

## LIBRARY ADVISORY COMMISSION (LAC)

On Monday, May 6, 2024 at 6:30 PM

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

### **Public Viewing:**

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

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

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

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

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

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

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

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

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

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

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

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

**LIBRARY ADVISORY COMMISSION  
REGULAR MEETING**

**MONDAY, MAY 6, 2024 at 6:30 PM**

**BRANCIFORTE BRANCH LIBRARY  
230 GAULT STREET, SANTA CRUZ, CA 95062**

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

Commissioners Rena Dubin, Nancy Gerdt, Charlotte Khandelwal, Vivian Rogers, Mike Termini, Pamela Woll, and Tricia Wynne

**2. ADOPTION OF THE AGENDA**

**3. ORAL COMMUNICATIONS**

*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.*

**4. REPORT BY LIBRARY DIRECTOR**

A. Library Director's Report (P3)

**5. REPORT BY FRIENDS OF THE SANTA CRUZ PUBLIC LIBRARIES**

A. Friends of SCPL – Report (Oral)

**6. MEMBER REPORTS**

**7. 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 April 15, 2024  
RECOMMENDED ACTION: Approve Minutes (P4-6)

**8. GENERAL BUSINESS**

*General 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. Presentation on Summer Reading: Adult and Youth Service Managers, Jessica Goodman and Heather Norquist  
RECOMMENDED ACTION: Review and provide input on the plan for Summer Reading 2024 (P7-9)
- B. Informational Session on the Budget: Interim Director, Eric Howard  
RECOMMENDED ACTION: Accept the Draft FY 25 Library Operating Budget and recommend approval to the JPA (P10-48)
- C. LAC Meeting Support (Virtual participation v. Live Streaming)  
RECOMMENDED ACTION: Seek to continue live streaming and provide opportunity for input on the agenda prior to the meeting and end hybrid model (P49)

**9. SCHEDULED UPCOMING MEETINGS**

Date	Location	Anticipated Upcoming Agenda Items:
July 1, 2024		•

**10. ADJOURNMENT**

Adjourned to the next regular meeting of the Library Advisory Commission to be held on Monday, July 1, 2024 at 6:30pm at the Boulder Creek Branch Library.

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 427-7706 at least five days in advance so that we can arrange for such special assistance, or email [library\\_admin@santacruzpl.org](mailto:library_admin@santacruzpl.org).

May 6, 2024

### **Interim Director's Report to the Library Advisory Commission**

Even though we met only a few weeks ago, there is a lot of new information to review. In today's meeting we look ahead as we hear a presentation from staff on the Library's plans for summer reading. This is a season that is often considered the Library's most important because we provide a critical bridge between two learning years. Consequently, the Library often helps reduce and can even reverse the potential for a summer "slide" – a period of time when students are susceptible to falling behind grade level. We will also examine the Library's budget proposal for the new fiscal year that begins on July 1st.

The Library presented their draft budget proposal to the Library Joint Powers Authority (LJPA) on May 2<sup>nd</sup> and will return to the LJPA on June 6<sup>th</sup> to seek a final approval vote on the budget. In that budget proposal, which is provided within this packet, the Library seeks to make long-term investments to support the Library's resiliency and innovation. It also seeks to strengthen the Library's public service and partnerships through changes in personnel. The proposed changes to personnel, however, remain budget neutral. The Board was generally receptive to the ideas in the proposal and encouraged staff to consider increasing its allocation for collections. That meeting can be viewed, along with all of our governance meetings, on the Library's YouTube channel.

The June 6<sup>th</sup> LJPA will also include a presentation on updates regarding the planned construction project for the new Downtown Branch. Additionally, it will include a presentation on an analysis by Baker Tilly, a consultant reviewing the Library's long-term financial health. That analysis is a ten-year forecast of the Library's financial future.

Lastly, at the May 2<sup>nd</sup> LJPA meeting, the Library provided a report analyzing costs and impacts of various models to provide Sunday Library service. The temporary addition to service at Capitola, which extended service there to include Sundays while Aptos was under construction, was the focus of the report. The LJPA voted to endorse the staff report recommendation to return Capitola to its six-day service during the week of August 5<sup>th</sup>. However, the LJPA also sought to explore potential revenue options through the Library Financing Authority that, at a later date, might support Sunday service at Capitola and possibly other locations.

There is a lot to consider for the next fiscal year. I look forward to your continued input and support as we continue to evolve with our ever changing world.

**LIBRARY ADVISORY COMMISSION  
REGULAR MEETING MINUTES**

**MONDAY, APRIL 15 at 6:30 PM**

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

**PRESENT:** Charlotte Khandelwal, Mike Termini, Pamela Woll, Tricia Wynne,  
Rena Dubin, Nancy Gerdt, Vivian Rogers  
**STAFF:** Interim Library Director Eric Howard

**2. ADOPTION OF THE AGENDA**

<b>RESULT:</b>	<b>APPROVED THE AGENDA</b>
<b>MOVER:</b>	<b>Tricia Wynne</b>
<b>SECONDER:</b>	<b>Mike Termini</b>
<b>AYES:</b>	<b>Dubin, Khandelwal, Termini, Woll, Wynne, Gerdt, Rogers</b>

**3. ORAL COMMUNICATIONS**

None

**4. REPORT BY LIBRARY DIRECTOR**

Interim Library Director Eric Howard provided a written report. Commissioner Dubin commented on the Staff Inservice day. Two new members, Nancy Gerdt and Vivian Rogers, briefly introduced themselves to the LAC.

**5. REPORT BY FRIENDS OF THE SANTA CRUZ PUBLIC LIBRARIES**

An update of the Friends' activities was provided.

**6. MEMBER REPORTS**

Commissioner Termini gave short update on the hiring process for the new Library Director. The commissioners expressed their appreciation of the new Aptos Branch library.

## 7. CONSENT CALENDAR

<b>RESULT:</b>	<b>APPROVED THE CONSENT CALENDAR Items A-B. Pull Item C.</b>
	<b>A. Approved Minutes of October 2, 2023</b>
	<b>B. Endorsed the Interim Library Director's request to fly the LGBTQ Pride Flag at Library locations throughout the month of June to commemorate Pride Month</b>
<b>MOVER:</b>	<b>Rena Dubin</b>
<b>SECONDER:</b>	<b>Tricia Wynne</b>
<b>AYES:</b>	<b>Khandelwal, Termini, Woll, Gerdt, Rogers, Wynne, Dubin</b>

- C. Hybrid Meetings for the LAC. Recommended Action: To end the practice of hybrid meetings for the LAC meetings and move to in person meetings with the live streaming and recorded options.**

The commissioners expressed their concern that access would not be sufficient. They inquired how many people watch the LAC proceedings. (No one was online or present in person.) The Interim Library Director explained the process and accessibility for the public through emails prior and up to the day of the meetings as well as the extended period of access to the agenda, which is being posted well in advance of the legal posting limit. Chair Termini requested that this item be re-visited for further discussion at the next LAC meeting.

## 8. GENERAL BUSINESS

- A. Elect Chair and Vice Chair for 2024.**

<b>RESULT:</b>	<b>Elected Chair Termini for 2024</b>
<b>MOVER:</b>	<b>Tricia Wynne</b>
<b>SECONDER:</b>	<b>Nancy Gerdt</b>
<b>AYES:</b>	<b>Dubin, Khandelwal, Termini, Woll, Wynne, Gerdt, Rogers</b>

<b>RESULT:</b>	<b>Elected Vice Chair Dubin for 2024</b>
<b>MOVER:</b>	<b>Tricia Wynne</b>
<b>SECONDER:</b>	<b>Charlotte Khandelwal</b>
<b>AYES:</b>	<b>Dubin, Khandelwal, Termini, Woll, Wynne, Gerdt, Rogers</b>

**B. Code of Conduct**

<b>RESULT:</b>	<b>Endorsed the Library’s Code of Conduct and Administrative Suspension Policy</b>
<b>MOVER:</b>	<b>Tricia Wynne</b>
<b>SECONDER:</b>	<b>Vivian Rogers</b>
<b>AYES:</b>	<b>Dubin, Ripma, Termini, Woll, Wynne, Gerdt, Rogers</b>

**C. Bookmobile Presentation by Jesse Silva, Outreach Librarian II.**

**D. Library Collections in the Changing and Evolving World of Digital Resources. A presentation by Sarah Harbison, CMS Manager.**

**9. ADJOURNMENT**

Adjourned at 8:15 pm to the next regular meeting of the Library Advisory Commission to be held on Monday, May 6, 2024 at 6:30pm at the Branciforte Branch Library.



Chair Mike Termini  
Vice Chair Rena Dubin  
Commissioner Nancy Gerdt  
Commissioner Charlotte Khandelwal  
Commissioner Vivian Rogers  
Commissioner Pamela Woll  
Commissioner Tricia Wynne



## STAFF REPORT

DATE: May 6, 2024  
TO: Library Advisory Commission  
FROM: Heather Norquist, Manager for Youth Programs and Services, and Jessica Goodman, Manager for Adult Programs and Services  
RE: Summer Reading Planning for 2024

### STAFF RECOMMENDATION

Review and provide input on the plan for Summer Reading 2024

### DISCUSSION

Last year we enrolled 2042 children 0-11, 403 teens, and 1,136 adults in our Summer Reading program. These numbers were a significant increase over the previous year when the Aptos, Live Oak, and Branciforte branches were closed. This year we anticipate even higher numbers of participants as all of our branches are open again.

#### Reading Log and Calendar

Our theme for SRP 2024 is Read, Renew, Repeat! Like last year, our Marketing Department has come up with a design that combines the reading log with the event brochure. We are also including QR codes on bookmarks that take people directly to our SRP page where they can sign up. All SRP materials are bilingual. As before, readers can log their reading using either the paper log or the Beanstack platform.

#### Incentives

Like last year, in addition to books and other incentive prizes, we are offering major raffle prizes for children and teens.

Youth 0-11:

- Upon signup: Atlantis Fantasyworld Certificate for a free Graphic Novel and a Boardwalk Bowl Coupon
- 5 hours of reading: a book to keep and 1 raffle ticket

- 10, 15 hours of reading: 1 raffle ticket and 1 water bottle sticker custom designed by SCPL staff
- 20 hours of reading: Free Scoop from Penny Ice Creamery, 1 raffle ticket and 1 Grand Prize Raffle Ticket
- Grand prize for the raffle: Gift Certificate for \$500 to the bike shop of your choice.

### Teens

- Upon signup: Atlantis Fantasyworld Certificate for a free Graphic Novel and a Boardwalk Bowl coupon
- Raffle tickets at 5, 10, 15 hours of reading
- 20 hours of reading: Free Scoop from Penny Ice Creamery, a raffle ticket and a Grand Prize Raffle ticket
- Grand prize for the raffle: Gift Certificate for \$500 to the bike shop of your choice. Other prizes include AirPods, Beats headphones, and a variety of raffle prizes purchased from local businesses.

### **Performer Events**

- The FOSCPL have provided funding for 2 performers at each branch, and some chapters are funding additional performers. New offerings include Graphic Novel workshops for Teens, Interactive stories with STEM and magic, clever parrots, a bilingual comedy magic show, and a pirate ventriloquist.

### **In House Programs**

- Our Youth Librarians are planning to offer a variety of fun craft and STEAM programs at every branch. Some highlights relating to the Recycling and Environmental Conservation themes include: Make a Recycled No-Sew T-shirt Bag, Robo-Recycling- Build your own recycled robot!, Book Bag decorating, and Save the Bees: Native Flower Seed Planting.

### **Lunch at the Library**

- We are still in the early stages of planning, but our hope is to provide 2 popup programs at 10 summer meal sites where we will sign people up for SRP and distribute books to build home libraries. Studies have shown that the number of books in the home helps predict early reading abilities, and that children in the highest socioeconomic status have over five times the books in their homes as children in the lowest quartile.

### **Adult Summer Reading**

In addition to the ongoing regular adult programs that take place year round, we are planning a variety of special programs this summer. Many are designed to support the “Read, Renew, Repeat” summer themes of conservation, maintaining and restoring habitats, enhancing ecosystem services, protecting biological diversity, engaging in restorative methods of self-improvement and self-preservation, building community resilience, and of course reading!

Highlights include:

- Writing workshops on nature journaling, ecopoetry, and poetry as practice
- EARTH FOCUS documentary on environmental challenges and solutions
- Earth-Friendly Gardening workshops with the UC Master Gardeners
- Art workshop on printing botanicals
- Environmental sustainability talks on air quality and electric vehicles
- Soundswell Live Concert during the Aptos Grand Opening with bands featured in the library's digital collection of local music
- Santa Cruz Shakespeare talk on this year's plays
- Author talks, in person and virtual
- Nutrition presentations on healing your digestion and supporting your memory
- Meditation for stress relief
- Summertime crafts for adults
- Planning for long-term care
- Sewing Meetup

In the spirit of this year's environmental and restorative themes, our Adult reading incentives focus on reading and experiences. In lieu of bulk generic giveaways, we are increasing the number and types of raffle prizes. Prizes are funded thanks to the Friends of the Santa Cruz Public Libraries

Raffle Prizes:

- Early sign up before June 24 - Family package of 2 adult + 2 youth tickets to the Santa Cruz Shakespeare play of their choice (donated by Santa Cruz Shakespeare)
- 5 and 10 hours - Bookstore gift cards
- 15 hours "Silver level" - Annual family memberships to the Museum of Natural History or the Museum of Art & History
- 20 hours "Gold level" - Annual family membership to the Monterey Bay Aquarium or California State Parks annual pass

### **Community Events**

Come see us out in the community at these major annual events:

- Santa Cruz Pride Festival
- Santa Cruz Juneteenth
- Japanese Cultural Fair
- Pleasure Point Street Fair

SC Museum of Natural History Summer Festival

Chair Mike Termini  
Vice Chair Rena Dubin  
Commissioner Nancy Gerdt  
Commissioner Charlotte Khandelwal  
Commissioner Vivian Rogers  
Commissioner Pamela Woll  
Commissioner Tricia Wynne



## STAFF REPORT

DATE: May 5, 2024  
TO: Library Advisory Commission  
FROM: Eric Howard  
RE: FY 25 Draft Library Operating Budget Proposal

### STAFF RECOMMENDATION

Accept the Draft FY 25 Library Operating Budget and recommend approval to the JPA.

### DISCUSSION

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

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

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

#### Deletions:

- Systems Coordinator 100 FTE
- Accounting Assistant I 50 FTE

#### Additions:

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

Attachments: FY 25 Draft Library Budget

DRAFT  
FY 2025

# Santa Cruz Public Libraries Budget



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May 2, 2024

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

Dear Board Members:

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

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

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

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

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

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

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

Respectfully,

Eric Howard  
Interim Library Director





## **Mission – Vision – Values**

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### **Mission**

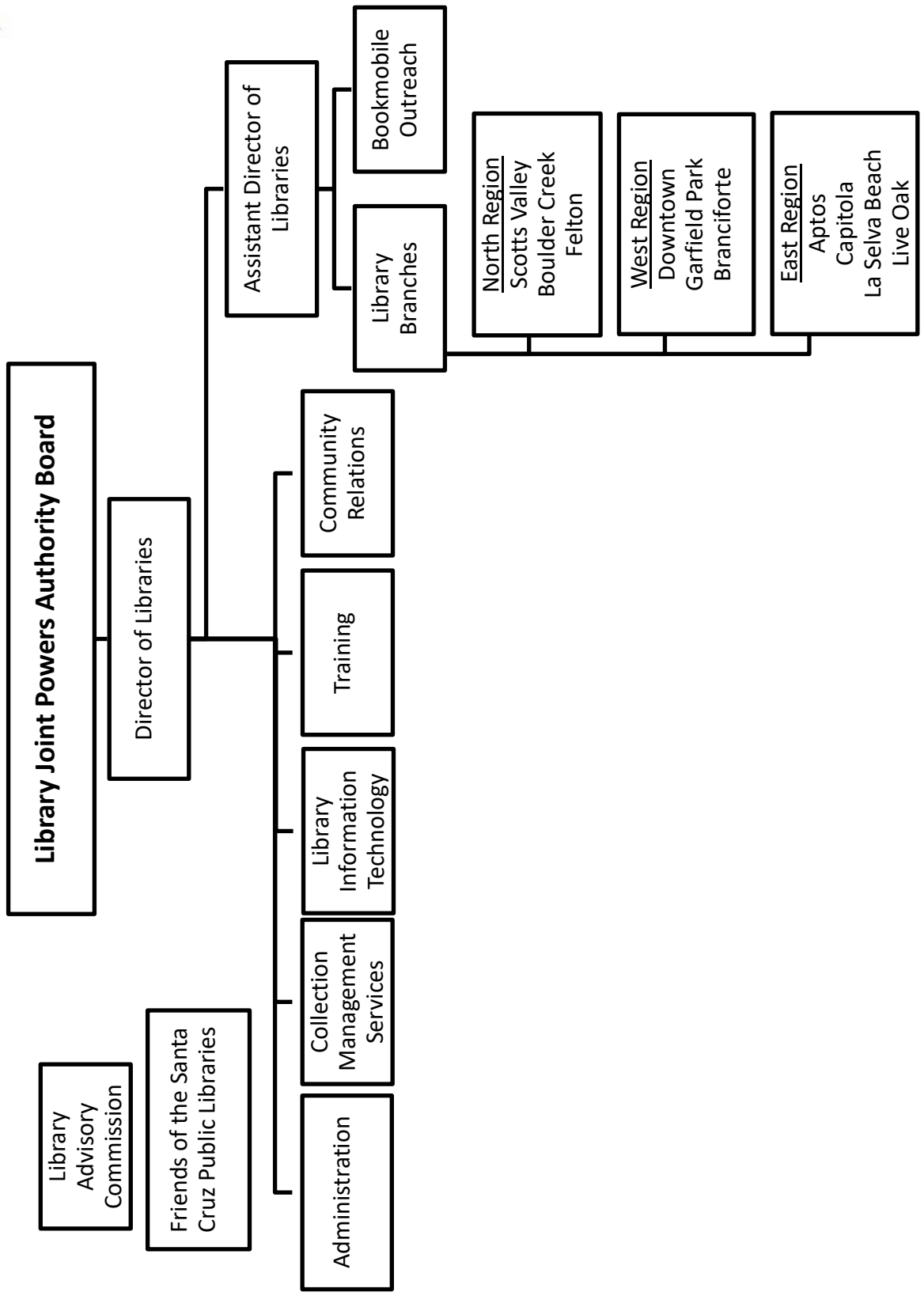
Inclusion, Connection, Collaboration

### **Our Vision**

Empower people to transform their lives and strengthen communities

### **Values**

Lifelong Learning  
Intellectual Freedom  
Social Responsibility  
Respectfulness  
Professional Competence



# Library Overview

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

## Core Services

### **Life Long Learning**

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

### **Digital Inclusion**

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

### **Community Connections**

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

### **Transformative Spaces**

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

### **Organizational Capacity**

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

# FY 2024 Accomplishments

- **Diversity Equity and Inclusion (DEI)**
  - Expanded and re-focused the reach of the Library's READ program that supports early literacy and helps third graders achieve grade level.
  - SCPL partnered with **Cradle2Career Santa Cruz County and the Live Oak School District** to co-design and begin a pilot of computer basics classes in Spanish for a cohort of parents at Del Mar Elementary School. In addition to building computer skills applicable to engaging in their children's education and general digital literacy, parents also built connections with the library by getting library cards and aquarium passes. Parents also became a peer learning group, appreciating that they were learning just like their children at the school, and building an environment of comfort, trust, and a sense of community.
- **The Santa Cruz Community**
  - Opened the Aptos Branch Library
  - Increased participation in the Library's Summer Reading Program by 46%.
  - Increased teen participation in Library programming by 31%
  - Adult Programs and Services expanded digital literacy opportunities, created new partnerships, offered a variety of programs to celebrate cultural heritage, brought community members together in conversations for civic engagement and healthy communication, and supported vulnerable populations. Adult Programs also continued to offer a wide variety of programs about books and authors, educational talks by local experts, creative expression, local music and the Library's Soundswell digital collection, genealogical research, workforce development, and opportunities for conversation and fun that connect people socially and help address loneliness.  
*Services were also achieved through:*
    - The Dignity Mobile Wellness Clinic at the Felton Branch Library.
    - New partnerships with Senior Legal Services and Tenant Sanctuary to connect seniors and renters with essential legal information
    - State programs to help rebuild homes and incorporate wildfire mitigation retrofits through pop-up info booths that connected San Lorenzo Valley residents affected by the CZU Fires.
    - 558 tutoring sessions for English language learners in partnership with the Santa Cruz Volunteer Center Literacy Program
- **Library Services**
  - Introduced Link +
  - Hired and onboarded 16 new staff members.

## FY 2022-2025 Strategic Goals:

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



# FY 2025 Workplan

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

## Performance Indicators

### DEI:

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

### Santa Cruz County Community:

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

### Library Services:

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



# **Governance, Funding, and Budget Overview**

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

## **Governance**

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

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

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

## **Library Advisory Commission**

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

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

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

## **Funding**

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

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



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

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

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

### **Budget**

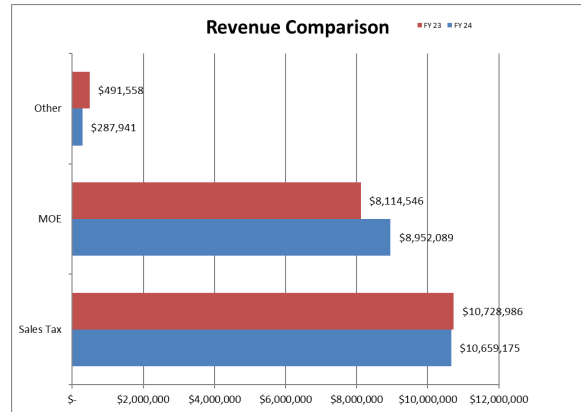
The Budget process begins no later than March 31st of each year with the Board providing service and budgetary priorities leading to the development of the Director of Libraries' proposed operating and capital budget. A Public Hearing on the proposed budget shall be held no later than May 31st with copies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

## Budget in Brief

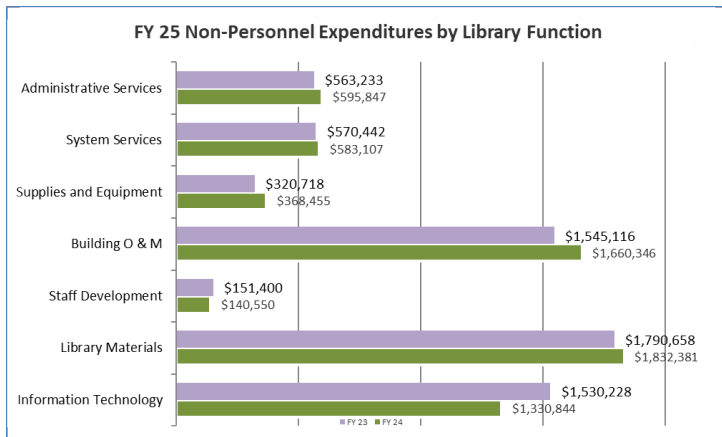
The FY 25 fiscal year is kicking off strong with all 10 branch libraries open for library service! Nine out of the ten Measure S projects have been completed thanks to the community who voted to support the remodel and rebuilding of all our libraries throughout the county!

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

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



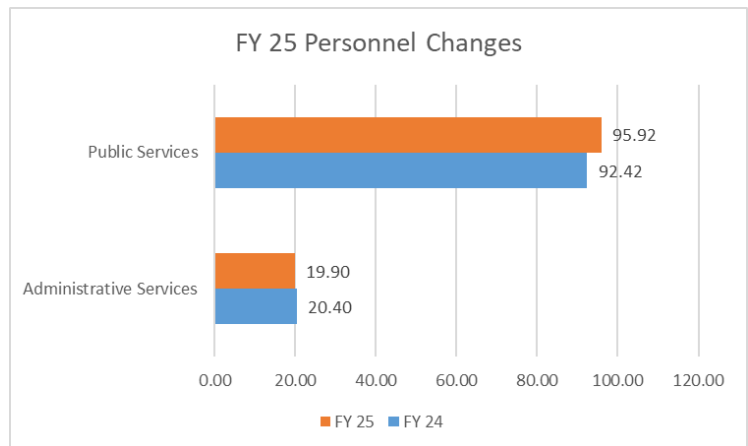
increases already in place for contracted services such as janitorial services. The Live Oak Annex project and the MOU for operating library services out of this location have yet to be completed, so any additional operating costs for this location are unknown at the time of this budget proposal.



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

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

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



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

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

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

# Budget Overview

	2023		2024		2024		2025		2026	
	Actual	Adopted Budget	Adjusted Budget	Year End Estimate	Proposed Budget	Growth/Loss From Adjusted	Projected Budget	Growth/Loss From Adjusted	Projected Budget	
<b>Expenditures by Activity:</b>										
Personnel Services	\$ 11,356,159	\$ 13,444,105	\$ 13,503,106	\$ 13,033,599	\$ 14,243,849	\$ 740,743	\$ 14,671,164	\$ 5.5%	\$ 14,671,164	
Services, Supplies & Other Charges	\$ 4,389,860	\$ 4,256,515	\$ 4,980,988	\$ 5,085,773	\$ 4,186,541	\$ (794,447)	\$ 4,395,868	\$ -15.9%	\$ 4,395,868	
Books & Materials	\$ 1,619,343	\$ 1,667,281	\$ 2,084,599	\$ 1,994,599	\$ 1,691,990	\$ -18.8%	\$ 1,596,199	\$ -18.8%	\$ 1,596,199	
Capital Outlay	\$ 148,897	\$ 493,000	\$ 594,587	\$ 594,587	\$ 288,000	\$ -51.6%	\$ 345,600	\$ -51.6%	\$ 345,600	
Intra-entity fund transfer out	\$ -	\$ 54,999	\$ 54,999	\$ 54,999	\$ 54,999	\$ -	\$ 54,999	\$ -	\$ 54,999	
<i>Subtotal Supplies and Services</i>	\$ 6,158,100	\$ 6,471,795	\$ 7,715,173	\$ 7,729,958	\$ 6,221,530	\$ -19.4%	\$ 6,392,666	\$ -19.4%	\$ 6,392,666	
<b>Total Expenditures</b>	\$ 17,514,259	\$ 19,915,900	\$ 21,218,279	\$ 20,763,557	\$ 20,465,379	\$ (752,900)	\$ 21,063,831	\$ -3.5%	\$ 21,063,831	
<b>Activity Resources:</b>										
Taxes	\$ 10,572,557	\$ 10,728,986	\$ 10,728,986	\$ 10,728,986	\$ 10,659,175	\$ -0.7%	\$ 10,808,403	\$ -0.7%	\$ 10,808,403	
Member Contributions	\$ 7,381,827	\$ 8,114,546	\$ 8,114,546	\$ 8,114,546	\$ 8,952,089	\$ 10.3%	\$ 8,952,089	\$ 10.3%	\$ 8,952,089	
State/Federal/Local Grants	\$ 222,831	\$ 13,998	\$ 128,064	\$ 148,064	\$ 13,998	\$ -	\$ 12,000	\$ -	\$ 12,000	
Fines and Forfeits	\$ 34,349	\$ 12,000	\$ 12,000	\$ 22,000	\$ 12,000	\$ -	\$ 60,000	\$ -	\$ 60,000	
Donations & Trusts	\$ 539,515	\$ 245,792	\$ 878,287	\$ 923,287	\$ 103,713	\$ -	\$ 120,000	\$ -	\$ 120,000	
Other Financing Sources	\$ 99,827	\$ 219,768	\$ 219,768	\$ 168,810	\$ 158,230	\$ -	\$ 19,952,492	\$ -0.9%	\$ 19,952,492	
<b>Total Resources</b>	\$ 18,850,906	\$ 19,335,090	\$ 20,081,651	\$ 20,105,693	\$ 19,899,205	\$ (182,446)	\$ 19,952,492	\$ -0.9%	\$ 19,952,492	
<b>Sub Total Operational Savings or (Cost)</b>	\$ 1,336,647	\$ (580,810)	\$ (1,136,628)	\$ (657,864)	\$ (566,174)	\$ -	\$ (1,111,338)	\$ -	\$ (1,111,338)	
<b>One Time Costs:</b>										
Website Migration	\$ -	\$ -	\$ -	\$ -	\$ 45,000	\$ -	\$ -	\$ -	\$ -	
Generator for System Back up	\$ -	\$ -	\$ -	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ -	
Strategic/Work Plan	\$ -	\$ -	\$ -	\$ -	\$ 75,000	\$ -	\$ -	\$ -	\$ -	
R.F.I.D. Consultant	\$ -	\$ -	\$ -	\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ -	
Uncommitted Fund Balance Applied	\$ -	\$ 580,810	\$ 1,136,628	\$ 657,864	\$ 856,174	\$ -	\$ -	\$ -	\$ -	
<b>Total</b>	\$ 1,336,647	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>Committed Fund Balance (20% Reserve)</b>										
Committed Fund Balance (20% Reserve)	\$ 3,413,689	\$ -	\$ -	\$ 4,021,139	\$ 3,979,841	\$ -	\$ -	\$ -	\$ -	
Uncommitted Fund Balance	\$ 7,752,558	\$ -	\$ -	\$ 6,487,244	\$ 5,672,368	\$ -	\$ -	\$ -	\$ -	
<b>Total Fund Balance</b>	\$ 11,166,247	\$ -	\$ -	\$ 10,508,383	\$ 9,652,209	\$ -	\$ -	\$ -	\$ -	
<b>Trust Balances</b>										
Clays (NO RESTRICTIONS)	\$ -	\$ -	\$ 18,327	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Finkeldey (MUSICAL LITERATURE)	\$ -	\$ -	\$ 9,233	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Hale (SV)	\$ -	\$ -	\$ 49,430	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Leet-Corday (DTN)	\$ -	\$ -	\$ 103,037	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
McCaskill-Local Hisotry	\$ -	\$ -	\$ 228,740	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
McCaskill-Visually Impaired Morley (LSB/APT)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Richardson* (NON FICTION/ANNUAL Utter*)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>Total Trust Funds</b>	\$ -	\$ -	\$ 499,527	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

\*Endowed Trust Funds

# Personnel Authorization

	FY 2022 Amended Budget	FY 2023 Adopted Budget	FY 2023 Amended Budget	FY 2024 Amended Budget	FY 2025 Proposed Budget
Accounting Assistant I	1.50	1.50	1.50	1.50	1.00
Accounting Assistant II					1.00
Administrative Assistant II	2.90	2.90	2.90	2.90	2.90
Assistant Director of Libraries	1.00	1.00	1.00	1.00	1.00
Bookmobile Library Assistant II	2.80	2.80	2.80	2.80	3.30
Building Maintenance Worker II	2.00	2.00	2.00	2.00	2.00
Community Relations Specialist			1.00	1.00	1.00
Director of Libraries	1.00	1.00	1.00	1.00	1.00
Information Tech Specialist I	1.00	1.00	1.00	1.00	1.00
Information Tech Specialist III	2.00	2.00	2.00	2.00	2.00
Librarian I/II	20.01	20.01	21.01	22.00	23.00
Librarian III	4.00	4.00	4.00	4.00	5.00
Library Assistant II	37.12	36.12	44.62	44.62	44.62
Library Assistant III	10.00	11.00	11.00	11.00	12.00
Library Assistant IV	2.00	2.00	2.00	2.00	2.00
Library Information Specialist	5.00	5.00	4.00	4.00	4.00
Library IT Manager	1.00	1.00	1.00	1.00	1.00
Library Specialist	2.00	2.00	1.00	2.00	2.00
Management Analyst	1.00	1.00	1.00	1.00	1.00
Network & Systems Administrator	2.00	2.00	2.00	2.00	2.00
Principal Management Analyst	1.00	1.00	1.00	1.00	1.00
Programmer Analyst II	1.00	1.00	1.00	1.00	1.00
Service Field Crew Leader	1.00	1.00	1.00	1.00	1.00
Systems Coordinator	1.00	1.00	1.00	1.00	
Volunteer Coordinator Assistant	0.50	0.50	0.50		
<b>FTE Total</b>	<b>102.83</b>	<b>102.83</b>	<b>111.33</b>	<b>112.82</b>	<b>115.82</b>

# Library Revenue

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

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

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

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

# Library Operating Expenditures and Capital Outlay

The Santa Cruz Public Libraries system operates 10 branches, 1 annex, 1 bookmobile, and 1 headquarters facility. The library system does not own any of the facilities but leases from the governing board jurisdictions for use as public libraries. The Library operating budget supports the day to day operations of running a public library from these spaces.

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

The proposed FY 25 non-personnel operating expenditures are 19.4% lower than last year in an effort to achieve a balanced budget.

Line item increases greater than \$10K:

- **Financial Services-Outside**

The City of Santa Cruz's Services Agreement has been increased by an agreed upon amount of \$24,819 while the cost benefit analysis study is being done. The cost benefit analysis report is tentatively scheduled for the LJPB meeting in November 2024.

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

- **Professional Services Other**

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

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

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

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

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

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

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

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

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

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

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

- **Software Maintenance**

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

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

- **Training**

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

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

- **Telecommunications**

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

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

- **Liability Insurance**

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

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

- **Library Functional Supplies**

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

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

- **Misc. Supplies and Services**

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

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

- **Books and Periodicals**

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

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

- **Other Capital Outlay**



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

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

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

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

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

# Library Personnel Expenditures

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

## Benefited Personnel

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

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

## Temporary Personnel

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

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

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

## FY 25 Proposed Personnel Changes

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

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

Deletions:

- Systems Coordinator 100 FTE
- Accounting Assistant I 50 FTE

Additions:

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

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

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

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

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

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

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

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

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

## Appendix A: Authorized Personnel by Individual Position

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

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



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

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

## **Appendix B: Trust Fund Details**

### CAROLYN VIRGINIA CLAEYS CHARITY TRUST

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

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

Balance of Trust: \$18,327

Income: Interest earned is added to principal

Management: Held by the City Finance Department in Fund 962.

### FINKELDEY TRUST

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

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

Balance of Trust: \$9,233

Income: Interest earned is added to principal

Management: Held by the City Finance Department in Fund 962. Complete record is reflected in Library budget. CMS Manager manages the funds.

### DOROTHY A. HALE TRUST

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

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

Balance of Trust: \$49,430

Income: Interest earned is added to principal

Management: Held by the City Finance Department in Fund 937. Facilities Manager, Laura Whaley, manages funds.

LEET-CORDAY TRUST

Donor: Robert Leet-Corday

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

Balance of Trust: \$103,037

Income: Interest earned is added to principal

Management: Held by the City Finance Department in Fund 935. Facilities Manager manages funds.

MCCASKILL TRUST – LOCAL HISTORY

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

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

Balance of Trust: \$228,740

Income: Interest earned is added to principal

Management: Held by the City Finance Department in Fund 931. Asst. Director manages funds.

### JAMES MORLEY TRUST

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

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

Balance of  
Trust: \$14,256

Income: Interest earned is added to principal

Management: Held by the City Finance Department in Fund 936. Facilities Manger manages funds.

### RICHARDSON TRUST

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

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

Balance of  
Trust: \$337,564

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

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

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

### UTTER TRUST

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

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

Balance of  
Trust: \$278,167

Income: Interest Only

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

## Appendix C: Vehicle Replacement Schedule

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

## Appendix D: Fines and Fees Schedule

Description	Current	Proposed FY 25
Overdue Item Fine	\$0	No Change
Lost/Replacement Fine	Varies Based on Item	\$1 processing fee for items that do not have a replacement charge.
Collection Agency Fee	\$20.00	No Change
Damaged Item Fine	Varies Based on Item	No Change
Flashdrive Fee	\$3.00	No Change
Headphone Fee	\$3.00	No Change
Library Card Replacement Fee	\$0	No Charge
Meeting Room Fee	\$0	No Change
Missing Parts Fine	Varies Based on Item	No Change
Photocopying Fee	15¢per page	No change
Test Proctoring Fee	\$40.00	No change
Inter Library Loan	\$0	No Change



## Appendix E: History of Open Hours by Branch

Weekly Open Hours						
Beginning Each Fiscal Year	FY 25	FY 24	FY 23	FY 22	FY 21	FY 20
Aptos	46	closed	closed	closed	20	56
Boulder Creek	46	46	closed	closed	closed	38
Branciforte	46	46	closed	closed	closed	36
Capitola*	50	50	47	47	closed	closed
Downtown	50	50	46	46	24	58
Felton	46	46	40	40	20	36
Garfield Park	46	46	closed	closed	closed	51
La Selva Beach	38	38	31	31	closed	36
Live Oak	46	46	36	36	20	54
Scotts Valley	46	46	closed	25	20	50
<b>Total</b>	<b>460</b>	<b>414</b>	<b>200</b>	<b>225</b>	<b>104</b>	<b>415</b>

## Appendix F: History of Collection Spending

Fiscal Year	Physical Expenditures	Digital Expenditures
FY 17/18	74.2%	25.8%
FY 18/19	69.3%	30.7%
FY 19/20	64.1%	35.9%
FY 20/21	55.3%	44.7%
FY 21/22	64.7%	35.3%
FY 22/23	57.7%	42.3%

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

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

Chair Mike Termini  
Vice Chair Rena Dubin  
Commissioner Nancy Gerdt  
Commissioner Charlotte Khandelwal  
Commissioner Vivian Rogers  
Commissioner Pamela Woll  
Commissioner Tricia Wynne



## STAFF REPORT

DATE: May 6, 2024  
TO: Library Advisory Commission  
FROM: Eric Howard  
RE: Public Comment Submittal

### STAFF RECOMMENDATION

Seek to continue live streaming and provide opportunity for input on the agenda prior to the meeting and end hybrid model

### DISCUSSION

In this proposed model, the public will still be able to view the meeting LIVE via SCPL's YouTube channel.

Members of the public who would like to comment on an agenda item but are unable to attend the meeting in person can send an email to the Library Board Clerk at [clerk@santacruzpl.org](mailto:clerk@santacruzpl.org) with the following information:

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

### FISCAL IMPACT

There is no fiscal impact.