

Chair Jenny Haruyama
Vice Chair Carlos Palacios
Board Member Jamie Goldstein
Board Member Martin Bernal



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

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

THURSDAY JUNE 7, 2018

9:00 A.M.

**BOULDER CREEK BRANCH LIBRARY
13390 WEST PARK AVE., BOULDER CREEK, CA 95006**

1. CALL TO ORDER / ROLL CALL

Board Members Jamie Goldstein, Carlos Palacios, Martin Bernal and Chair Jenny Haruyama

2. PRESENTATIONS

A. K-12 Outreach Program by Heather Norquist, Regional Manager (PG.4-5)

3. ADDITIONAL MATERIALS

Additional information submitted after distribution of the agenda packet.

4. ADDITIONS AND DELETIONS TO AGENDA

5. ORAL COMMUNICATION

Any member of the audience may address the Board on any matter either on or off the agenda that is within the Board's jurisdiction. Note, however, that the Board is not able to undertake extended discussion or act on non-agendized items. Such items can be referred to staff for appropriate action which may include placement on a future agenda. If you intend to address a subject that is on the Agenda, please hold your comments regarding that item until it is before the Board so that we may properly address all comments on that subject at the same time. In general 3 minutes will be permitted per speaker during Oral Communication; A MAXIMUM of 30 MINUTES is set aside for Oral Communications at this time.

6. REPORT BY LIBRARY DIRECTOR

- A. Library Director's Report – June 2018 (PG.6-7)

7. REPORT BY FRIENDS OF THE SANTA CRUZ PUBLIC LIBRARIES

- A. Friends of SCPL – Report

8. REPORT BY LIBRARY ADVISORY COMMISSION (LAC)

- A. Commissioners' Report

9. COMMENTS BY BOARD MEMBERS

10. CONSENT CALENDAR

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

- A. Minutes of May 3, 2018
RECOMMENDED ACTION: Approve Minutes. (PG.8-11)
- B. Articles about Santa Cruz Public Libraries.
RECOMMENDED ACTION: Receive Articles. (PG.12-29)

11. 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. FY 2018-2019 Budget
RECOMMENDED ACTION: Adopt FY 2018-2019 Budget (PG.30-80)
- B. Free Speech Rights of Citizens Policy Update (#601)
RECOMMENDED ACTION: Approve Free Speech Rights of Citizens Policy (#601) (PG.81-82)
- C. Urban Libraries Council Statement of Commitment to Racial and Social Equity (#312)
RECOMMENDED ACTION: Review and Discuss Policy (PG.83-84)

12. SCHEDULED UPCOMING MEETINGS

August 2, 2018	Downtown Branch Library	Upcoming Agenda Items:
	224 Church Street,	Year End Reports for FY 2018
	Santa Cruz, CA 95060	Approve Statement of Commitment to Racial and Social Equity (#312)
		Work Plan Update – Working Together
		FY 2019 Work Plan

13. ADJOURN

Adjourned to the next regular meeting of the LJPA to be held on Thursday August 2, 2018 at 9:00 a.m. [immediately following the LFFA meeting] at the Downtown Branch Library, located at 224 Church Street, Santa Cruz, CA 95060.

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 Jenny Haruyama
Vice Chair Carlos Palacios
Board Member Martin Bernal
Board Member Jamie Goldstein



STAFF REPORT

DATE: June 7, 2018
TO: Library Joint Powers Authority Board
FROM: Heather Norquist, Regional Manager
RE: K-12 Outreach Presentation

RECOMMENDATION

Receive Presentation

DISCUSSION

When the SCPL service model changed in January 2012, Youth Services was disbanded and The Youth Services Librarians who had been working in full time positions at Aptos, Live Oak, Downtown, and Scotts Valley were re-assigned to positions in Programming, Reference or Collection Management Services.

Without regional Children's Librarians, outreach to schools degraded and many connections were lost. The five Programming Librarians were only able to handle the bare minimum. As a Reference Librarian, Valerie Murphy still handled class visits at Downtown.

Now that the service model has moved to a regional approach, SCPL is trying to re-establish connections.

In the past few years, there has been a national movement to provide public library access to children. Many schools do not have school libraries or school librarians which puts those students at an academic disadvantage. Studies have shown that students who have access to a library read more and do better academically than those who do not.

In August, SCPL was awarded a Student Success Initiative Grant, which provides support in implementing School-Library Partnerships with the ultimate goal of getting a library card for every student. The K-12 Outreach Committee also received an Innovation Grant to support this work.

The goal for this first year was for 50% of first graders in the service area to have a library card, and SCPL have already surpassed that goal.

SCPL is working with teachers, school librarians and school district superintendents to develop partnerships and increase collaboration with the schools. The Innovation Grant has given the staffing support needed to cultivate these relationships. The next step is to develop an MOU with the school districts that would enable SCPL to provide every 1st grade student in the county with a library card.

SCPL K-12 Outreach Committee:

Brenda McIlroy, Valerie Murphy, Heather Norquist, Jeanne O'Grady

June 2018

Library Director's Report to the JPA

Important Dates

There will be no July JPA meeting.

Library Operations

The Santa Cruz Public Libraries would like to congratulate Paula Jansen, the Felton Library branch manager, upon her retirement. Paula joined SCPL in 1997 and has worked at Aptos, Branciforte, Live Oak, Scotts Valley and the Felton branch libraries.



The Capitola-Soquel Chamber of Commerce awarded long-term library advocate, Barbara Gorson, Woman of the Year. Barbara Gorson has served for many years as a Citizen member of the former Library JPA and is currently on the Citizens JPA and a Friend of Capitola. Thank you Barbara for all that you do for the library and the community as a whole.



SCPL is introducing a new, **Reach for the Stars** series exploring all facets of astronomy. Telescopes for check out will be held at 3 main locations: Aptos, Boulder Creek and Garfield Park. Programs include:

Star Types & Light Pollution

Tuesday • June 26 • 6:30pm-8:30pm

Boulder Creek Library • 13390 West Park Avenue

Comets & Asteroids

Tuesday • July 17 • 6:30pm-8:30pm

Aptos Library • 7695 Soquel Drive

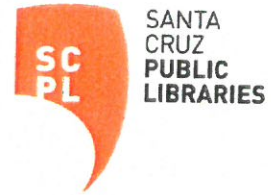


Capitola staff awarded a certificate of appreciation to the Collections Management Services team for their assistance with preparing the Capitola Collection for dispersal to other libraries.

On May 26, the Aptos branch sponsored the Aptos Chess Tournament. An estimated 41 players and over 90 people came out to Aptos Branch Library for the game of Chess.



Chair Jenny Haruyama
Vice Chair Carlos Palacios
Board Member Jamie Goldstein
Board Member Martin Bernal



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

REGULAR MEETING MINUTES

**THURSDAY MAY 3, 2018
9:00 A.M.**

1. ROLL CALL

PRESENT: Martin Bernal, Christina Mowrey (Alternate), Jenny Haruyama (Chair),
Jamie Goldstein

STAFF: Library Director Susan Nemitz, Finance Director Marcus Pimentel

2. PRESENTATIONS

Programs Presentation – Star Wars Day. Laura Whaley, Regional Manager.

3. ADDITIONAL MATERIALS

None

4. ADDITIONS AND DELETIONS TO AGENDA

The Agenda of May 3, 2018 was approved by consensus.

5. ORAL COMMUNICATIONS

One member of the public recommended an oversight committee for the Measure S funds. A question regarding the Capitola Library demolition was posed: where does the material go and what are the costs of disposing of the items?

Another member of the public asked about the initial solar feasibility study that was received by the Board in November.

Another member reiterated his support for a taxpayer oversight committee for the Measure S funds.

6. REPORT BY LIBRARY DIRECTOR

Library Director Susan Nemitz reported on the current developments in the Library.

7. FRIENDS OF THE SANTA CRUZ PUBLIC LIBRARIES REPORT

Vivian Rogers, Executive Director, reported on the recent activities of the Friends of the Santa Cruz Public Libraries.

8. REPORT BY LIBRARY ADVISORY COMMISSION (LAC)

None

9. COMMENTS BY BOARD MEMBERS

Jamie Goldstein responded to the solar report question explaining that the JPA decided at that time not to pursue the project due to the cost.

He also spoke about the Monterey Bay Community Power which provides carbon free energy coming up this summer.

Martin Bernal provided clarification about the public process regarding meetings which is extensive.

10. CONSENT CALENDAR

**RESULT: APPROVED CONSENT CALENDAR, ITEMS 10A; 10C; 10D; 10E; 10G, 10H, 10I
PULL ITEMS 10B and 10F**

A. Approved Minutes of March 1, 2018

C. Received Community Impact Measures for 3rd Qtr. 2017-2018

D. Received Financial Report for 3rd Qtr. 2017-2018

E. Received Security Incidents Log for 3rd Qtr. 2017-2018

G. Approved Library Donor Recognition Policy

H. Approved Open Hours Proposal with Capitola Closure

I. Approved James Morley Trust Proposal

[UNANIMOUS]

MOVER: Martin Bernal

SECONDER: Jamie Goldstein (Board Member)

AYES: Bernal, Mowrey, Haruyama, Goldstein

RESULT: APPROVED CONSENT CALENDAR, ITEMS 10B; 10F

**B. Received Articles about Santa Cruz Public Libraries
F. Received Work Plan for FY 2017-2018 – 3rd Qtr. Update
[UNANIMOUS]**

**MOVER: Christina Mowrey
SECONDER: Martin Bernal (Board Member)
AYES: Bernal, Mowrey, Haruyama, Goldstein**

11. GENERAL BUSINESS

A. FY 18/19 Draft Budget

Library Director Susan Nemitz and Finance Director Marcus Pimentel gave a power point presentation and discussed the FY 18/19 Draft Budget.

B. Technology Acceptable Use Policy for Staff and Volunteers (#107)

**RESULT: APPROVED TECHNOLOGY ACCEPTABLE USE POLICY FOR STAFF AND
VOLUNTEERS (#107)
[UNANIMOUS]**

**MOVER: Martin Bernal
SECONDER: Jamie Goldstein (Board Member)
AYES: Bernal, Mowrey, Haruyama, Goldstein**

C. Free Speech Rights of Citizens Policy Update (#601)

The Board reviewed the updated Free Speech Rights of Citizens Policy (#601) with final approval expected at the next Board meeting.

12. ADJOURNMENT

Final Adjournment of the Library Joint Powers Authority Board (LJPA) at 10:50 a.m. to the next Regular Meeting Thursday June 7, 2018 at 9:00 a.m. [immediately following the Libraries Facilities Financing Authority (LFFA) meeting] at the Boulder Creek Branch Library, located at 13390 West Park Ave., Boulder Creek, CA 95006.

ATTEST: _____
Helga Smith, Clerk of the Board

All documents referred to in these minutes are available in the Santa Cruz Public Libraries – Library Headquarters Office, 117 Union Street, Santa Cruz, CA 95060.



SANTA CRUZ
PUBLIC LIBRARIES
CONNECT | INSPIRE | INFORM

In the News and Media:

April 25 - May 24



4-H Clubs promote new Felton Library



Courtesy of Jan Nelson

4-H'ers

A bee hotel at UCSC arboretum to attract solitary bees.

Posted: Thursday, May 10, 2018 11:43 am

By Jan Nelson | [0 comments](#)

A couple of months ago I met with local 4-H club members as they started to plan for their upcoming spring project. This year 4-H members from Felton, Scotts Valley and Quail Creek in the Zayante area are putting their minds and enthusiasm to good use to further educate themselves and the community about the importance of beneficial insects to our world. They

will share their efforts at the upcoming Felton Library Friends Garden Tour on May 19th. Proceeds from the tour will benefit the new Felton Branch Library and Nature Discovery Park project slated to break ground this summer.

With Kristin Praly as their mentor, these dedicated 4-H'ers are busy creating posters to be shared at a pop-up at one of the tour gardens and also at the 4-H Spring Fair at the Santa Cruz County Fairgrounds on May 12th. Some of the posters will depict beneficial bugs, their natural habitats and how to encourage them in your garden. Other members have chosen to work on the "bee hotel" which are places for solitary bees to make their nests. Bee hotels are fast becoming a backyard staple and are vital as wild nesting habitat like standing dead trees, fallen logs, broken branches and bushes are missing in their environment.

In the process, the kids are integrating the goals of 4-H which is to develop citizenship, leadership, responsibility and life skills. The 4-H motto is "To make the best better" while its slogan is "Learn by doing". This group is an inspiring look into what young people can do when nurtured in a positive way. Though typically thought of as an agriculturally focused organization, 4-H today focuses on citizenship, healthy living, science, engineering and technology programs. 4-H reaches kids in every corner of America- from urban neighborhoods to suburban school yards to rural farming communities. Our neck of the woods has a little of all three.

So far the group I met with has had two more meetings to further develop this project. Some have finished their posters while others are gathering materials for the bee hotels. Kristin Praly, their adult mentor, is an inspiration to others. Her own daughter is nearly out of school but Kristin says she plans to stay involved in 4-H as she "loves what this organization teaches young people: community service, leadership, self-confidence. These skills they'll use for a life time."

The new Felton Branch library will have a Nature Discovery Park along Bull Creek at the back of the property. Native plant and riparian restoration demonstration areas will promote land stewardship. There will be natural play areas for children to climb and build as well as a place encouraging nature art. A pollinator garden is planned along the path with benches for strolling, conversation and relaxing. The new Nature Discovery Park is going to be an outdoor learning and gathering space for visitors to experience and learn about the aspects of the natural world. Along with the new library it's going to be a great addition to the Felton community and the local 4-H clubs are eager to contribute to its success.



County Awarded Grant For New Nature Discovery Park

The grant is one of only 39 local projects awarded statewide by California State Parks from a total of \$10M allocated.

By [News Desk, News Partner](#) | May 9, 2018 6:25 pm ET



From Santa Cruz County: The Santa Cruz County Department of Parks, Open Space and Cultural Services has received a \$395,000 grant to construct an outdoor environmental education area and interpretive trail adjacent to the planned Felton Library.

The grant is one of only 39 local projects awarded statewide by California State Parks from a total of \$10 million allocated as part of the California Outdoor Environmental Education Facilities Grant Program. Funded by the 2002 Resources Bond Act (Proposition 40), the highly competitive grant program provides assistance to local agencies and community-based organizations for the development of outdoor environmental education facilities.

"A library with an adjacent park is a first in the county," Supervisor Bruce McPherson said. "When you can pair the great programming and resources you find inside Santa Cruz Public Libraries with outdoor and environmental literacy and programming, it's a win-win for the community and our youth."

As part of the park design process, County Parks invites members of the public to attend a community meeting on June 14, 6 p.m.-7:30 p.m. at Felton Community Hall Meeting Room, 6191 Highway 9, Felton.

The Felton Library Nature Discovery Park will include an outdoor learning space, interactive nature discovery zones, and an interpretive nature loop trail. The new project is aligned with the Parks Department's Draft Strategic Plan (available at www.scparks.com). Project partners include

Felton Library Friends, the Santa Cruz Public Library, the County Department of Public Works, and the San Lorenzo Valley Water District.

The new Felton Library is expected to break ground later this year. For more information, please visit: www.feltonlibraryfriends.org/n...

Santa Cruz Sentinel News

CRIME (5/5)

PROTESTING THE ATTACK

Citizens' group decries attack near Town Clock and questions use of **mental health funding**

By Michael Todd

mtodd@santacruzsentinel.com @michaeleetodd on Twitter

SANTA CRUZ >> Sophia Fries was in a car with her friends when she saw a man on top of a woman who was screaming for help.

Fries, 15, jumped out of the vehicle near the Town Clock about 7 p.m. April 26 and helped to fight off the attacker and pull the victim, Sarah Shinsky, to safety. Fries, who lives in Ben Lomond, also took a photo of 41-year-old Daisuke "Will" Muro, who stripped naked and was masturbating after the attempted rape police say he perpetuated before dusk.

"My instant reaction was to help her," said Fries during a gathering Friday at the Town Clock hosted by citizens' group Take Back Santa Cruz.

Shinsky also spoke before the group of roughly 50 people and about a dozen law-enforcement officers marched peacefully to Santa Cruz Police Department. She was attacked in one of the most visible intersections in downtown Santa Cruz. Victims typically are not named in stories related to sexual assault, but Shinsky wanted her name and case to be published to motivate women to speak out against sexual violence.

Muro, who has been living in the River Street Camp and said he chose to be homeless, was arrested a few minutes later on suspicion of attempted sexual assault and attacking a police officer. It was his second arrest in a week after he crawled over a fence behind the police department but was not found admissible for behavioral-health treatment, Santa Cruz Police Chief Andy Mills said. Muro also was detained March 21 for reasons related to mental health, Mills said.

The attack spawned a discussion about the state of homelessness and behavioral health services in Santa Cruz County, starting with citizen outcry Sunday night to Take Back Santa Cruz organizers. Shinsky, 28, pointed to the sidewalk where the stranger had bear-hugged her from behind, tried to tear off her jeans and threw her to the ground eight days before. The 28-year-old woman kicked him, tried to choke the heavy aggressor and screamed for aid. She paused before she spoke and thanked Sophia, who she said is her hero.

“This is therapy for me,” Shinsky said. “If it would have been any longer, I wouldn’t have been able to hold him back.”

An acquaintance walking by during the attack did nothing to help, Shinsky said.

“When I’m screaming ‘Help’ right there, do not turn your eyes away,” Shinsky said, calling for community awareness to help anyone enduring an attack.



Sarah Shinsky stands a few feet from the location where she was attacked by a stranger during a gathering Friday at the Town Clock in an event hosted by Take Back Santa Cruz.

DAN COYRO — SANTA CRUZ SENTINEL

About three years ago, Bernadette Bosinger was dropping off books at the Santa Cruz Public Library on Church Street when a man approached closely from behind and, as she faced him, started to yell “It’s your day to die.”

“He was so close,” said Bosinger, who grew up in Santa Cruz with her brothers and thought it might have been an acquaintance.

Alex Bosinger, 13, saw the man yelling at her mother and was terrified, Alex said.

“Nobody was stepping in to help her,” Alex said. “It was awful.”

Take Back Santa Cruz event planner Ashley Scontriano said the attack is a reminder that citizens need to become their own advocates.

“We want to do more public events just like this,” Scontriano said. “It took a 15 year old to step up and help.”

She said residents are starting to avoid Santa Cruz areas considered dangerous and said the community must fight the urge and go to those places deemed unsafe.

“I’m tired of that,” Scontriano said. Samantha Olden, a board member of Take Back Santa Cruz, said the event was so “shocking,” something had to be done to speak out against violence against women in Santa Cruz.

The attack on April 26 is a scenario that has become all-too common, Mills said of encounters with distressed people downtown.

In court

During Muro’s second Santa Cruz County Superior Court appearance Friday, public defender Diana August said the case will shine light on the mentalhealth crisis in the community. She said the community cannot prosecute its way out of the problem.

His next court hearing is scheduled for 9 a.m. May 18.

Daisuke’s bail was set at \$50,000. He remained at Santa Cruz County Jail on Friday.

Assistant District Attorney Jason Gill is prosecuting the case, in which the court issued a criminal protective order April 30 prohibiting Muro from being within 100 yards of Shinsky.

Privacy

Mills said he is “frustrated” about the limitation of information police officers can acquire about suspects with behavioral health conditions, which are protected by HIPAA, the Health Insurance Portability and Accountability Act of 1996.

He said information about the suspects is withheld in “silos” of people who work in a medically related field. He said the diminishes the officers’ abilities to understand a crisis and reduce the threat to the suspect and the officer.

Questions

The case has spurred concerns about the services and funding allocated for behavioral health cases.

In response, county spokesman Jason Hoppin said there are no “secret pots of money to address mental health.”

“Through the Mental Health Services Act, the county spends more than \$10 million directly and through local nonprofits to address mental health, and we spend \$22 million overall within the city of Santa Cruz,” Hoppin said. “Our Mental Health Services Act program does have modest reserves, including those mandated by state law (as) an untouchable to us, and unlike other counties, we are not at risk of having Mental Health Services Act funds returned to the state from lack of use.”

Behavioral health services and funding are administered by counties in California.

The county funds two downtown outreach workers who interact and assess homeless people daily, Hoppin said. The county also allocates money for mental health liaisons working with Santa Cruz police, the Mobile Emergency Response Team and the HOPES team, which address mental health issues “at the street level,” Hoppin said.

“We fund dozens of units of supportive housing for mentally ill residents and are a major funder of the Homeless Services Center and River Street Shelter and a contributing funder of the River Street Camp,” Hoppin said. “Through the Drug Medi-Cal waiver, we are working on doubling the number of beds for substance- abuse treatment. In the first quarter of 2018, the county saw a 250 percent increase in the number of people receiving substanceabuse treatment.”

He also said the recently enacted \$20 million Whole Person Care program will also address those issues.

The county commends Shinsky, without naming her, for “stepping forward and demonstrating the strength necessary to raise important issues of safety in our community,” Hoppin said.

All people should feel safe walking through cities in Santa Cruz County, Hoppin said.

“Mental health and criminality are not the same thing and we urge everyone to wait for the facts of this case,” Hoppin said of Muro’s proceedings. “In the meantime, the city and the county meet almost daily to address issues of homelessness and public safety.”

Partnerships with local law enforcement agencies have been productive, he said.

“We have empowered local first responders to enact psychiatric holds when they feel it is necessary,” Hoppin said.

Alex Bosinger describes watching her mother Bernadette Bosinger, right, get attacked in front of the downtown Santa Cruz Public Library about three years ago. Bosinger said Friday the attacker told her it was her day to die. DAN COYRO - SANTA CRUZ SENTINEL



Santa Cruz Sentinel Editorials

City Council, what about the civic center? (5/5)

By Stephen Kessler

Santa Cruz Sentinel

The Downtown Library Advisory Committee could make its official recommendation to the Santa Cruz City Council any week now. Absent overwhelming popular opposition, the council is likely to

accept the proposal to move the main branch of our public library several blocks, to the current location of the farmers market, and incorporate it into a “mixed-use” monstrosity whose main component is a multi-story parking garage.

I have argued in previous columns that this is a bad idea and do not wish to repeat myself ad nauseam, but one thing I haven't mentioned is the trees that would likely be sacrificed for the construction of a new garage, library or no library. The advocacy group Don't Bury the Library has offered a detailed and well-researched critique of the garage-library without considering the trees we stand to lose, but their analysis deconstructs the political process and factual claims the city has made to justify its desire to make the library part of its new garage. Interested readers can look at their webpages and compare them with the DLAC report and official information of Friends of the Santa Cruz Public Libraries and decide for themselves whose facts and arguments they find more credible.

Despite the largely negative public response to the

library- garage and the dubious wisdom of providing more parking downtown and thus enabling more automobile traffic, the council may well approve the project, thereby initiating a lengthy and contentious (and possibly litigious) process of designing and constructing the new mixed-use ziggurat. But one major question the city has yet to answer — and must in good conscience and civic responsibility answer — is, what is to become of the site where the downtown library now stands, across from City Hall and kitty-corner from the Civic Auditorium, as a key component of our civic center? The fate of that site, given its historic significance and its current function as a magnet for library users, is absolutely crucial to any discussion of moving the library. If city staff has any idea of its intentions, it owes the public full disclosure of whatever options it is considering.

If it has no practical concept of what it intends to do with that land, and it goes ahead with its plan to remove the library, such blatant disregard for the future character of this town — and, after the Mission, its historic heart — would be an act of municipal malpractice. So, will a spokesperson for the City of Santa Cruz please explain what is proposed to take the place of our present library? A public plaza facing City Hall (a natural gathering place for community events)?

A basketball arena? Affordable housing? A concert hall?

A homeless shelter? An office building for city staff? Will the current library building be saved and remodeled as offices — and if so, why then can't it be renovated as a new and improved library?

These are questions that need to be answered before the library is razed or reborn in some other place or form. A plan for the civic center should be a precondition for the city council's acceptance — much less approval — of any plan to build a new library elsewhere, garage or no garage. A

public library is a core physical asset of civic culture, and when it sits at the center of the city, as ours does, the sense of its centrality is reinforced.

One of the talking points for a new “mixed-use” library is the notion of a building “for the future.” The future of our civic center is also of vital importance, and if the city manager and his staff want to have any credibility as protectors of this town, and if the city council wants to demonstrate its due diligence and executive stewardship, all of these public servants must serve the public by telling us, sooner than later, what they intend to do with our civic center.

Santa Cruz Sentinel *EVENTS*

Capitola-Soquel Chamber of Commerce gala set for Friday (5/13)

Individuals, nonprofit, business honored

By Elaine Ingalls eingalls@santacruzsentinel.com

APTOS>> The Capitola-Soquel Chamber of Commerce will recognize local community members and organizations at its 77th annual Community Awards and Art & Wine Auction Gala.

The event begins at 6 p.m. Friday at the Seascape Golf Club, 610 Clubhouse Drive.

Honorees include Ed Bottorff, Barbara Gorson, Discretion Brewing, Teresa Green, the dog-training nonprofit UnChained and Dennis Norton.

Gala guests will receive a 2018 Capitola Art & Wine Festival glass. Wineries from the Capitola Art and Wine Festival will provide wine for tasting and festival artists will sell pieces during the live and silent auction. The gala will also include a no host bar, dinner and awards presentation.

The honorees include:

- Man of the Year, Ed Bottorff: The councilman is a former firefighter and has served as Santa Cruz Metro representative and chair of the Regional Transportation Commission. He also served as a Begonia Festival volunteer and a liaison from the City Council to the Business Improvement District.
- Woman of the Year, Barbara Gorson: The former member of the Library Advisory Commission served eight years as member and the last two years as the chair of the Santa Cruz Public Library Joint Powers Board. She was a founding member of the Capitola Branch Library Friends and served as chairperson of the campaign to raise funds for the new branch library. She previously worked as Bob Dylan’s personal assistant and production coordinator.

- **Business of the Year, Discretion Brewing:** The brewery is a family-owned company that uses organic ingredients and specializes in handcrafted organic beer. Every Monday, Discretion donates \$1 for every draft beer sold to its featured local nonprofit during its Love Monday event. Owners Rob and Kathleen Genco are open for business at 2703 41st Ave. in Soquel.
- **Volunteer of the Year, Teresa Green:** She served in numerous positions for the Capitola Begonia Festival from 2010 to 2017 and served as president from 2015 to 2016. Green helped redesign the festival website in 2013 and served as treasurer for the Capitola Beach Festival.
- **Nonprofit Organization of the Year, UnChained:** The organization is dedicated to helping at-risk youth in Santa Cruz, Monterey and Santa Clara counties. UnChained partners with local schools, animal rescues and other organizations to reduce violence through animal-assisted therapy programs and by educating students on how to have humane animal-person relationships. Melissa Wolf is the founder.
- **Lifetime Achievement, Dennis Norton:** The former city councilman served for 16 years in Capitola, four years as mayor and six years as a planning commissioner. Norton served on the Santa Cruz Metro Board, the Capitola Arts Commission and the Capitola Commission on the Environment. He led the Sea Wall Tile Project and helped pass Measure O in establishing reserves after the 2011 flood.

Tickets for the gala are \$68 per person. Contact the Capitola-Soquel Chamber of Commerce at 831-475-6522 or email capcham@capitolachamber.com for information.

Santa Cruz Sentinel *On Gardening*

Secret Gardens of the Valley (5/11)

The Felton Library Friends invites you to visit their selection of seven gorgeous and unique gardens. These include a wildlife habitat with a huge koi pond; garden art, succulents on rock walls, a profusion of pathway plants, a tropical plant conservatory, and bonsai and “insect hotel” demos. The occasion includes a raffle, live music by

Patti Maxine & Friends, gift seeds and succulent sales. Saturday, May 19th, 10:00 to 4:00 p.m. Admission: \$20 in advance; \$25 at the tour. Information: visit FeltonLibraryFriends.org or call (831) 335-1135.

Santa Cruz Sentinel *Coastlines*

SANTA CRUZ (5/24)

Summer reading program starts June 1

The Santa Cruz Public Libraries' Summer Reading Program: Reading Takes you Everywhere, begins June 1 and runs through Aug. 17. The theme celebrates how reading gives us the opportunity to explore, discover and experience people and places we would not normally encounter. Young participants can choose their own books, audio books or a person to read to them.

They may earn up to 20 "Book Bucks," one for each hour of reading or listening logged. Book Bucks may be spent on goods and services at local businesses or can be traded in to enter a raffle.

For the list of business sponsor, visit the Summer Reading website. Participants may sign up beginning June 1st in person at any branch Library, on the Bookmobile, or online at santacruzpl.org/srp.

Summer Reading is made possible through the California State Library, the Friends of the Santa Cruz Public Libraries and iREAD resources at www.ireadprogram.org. Reading participants may register for the program starting June 1st at any one of the library's 10 branches, the bookmobile or online at santacruzpl.org/srp. To view the video PSA on Community Television, visit [//bit.ly/srp18-psa](http://bit.ly/srp18-psa).

FELTON (5/16)

Library offers 'Secret Gardens' tour Saturday

"Secret Gardens of the Valley," a tour to benefit Felton Library Friends will take place 10 a.m. to 4 p.m. Saturday.

The tour features properties in Felton and Ben Lomond, including a succulent garden, a tropical plant conservatory, a 2-acre sanctuary with walking paths, a garden with a 5,000-gallon tank to catch rain and a wildlife habitat garden with a 350,000-gallon koi pond. Participants will hear music by Patti Maxine & friends and can talk with water systems expert Golden Love and pond expert Rick Blazo.

The event will also include a raffle, refreshments, a succulent sale and gift seeds from Renee's Garden.

Members of the Santa Cruz Bonsai Kai Club will create new specimens and display plants. Youth 4-H members will show to make backyard "hotels" for beneficial insects. Plans for the New Felton Nature Discovery Park will be on display.

Tickets in advance are \$20 at feltonlibraryfriends.org, the Felton Library, Felton Feed and most garden centers; \$25 on day of tour, only at the new Felton Library/ Park site by the Felton Post Office, 6101 Gushee St. Children age 11 and younger are free.

BOULDER CREEK (5/16)

UC Santa Cruz to perform Romeo and Juliet

The Santa Cruz Public Library System will host UC Santa Cruz's performance of Romeo and Juliet for its annual Shakespeare to Go program at 1 p.m. on May 19 in the Boulder Creek Library's Outdoor Amphitheater, 13390 W. Park Ave.

Shakespeare to Go is a 50-minute adaptation of a Shakespeare play conducted by UC Santa Cruz Theater Arts faculty member Patty Gallagher. The cast of UC Santa Cruz students will remain after the performance to answer audience questions.

Shakespeare to Go started in 1984 to connect with younger audiences and support the community.

SANTA CRUZ (5/14)

Public library starts new astronomy program

The Santa Cruz Public Library System will hold the first meeting of its new astronomy program, "Reach for the Stars" from 6:30-8:30 p.m. Tuesday at the Downtown Library, 224 Church St. The first meeting will introduce people to telescopes and stargazing. Experienced astronomers, beginners, adults and kids are welcome to attend.

In conjunction with the program, participants can borrow a telescope with their library card starting May 16. Borrowing a telescope will follow the same rules as most library materials, except a telescope will not be renewable. Telescopes are limited, but can be put on hold. There a limited number of telescopes available for checkout, but they can be requested and put on hold. This new service will be available beginning May 16.

The library will hold a telescope-naming contest between May 16 and May 31. Anyone may enter the contest by submitting up to three name suggestions in person at any branch library or via Instagram, Facebook or Twitter by tagging the library @santacruzpl and using the hashtag #ReachfortheStars.

BOULDER CREEK (5/14)

Shakespeare to Go features R & J

The Santa Cruz Public Library System will present its annual Shakespeare to Go performance at 1 p.m. May 19 in the Boulder Creek Library's Outdoor Amphitheater, 13390 W. Park Ave.

Each year, a UC Santa Cruz Theater Arts faculty member creates a 50-minute adaptation of a Shakespeare play and assembles a cast comprising UCSC students. This year, they will perform the classic tragedy "Romeo and Juliet," adapted and directed by UCSC Theater Arts faculty member Patty Gallagher. The cast will remain after the performance to answer audience questions.

Shakespeare to Go has been taking Shakespeare on the road since 1984, with a mission to connect with local youth and give back to the community. A Shakespeare to Go team — comprised of a faculty director and student actors, designers, stage managers, assistant directors and dramaturgs from UCSC — work in innovative ways to bring a

Shakespeare play to life by making it relevant to younger audiences.

LA SELVA BEACH (5/10)

Winemaker John Bargetto to talk about book

Local winemaker John Bargetto will discuss his book, "Vintage Bargetto: Celebrating a Century of California Winemaking," a history of the Bargetto winemaking family of Soquel from 1 to 2:30 p.m. Saturday at La Selva Beach Library, 316 Estrella Ave.

"Vintage Bargetto" tells the story of the American dream coming to life at a little winery nestled on the edge of the Santa Cruz Mountains.

Portion of book sales to benefit the Friends of La Selva Beach Library.

SCOTTS VALLEY (5/10)

Library hosts felt story workshop

Santa Cruz Public Libraries will host a free felt story workshop for parents and caregivers from 6-8 p.m. on May 16 at the Scotts Valley Library at 251 Kings Village Road.

The workshop will teach participants how to use felt stories to engage young children in reading and playing.

APTOS (5/5)

Mindfulness class is Wednesday

Instructor Sue Doherty will lead an "Introduction to Mindfulness" class 11 a.m. to noon Wednesday and May 16 at the Aptos Public Library, 7695 Soquel Drive.

These are the last two classes; sessions are free and no registration is required.

She teaches how to find calm, curiosity, concentration and compassion in the midst of chaos.

Information: sue@storiesmatter.com.

CAPITOLA (5/5)

Library book store holds sale

The Friends of the Capitola Library now have a book store in the Capitola Mall, 1855 41st Ave. The store is near the mall's main entrance near Starbucks. The store will be open from 10 a.m. to 4 p.m. the first Saturday of every month.

For May, however, the store will also be open from noon to 4 p.m. Sunday and May 11, from 10 a.m. to 4 p.m. May 12 and from noon to 4 p.m. May 18, 20, 27.

The Friends of the library group will have hundreds of donated books, CDs and DVDs priced at \$1\$3.

For anyone wishing to donate books, please bring them to the Capitola Library on Clares Street and Wharf Road. For book pickup, call 831-854-7560 or email Karen@sploids.com.

SANTA CRUZ

Stormtroopers to visit library Friday (5/3)

Stormtroopers from the Golden Gate Garrison and the droid R2D2 will visit the Santa Cruz Public Library downtown, 224 Church St., 3-5 p.m. Friday for "STEAM into the Galaxy on Star Wars Day."

The event will showcase programs throughout the library system during the school year and during the summer reading program.

Cosplay is encouraged.

SCOTTS VALLEY

Library makerspace now open (4/30)

Santa Cruz Libraries' makerspace "The Make Lab" is now open. It will be open June 1, June 15, June 29, July 13 and July 27. The tools available in the makerspace are 3-D printers, a vinyl cutter, a wood burning tool, a soldering tool, a pinback button machine, a book binding machine and a virtual reality-based sculpting and painting program. Tools are available on a first come, first serve basis.

Children younger than age 13 need parental permission and supervision to use the lab. Staff is available to answer questions and train people how to use more difficult tools. The makerspace is sponsored by the Scotts Valley Friends of the Library.

The Friends of the Library “Art in the Library Program” will be hanging work from the Ageless Art Program in the Fireside Room at through June 26. Portraits and paintings from students at Scotts Valley High School will be hanging in the main library at 251 Kings Village Road in Scotts Valley until June 2. For information, contact Friends President Sylvia Lee at 831-438-2658.

CAPITOLA

Library book store holds May 5 sale (4/30)

The Friends of the Capitola Library now have a book store in the Capitola Mall, 1855 41st Ave. The store is near the mall’s main entrance near Starbucks. The store will be open from 10 a.m. to 4 p.m. the first Saturday of every month.

For May, however, the store will also be open from noon to 4 p.m. May 6 and May 11, 10 a.m. to 4 p.m. May 12 and from noon to 4 p.m. May 18, 20, 27.

The Friends of the library group will have hundreds of donated books of all genres – fiction, nonfiction, children’s hardcover books, CDs and DVDs priced at \$1-\$3.

For anyone wishing to donate book, please bring them to the Capitola Library on Clares Street and Wharf Road. For book pickup, call 831-854-7564 or email Karen@sploids.com.

SANTA CRUZ

Reading, homework help offered (4/30)

The Santa Cruz Public Libraries’ “Reach Every Amazing Detail” reading comprehension program will run through May 25.

Sessions are scheduled for 3-5 p.m. Tuesdays at the main branch, 224 Church St. and from 3-5 p.m. Wednesdays at the La Selva Beach branch, 316 Estrella Ave.

Students receive 25 minutes of individual instruction from a California credentialed teacher by appointment only. The libraries are also offering homework help through May 25 at the following locations:

- 3-5 p.m. Tuesday at La Selva Beach branch, 316 Estrella Ave.
- 3-5 p.m. Wednesdays at Garfield Park, 705 Woodrow Ave.

CAPITOLA

Formal library closure date Saturday (4/26)

The Capitola Library will officially close for construction on May 1, with the last day open for business on Saturday.

The official estimate for construction time is 18 months to 2 years. However, Santa Cruz Public Library System does not yet have an official date for a grand opening.

In June 2016, voters passed Measure S, which funds library building projects — including Capitola's — through a parcel tax.

All books and media held at the Capitola Library must be retrieved by Saturday. Any holds remaining at the Capitola Library at the end of the day will be transferred to the Aptos Branch.

Books and media may be returned at any branch library. A drive-up return box also will be set up at the Jade St. Community Center, 4400 Jade St., beginning May 1.

Santa Cruz Sentinel *Letters to the Editor*

Leave the library, farmers market where they are (5/8)

Stephen Kessler's column on the horrifying plan to move the library to, of all inappropriate things, a parking garage, perfectly states my feeling and that of my reading friends. We already have a fine place for a library: We say, leave it where it is, whether rebuilt or updated; and leave the joyful, colorful, nutrient-rich farmers market just where it is, Wednesdays, on Center Street. No need to keep messing with Santa Cruz until it loses all that makes it wonderful.

Reviews

Library branches are frequently reviewed and rated on sites like Yelp, Google+, and Facebook.

Google+ Reviews

Downtown received a 1 Star Review on May 21

Rather dumpy, staff not so good. The bathrooms really need to be re-done.

Downtown received a 3 Star Review on May 16

The new manager's a jerk. The staff otherwise are nice.

Downtown received a 5 Star Review on May 15

It's the staff that earn the review as others have said. They do encourage the homeless not to lay down in front of the building. They can only do so much though. It is a problem EVERYWHERE in Santa Cruz. It's really a sad sight.

Downtown received a 5Star Review on April 29

Great staff. And yes, the "Homeless" are there (and everywhere in Santa Cruz), but the staff are not cops and are probably constrained by how much they can do. Still, it seems like someone who is passed-out in an aisle could be 'encouraged' to sleep elsewhere. Avoid the bathroom if you can. But I think this library is great, despite the "homeless" issue.

Email

May 16:

Thank you for providing Pete Souza's book "Obama: An Intimate Portrait" for me to enjoy. It's this kind of book that I would otherwise not have access to that makes me vote YES when asked to approve (small) tax increases.

May 2: in reply to all cardholder email

Thank you for the information and giving us a great deal of good stuff. Always a pleasure to use the Public Libraries and pleased with the staff and the knowledge they provide. Looking forward to more time spent. Keep open, sometimes I worry about budget cuts.

Best regards
Library Card Holder
And proud of this status

Social Media

March 2018

In March we had a total reach of 27,990 across our top 3 social media platforms. The very successful reach we had with posted events are not included in these numbers. This is up from last month's reach of 23,497.

The hashtags used in the top posts were:

[#talestotails](#) [#satacruzpl](#) [#saturdaynight](#) [#newyounewlibrary](#) [#canine](#) [#askusaboutit](#) [#pups](#) [#earlyliteracy](#) [#readingforlife](#) [#maythe4thbewithyou](#) [#steam](#) [#santacruz](#) [#starwars#catsofinstagram](#) [#library](#) [#internetfriends](#) [#comics](#) [#tablet](#) [#technology](#) [#tech](#) [#findyourselfintheNEWlibrary](#) [#classes](#)

Facebook

For the month of March we had total reach of 7,440 (this is not including "events"). Our most popular post organically was Sarah Welch's La Selva Beach Interview. Organic reach for this was 1.1k with over 540 views on the video. It was shared 3 times with 58 likes and 2 comments.

Our most popular paid post was Library Cat, a promotional video supporting our basic internet and one on one tech tutoring programs. Organic reach for this post was 526 and our Paid reach was 737 for a total reach of 1263

This post had 28 likes and 654 video views.

Our least successful post on Facebook was a shared post of the Scotts Valley Children's book sale. This post had much more success on Twitter. Moving forward we may want to retweet friends posts verses sharing them on Facebook.

Performance for Your Post	
Minutes Viewed	152
Video Views	370
10-Second Views	151
Video Average Watch Time	0:12
Audience Retention	
Audience and Engagement	

Instagram

For the month of March we had a total reach of 11,388 on Instagram. Our most popular post organically was R2D2, created by volunteer Steve Meade, visiting the Garfield Park Library. This post had a reach of 756 with 105 likes, 2 comments and one profile visit.

Our most popular "promoted" (paid) post was Capitola T2T dogs moving to Aptos. This post had a reach of 957, 108 likes, and 3 comments. We promoted this post for \$5.00 which pushed our reach from 711 to 957, however, prior to promotion it had approximately 100 likes. Once again one of our most successful posts includes dogs! Instagram loves dogs!

Our least successful post was the east region spotlight commercial. This might have been due to the fact that it was posted on all three platforms on the same day at the same time. This seems to drop our success. It also doesn't look as organic as some of our other posts. There were two other posts that didn't do as well and both of those posts included objects with no humans, animals or robots.

Twitter

In March we had a total reach of 9,162 on Twitter. Our most popular post was R2D2. This post had a reach of 955 and 4 likes (which is a lot of likes for our twitter).

Our least successful post on twitter was the Capitola Closure but it still had a reach of 285 and was necessary to post across all platforms. We continue to see a large reach with twitter but little to no engagement

Chair Jenny Haruyama
Vice Chair Carlos Palacios
Board Member Martin Bernal
Board Member Jamie Goldstein



**SANTA CRUZ
PUBLIC LIBRARIES**

STAFF REPORT

DATE: June 7, 2018
TO: Library Joint Powers Authority Board
FROM: Susan M. Nemitz, Library Director
RE: FY 18/19 Budget

RECOMMENDATION

Review and approve the FY19 Library Budget.

DISCUSSION

Please see the attached budget document.

FY 2018-
2019

Santa Cruz Public Libraries Budget

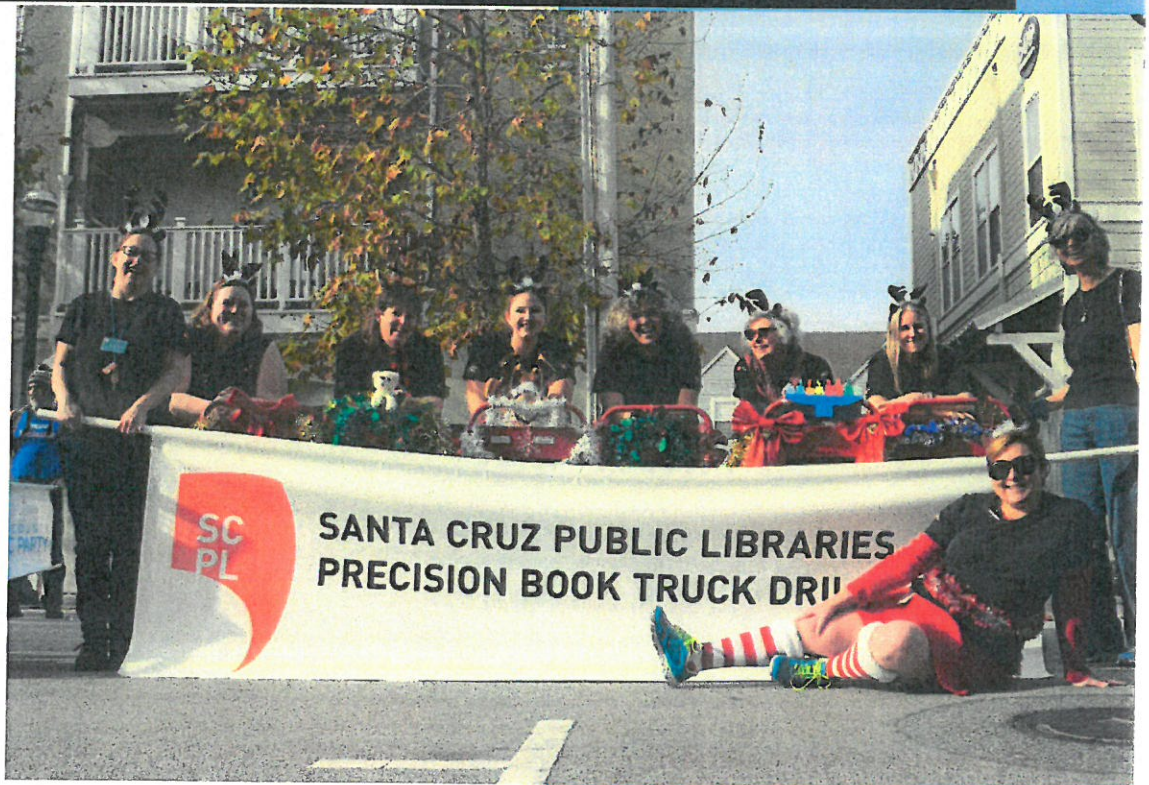


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June 7, 2018

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

Dear Board Member:

Thank you for giving the Santa Cruz Public Libraries the opportunity to deliver the fiscal year 2018-2019 budget request. Measure S funds and strategic investments in operations will provide the opportunity for SCPL to transform its building and services to meet the changing needs of the residents of Santa Cruz County and inspire the next generation to grow and prosper in this community.

Library staff have been working diligently to improve programs and services over the last eighteen months in anticipation of the upcoming physical changes. Over that period of time, they have:

- Piloted the addition of 72 hours per week of additional open hours across ten library branches providing day/evening/weekend hours in all regions and establishing minimum expectations of 36 open hours per week at all sites. The number of visitors in the building has increased and program room use is up by 13%.
- Worked closely with JPA jurisdictions and community members to: develop design and construction documents for new libraries in Felton and Capitola; create remodeling programs for La Selva Beach, Boulder Creek, and Live Oak; and lead a process to define the scope of services and siting recommendation for the Downtown Branch Library.
- Transitioned the libraries to CENIC 10 GB internet connection with 1 GB interconnects (fiber), expanded traditional computing and developed laptop check out program, upgraded Wi-Fi networks and added wireless printing. Hours of public computer use is up by 34% overall and up by 50% at the Downtown Branch.
- Developed an employee innovation program and funded seventeen local projects focusing on transforming programs and services and empowering staff.
- Worked closely with the City of Santa Cruz and local nonprofits to create seamless services for individuals experiencing homelessness.
- Created consistent behavioral expectations by implementing a new, employee designed code of conduct and suspension process while working with the City on security issues and with staff on training. Reported incidents are down by 35% over the same period last year.

The revenue outlook for the Santa Cruz Public Libraries remains mixed. The libraries rely heavily on sales tax revenue, an increasingly volatile revenue in environments with a declining sales tax base and potential for an economic slowdown (see page 11). The libraries also utilize property tax revenue that is not projected to grow based upon a prior five-year agreement between the JPA Board Members.

The expenditure outlook is also of concern as staffing, pension and health care costs are expected to grow significantly in the near future (see pages 11-12). Projected expenditures are likely to begin to exceed projected revenue in the fiscal year 2021.

A recent history of conservative budget assumptions has resulted in a large fund balance. The JPA Board recently increased the budget reserve from 15% to 20% of revenue. They have assumed a \$400k annual capital equipment reserve account. Projections still estimate an unreserved fund balance for this system of \$2.1-2.6 million. SCPL would like to maintain the unreserved balance in the short run to assist in the development of a long term strategy for building maintenance.

The library is making only small or one-time requests for additional spending that should not exceed current revenue projections. Specifically, SCPL has requested:

1. Elimination of children's fines	\$ 25,300
2. Innovation Grant funding	\$ 50,000
3. Restroom Cleaning	\$ 45,000
4. One-time building maintenance	\$100,000
5. One-time temporary staffing	\$100,000
6. One-time books & materials	\$150,000

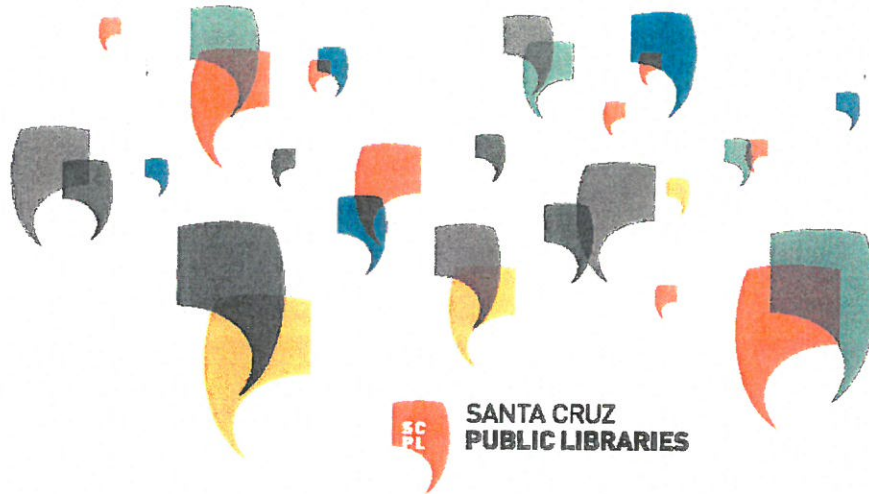
The next five years are likely to be a period of chaos as construction of buildings require a constant shifting of staffing and public service hours. The JPA has agreed to annually review public service hours by branch and agreed to a scheme for FY2019 last month that would redistribute staff and hours from the Capitola branch during its closure to Live Oak and Aptos.

The full 2018-2019 Work Plan goals are being completed and will be provided in the August JPA Board packet. Broadly, the work plan will focus on reframing the Library's service model and improving the user experience, investing in staff training, making progress on the system's building and remodeling plans and developing a long term strategy for building maintenance.

Thank you for giving me the opportunity to serve the Santa Cruz Public Libraries. The system has made huge strides and is poised for even greater success.

Thank you,

Susan M. Nemitz
Director, Santa Cruz Public Libraries



Purpose – Vision – Mission

Our Purpose

Connect, Inspire, Inform

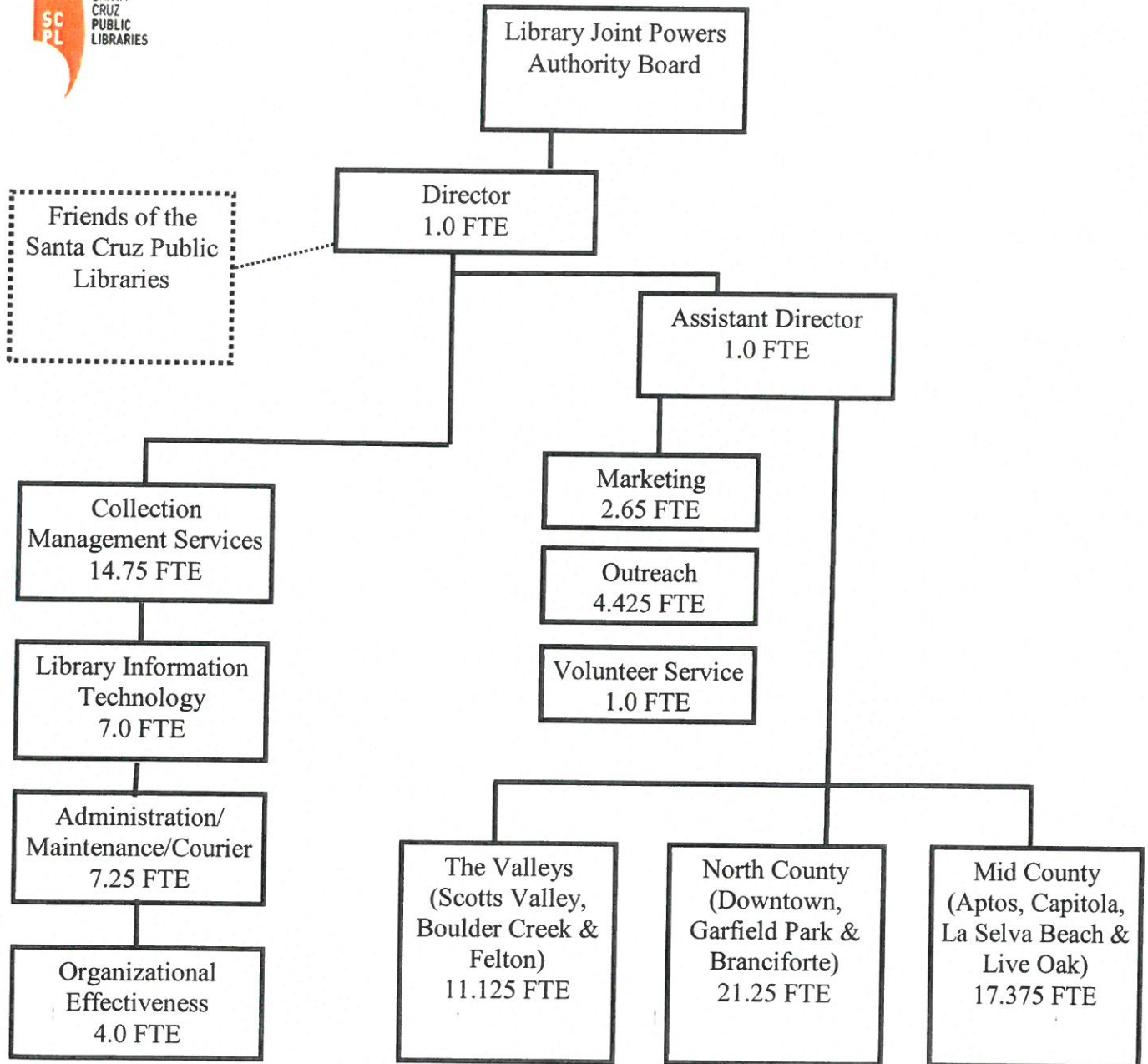
Our Vision

Transform lives & strengthen communities

Mission Statement

The Santa Cruz Public Libraries enhance Santa Cruz County's quality of life by providing vibrant physical and virtual public spaces where people connect, discover, and engage the mind. All ages have the opportunity to nurture their love of reading, find diverse and relevant resources for entertainment and enrichment, and strengthen community networks.

Santa Cruz Public Libraries

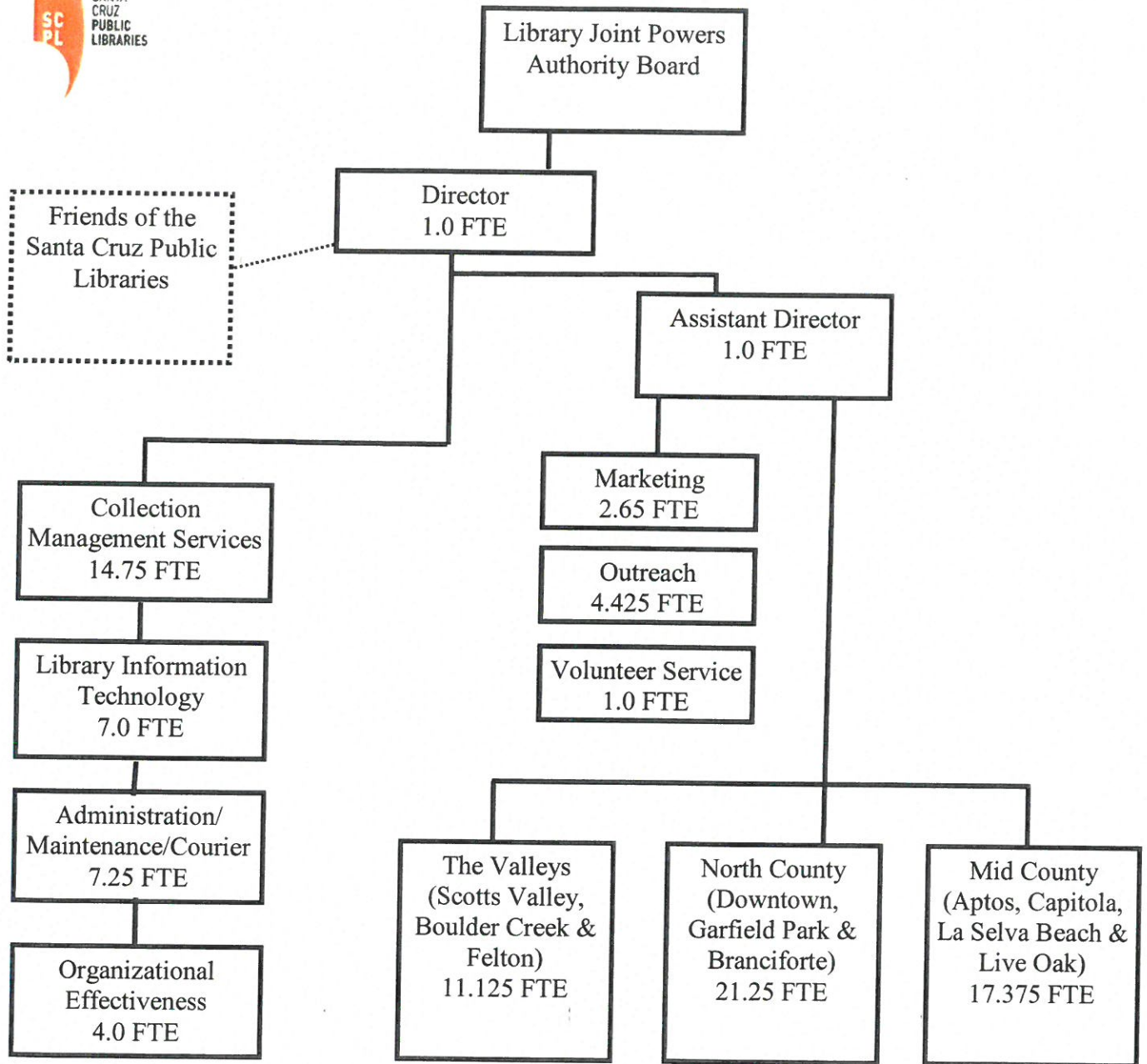


2019 Goals

- Learning
Develop programs, services, and collections that nurture the learning goals of children and adults
- Digital Inclusion
Ensure that all residents have access to the training, devices, and internet they need to participate fully in community life.
- Transformative Spaces
Create enticing and inspiring multipurpose learning zones that support community needs and interests.
- User Experiences
Offer patron-centered services designed with input from residents so that each branch reflects its community.
- Organizational Capacity
Enhance skills of staff, provide thoughtful stewardship of public resources, and pursue strategic partners in the community.



Santa Cruz Public Libraries



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Benchmarks

Increase In: cardholders, circulation, visits, database use, computer use, and program attendance.

Capacity Increase In: number of public access computer, hours of computer and wireless use, type and number of technology programs.

Measure Success: Analyze findings and amend functions to improve patron satisfaction.

Increase Partnerships: Maintain current strategic partnerships and identify additional partners.



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 the 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:

Santa Cruz Public Libraries

- 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

A Library Financing Authority divides these revenues between the City-County Library System 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.

SCPL library services are provided through the Fourth Amendment of the Library Joint Powers Agreement with the funds made available by the Santa Cruz County Library Financing Authority.

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

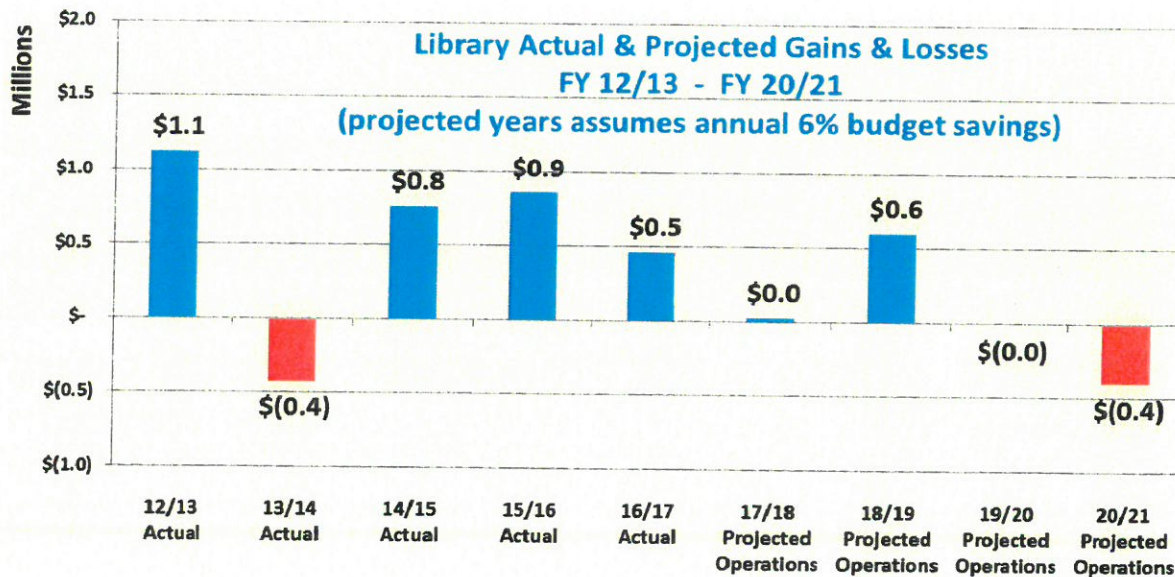
Budget

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 Assumptions

The Santa Cruz Public Libraries is not alone with facing an unstable financial future where the highest probable outcomes are: current cost increases outpacing revenue growth; revenue growth is threatened from a probable economic slowdown; and service expectation will increase as new and remodeled branches are brought online.

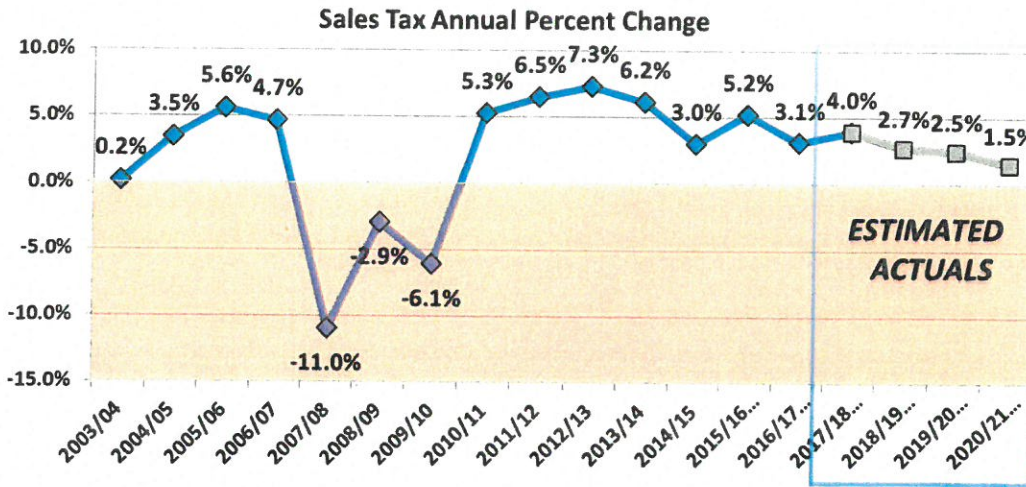
Provide below are the most recent, updated long-term financial forecast for the system that includes the proposed \$14.4 million FY 2018-2019 Budget with a potential, projected surplus up to \$600 K (assumes 94% of the budget is actually used). This forecast is influenced by the probability of a moderate economic slowdown, the continued shrinking of the sales tax base, the known and projected increases in State Pension fund payment to make up for the State's investment shortfalls, moderate increases in health care, and minimal operating changes.



Significant components of the Santa Cruz Public Libraries FY 2018-2019 Budget were based on the following assumptions provided by the City of Santa Cruz's Finance Department. The City is contracted by the system to provide administrative services, including financial services.

Key Growth Assumptions	Prior Actual	Current Projected	FY 2019	FY 2020	FY 2021
Sales Tax	3.1%	4.0%	2.75%	2.5%	2.0%
Budgetary Personnel Vacancy	8.6%	0%	3.0%	3.0%	3.0%
Pension- normal & shortfall	17.7%	16.5%	19.1%	16.5%	23.0%
Health Care	5.3%	<2.7%>	4.0%	2.0%	2.0%
Total Budget savings	9.4%	6.0%	6.0%	6.0%	6.0%

Sales tax. Prior sales tax projections were more pessimistic for FY 2019 and beyond, but were recently upgraded based on recent actual results. While we are still predicting a decline in the rate of growth, we continue to feel a little bullish for overall tax growth in the next few years. Our major concerns with sales tax are (1) the level in which it will be impacted by a looming, projected economic slowdown; and (2) the continued deterioration of the taxable sales base. Our models assumes a slowdown impacting sales tax towards the end of FY2019 and continues through FY2022; and the continued deterioration of the taxable sales base. The table below shows the annual change in sales tax revenue and is a reminder of fluid nature of sales tax and the speed it is impacted by a slowdown.



Declining & Eroding Revenues



Demographics & new economic models are permanently eroding our revenue

- Online sales non-taxable
- Tangible items now a download
- Pressure on limited consumer dollars
- Aging baby-boomers shifting spending to non-taxable health care & services

Sales Tax

Gas sales

- Ride sharing reduces fuel sales
- Fuel efficiency & electric cars reducing fuel sales



This illustration highlights the major actions that are shrinking the taxable sales base. With the threats from an economic slowdown and the declining sales tax base, it continues to be important to reiterate that the system is currently entirely reliant on sales tax growth to offset all cost increases. That is unless members agree to increase their own contributions.

Staffing, Pension & Health costs. Another critical element of the forecast is the growth in base compensation and benefit costs. In recent years, the Library has enjoyed budgetary savings for salary and benefits in the 3% range. However, in the current year, the Library is on a pace to consume their entire budget for salary driven by increases in temporary staffing. Nonetheless, our model includes an assumption that it

will return to a 3% salary savings rate for next year and 6% overall for the entire budget. This assumption should be closely monitored by Library operations and may be adjusted downward with the uncertainty around staffing impacts from the various system construction projects.

Santa Cruz Public Libraries

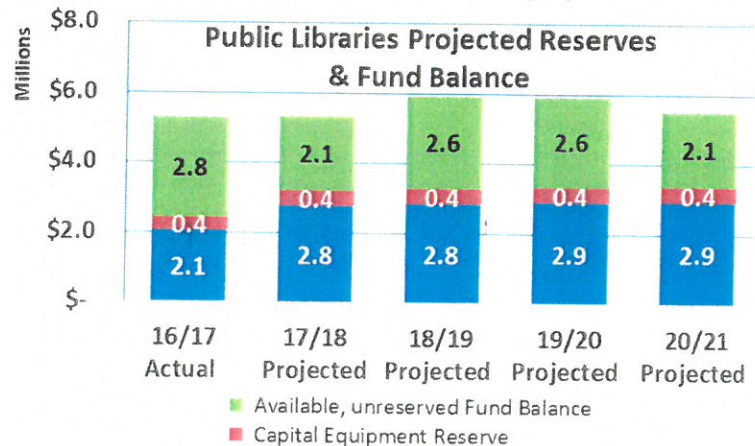
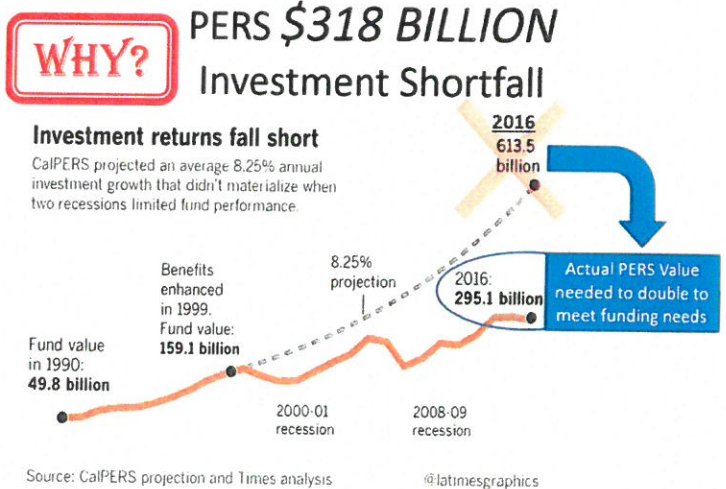
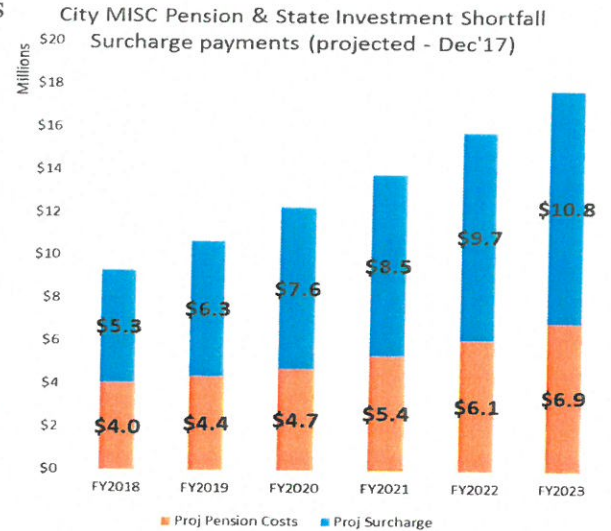
Within total employee compensation, two benefit systems are having opposite trend patterns. Pension payments to the State are projected to be on a continued, steep increase through the mid-2020s, driven by the need to backfill the State pension fund for poor investment performance and prior year investment losses.

The Library JPA employees are all employed by the City of Santa Cruz and accordingly follow the “Miscellaneous” (general non-safety employees) group costs. As the table illustrates, the normal costs for all City and Library employees (bottom & orange) are growing at reasonable rates. However, the surcharge to backfill the State fund for investment losses and shortfalls (blue) is already double the normal benefit costs, and will double again in the next 5 years.

The increases in Library JPA employee health care premiums, on the other hand, have been lower than those of general City employees, due to the differences in demographics, and/or the plans that Library employees choose. Another factor in lower health care rates were the CalPERS health plan premium reductions for 2018.

But, despite the likely 2.7% reduction in the Library JPA’s current year health care costs, our projection includes an expected, annual increase between 2% to 4%. This is based on the expectation of health care costs following the longer term trends from CalPERS health and our own cost data. City staff will continue to monitor these rates. In addition, we expect to get soon from CalPERS next year’s projected health care premiums.

Fund balance. The Board has set two reserves, a 20% stabilization operating reserve and a reserve for capital equipment. Both reserves are funded at their current levels throughout the current forecast. Beyond reserves, the system’s available Fund Balance (green) is projected to peak at \$2.6 million in 2018-2019.



Santa Cruz Public Libraries

	Fiscal Year 2019			
	2018 <u>Adopted Budget</u>	2018 <u>Adjusted Budget</u>	2018 Estimated <u>Actual</u>	2019 <u>Recommended Budget</u>
Expenditures by Activity:				
Personnel Services	10,058,899	10,058,899	10,058,899	10,133,492
Services, Supplies & Other Charges	3,990,114	4,332,519	4,364,367	4,055,852
Capital Outlay	183,300	215,645	186,400	187,800
Total Budget - Expenditures	14,232,313	14,607,063	14,609,666	14,377,144
Estimated Budgetary Savings (Not Adopted)	(620,000)	(620,000)	(620,000)	(770,000)
Projected Actual Expenditures	\$13,612,313	\$13,987,063	\$13,989,666	\$13,607,144
Activity Resources:				
Taxes	7,994,000	7,994,000	7,994,000	8,113,910
Member Contributions	5,585,273	5,585,273	5,585,273	5,655,273
Charges for Services	0	0	2,320	4,640
Fines and Forfeits	140,500	140,500	472	140,500
Rents & Misc Revenues	91,948	96,673	110,895	85,543
Other Financing Sources	39,190	0	53,644	84,190
Total Resources	\$13,850,911	\$13,816,446	\$13,746,604	\$14,084,056
Total Operational Surplus or (Deficit)	\$238,598	\$(170,617)	\$(243,062)	\$476,912



Library FAQs

Facilities: 10

Registered Users: 141,916

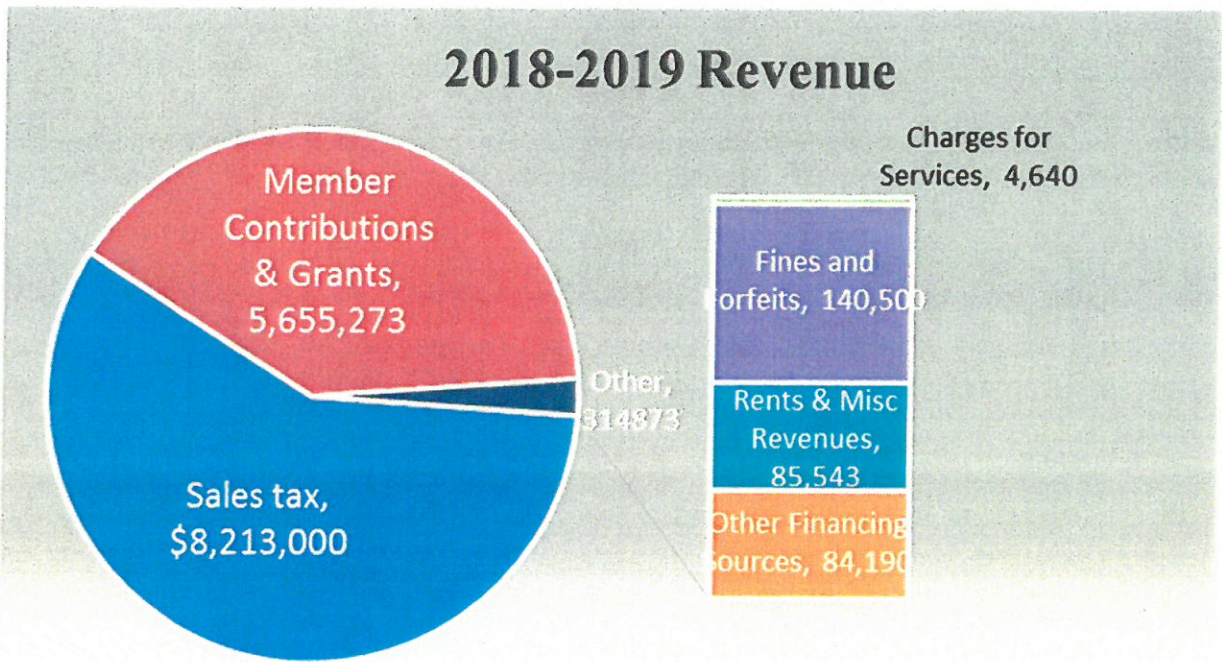
Items Checked Out: 1.7 M

Electronic Material Check Out: 136K

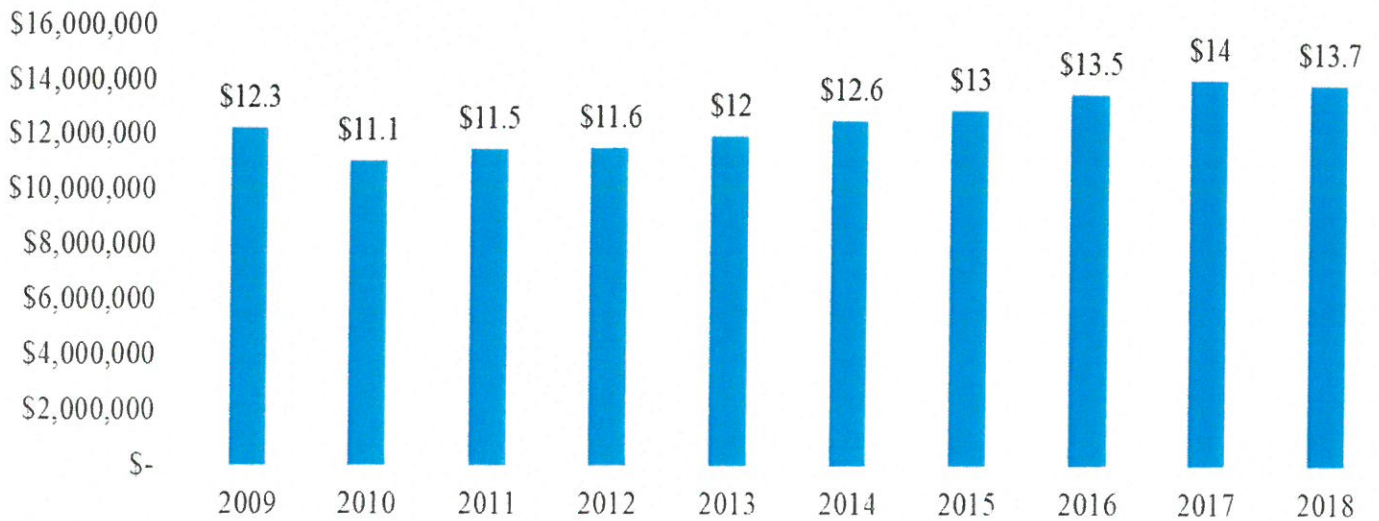
Programs: 1,935

Programs Attendance: 50,745

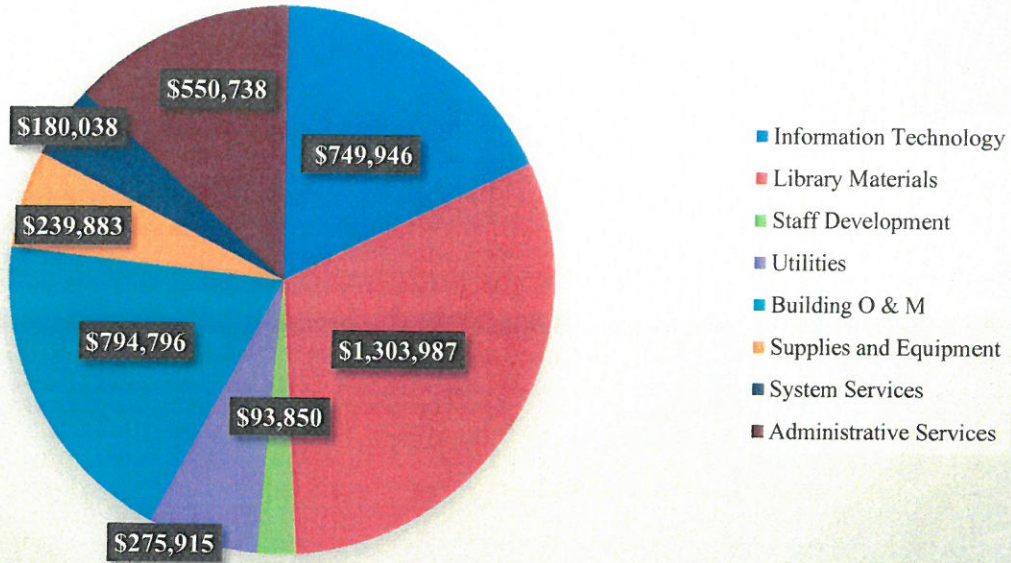
Library Visits: 1.1M



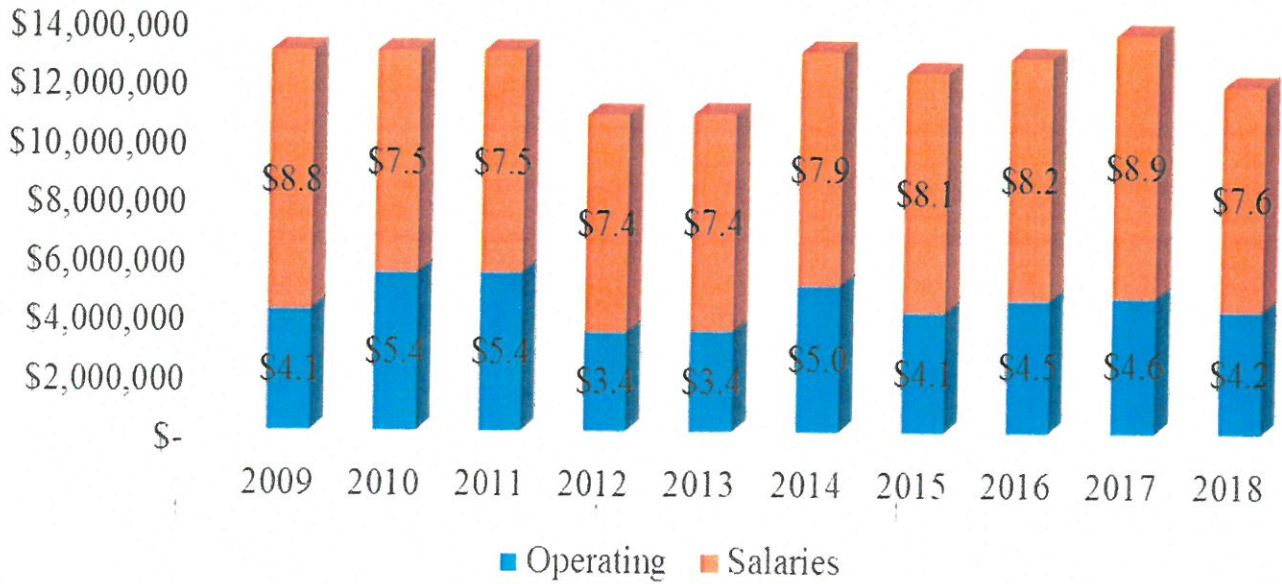
10 Year Revenue History



Non Personnel Expenditures by Library Function



10 Year Expenditure History



Projected Library Revenues

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. The MOE is projected to grow 1.3%.
- A quarter cent sales tax designated for public library service is collected throughout the County. Sales tax is projected to grow 2.7%.

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

Budget Development Revenue Balances					
Title	Year-To-Date Ado Budget	Year-To-Date Adj Budget	Estimated Actual	2019 Dept Request	Growth/Loss
Fund 951 – Library Joint Powers Authority					
Sales and use tax	\$ 7,994,000	\$ 7,994,000	\$ 7,994,000	\$ 8,113,910	1.5%
Libraries parcel tax	\$ -	\$ -	\$ 32,362	\$ -	
Federal grants - other	\$ -	\$ -	\$ -	\$ -	
FEMA disaster relief	\$ -	\$ -	\$ -	\$ -	
State operating grants and contributions	\$ -	\$ -	\$ -	\$ -	
OES disaster relief	\$ -	\$ -	\$ -	\$ -	
Local operating grants and contributions	\$ -	\$ -	\$ -	\$ -	
Maintenance of effort contributions	\$ 5,585,273	\$ 5,585,273	\$ 6,050,712	\$ 5,655,273	-6.5%
Room rentals-library JPA	\$ -	\$ -	\$ 2,320	\$ 4,640	
Library fines	\$ 140,500	\$ 140,500	\$ 131,609	\$ 140,500	6.8%
Lost library items	\$ -	\$ -	\$ -	\$ -	
Pooled cash and investment interest	\$ 29,810	\$ 29,810	\$ 30,880	\$ 31,500	2.0%
Interest earnings - other	\$ 9,260	\$ 9,260	\$ 14,036	\$ 13,020	-7.2%
Donations - library	\$ 13,100	\$ 14,906	\$ 13,100	\$ 13,100	0.0%
Donations - library - Friends of the Lib	\$ 22,778	\$ 29,697	\$ 22,778	\$ 19,423	-14.7%
Miscellaneous operating revenue	\$ 17,000	\$ 17,000	\$ 30,101	\$ 8,500	-71.8%
Miscellaneous non-operating revenue	\$ -	\$ -	\$ -	\$ -	
From Library Private Trust Fund	\$ 39,190	\$ 48,551	\$ 48,551	\$ 39,190	-19.3%
Intra-entity fund transfer in	\$ -	\$ -	\$ -	\$ 45,000	
Sales of surplus equipment	\$ -	\$ -	\$ 5,093	\$ -	
Total Library Joint Powers Authority	\$ 13,850,911	\$ 13,868,998	\$ 14,375,542	\$ 14,084,056	-2.0%
Total	\$ 13,850,911	\$ 13,868,998	\$ 14,375,542	\$ 14,084,056	

Projected Library Expenditures: Major Changes

The Santa Cruz Public Libraries (SCPL) 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. Branch locations include Aptos, Boulder Creek, Branciforte, Capitola, Downtown Santa Cruz, Felton, Garfield Park, La Selva Beach, Live Oak and Scotts Valley.

The following lines have seen increases above/below 10%:

	% Change	\$ Change	Description for Change
Downtown Library Security Patrols	-12.2%	-\$1,101	Changes in city-wide contract
Merchant Bank Fees	20.1%	\$419	Increase in Contract Pricing
Office Equipment O & M	-23.4%	-\$1,100	Reduction in Contract with the Closure of Capitola
Vehicle Maintenance	160%	\$4,500	Increase in City fleet maintenance
Landscape Maintenance	25.6%	\$9,303	Increase in contract pricing
Hardware	30.6%	\$11,000	Dell maintenance and SV media wall contract increases
Building Rental	-22.1%	-\$69,164	Reduction in square footage of Administrative offices
Telecommunications	49.9%	\$56,478	CENIC at all Braches
Printing	25.5%	\$5,000	Increase in summer reading costs
Books and Periodicals	-20.1%	-\$290,740	Roll over appropriations have not been made for FY19
Grants & Donations	-83.0%	-\$12,900	Fleming Trust has been exhausted
Safety Clothing/Equipment	101.4%	\$6,450	Additional ergonomic assessments scheduled
	% Change	\$ Change	Description for Change

Santa Cruz Public Libraries

Library Functional Supplies	-20.1%	\$35,700	No need to re-order library cards this year
Janitorial Supplies	-32.3%	-\$10,000	Not including additional supplies needed for increase in mid-day cleaning services
Misc. Supplies	-30.5%	-\$47,240	Innovation Grant was approved for FY18 and is pending for FY19
Office Furniture/Equip	178.1%	\$11,400	Office chairs needed to be ordered

Santa Cruz Public Libraries

Personnel Expenditures					
Title	Year-To-Date Ado Budget	Year-To-Date Adj Budget	Estimated Actual	2019 Dept Request	% Change from Estimated Actual
Fund 951 – Library Joint Powers Authority					
Regular full time	5,089,816.00	5,081,816.00	5,037,518.00	5,303,814.00	5.3%
Regular part time	907,059.00	907,059.00	737,243.00	817,895.00	10.9%
Overtime	6,500.00	6,500.00	3,142.00	6,500.00	106.9%
Termination pay	-	-	14,533.00	-	
Temporary	826,000.00	834,000.00	1,165,383.00	839,358.00	-28.0%
Other pay	-	-	1,174.00	-	
Special vacation pay	-	-	12,049.00	-	
Special sick leave pay	-	-	-	-	
Vehicle-phone-data allowance	3,384.00	3,384.00	3,384.00	3,384.00	0.0%
Retirement contribution	1,156,934.00	1,156,934.00	318,515.00	391,233.00	22.8%
F.I.C.A.	115,560.00	115,560.00	41,698.00	-	
PERS unfunded liability	-	-	675,273.00	814,743.00	20.7%
PERS prepay adjustment	-	-	-	-	
Group health insurance	1,376,568.00	1,376,568.00	1,233,337.00	1,295,081.00	5.0%
Group dental insurance	90,049.00	90,049.00	88,238.00	89,026.00	0.9%
Vision insurance	15,200.00	15,200.00	14,767.00	15,110.00	2.3%
Medicare insurance	79,545.00	79,545.00	90,311.00	82,119.00	-9.1%
Employee assistance program	3,985.00	3,985.00	3,685.00	3,944.00	7.0%
Group life insurance	1,715.00	1,715.00	1,720.00	1,839.00	6.9%
Disability insurance	72,521.00	72,521.00	35,180.00	72,974.00	107.4%
Unemployment insurance	43,073.00	43,073.00	49,747.00	44,942.00	-9.7%
Workers' compensation	270,990.00	270,990.00	259,715.00	234,017.00	-9.9%
Temp Employee Benefits - Budget Only	-	-	-	117,513.00	
Intrafund labor - credit	-	-	(544,570.00)	-	
Total Library Joint Powers Authority	10,058,899.00	10,058,899.00	9,242,042.00	10,133,492.00	9.6%
Total	10,058,899.00	10,058,899.00	9,242,042.00	10,133,492.00	

Santa Cruz Public Libraries

Operating Expenditure Balances					
Title	Year-To-Date Ado Budget	Year-To-Date Adj Budget	Estimated Actual	2019 Dept Request	% Change from Actual
Fund 951 -- Library Joint Powers Authority					
Claims management services - outside	12,000.00	12,000.00	12,000.00	12,000.00	0.0%
Financial services - outside	550,738.00	550,738.00	550,738.00	550,738.00	0.0%
Medical services	-	-	-	-	-
Security patrols - City Hall	4,399.00	14,399.00	9,000.00	7,899.00	-12.2%
Merchant bank fees	2,500.00	2,500.00	2,081.00	2,500.00	20.1%
Courier services	-	2,000.00	2,000.00	2,000.00	0.0%
Other professional & technical services	42,899.00	52,149.00	52,149.00	47,000.00	-9.9%
Water, sewer and refuse	72,215.00	72,215.00	72,215.00	69,115.00	-4.3%
Hazardous materials disposal	1,000.00	1,000.00	1,000.00	1,000.00	0.0%
Janitorial services	235,963.00	277,463.00	246,761.00	266,276.00	7.9%
Equip annual inventory charge - internal	4,690.00	4,690.00	4,690.00	4,690.00	0.0%
Vehicle work order charges - internal	22,000.00	22,000.00	22,000.00	22,000.00	0.0%
Vehicle fuel island charges - internal	15,985.00	15,985.00	15,985.00	15,985.00	0.0%
Office equipment operation/maint	3,700.00	3,700.00	4,700.00	3,600.00	-23.4%
Vehicle maintenance costs - outside	5,000.00	5,000.00	2,500.00	6,500.00	160.0%
Other equipment operation/maintenance	8,400.00	8,400.00	7,650.00	8,050.00	5.2%
Building and facility o & m - outside	205,057.00	155,707.00	197,329.00	181,803.00	-7.9%
Landscaping maintenance services	35,500.00	40,500.00	36,397.00	45,700.00	25.6%
Software maintenance services	345,575.00	295,575.00	345,575.00	361,321.00	4.6%
Hardware maintenance services	36,000.00	36,000.00	36,000.00	47,000.00	30.6%
Equipment, building and land rentals	309,507.00	313,107.00	313,107.00	243,943.00	-22.1%
Travel and meetings	12,980.00	12,980.00	13,130.00	12,350.00	-5.9%
Training	75,000.00	75,000.00	75,000.00	81,500.00	8.7%
Telecommunications service - outside	113,147.00	163,147.00	113,147.00	169,625.00	49.9%
Liability insurance/surety bonds-interna	37,442.00	37,442.00	37,442.00	37,442.00	0.0%
Liability insurance/surety bonds-outside	50,680.00	50,680.00	42,724.00	42,724.00	0.0%
Advertising	16,730.00	16,730.00	17,610.00	17,610.00	0.0%
Dues and memberships	35,162.00	35,162.00	35,162.00	35,162.00	0.0%
Printing and binding-outside	19,600.00	19,600.00	19,600.00	24,600.00	25.5%
Postage charges	6,000.00	6,000.00	6,000.00	6,000.00	0.0%
Office supplies	18,600.00	18,600.00	16,725.00	18,200.00	8.8%
Books and periodicals	1,154,357.00	1,448,577.06	1,448,577.00	1,157,837.00	-20.1%
Books and periodicals-grants & donations	12,005.00	15,550.20	15,550.00	2,650.00	-83.0%
Safety clothing and equipment	4,710.00	7,710.00	6,360.00	12,810.00	101.4%
Copier supplies	6,250.00	6,250.00	5,900.00	5,900.00	0.0%
Library functional supplies	177,200.00	133,200.00	177,200.00	141,500.00	-20.1%
Janitorial supplies	22,500.00	31,500.00	31,000.00	21,000.00	-32.3%
Electricity	184,600.00	184,600.00	184,600.00	177,800.00	-3.7%
Natural gas	28,000.00	28,000.00	28,000.00	28,000.00	0.0%
Miscellaneous supplies and services	100,023.00	158,662.60	154,763.00	107,523.00	-30.5%
Refunded fees and fines	2,000.00	2,000.00	2,000.00	2,000.00	0.0%
Other building costs	-	22,345.00	-	-	-
Office furniture/equipment	13,300.00	13,300.00	6,400.00	17,800.00	178.1%
Vehicle equipment	45,000.00	45,000.00	45,000.00	45,000.00	0.0%
Building equipment	-	10,000.00	10,000.00	-	-
Computer equipment	125,000.00	125,000.00	125,000.00	125,000.00	0.0%
Intra-entity fund transfer out	-	-	-	54,499.00	-
Total Library Joint Powers Authority	4,173,414.00	4,552,163.86	4,550,767.00	4,243,652.00	-6.7%
Total	4,173,414.00	4,552,163.86	4,550,767.00	4,243,652.00	

Projected Library Fund Balance

The Santa Cruz Public Libraries (SCPL) Board has designated two reserves, a 20% stabilization operating reserve and a reserve for capital equipment. Both reserves are fully funded at their current, required levels and are forecasted to remain fully funded through the current forecast period. As demonstrated in the table below, the operating and equipment reserves are projected to peak at \$3.4 million in 2020-2021. Beyond reserves, the system's available Fund Balance (green) is projected to peak at \$2.6 million in 2018-2019. This later projection is dependent upon the SCPL spending at or below just 94% of their total, appropriated budget levels (based on historical patterns of annual budget savings).

	16/17 Actual	17/18 Projected	18/19 Projected	19/20 Projected	20/21 Projected
20% Operating Reserve	2,052,770	2,770,182	2,836,629	2,892,855	2,933,255
Capital Equipment Reserve	400,000	446,252	446,252	446,252	446,252
Available, unreserved Fund Bal:	<u>2,825,087</u>	<u>2,090,648</u>	<u>2,623,631</u>	<u>2,562,106</u>	<u>2,123,857</u>
Total Fund Balance	<u><u>5,277,857</u></u>	<u><u>5,307,082</u></u>	<u><u>5,906,512</u></u>	<u><u>5,901,213</u></u>	<u><u>5,503,364</u></u>

Proposed Changes

	2017-2018 Adopted	2018-2019 Proposed Budget
Revenues	\$13,850,911	\$14,084,056
Personnel	\$10,058,899	\$10,133,492
Expenditures	\$4,173,414	\$4,243,652
Total Operational Surplus or <Deficit>	<\$381,402>	<\$293,088>
Reserve Applied to Personnel	\$381,402	
Budgetary Savings	\$620,000	\$770,000
Proposal #1 Elimination of Children's Fines**		\$25,300
Proposal #2 Innovation Grant Funding		\$50,000
Proposal #3 DTN & B40 Restroom Cleaning		\$45,000
Proposal #4 Building Maintenance		\$100,000
Proposal #5 Temporary Budget		\$100,000
Proposal #6 Books & Materials		\$150,000
Total Operational Surplus or <Deficit> with Proposed Changes		\$6,612

**Adopting this proposal would also allow the library to write off accounts receivable for children's late fees.

Proposal #1

Revenue Change: Eliminate Overdue Fines on Materials for Kids 0-18 year old

Cost: <\$25,300> annually

Discussion:

For decades, SCPL had no overdue fines on juvenile cards. Fines were imposed during a budget crisis, and have resulted in 17% blocked juvenile accounts.

It is a foundation of our Strategic Plan to nurture the learning goals of children and adults. To enable this, we propose that fines be eliminated on materials from the Juvenile and Young Adult collections. We also propose an amnesty period to enable our young patrons to get a fresh start with clean cards.

The American Library Association promotes equal access to information for all persons, and recognizes the urgent need to respond to the increasing number of poor children, adults, and families in America. The first recommended action to implement this objective is promoting the removal of all barriers to library and information services, particularly fees and overdue charges.¹

We currently have 21,415 library card-holders between 0-18 years of age. Unfortunately, outstanding fines block 3,689 young people (or 17%) from borrowing any more materials. Accounts are blocked when they reach \$10 in fines. Over 80% of these blocked patrons owe overdue fees, and less than 20% have lost any items. The revenue from juvenile fines in 2017 was \$25,300, which is only 0.19% of our budget.

Our experience is that many fines will never be paid because those children don't come back to the library any more. In Santa Cruz County, 43% of students come from low-income families.² The only effect these fines have is to make a barrier that stops them from using the library.

There are many compelling reasons to eliminate fines on materials predominately used by children and teens. As stated earlier, the fines collected represent only a tiny portion of the budget. Additionally, one of the reasons children accrue fines is lack of access to the library as they seldom have their own transportation or control over their schedule. Anyone, including children, who checks out materials intends to return them on time.

The major argument against fines is that they impose a barrier to borrowing, or even to consider joining the library, for those who cannot afford to pay them. Fines disproportionately affect those that have most need of our materials.

The income generated is a very small percentage of the overall budget. The cost of collecting the fines can be high in terms of staff time and stressful patron interactions.

Patrons with \$10 or more in fines are blocked from borrowing any more items, even if they have returned everything. Only 3% of juvenile cards are blocked for lost items, but 14% are blocked due to late fees.

A study by The New York Public Library³ examined the true cost of fines (2017). "For those who can afford the fines, paying a small late fee is no problem, so the fines are not a particularly strong incentive. On the other hand, for those who cannot afford the fines they have a disproportionately negative impact." They offered an amnesty period first, and found that this helped to recoup many "Lost" items. Students could get a fresh start and they saw a 10% increase in use within the first month. Their fine-free program for NYC public school students encouraged 37% more borrowing than for students not in the program. Students have to return their items before checking out new ones, and still pay for lost items.

The fine-free movement is growing. When Stark County District Library in Ohio waived fines in 2014 they saw over 10% increase in circulation and no significant increase in lost items during the first year.

In Los Angeles, district students have automatically received city library cards that accrue no overdue fees beginning in 2016. Students can check out three books at a time. About 15,000 have used the new cards.⁴

San Rafael Library removed fines from Youth materials in 2015, and have seen an increase of almost 40% in youth card registrations. They found no change in the number of 21 day overdue notices, so the lack of fines did not result in patrons keeping the books longer.⁵

The Peninsula Library System eliminated fines for juvenile cards last year (2017). They had an increase in student card registrations of 61% and a 33% increase in youth circulation. "Loss of revenue was minimal given the positive impacts."⁶

For decades, SCPL had no overdue fines on juvenile cards. Fines were imposed during a budget crisis, and have resulted in 17% blocked juvenile accounts.

It is a foundation of our Strategic Plan to nurture the learning goals of children and adults. To enable this, we propose that fines be eliminated on the Juvenile and Young Adult collections. We also propose an amnesty period to enable our young patrons to get a fresh start with clean cards.

Sources:

1. ALA Policy Statement: Library Services to the Poor.
<http://www.ala.org/aboutala/offices/extending-our-reach-reducing-homelessness-through-library-engagement-7>
2. "Percentage of Students Receiving Free or Reduced-Cost Meals." Santa Cruz County Community Assessment Project, Year 23, 2017.
3. The case against library fines - according to the head of The New York Public Library, by A.W. Marx, Dec 18, 2017, <https://qz.com/1158839>
4. No more library fines for most young readers in L.A. County, by Howard Blume, Dec 25, 2017, L.A. Times.
5. Personal communication, Sarah Houghton, Director San Rafael Public Library, Aug 22, 2017.
6. Impacts of eliminating youth overdue fines, by Derek Wolfgram, Peninsula Library System Administrative Council, Oct 12, 2017.

Please see Appendix D: School Superintendents letter of support.

Proposal #2

Innovation Grant Funding

Cost: \$50,000

Discussion:

The Library would like to continue to fund the Innovation Grant project that the library launched in FY18. These grant funds are offered to staff in an effort to try out ideas to improve

or introduce programs and services offered by the Santa Cruz Public Libraries. They might also be ideas that improve efficiency in our system.

Proposal #3

Additional Restroom Cleaning for Downtown and Branciforte

Cost: \$45,000

Discussion:

Additional restroom cleanings for Downtown and Branciforte were ordered in FY 18 in response to the Hep A outbreak. The library would like to continue these efforts in order to keep these restrooms clean and in good working order during the day.

Proposal #4

Building Maintenance

Cost: \$100,000

Discussion:

The Library is in need of addressing a few high priority building repairs at some of our facilities. These projects are outside the Measure S project timelines and their need is immediate. For example, the skylights at Boulder Creek are failing and are in need of replacement. When that branch experiences rain the skylights leak and create damage not only to the facility but also to the materials inside.

Proposal #5

Temporary Budget

Cost: \$100,000

Discussion:

The Library is experiencing higher than expected rates of unfilled shifts. This means that an absence has been entered by a regularly scheduled staff member at a branch and the shift is unable to be filled. Our temporary pool of employees has a high turnover rate which has led to the shortage. A recent report was run for the month of April and the number of unfilled Library Aide shifts ran at an average of 54% each week. An increase in this budget line would allow the library to hire more temporary workers in order to help fill these shifts.

Proposal #6

Books & Materials

Cost: \$150,000

Discussion:

Santa Cruz Public Libraries

The Board has agreed that our library system should be spending 11% of our budget on materials which is the national average. Currently we are spending 8% of our budget on materials for the system.

Position Listing by Classification

Library Personnel Profile	FY 2014 Amended Budget	FY 2015 Amended Budget	FY 2016 Amended Budget	FY 2017 Amended Budget	FY 2018 Adopted Budget	FY 2019 Proposed Budget
Accounting Assistant I	1.25	1.25	1.25	1.38	1.50	1.50
Administrative Assistant I/II	3.55	3.18	3.18	3.53	3.53	3.53
Assistant Director of Libraries	-	-	-	1.00	1.00	1.00
Bookmobile Library Assistant	1.73	1.80	1.80	1.80	1.80	1.80
Building Maintenance Worker I	-	1.00	1.00	1.00	1.00	1.00
Building Maintenance Worker II	2.00	1.00	1.00	1.00	1.00	1.00
Courier/Driver	1.05	1.05	1.00	1.00	1.00	1.00
Director of Libraries	1.00	1.00	1.00	1.00	1.00	1.00
IT Specialist I/II	2.00	3.00	1.00	1.00	1.00	1.00
IT Specialist III	2.00	2.00	2.00	2.00	2.00	2.00
Librarian I/II	16.63	16.63	16.63	18.01	18.01	14.50
Librarian III	-	-	-	3.00	3.00	3.75
Library Assistant I	2.00	2.00	1.00	1.00	1.00	1.00
Library Assistant II	24.25	25.25	26.76	25.41	28.50	32.01
Library Assistant III	6.00	6.00	6.00	10.00	10.00	10.25
Library Assistant IV	1.00	2.00	2.00	2.00	2.00	2.00
Library Division Manager	3.00	3.00	3.00	1.00	1.00	
Library Information Specialist	5.00	5.00	5.00	5.00	5.00	5.00
Library Information Technology Manager	1.00	1.00	1.00	1.00	1.00	1.00
Library Specialist	3.00	2.00	2.00	2.00	2.00	2.00
Management Analyst	1.00	1.00	1.00	1.00	1.00	1.00
Manager System Services and Support	1.00	1.00	1.00	-	-	-
Network Administrator	-	-	-	-	-	-
Network & Systems Administrator	-	-	2.00	2.00	2.00	2.00
Programmer Analyst I/II	-	-	1.00	1.00	1.00	1.00
Service Field Crew Leader	1.00	1.00	1.00	1.00	1.00	1.00
Systems Administrator	-	-	-	-	-	-
Systems Coordinator	1.00	1.00	1.00	1.00	1.00	1.00
Volunteer Coordinator Assistant	-	0.75	0.75	0.75	0.50	0.50
	80.46	82.91	84.37	89.87	92.84	92.84

Note: In 2008 the FTE for the library system was 120.63.

Appendix A:

Expenditures by Administration & Branch

The following reports are expenditures broken down by administration and branch.

Santa Cruz Public Libraries

Title	Year-To-Date Ado Budget	Year-To-Date Adj Budget	Estimated Actual	2019 Dept Request
Activity 3601 – Administration				
Regular full time	\$ 2,507,946	\$ 2,507,946	\$ 2,563,605	\$ 2,890,913
Regular part time	\$ 199,123	\$ 199,123	\$ 153,039	\$ 173,443
Overtime	\$ 6,500	\$ 6,500	\$ 3,142	\$ 6,500
Termination pay	\$ -	\$ -	\$ 5,127	\$ -
Temporary	\$ 42,000	\$ 42,000	\$ 692,490	\$ 35,000
Other pay	\$ -	\$ -	\$ 1,139	\$ -
Special vacation pay	\$ -	\$ -	\$ 5,825	\$ -
Vehicle-phone-data allowance	\$ 3,384	\$ 3,384	\$ 3,384	\$ 3,384
Retirement contribution	\$ 521,764	\$ 526,335	\$ 152,502	\$ 195,717
F.I.C.A.	\$ 5,876	\$ 5,876	\$ 33,082	\$ -
PERS unfunded liability	\$ -	\$ -	\$ 323,055	\$ 407,776
Group health insurance	\$ 618,543	\$ 616,938	\$ 570,408	\$ 602,927
Group dental insurance	\$ 41,484	\$ 41,612	\$ 41,977	\$ 43,462
Vision insurance	\$ 6,793	\$ 6,825	\$ 6,829	\$ 7,144
Medicare insurance	\$ 34,084	\$ 34,411	\$ 44,430	\$ 39,167
Employee assistance program	\$ 1,515	\$ 1,515	\$ 1,514	\$ 1,775
Group life insurance	\$ 782	\$ 789	\$ 786	\$ 909
Disability insurance	\$ 28,690	\$ 28,690	\$ 16,552	\$ 30,845
Unemployment insurance	\$ 21,422	\$ 21,268	\$ 28,267	\$ 24,246
Workers' compensation	\$ 118,118	\$ 119,046	\$ 128,776	\$ 115,261
Temp Employee Benefits - Budget Only	\$ -	\$ -	\$ -	\$ 4,900
Intrafund labor - credit	\$ -	\$ -	\$ -	\$ -
Claims management services - outside	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000
Financial services - outside	\$ 550,738	\$ 550,738	\$ 550,738	\$ 550,738
Merchant bank fees	\$ 2,500	\$ 2,500	\$ 2,081	\$ 2,500
Courier services	\$ -	\$ 2,000	\$ 2,000	\$ 2,000
Other professional & technical services	\$ 42,899	\$ 52,149	\$ 52,149	\$ 47,000
Water, sewer and refuse	\$ 7,600	\$ 7,600	\$ 7,600	\$ 7,600
Hazardous materials disposal	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
Janitorial services	\$ 25,098	\$ 25,098	\$ 25,098	\$ 25,776
Equip annual inventory charge - internal	\$ 4,690	\$ 4,690	\$ 4,690	\$ 4,690
Vehicle work order charges - internal	\$ 16,250	\$ 16,250	\$ 16,250	\$ 16,250
Vehicle fuel island charges - internal	\$ 12,500	\$ 12,500	\$ 12,500	\$ 12,500
Office equipment operation/maint	\$ 2,700	\$ 2,700	\$ 3,000	\$ 2,700
Vehicle maintenance costs - outside	\$ 5,000	\$ 5,000	\$ 2,500	\$ 6,500
Other equipment operation/maintenance	\$ 3,500	\$ 3,500	\$ 1,500	\$ 3,500
Building and facility o & m - outside	\$ 129,345	\$ 32,995	\$ 97,995	\$ 23,607
Landscaping maintenance services	\$ 35,500	\$ 8,000	\$ 8,000	\$ 9,500
Software maintenance services	\$ 345,575	\$ 295,575	\$ 345,575	\$ 361,321
Hardware maintenance services	\$ 21,000	\$ 21,000	\$ 21,000	\$ 32,000
Equipment, building and land rentals	\$ 284,306	\$ 284,306	\$ 284,306	\$ 215,142
Travel and meetings	\$ 11,480	\$ 11,480	\$ 11,480	\$ 11,000
Training	\$ 75,000	\$ 75,000	\$ 75,000	\$ 81,500
Telecommunications service - outside	\$ 110,122	\$ 160,122	\$ 110,122	\$ 166,600
Liability insurance/surety bonds-interna	\$ 37,442	\$ 37,442	\$ 37,442	\$ 37,442
Liability insurance/surety bonds-outside	\$ 50,680	\$ 50,680	\$ 42,724	\$ 42,724
Advertising	\$ 16,730	\$ 16,730	\$ 17,610	\$ 17,610
Dues and memberships	\$ 35,162	\$ 35,162	\$ 35,162	\$ 35,162
Printing and binding-outside	\$ 19,600	\$ 19,600	\$ 19,600	\$ 24,600
Postage charges	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000
Office supplies	\$ 4,900	\$ 4,900	\$ 4,900	\$ 6,400
Books and periodicals	\$ 1,154,357	\$ 1,448,577	\$ 1,448,577	\$ 1,157,837
Books and periodicals-grants & donations	\$ 12,005	\$ 15,550	\$ 15,550	\$ 2,650
Safety clothing and equipment	\$ 4,710	\$ 7,710	\$ 5,250	\$ 4,710
Library functional supplies	\$ 177,200	\$ 133,200	\$ 177,200	\$ 141,500
Janitorial supplies	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
Electricity	\$ 5,650	\$ 5,650	\$ 5,650	\$ 5,650
Natural gas	\$ 550	\$ 550	\$ 550	\$ 550
Miscellaneous supplies and services	\$ 36,250	\$ 36,250	\$ 36,250	\$ 52,750
Refunded fees and fines	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
Office furniture/equipment	\$ 13,300	\$ 6,400	\$ 6,400	\$ 17,800
Vehicle equipment	\$ 45,000	\$ 45,000	\$ 45,000	\$ 45,000
Computer equipment	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000
Total Administration	\$ 7,605,363	\$ 7,746,862	\$ 8,455,378	\$ 7,906,178

Santa Cruz Public Libraries

Title	Year-To-Date Ado Budget	Year-To-Date Adj Budget	Estimated Actual	2019 Dept Request
Activity 3602 -- Aptos				
Regular full time	\$ 248,590	\$ 248,590	\$ 197,168	\$ 238,578
Regular part time	\$ 107,214	\$ 107,214	\$ 103,250	\$ 146,289
Temporary	\$ 100,000	\$ 100,000	\$ 54,552	\$ 127,391
Special vacation pay	\$ -	\$ -	\$ 911	\$ -
Retirement contribution	\$ 69,112	\$ 74,618	\$ 16,616	\$ 24,818
F.I.C.A.	\$ 13,990	\$ 13,990	\$ 1,757	\$ -
PERS unfunded liability	\$ -	\$ -	\$ 34,651	\$ 51,230
Group health insurance	\$ 128,496	\$ 134,992	\$ 101,815	\$ 117,851
Group dental insurance	\$ 6,780	\$ 7,052	\$ 6,765	\$ 7,326
Vision insurance	\$ 1,119	\$ 1,183	\$ 1,115	\$ 1,233
Medicare insurance	\$ 4,930	\$ 5,237	\$ 4,582	\$ 5,188
Employee assistance program	\$ 280	\$ 322	\$ 286	\$ 322
Group life insurance	\$ 120	\$ 125	\$ 118	\$ 134
Disability insurance	\$ 4,196	\$ 4,650	\$ 1,821	\$ 5,103
Unemployment insurance	\$ 2,434	\$ 2,804	\$ 2,040	\$ 2,429
Workers' compensation	\$ 16,118	\$ 17,369	\$ 12,992	\$ 14,702
Temp Employee Benefits - Budget Only	\$ -	\$ -	\$ -	\$ 17,835
Intrafund labor - credit	\$ -	\$ -	\$ -	\$ -
Water, sewer and refuse	\$ 7,400	\$ 7,400	\$ 7,400	\$ 7,750
Janitorial services	\$ 17,961	\$ 15,461	\$ 15,461	\$ 20,000
Office equipment operation/maint	\$ 100	\$ 100	\$ 100	\$ 100
Other equipment operation/maintenance	\$ 350	\$ 350	\$ 700	\$ 350
Building and facility o & m - outside	\$ 11,929	\$ 11,929	\$ 11,929	\$ 22,929
Landscaping maintenance services	\$ -	\$ 9,800	\$ 4,800	\$ 7,300
Travel and meetings	\$ 150	\$ 150	\$ 150	\$ 150
Office supplies	\$ 1,500	\$ 1,500	\$ 1,525	\$ 1,500
Safety clothing and equipment	\$ -	\$ -	\$ -	\$ 1,500
Copier supplies	\$ 350	\$ 350	\$ 350	\$ 350
Janitorial supplies	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500
Electricity	\$ 13,000	\$ 13,000	\$ 13,000	\$ 13,000
Natural gas	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
Miscellaneous supplies and services	\$ 17,000	\$ 17,000	\$ 17,000	\$ 14,000
Total Aptos	\$ 777,619	\$ 799,686	\$ 617,354	\$ 853,858

Santa Cruz Public Libraries

Title	Year-To-Date Ado Budget	Year-To-Date Adj Budget	Estimated Actual	2019 Dept Request
Activity 3603 -- Boulder Creek				
Regular full time	\$ 163,190	\$ 163,190	\$ 165,065	\$ 170,388
Regular part time	\$ 27,607	\$ 27,607	\$ 19,354	\$ 18,792
Temporary	\$ 32,000	\$ 32,000	\$ 19,178	\$ 36,775
Special vacation pay	\$ -	\$ -	\$ 199	\$ -
Retirement contribution	\$ 35,607	\$ 39,470	\$ 9,193	\$ 11,442
F.I.C.A.	\$ 4,477	\$ 4,477	\$ 237	\$ -
PERS unfunded liability	\$ -	\$ -	\$ 21,119	\$ 25,182
Group health insurance	\$ 35,196	\$ 41,692	\$ 33,698	\$ 37,703
Group dental insurance	\$ 3,185	\$ 3,457	\$ 3,068	\$ 3,177
Vision insurance	\$ 528	\$ 592	\$ 502	\$ 528
Medicare insurance	\$ 2,632	\$ 2,819	\$ 2,705	\$ 2,679
Employee assistance program	\$ 140	\$ 182	\$ 123	\$ 119
Group life insurance	\$ 30	\$ 35	\$ 32	\$ 35
Disability insurance	\$ 2,846	\$ 3,300	\$ 1,108	\$ 2,846
Unemployment insurance	\$ 1,286	\$ 1,546	\$ 1,255	\$ 1,222
Workers' compensation	\$ 8,643	\$ 9,520	\$ 7,418	\$ 7,226
Temp Employee Benefits - Budget Only	\$ -	\$ -	\$ -	\$ 5,149
Intrafund labor - credit	\$ -	\$ -	\$ -	\$ -
Water, sewer and refuse	\$ 6,060	\$ 6,060	\$ 6,060	\$ 6,060
Janitorial services	\$ 12,996	\$ 14,996	\$ 14,996	\$ 16,500
Office equipment operation/maint	\$ 100	\$ 100	\$ 100	\$ 100
Other equipment operation/maintenance	\$ 350	\$ 350	\$ 350	\$ 350
Building and facility o & m - outside	\$ 3,736	\$ 3,736	\$ 4,500	\$ 12,736
Landscaping maintenance services	\$ -	\$ 4,800	\$ 4,800	\$ 7,300
Travel and meetings	\$ 150	\$ 150	\$ 150	\$ 150
Office supplies	\$ 800	\$ 800	\$ 800	\$ 800
Safety clothing and equipment	\$ -	\$ -	\$ -	\$ 500
Copier supplies	\$ 350	\$ 350	\$ 350	\$ 350
Janitorial supplies	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500
Electricity	\$ 7,800	\$ 7,800	\$ 7,800	\$ 7,800
Natural gas	\$ 1,300	\$ 1,300	\$ 1,300	\$ 1,300
Building equipment	\$ -	\$ 10,000	\$ 10,000	\$ -
Total Boulder Creek	\$ 352,509	\$ 381,829	\$ 336,960	\$ 378,709

Santa Cruz Public Libraries

Title	Year-To-Date Ado Budget	Year-To-Date Adj Budget	Estimated Actual	2019 Dept Request
Activity 3604 -- Branciforte				
Regular full time	\$ 196,281	\$ 196,281	\$ 196,833	\$ 204,227
Regular part time	\$ 26,291	\$ 26,291	\$ 24,874	\$ 26,803
Temporary	\$ 63,000	\$ 63,000	\$ 20,719	\$ 49,840
Special vacation pay	\$ -	\$ -	\$ 334	\$ -
Retirement contribution	\$ 43,300	\$ 43,300	\$ 12,104	\$ 15,672
F.I.C.A.	\$ 8,814	\$ 8,814	\$ 386	\$ -
PERS unfunded liability	\$ -	\$ -	\$ 25,568	\$ 30,753
Group health insurance	\$ 59,398	\$ 59,398	\$ 54,518	\$ 54,511
Group dental insurance	\$ 3,589	\$ 3,589	\$ 3,590	\$ 3,590
Vision insurance	\$ 606	\$ 606	\$ 606	\$ 606
Medicare insurance	\$ 3,126	\$ 3,126	\$ 3,224	\$ 3,230
Employee assistance program	\$ 149	\$ 149	\$ 150	\$ 149
Group life insurance	\$ 75	\$ 75	\$ 75	\$ 75
Disability insurance	\$ 2,824	\$ 2,824	\$ 1,359	\$ 2,824
Unemployment insurance	\$ 1,247	\$ 1,247	\$ 1,316	\$ 1,290
Workers' compensation	\$ 10,083	\$ 10,083	\$ 8,982	\$ 8,826
Temp Employee Benefits - Budget Only	\$ -	\$ -	\$ -	\$ 6,978
Intrafund labor - credit	\$ -	\$ -	\$ -	\$ -
Water, sewer and refuse	\$ 5,260	\$ 5,260	\$ 5,260	\$ 5,260
Janitorial services	\$ 14,452	\$ 32,452	\$ 16,750	\$ 20,000
Office equipment operation/maint	\$ 100	\$ 100	\$ 100	\$ 100
Other equipment operation/maintenance	\$ 350	\$ 350	\$ 350	\$ 350
Building and facility o & m - outside	\$ 5,689	\$ 8,689	\$ 5,689	\$ 14,689
Landscaping maintenance services	\$ -	\$ 4,000	\$ 4,250	\$ 2,500
Travel and meetings	\$ 150	\$ 150	\$ 150	\$ 150
Office supplies	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500
Safety clothing and equipment	\$ -	\$ -	\$ -	\$ 500
Copier supplies	\$ 350	\$ 350	\$ 350	\$ 350
Janitorial supplies	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
Electricity	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Natural gas	\$ 800	\$ 800	\$ 800	\$ 800
Total Branciforte	\$ 459,434	\$ 484,434	\$ 401,837	\$ 467,573

Santa Cruz Public Libraries

Title	Year-To-Date Ado Budget	Year-To-Date Adj Budget	Estimated Actual	2019 Dept Request
Activity 3605 -- Capitola Branch				
Regular full time	\$ 170,845	\$ 170,845	\$ 177,801	\$ -
Regular part time	\$ 24,257	\$ 24,257	\$ 24,872	\$ -
Temporary	\$ 53,000	\$ 53,000	\$ 35,591	\$ -
Special vacation pay	\$ -	\$ -	\$ 532	\$ -
Retirement contribution	\$ 37,806	\$ 39,499	\$ 11,045	\$ -
F.I.C.A.	\$ 7,415	\$ 7,415	\$ -	\$ -
PERS unfunded liability	\$ -	\$ -	\$ 23,315	\$ -
Group health insurance	\$ 47,348	\$ 41,628	\$ 39,676	\$ -
Group dental insurance	\$ 3,189	\$ 3,189	\$ 3,189	\$ -
Vision insurance	\$ 585	\$ 457	\$ 463	\$ -
Medicare insurance	\$ 2,739	\$ 2,907	\$ 2,951	\$ -
Employee assistance program	\$ 156	\$ 156	\$ 152	\$ -
Group life insurance	\$ 58	\$ 58	\$ 58	\$ -
Disability insurance	\$ 2,608	\$ 2,608	\$ 1,229	\$ -
Unemployment insurance	\$ 889	\$ 926	\$ 927	\$ -
Workers' compensation	\$ 9,003	\$ 11,016	\$ 10,085	\$ -
Water, sewer and refuse	\$ 3,450	\$ 3,450	\$ 3,450	\$ -
Janitorial services	\$ 7,017	\$ 7,017	\$ 7,017	\$ -
Office equipment operation/maint	\$ 100	\$ 100	\$ 100	\$ -
Other equipment operation/maintenance	\$ 350	\$ 350	\$ 350	\$ -
Building and facility o & m - outside	\$ 3,477	\$ 3,477	\$ 3,477	\$ -
Travel and meetings	\$ 150	\$ 150	\$ 150	\$ -
Telecommunications service - outside	\$ -	\$ 1,585	\$ 1,585	\$ -
Office supplies	\$ 1,500	\$ 1,500	\$ 1,500	\$ -
Safety clothing and equipment	\$ -	\$ -	\$ 10	\$ -
Copier supplies	\$ 350	\$ 350	\$ -	\$ -
Janitorial supplies	\$ 1,500	\$ 1,500	\$ 1,500	\$ -
Electricity	\$ 6,800	\$ 6,800	\$ 6,800	\$ -
Miscellaneous supplies and services	\$ -	\$ -	\$ 100	\$ -
Total Capitola Branch	\$ 384,592	\$ 384,240	\$ 357,925	\$ -

Santa Cruz Public Libraries

Title	Year-To-Date Ado Budget	Year-To-Date Adj Budget	Estimated Actual	2019 Dept Request
Activity 3606 -- Downtown Branch				
Regular full time	\$ 828,247	\$ 828,247	\$ 730,975	\$ 746,596
Regular part time	\$ 113,754	\$ 113,754	\$ 118,375	\$ 157,450
Termination pay	\$ -	\$ -	\$ 8,031	\$ -
Temporary	\$ 262,000	\$ 262,000	\$ 161,513	\$ 275,652
Other pay	\$ -	\$ -	\$ 35	\$ -
Special vacation pay	\$ -	\$ -	\$ 2,223	\$ -
Retirement contribution	\$ 183,092	\$ 176,828	\$ 46,499	\$ 57,501
F.I.C.A.	\$ 36,654	\$ 36,654	\$ 3,376	\$ -
PERS unfunded liability	\$ -	\$ -	\$ 97,819	\$ 120,337
Group health insurance	\$ 190,993	\$ 198,318	\$ 173,091	\$ 185,281
Group dental insurance	\$ 11,847	\$ 11,719	\$ 11,047	\$ 11,679
Vision insurance	\$ 1,947	\$ 2,043	\$ 1,944	\$ 2,106
Medicare insurance	\$ 13,250	\$ 12,755	\$ 13,038	\$ 12,706
Employee assistance program	\$ 636	\$ 636	\$ 564	\$ 615
Group life insurance	\$ 268	\$ 261	\$ 257	\$ 277
Disability insurance	\$ 12,509	\$ 12,509	\$ 5,178	\$ 12,282
Unemployment insurance	\$ 5,454	\$ 5,571	\$ 6,271	\$ 6,295
Workers' compensation	\$ 44,319	\$ 41,378	\$ 36,004	\$ 34,534
Temp Employee Benefits - Budget Only	\$ -	\$ -	\$ -	\$ 38,591
Intrafund labor - credit	\$ -	\$ -	\$ -	\$ -
Security patrols - City Hall	\$ 4,399	\$ 14,399	\$ 9,000	\$ 7,899
Water, sewer and refuse	\$ 26,050	\$ 26,050	\$ 26,050	\$ 26,050
Janitorial services	\$ 114,897	\$ 129,897	\$ 114,897	\$ 125,000
Office equipment operation/maint	\$ 100	\$ 100	\$ 800	\$ 100
Other equipment operation/maintenance	\$ 1,750	\$ 1,750	\$ 2,200	\$ 1,750
Building and facility o & m - outside	\$ 23,630	\$ 48,630	\$ 38,000	\$ 43,630
Landscaping maintenance services	\$ -	\$ -	\$ 600	\$ 2,500
Travel and meetings	\$ 150	\$ 150	\$ 150	\$ 150
Office supplies	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
Safety clothing and equipment	\$ -	\$ -	\$ 300	\$ 1,500
Copier supplies	\$ 3,100	\$ 3,100	\$ 3,100	\$ 3,100
Janitorial supplies	\$ 3,500	\$ 12,500	\$ 12,000	\$ 3,500
Electricity	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000
Natural gas	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500
Miscellaneous supplies and services	\$ 27,773	\$ 82,413	\$ 82,413	\$ 24,773
Total Downtown Branch	\$ 1,999,819	\$ 2,111,162	\$ 1,795,250	\$ 1,991,354

Santa Cruz Public Libraries

Title	Year-To-Date Ado Budget	Year-To-Date Adj Budget	Estimated Actual	2019 Dept Request
Activity 3607 -- Felton Branch				
Regular full time	\$ 157,531	\$ 157,531	\$ 159,351	\$ 162,983
Regular part time	\$ 27,607	\$ 27,607	\$ 30,609	\$ 20,263
Temporary	\$ 22,500	\$ 22,500	\$ 16,861	\$ 30,762
Special vacation pay	\$ -	\$ -	\$ 193	\$ -
Retirement contribution	\$ 34,563	\$ 29,057	\$ 9,629	\$ 11,087
F.I.C.A.	\$ 3,148	\$ 3,148	\$ 23	\$ -
PERS unfunded liability	\$ -	\$ -	\$ 21,756	\$ 24,392
Group health insurance	\$ 40,231	\$ 33,735	\$ 38,208	\$ 49,412
Group dental insurance	\$ 3,144	\$ 2,872	\$ 2,328	\$ 2,640
Vision insurance	\$ 521	\$ 457	\$ 430	\$ 473
Medicare insurance	\$ 2,541	\$ 2,234	\$ 2,732	\$ 2,585
Employee assistance program	\$ 138	\$ 96	\$ 118	\$ 117
Group life insurance	\$ 49	\$ 44	\$ 55	\$ 54
Disability insurance	\$ 2,801	\$ 2,347	\$ 1,159	\$ 2,801
Unemployment insurance	\$ 1,255	\$ 885	\$ 1,327	\$ 1,202
Workers' compensation	\$ 8,387	\$ 7,136	\$ 7,519	\$ 7,000
Temp Employee Benefits - Budget Only	\$ -	\$ -	\$ -	\$ 4,307
Intrafund labor - credit	\$ -	\$ -	\$ -	\$ -
Water, sewer and refuse	\$ 280	\$ 280	\$ 280	\$ 280
Janitorial services	\$ 961	\$ 6,061	\$ 6,061	\$ 6,250
Office equipment operation/maint	\$ 100	\$ 100	\$ 100	\$ 100
Other equipment operation/maintenance	\$ 350	\$ 350	\$ 350	\$ 350
Building and facility o & m - outside	\$ 4,039	\$ 4,039	\$ 4,039	\$ 5,000
Landscaping maintenance services	\$ -	\$ -	\$ 47	\$ 250
Equipment, building and land rentals	\$ 18,000	\$ 21,600	\$ 21,600	\$ 21,600
Travel and meetings	\$ 150	\$ 150	\$ 150	\$ 150
Office supplies	\$ 800	\$ 800	\$ 400	\$ 400
Safety clothing and equipment	\$ -	\$ -	\$ -	\$ 500
Copier supplies	\$ 350	\$ 350	\$ 350	\$ 350
Janitorial supplies	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500
Electricity	\$ 1,525	\$ 1,525	\$ 1,525	\$ 1,525
Natural gas	\$ 550	\$ 550	\$ 550	\$ 550
Total Felton Branch	\$ 333,021	\$ 326,954	\$ 329,250	\$ 358,883

Santa Cruz Public Libraries

Title	Year-To-Date Ado Budget	Year-To-Date Adj Budget	Estimated Actual	2019 Dept Request
Activity 3608 -- Garfield Park Branch				
Regular full time	\$ 147,822	\$ 147,822	\$ 148,452	\$ 153,213
Regular part time	\$ 27,607	\$ 27,607	\$ 24,165	\$ 20,263
Temporary	\$ 28,000	\$ 28,000	\$ 16,665	\$ 32,775
Special vacation pay	\$ -	\$ -	\$ 334	\$ -
Retirement contribution	\$ 33,171	\$ 37,034	\$ 8,984	\$ 11,004
F.I.C.A.	\$ 3,917	\$ 3,917	\$ -	\$ -
PERS unfunded liability	\$ -	\$ -	\$ 19,890	\$ 23,092
Group health insurance	\$ 27,592	\$ 34,088	\$ 20,541	\$ 21,017
Group dental insurance	\$ 1,566	\$ 1,838	\$ 1,553	\$ 1,558
Vision insurance	\$ 330	\$ 394	\$ 327	\$ 330
Medicare insurance	\$ 2,401	\$ 2,588	\$ 2,466	\$ 2,461
Employee assistance program	\$ 128	\$ 170	\$ 87	\$ 86
Group life insurance	\$ 50	\$ 55	\$ 52	\$ 55
Disability insurance	\$ 2,358	\$ 2,812	\$ 1,050	\$ 2,358
Unemployment insurance	\$ 1,044	\$ 1,304	\$ 789	\$ 790
Workers' compensation	\$ 7,015	\$ 7,892	\$ 5,691	\$ 5,481
Temp Employee Benefits - Budget Only	\$ -	\$ -	\$ -	\$ 4,589
Intrafund labor - credit	\$ -	\$ -	\$ -	\$ -
Water, sewer and refuse	\$ 2,865	\$ 2,865	\$ 2,865	\$ 2,865
Janitorial services	\$ 4,741	\$ 5,541	\$ 5,541	\$ 5,750
Office equipment operation/maint	\$ 100	\$ 100	\$ 100	\$ 100
Other equipment operation/maintenance	\$ 350	\$ 350	\$ 350	\$ 350
Building and facility o & m - outside	\$ 1,184	\$ 1,184	\$ 3,500	\$ 10,184
Landscaping maintenance services	\$ -	\$ 3,600	\$ 3,600	\$ 6,100
Travel and meetings	\$ 150	\$ 150	\$ 150	\$ 150
Office supplies	\$ 800	\$ 800	\$ 800	\$ 800
Safety clothing and equipment	\$ -	\$ -	\$ 200	\$ 500
Copier supplies	\$ 350	\$ 350	\$ 350	\$ 350
Janitorial supplies	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500
Electricity	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000
Natural gas	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
Total Garfield Park Branch	\$ 300,041	\$ 316,961	\$ 275,002	\$ 312,721

Santa Cruz Public Libraries

Title	Year-To-Date Ado Budget	Year-To-Date Adj Budget	Estimated Actual	2019 Dept Request
Activity 3609 -- La Selva Beach Branch				
Regular full time	\$ 122,350	\$ 122,350	\$ 122,416	\$ 126,358
Regular part time	\$ 27,607	\$ 27,607	\$ 27,484	\$ 19,620
Temporary	\$ 23,000	\$ 23,000	\$ 15,259	\$ 32,775
Special vacation pay	\$ -	\$ -	\$ 540	\$ -
Retirement contribution	\$ 28,074	\$ 28,074	\$ 7,694	\$ 9,059
F.I.C.A.	\$ 3,218	\$ 3,218	\$ 182	\$ -
PERS unfunded liability	\$ -	\$ -	\$ 17,260	\$ 19,431
Group health insurance	\$ 54,948	\$ 54,948	\$ 51,499	\$ 52,290
Group dental insurance	\$ 2,933	\$ 2,933	\$ 2,984	\$ 2,933
Vision insurance	\$ 457	\$ 457	\$ 471	\$ 457
Medicare insurance	\$ 1,971	\$ 1,971	\$ 2,132	\$ 2,001
Employee assistance program	\$ 114	\$ 114	\$ 111	\$ 114
Group life insurance	\$ 44	\$ 44	\$ 48	\$ 44
Disability insurance	\$ 2,155	\$ 2,155	\$ 906	\$ 2,155
Unemployment insurance	\$ 928	\$ 928	\$ 974	\$ 839
Workers' compensation	\$ 6,793	\$ 6,793	\$ 6,033	\$ 5,577
Temp Employee Benefits - Budget Only	\$ -	\$ -	\$ -	\$ 4,589
Intrafund labor - credit	\$ -	\$ -	\$ -	\$ -
Janitorial services	\$ 1,665	\$ 5,665	\$ 5,665	\$ 6,000
Office equipment operation/maint	\$ 100	\$ 100	\$ 100	\$ 100
Other equipment operation/maintenance	\$ 350	\$ 350	\$ 350	\$ 350
Building and facility o & m - outside	\$ 48	\$ 48	\$ 200	\$ 9,048
Equipment, building and land rentals	\$ 7,200	\$ 7,200	\$ 7,200	\$ 7,200
Travel and meetings	\$ 150	\$ 150	\$ 150	\$ 150
Office supplies	\$ 800	\$ 800	\$ 800	\$ 800
Safety clothing and equipment	\$ -	\$ -	\$ 200	\$ 800
Copier supplies	\$ 350	\$ 350	\$ 350	\$ 350
Janitorial supplies	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500
Electricity	\$ 1,825	\$ 1,825	\$ 1,825	\$ 1,825
Natural gas	\$ 300	\$ 300	\$ 300	\$ 300
Total La Selva Beach Branch	\$ 288,880	\$ 292,880	\$ 274,633	\$ 306,665

Santa Cruz Public Libraries

Title	Year-To-Date Ado Budget	Year-To-Date Adj Budget	Estimated Actual	2019 Dept Request
Activity 3610 -- Live Oak Branch				
Regular full time	\$ 179,407	\$ 179,407	\$ 230,599	\$ 240,582
Regular part time	\$ 97,709	\$ 97,709	\$ 60,678	\$ 54,156
Termination pay	\$ -	\$ -	\$ 1,375	\$ -
Temporary	\$ 53,000	\$ 53,000	\$ 36,701	\$ 80,261
Special vacation pay	\$ -	\$ -	\$ 532	\$ -
Retirement contribution	\$ 53,475	\$ 45,749	\$ 15,931	\$ 18,468
F.I.C.A.	\$ 7,415	\$ 7,415	\$ 578	\$ -
PERS unfunded liability	\$ -	\$ -	\$ 33,571	\$ 39,233
Group health insurance	\$ 57,454	\$ 44,462	\$ 60,133	\$ 65,380
Group dental insurance	\$ 3,132	\$ 2,588	\$ 3,631	\$ 3,884
Vision insurance	\$ 648	\$ 520	\$ 723	\$ 760
Medicare insurance	\$ 3,723	\$ 3,349	\$ 4,409	\$ 4,302
Employee assistance program	\$ 239	\$ 155	\$ 211	\$ 218
Group life insurance	\$ 88	\$ 78	\$ 102	\$ 105
Disability insurance	\$ 3,062	\$ 2,154	\$ 1,772	\$ 4,196
Unemployment insurance	\$ 2,127	\$ 1,607	\$ 2,473	\$ 2,322
Workers' compensation	\$ 12,553	\$ 10,799	\$ 11,485	\$ 10,895
Temp Employee Benefits - Budget Only	\$ -	\$ -	\$ -	\$ 11,237
Intrafund labor - credit	\$ -	\$ -	\$ -	\$ -
Water, sewer and refuse	\$ 10,450	\$ 10,450	\$ 10,450	\$ 10,450
Janitorial services	\$ 24,201	\$ 24,801	\$ 24,801	\$ 27,500
Office equipment operation/maint	\$ 100	\$ 100	\$ 100	\$ 100
Other equipment operation/maintenance	\$ 350	\$ 350	\$ 350	\$ 350
Building and facility o & m - outside	\$ 14,596	\$ 24,596	\$ 20,000	\$ 23,596
Landscaping maintenance services	\$ -	\$ 10,300	\$ 10,300	\$ 7,750
Travel and meetings	\$ 150	\$ 150	\$ 150	\$ 150
Telecommunications service - outside	\$ 1,585	\$ -	\$ -	\$ 1,585
Office supplies	\$ 1,500	\$ 1,500	\$ -	\$ 1,500
Safety clothing and equipment	\$ -	\$ -	\$ 250	\$ 800
Copier supplies	\$ 350	\$ 350	\$ 350	\$ 350
Janitorial supplies	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500
Electricity	\$ 28,000	\$ 28,000	\$ 28,000	\$ 28,000
Natural gas	\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,000
Miscellaneous supplies and services	\$ -	\$ -	\$ -	\$ -
Office furniture/equipment	\$ -	\$ 6,900	\$ -	\$ -
Total Live Oak Branch	\$ 564,814	\$ 565,989	\$ 569,155	\$ 647,630

Santa Cruz Public Libraries

Title	Year-To-Date Ado Budget	Year-To-Date Adj Budget	Estimated Actual	2019 Dept Request
Activity 3611 -- Scotts Valley Branch				
Regular full time	\$ 206,529	\$ 206,529	\$ 207,615	\$ 213,584
Regular part time	\$ 159,089	\$ 159,089	\$ 106,096	\$ 103,509
Temporary	\$ 130,000	\$ 130,000	\$ 58,441	\$ 127,391
Special vacation pay	\$ -	\$ -	\$ 193	\$ -
Retirement contribution	\$ 71,014	\$ 71,014	\$ 17,559	\$ 20,273
F.I.C.A.	\$ 18,187	\$ 18,187	\$ 983	\$ -
PERS unfunded liability	\$ -	\$ -	\$ 36,220	\$ 42,209
Group health insurance	\$ 69,082	\$ 69,082	\$ 50,820	\$ 57,139
Group dental insurance	\$ 5,823	\$ 5,823	\$ 4,965	\$ 5,136
Vision insurance	\$ 1,038	\$ 1,038	\$ 785	\$ 782
Medicare insurance	\$ 4,876	\$ 4,876	\$ 4,794	\$ 4,552
Employee assistance program	\$ 345	\$ 345	\$ 213	\$ 221
Group life insurance	\$ 85	\$ 85	\$ 65	\$ 64
Disability insurance	\$ 5,523	\$ 5,523	\$ 1,920	\$ 4,162
Unemployment insurance	\$ 2,802	\$ 2,802	\$ 2,334	\$ 2,099
Workers' compensation	\$ 16,562	\$ 16,562	\$ 13,071	\$ 12,113
Temp Employee Benefits - Budget Only	\$ -	\$ -	\$ -	\$ 17,835
Intrafund labor - credit	\$ -	\$ -	\$ -	\$ -
Water, sewer and refuse	\$ 2,800	\$ 2,800	\$ 2,800	\$ 2,800
Janitorial services	\$ 11,974	\$ 10,474	\$ 10,474	\$ 13,500
Office equipment operation/maint	\$ 100	\$ 100	\$ 100	\$ 100
Other equipment operation/maintenance	\$ 350	\$ 350	\$ 800	\$ 350
Building and facility o & m - outside	\$ 7,384	\$ 16,384	\$ 8,000	\$ 16,384
Landscaping maintenance services	\$ -	\$ -	\$ -	\$ 2,500
Hardware maintenance services	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
Equipment, building and land rentals	\$ 1	\$ 1	\$ 1	\$ 1
Travel and meetings	\$ 150	\$ 150	\$ 300	\$ 150
Office supplies	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500
Safety clothing and equipment	\$ -	\$ -	\$ 150	\$ 1,500
Copier supplies	\$ 350	\$ 350	\$ 350	\$ 350
Janitorial supplies	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500
Electricity	\$ 26,000	\$ 26,000	\$ 26,000	\$ 26,000
Natural gas	\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,000
Miscellaneous supplies and services	\$ 17,000	\$ 17,000	\$ 17,000	\$ 14,000
Total Scotts Valley Branch	\$ 773,064	\$ 780,564	\$ 588,049	\$ 704,704

Santa Cruz Public Libraries

Title	Year-To-Date Ado Budget	Year-To-Date Adj Budget	Estimated Actual	2019 Dept Request
Activity 3612 -- Outreach Services				
Regular full time	\$ 161,078	\$ 153,078	\$ 137,638	\$ 156,392
Regular part time	\$ 69,194	\$ 69,194	\$ 44,447	\$ 77,307
Temporary	\$ 17,500	\$ 25,500	\$ 37,413	\$ 10,736
Special vacation pay	\$ -	\$ -	\$ 233	\$ -
Retirement contribution	\$ 45,956	\$ 45,956	\$ 10,759	\$ 16,192
F.I.C.A.	\$ 2,449	\$ 2,449	\$ 1,094	\$ -
PERS unfunded liability	\$ -	\$ -	\$ 21,049	\$ 31,108
Group health insurance	\$ 47,287	\$ 47,287	\$ 38,930	\$ 51,570
Group dental insurance	\$ 3,377	\$ 3,377	\$ 3,141	\$ 3,641
Vision insurance	\$ 628	\$ 628	\$ 572	\$ 691
Medicare insurance	\$ 3,272	\$ 3,272	\$ 2,848	\$ 3,248
Employee assistance program	\$ 145	\$ 145	\$ 156	\$ 208
Group life insurance	\$ 66	\$ 66	\$ 72	\$ 87
Disability insurance	\$ 2,949	\$ 2,949	\$ 1,126	\$ 3,402
Unemployment insurance	\$ 2,185	\$ 2,185	\$ 1,774	\$ 2,208
Workers' compensation	\$ 13,396	\$ 13,396	\$ 11,659	\$ 12,402
Temp Employee Benefits - Budget Only	\$ -	\$ -	\$ -	\$ 1,503
Intrafund labor - credit	\$ -	\$ -	\$ -	\$ -
Vehicle work order charges - internal	\$ 5,750	\$ 5,750	\$ 5,750	\$ 5,750
Vehicle fuel island charges - internal	\$ 3,485	\$ 3,485	\$ 3,485	\$ 3,485
Hardware maintenance services	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Telecommunications service - outside	\$ 1,440	\$ 1,440	\$ 1,440	\$ 1,440
Office supplies	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
Miscellaneous supplies and services	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
Total Outreach Services	\$ 393,157	\$ 393,157	\$ 336,586	\$ 394,370

Appendix B:

Trust Fund Narratives

ANNA GRUBER BEQUEST

- Donor: Anna Gruber died in 2012 leaving the Library a bequest
- Terms: The Anna Gruber Trust gave the bequest to the Library for library materials for Branciforte with the understanding items do not stay in any one branch.
- Balance of Trust as of 3/31/17: \$17,159
- Income: Interest earned is added to principal
- Management: Held by the City Finance Department. CMS Manager manages the funds.
- Plans: Spend out trust.

FINKELDEY TRUST

- Donor: Stella A. H. Finkeldey, a teacher and principal in the Santa Cruz City School System, left her estate to the Santa Cruz Public Library in 1949.
- Terms: "...the net income there from, plus the annual sum of \$100.00 from the principal, [shall] be used and expended solely for the purchase of musical literature for and to be kept in the music department of the Santa Cruz Public Library."
- Balance of Trust as of 3/31/17: \$9,002
- Income: Interest earned is added to principal
- Management: Held by the City Finance Department. Complete record is reflected in Library budget. CMS Manager manages the funds.

DOROTHY A. HALE TRUST

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

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

Balance of
Trust as of
3/31/17: \$45,977

Income: Interest earned is added to principal

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

LEET-CORDAY TRUST

Donor: Robert Leet-Corday

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

Balance of
Trust as of
3/31/17: \$95,838

Income: Interest earned is added to principal

Management: Held by the City Finance Department. DTN Regional 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

Santa Cruz Public Libraries

local history of the City of Santa Cruz and of the State of California." No limitations on only spending income.

Balance of
Trust as of
3/31/17: \$215,257

Income: Interest earned is added to principal

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

MCCASKILL TRUST – VISUALLY IMPAIRED

Donor: See above

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

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

Balance of
Trust as of
3/31/17: \$204,381

Income: Interest earned is added to principal

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

JAMES MORLEY TRUST

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

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

Balance of

Trust as of
3/31/17: \$13,260

Income: Interest earned is added to principal

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

RICHARDSON TRUST

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

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

Balance of
Trust as of
3/31/17: \$325,000

Income: 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 in May and that is appropriated into the Library’s annual budget. CMS Manager manages this trust.

WILLIAM COX SULZNER TRUST

Donor: William Cox Sulzner, also known as Lee Cox Sulzner, gave his estate to FSCPL to establish an endowment in his name.

Terms: “The net income of this fund shall be used to purchase mystery books, mystery tapes or other media, all of which shall bear my name as the donor.”

Balance of
Trust as of
3/31/17: \$141,579

Income: Interest only.

Management: FSCPL holds this trust. CMS Manager manages this trust.

UTTER TRUST

Santa Cruz Public Libraries

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

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

Balance of
Trust as of
3/31/17: \$293,783

Income: Interest Only

Management: FSCPL holds this trust. Held at Community Foundation of Santa Cruz County. Asst. Director manages these funds.

WHALEN TRUST

Donor: Family Trust of Kenneth H. Whalen and Shirley M. Whalen. Kenneth Whalen died on December 1, 2008, leaving the Felton Branch of the Library a Trust for capital improvements and book purchases.

Terms: The Whalen Trust specifies that the Library use the funds for the Felton Branch "for capital improvements and/or new books".

Balance of
Trust as of
3/31/17: \$95,332

Income: Interest earned is added to principal

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

Plans: Felton opening day collection TBD.

Appendix C:

Vehicle Replacement Schedule

Library FY 18/19 Vehicle Replacement Schedule						
#	Department	Description	Replacement Cost	Year Acquired	Year of Replacement	Savings Need/Yr to Meet Replacement Date
434	Courier	Dodge Sprinter	\$45,000		2018-19	\$5,000
528	Bldg Maint	Dodge Sprinter	\$45,000		2017-18	\$5,833
527	Bldg Maint	Ford Transit	\$35,000	2015	2024-25	\$3,500
529	Bldg Maint	Ford Econoline Van	\$35,000		2017-18	\$7,000
151	Outreach	Ford Escape Hybrid	\$35,000		2017-18	\$5,833
178	Outreach	Ford Escape Hybrid	\$35,000	2015	2024-25	\$3,500
531	Outreach	Frieghtliner	\$350,000	2016	2030-31	\$23,333
	LIT	Ford Transit	\$35,000	2018	2028-2029	
	Programs	Pedal Library	\$2,500	2016	2021-22	\$500
TOTAL SAVINGS NEEDS PER YEAR						\$54,499

Savings Began in FY 11/12

**The Library System has chosen to abide by the City's vehicle replacement schedule which is defined as replacing vehicles every 100,000 miles or every 10 years.

Appendix D: School Superintendents Letter of Support for the Removal of Children's Late Fees

To the Santa Cruz Public Library Board:

We are writing as public school librarians in support of Santa Cruz Public Library's proposal that children and young adult materials incur no fines.

As librarians, we encourage children to use public libraries in addition to school libraries by getting library cards. And, every year, a small chorus of children tells us that they are not able to use the public library due to fines. These voices belong to our least able to pay, often from families unable to advocate for themselves and from families needing literacy support. Removing fines for children and young adults would create more equitable access to library resources.

Thank you for considering a change in this policy so our children may continue to use and enjoy the public library and its resources.

In support,

Santa Cruz City School Librarians

Madeline Britton
Jessica Brooks
Martha Dyer
Shannon Greene
Kathy Griffith
Jolene Kemos
Barbara Lawrence
Adriana Lugo
April Porterfield
Veronica Zaleha



STAFF REPORT

DATE: 6/7/2018
TO: Library Joint Powers Board
FROM: Susan Nemitz, Library Director
RE: Free Speech Rights of Citizens Policy

RECOMMENDATION

Approve the Library's Free Speech Rights of Citizens policy (#601).

DISCUSSION

The SCPL Free Speech Rights of Citizens Policy was presented to the Board at the May, 2018 meeting for review and discussion.

Free Speech Rights of Citizens

JPAB Policy # 601

Adopted: 10/2010

Revised: xx/2018

Five-year Review Schedule: 2023

Santa Cruz Public Libraries (the Library) supports the free speech rights of citizens while respecting and balancing the need to maintain an inclusive, safe, enjoyable library experience for all. Accordingly, the Library permits exercise of free speech rights subject to reasonable time, place, and manner restrictions consistent with the nature of the library as a limited public forum.

The public library, central to a community's civic life, celebrates and reflects local and national diversity. A place of exploration, learning, and entertainment, the public library creates an environment where people engage with each other respectfully, learning about human experiences other than their own. As such, the Library does not tolerate obscenity, abusive conduct, or disruptive activities directly or indirectly focused at patrons, staff, or the community at large. The Library applies the Code of Conduct Policy to maintain an equitable library experience for all, and does not tolerate discrimination or abuse of individuals based on race, ethnicity, national origin, religion, gender, or sexual orientation.

In all cases, the exercise of free speech rights on Library property remains subject to reasonable time, place, and manner restrictions to ensure such exercise does not impede Library operations or patronage. Library sidewalks, pathways of ingress and egress, and parking areas on Library property may not be blocked at any time. No petitioning or collections may be taken on Library premises, and no funds or business solicited or direct sales made except by the Library or the Friends of the Santa Cruz Public Libraries or their agent.

Members of the public with questions about this policy should contact the Director of Libraries.



STAFF REPORT

DATE: 6/7/2018
TO: Library Joint Powers Board
FROM: Susan Nemitz, Library Director
RE: Urban Libraries Council Statement of Commitment to Racial and Social Equity

RECOMMENDATION

Read and discuss this first policy presentation, with approval expected to be requested at August, 2018 JPAB meeting.

DISCUSSION

The Urban Libraries Council (ULC) is an important guiding organization for public libraries across North America, promoting and supporting best practices and innovation. The ULC has written and adopted the *Statement of Commitment to Racial and Social Equity*, which is being adopted by state libraries, library consortia, and public libraries across the nation.

Statement of Commitment to Racial and Social Equity

JPAB Policy # 312
Adopted: xx/xx/2018
Five-year Review Schedule: 2023

The North American Urban Libraries Council *Statement of Commitment to Racial and Social Equity* serves as a baseline upon which Santa Cruz Public Libraries will build policies and actions that make the communities served more inclusive and just. The statement reads as follows:

As leaders of North America's public libraries, we are committed to achieving racial and social equity by contributing to a more just society in which all community members can realize their full potential. Our libraries can help achieve true and sustained equity through an intentional, systemic, and transformative library-community partnership. Our library systems are working to achieve equity in the communities we serve by:

- Eliminating racial and social equity barriers in library programs, services, policies and practices.
- Creating and maintaining an environment of diversity, inclusion and respect both in our library systems and in all aspects of our community role.
- Ensuring that we are reaching and engaging disenfranchised people in the community and helping them express their voice.
- Serving as a convener and facilitator of conversations and partnerships to address community challenges.
- Being forthright on tough issues that are important to our communities.

Libraries are trusted, venerable, and enduring institutions, central to their communities and an essential participant in the movement for racial and social equity.