aptos)
- Library Assistant II .50 FTE (Capitola)
- Library Assistant II .75 FTE (Felton)
- Library Assistant II 1.00 FTE (Scotts Valley)

In addition, changes to personnel are also being proposed as part of the expanded hours and services from the Outreach Department.

- Library Assistant II Change from .80 FTE to 1.00 FTE
- Librarian I/II 1.00 FTE

Personnel Expenditure Balances						
Title	FY 24 Actual	FY 25 Ado Budget	FY 25 Adj Budget	2025 Year End Estimate	2026 Propsoed	% Change from Adj.
Regular full time	\$ 6,909,399	\$ 7,831,168	\$ 7,831,168	\$ 7,660,509	\$ 8,142,535	4.0%
Regular part time	\$ 1,132,460	\$ 1,307,023	\$ 1,307,023	\$ 1,291,990	\$ 1,842,565	41.0%
Overtime	\$ 3,118	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	0.0%
Termination pay	\$ 35,666	\$ -	\$ -	\$ 27,592	\$ -	
Temporary	\$ 514,092	\$ 516,500	\$ 516,500	\$ 516,500	\$ 622,966	20.6%
Other pay	\$ 8,409	\$ -	\$ -	\$ 3,468	\$ -	
Special vacation pay	\$ 18,149	\$ -	\$ -	\$ 16,807	\$ -	
Special sick leave pay	\$ 313	\$ -	\$ -	\$ 808	\$ -	
Vehicle-phone-data allowance	\$ 1,324	\$ 2,964	\$ 2,964	\$ 856	\$ 3,828	29.1%
Vacancy adjustment	\$ 581,759	\$ (1,002,843)	\$ (1,002,843)	\$ (1,002,843)	\$ (907,372)	-9.5%
Retirement contribution	\$ 24,804	\$ 746,495	\$ 746,495	\$ 626,550	\$ 631,820	-15.4%
F.I.C.A.	\$ 1,495,325	\$ 36,720	\$ 36,720	\$ 29,687	\$ 56,566	54.0%
PERS unfunded liability	\$ (12,307)	\$ 1,823,005	\$ 1,823,005	\$ 1,761,100	\$ 1,727,883	-5.2%
Group health insurance	\$ 1,574,756	\$ 2,247,532	\$ 2,247,532	\$ 1,947,504	\$ 2,164,224	-3.7%
Group dental insurance	\$ 91,460	\$ 123,776	\$ 123,776	\$ 102,061	\$ 98,799	-20.2%
Vision insurance	\$ 15,550	\$ 20,993	\$ 20,993	\$ 17,442	\$ 17,035	-18.9%
Medicare insurance	\$ 122,447	\$ 139,118	\$ 139,118	\$ 137,538	\$ 136,820	-1.7%
Employee assistance program	\$ 4,259	\$ 6,050	\$ 6,050	\$ 6,493	\$ 4,773	-21.1%
Group life insurance	\$ 1,953	\$ 3,244	\$ 3,244	\$ 2,176	\$ 2,127	-34.4%
Disability insurance	\$ 51,466	\$ 94,337	\$ 94,337	\$ 57,088	\$ 91,546	-3.0%
SDI	\$ 65,096	\$ 79,009	\$ 79,009	\$ 103,416	\$ 109,647	38.8%
Unemployment insurance	\$ 78,257	\$ 92,546	\$ 92,546	\$ 90,919	\$ 91,207	-1.4%
Workers' compensation	\$ 339,287	\$ 171,214	\$ 171,214	\$ 171,214	\$ 178,745	4.4%
Total	\$ 13,057,041	\$ 14,243,849	\$ 14,243,849	\$ 13,573,876	\$ 15,020,715	5.5%

Appendix A: Authorized Personnel by Individual Position No.

Position Title	Position No.	Union	Library FTE
Accounting Assistant II	102-018	SEIU	1.000
Administrative Assistant II	106-007	SEIU	0.900
Administrative Assistant II	106-008	SEIU	1.000
Administrative Assistant II	106-009	SEIU	1.000
Assistant Director of Libraries	830-001	Mid Mgmt	1.000
Bookmobile Library Assistant II	284-002	SEIU	1.000
Bookmobile Library Assistant II	284-004	SEIU	1.000
Bookmobile Library Assistant II	284-006	SEIU	0.500
Building Maintenance Worker II	118-007	SEIU	1.000
Building Maintenance Worker II	118-011	SEIU	1.000
Community Relations Specialist	757-006	Mid Mgmt	1.000
Director of Libraries	808-001	Executive	1.000
Facilities Maintenance Supervisor	350-xxx	Supervisor	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
Librarian I/II	750-001	Mid Mgmt	1.000
Librarian I/II	750-002	Mid Mgmt	1.000
Librarian I/II	750-003	Mid Mgmt	1.000
Librarian I/II	750-004	Mid Mgmt	1.000
Librarian I/II	750-005	Mid Mgmt	1.000
Librarian I/II	750-006	Mid Mgmt	1.000
Librarian I/II	750-007	Mid Mgmt	1.000
Librarian I/II	750-008	Mid Mgmt	1.000
Librarian I/II	750-009	Mid Mgmt	1.000
Librarian I/II	750-010	Mid Mgmt	1.000
Librarian I/II	750-011	Mid Mgmt	1.000
Librarian I/II-Tel Info Supervisor	750-012	Mid Mgmt	1.000
Librarian I/II	750-013	Mid Mgmt	1.000
Librarian I/II	750-015	Mid Mgmt	1.000
Librarian I/II	750-017	Mid Mgmt	1.000
Librarian I/II	750-021	Mid Mgmt	1.000
Librarian I/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 I/II	750-030	Mid Mgmt	1.000
Librarian I/II	750-031	Mid Mgmt	1.000

Position Title	Position No.	Union	Library FTE
Librarian I/II	750-032	Mid Mgmt	1.000
Librarian I/II	750-xxx	Mid Mgmt	1.000
Librarian I/II	750-xxx	Mid Mgmt	1.000
Librarian I/II	750-xxx	Mid Mgmt	1.000
Librarian III	831-001	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	831-005	Mid Mgmt	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	SEIU	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	0.750
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	0.750
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	283-055	SEIU	0.500

Position Title	Position No.	Union	Library FTE
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	283-069	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	283-082	SEIU	1.000
Library Assistant II	283-084	SEIU	1.000
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
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-xxx	SEIU	0.750
Library Assistant II	283-xxx	SEIU	0.500
Library Assistant II	283-xxx	SEIU	0.750
Library Assistant II	283-xxx	SEIU	1.000
Library Assistant II (Tel Info)	283-050	SEIU	1.000
Library Assistant II (Tel Info)	283-083	SEIU	0.500
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

Position Title	Position No.	Union	Library FTE
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	363-013	Supervisor	1.000
Library Assistant IV	364-001	Supervisor	1.000
Library Assistant IV	364-003	Supervisor	1.000
Library Information Specialist	285-002	SEIU	1.000
Library Information Specialist	285-003	SEIU	1.000
Library Information Specialist	285-004	SEIU	1.000
Library IT Manager	832-003	Mid Mgmt	1.000
Library Specialist /Volunteer Coordinator	740-004	Mid Mgmt	1.000
Library Specialist/Training Coordinator	740-002	Mid Mgmt	1.000
Management Analyst	702-011	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
Programmer Analyst II	706-006	Mid Mgmt	1.000
			117.025

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: \$18,350

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: \$9,230

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: \$35,000

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: \$105,500

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: \$230,000

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: \$15,600

Income: Interest earned is added to principal

Management: Held by the City Finance Department in Fund 936. Facilities Manager 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: \$337,700

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: \$278,250

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: Library Vehicle List

Library FY 26 Vehicle Replacement Schedule						
#	Department	Description	Replacement Cost	Year Acquired	Year of Replacement	Savings Need/Yr to Meet Replacement Date
434	Courier	Ford Transit	\$45,000	2020	2030-31	\$4,500
528	Bldg Maint	Ford Truck	\$45,000	2022	2032-33	\$5,833
527	Bldg Maint	Ford Transit	\$35,000	2015	2024-25	\$3,500
529	Bldg Maint	Ford Transit	\$45,000	2019	2029-30	\$4,500
151	Outreach	Ford Transit	\$35,000	2022	2032-33	\$5,833
178	Outreach	Ford Escape Hybrid	\$35,000	2015	2024-25	\$3,500
531	Outreach	Freightliner	\$350,000	2016	2030-31	\$23,333
546	LIT	Ford Transit	\$35,000	2018	2028-29	\$3,500
	Programs	Pedal Library	\$2,500	2016	2021-22	\$500
279	Bldg Maint	Trailer				
TOTAL SAVINGS NEEDS PER YEAR						\$23,333
Savings Began in FY 11/12						
**The Library System has chosen to abide by the City's vehicle replacement schedule which is defined as replacing vehicles every 100,000 miles or every 10 years.						
***Beginning FY 26 the Library will lease vehicles with the exception of the Bookmobile since this is a custom vehicle. Monies remaining in this fund will be used for capital needs.						

Appendix D: Fines and Fees Schedule

Description	Current	Proposed FY 26
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.	No Change
Collection Agency Fee	\$20.00	No Change
Damaged Item Fine	Varies Based on Item	No Change
Flash drive Fee	\$3.00	No Change
Headphone Fee	\$3.00	No Change
Library Card Replacement Fee	\$0	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 26	FY 25	FY 24	FY 23	FY 22
Aptos	50	46	closed	closed	closed
Boulder Creek	46	46	46	closed	closed
Branciforte	46	46	46	closed	closed
Capitola	50	46	50	47	47
Downtown	50	50	50	46	46
Felton	50	46	46	40	40
Garfield Park	46	46	46	closed	closed
La Selva Beach	38	38	38	31	31
Live Oak	46	46	46	36	36
Scotts Valley	50	46	46	closed	25
Total	472	456	414	200	225

Appendix F: History of Collection Spending

Fiscal Year	Physical Expenditures	Digital Expenditures
FY 24	56.60%	42.80%
FY 23	57.7%	42.3%
FY 22	64.7%	35.3%
FY 21	55.3%	44.7%
FY 20	64.1%	35.9%
FY 19	69.3%	30.7%
FY 18	74.2%	25.8%

Physical = books, DVDs, audio CDs, Playaways, lendable tech, telescopes, magazines
Digital = reference databases, ebooks, eaudiobooks, streaming video, digital magazines
