## LIBRARY ADVISORY COMMISSION
## REGULAR MEETING

## MONDAY, MAY 20, 2019

## 6:30 PM

## SCOTTS VALLEY BRANCH MEETING ROOM
## 251 KINGS VILLAGE ROAD, SCOTTS VALLEY, CA 95066

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

Commissioners Martha Dexter, Nancy Gerdt, Cindy Jackson, Jim Landreth, Deb Tracey-Proulx and Bob White

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 - May 2019 (P3-7)

5. **MEMBER REPORTS**

6. **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, 2019 (P8-10)
   RECOMMENDED ACTION: Approve Minutes

## 7. 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. Collection Development Policy (P11-27)
   RECOMMENDED ACTION: Review and comment

B. Confidentiality of Library Records & Patron Data Privacy Policy and Library Security Cameras Policy (P28-38)
   RECOMMENDED ACTION: Review and comment

C. DRAFT FY 2019-2020 Santa Cruz Public Libraries Budget (P39-77)
   RECOMMENDED ACTION: Review and comment

## 8. ADJOURNMENT

Adjourned to a Regular Meeting of the Library Advisory Commission to be held on Monday, July 15, 2019 at 6:30 PM at the Downtown Branch Meeting Room 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 427-7706 at least five days in advance so that we can arrange for such special assistance, or email library_admin@santacruzpl.org.

**May 2019**

**Library Director's Report to the LFFA**

### Aptos

Two community meetings have been held. Criteria documents are being developed and are expected by June 2019. Cost estimates will be completed and an additional community meeting will be held. A design/build firm will be selected in the fall of 2019. Construction will follow with the opening of the remodeled facility expected in the spring of 2022. This branch will be closed during construction.

### Boulder Creek

Design development is complete. The remodeling will focus on infrastructure like the ADA bathrooms, the septic system and parking lot lighting. Remaining funding will allow the remodel of the entrance, circulation desk and reading room of the building. Add alternates will include a remodel of the children's area and paint and carpet throughout. Construction is expected to begin in early 2020 with a grand opening in fall 2020. The Friends of the Library have received a $100,000 matching grant from the Monterey Bay Peninsula Foundation for added amenities.

### Branciforte

The City of Santa Cruz approved the hiring of David Tanza for project management and Jayson Architects for design. A community meeting will be held May 22. Design development should be completed in the summer of 2019. The branch will likely close in early 2020 for construction. The grand opening is expected in early 2021.

**Capitola**

Construction of the new Capitola Branch Library continues. The foundation is being laid and the outer walls are going up. The contractor just notified the City that the design of the building eave facing Wharf Road extends into a restricted area around the energized power lines. The project team is identifying solutions. Options have budget and schedule impacts. Staff is working to ensure that the chosen solution address both short term constructability issues and long-term safety and maintenance needs of the project. Grand opening is expected in the spring of 2020.

**Downtown**

No further action has been taken by the City Council. Several informal groups have formed to examine Downtown issues.



**Felton**

The contractor continues to make significant progress on the building's construction. Building framing, including both wood and steel, is nearing completion. Sheer walls and roofing are nearly in place and the building has been dried-in. Rough-in for the plumbing, electrical, and HVAC infrastructure is currently taking place within the building's walls. The advanced septic system tanks, and its piping, have also been installed. Site work will begin soon which includes a permeable concrete parking lot, pathways, patio, and sidewalk improvements. A pedestrian bridge is also planned that will cross Bull Creek into the new, adjacent Discovery Park which is a second phase of the project. The Discovery Park is being led by County Parks and is scheduled to go out to bid this summer.

### Garfield

The City of Santa Cruz approved the hiring of David Tanza for project management and Jayson Architects for design. A community meeting will be held May 15. Design development should be complete by the summer of 2019. The branch will likely close in early 2020 for construction. The grand opening is expected in the fall/winter of 2020. The Friends of the Library have received a $100,000 matching grant from the Monterey Bay Peninsula Foundation for added amenities.

### La Selva Beach

The schematic design has been finalized and a revised budget prepared. Value engineering has been prepared and several items have been selected to be add alternates. The County hopes to award a contract in the summer of 2019 with a six month construction process beginning fall of 2019 with opening expected in spring of 2020. This branch will be closed during construction. The grand opening is expected in the fall/winter of 2020. The Friends of the Library have received a $100,000 matching grant from the Monterey Bay Peninsula Foundation for added amenities.

### Live Oak

Design development is being completed. A list of needed repairs has been identified and refresh issues planned for the children's area. Jayson Architects is completing design development work.

### Live Oak Annex

County, Library and Noll and Tam staff held three community planning meetings in the fall of 2018. Parks and Recreation staff and Library staff have been meeting to develop a MOU on annex operations. Design development is still underway. The County hopes to award a contract for the project in the fall of 2020 with a potential opening in the fall of 2021.

### Scotts Valley

The Scotts Valley City Council heard the outcome of a building assessment done by Group 4 and a performing arts feasibility study completed by AMS on March 6. The City Council approved moving forward with needed repairs. Library staff met with David Tanza and City staff to begin planning for roof and building envelope improvements as well as HVAC upgrades.

# May 2019

# Library Director's Report to the JPAB

## Staffing

- Hired Julia Bernal from Temp to Regular, LA II in Live Oak
- Hired Philip Boulton from Temp to Regular, LA II in Felton
- Increased hours to full-time Maddy Damon, LA II in DTN
- Retired Cathy Landis, LA III in BC
- Hired Susan Nilsson, Librarian II in DTN

## Important Dates

May the 4th be with you. In a library very nearby, young people will dodge Stormtroopers and Mandalorian bounty hunters as they explore the STEAM programming offered throughout the Santa Cruz Public Libraries. Members of the 501st Legion: Golden Gate Garrison will be attendance, a very special droid will be in town, and cosplaying is encouraged.

STEAM into the Galaxy
Saturday • May 4th • 1:00-4:00pm
Downtown Library • 224 Church St.

Play it Forward Santa Cruz is an all-ages festival of creative playshops, feel-good music and fun experiences demonstrating how play can transform lives and strengthen communities. Brought to you by the Santa Cruz Public Libraries and City of Santa Cruz Parks and Recreation. Play It Forward features a series of "playshops" led by local community organizations such as the Santa Cruz Warriors, the MAH Museum Santa Cruz, Sweaty Sheep Santa Cruz, CASA of Santa Cruz County, Math with Jamear, Bike Santa Cruz County, Boys & Girls Clubs Of Santa Cruz County CA, Laird's Academy of Martial Arts, Santa Cruz WALTZ - page, Shared Adventures, Santa Cruz County Animal Shelter, Surfrider, and more.

Play it Forward Santa Cruz
Sunday, May 19, 12:00-4:00pm
Louden Nelson Community Center

## Library

SCPL held an all staff, service improvement day on April 22 at the Civic Auditorium. Staff spent the morning developing a Customer Service Commitment and the afternoon working with Circle Up of Oakland on implicit bias.

**Library Advisory Commission**

The Library Advisory Commission has agreed to meet six times annually to review recommended changes to Board policy. They reviewed the Confidentiality of Library Records policy and suggested changes. They also reviewed the Security Camera policy. The Security Camera policy is moving forward with a Meet and Confer process with the unions. The group agreed to schedule the following policies in the near future:
- Scope of Library Services
- Collection Development
- Meeting Room
- Alcohol Use

They have also agreed to work on the Library's Service Model prior to the opening of the new libraries next year. Specifically, they will review the Library's:
- Reference Model
- Customer Service Statement
- Community Led Programming Framework

**Friends**

The Friends were awarded funds that provide a $300,000 matching grant for building improvements at the Boulder Creek, Garfield Park, La Selva Beach branch libraries from the Monterey Bay Peninsula Foundation. A committee is developing a plan for obtaining the match.

A small group of Friends is developing a Strategic Plan, annual work plan, staffing model and three year financial plan.

The Felton Friends have agreed to work with library staff on the development of a community led programming model and handbook.

The MOU discussion with Friends' chapters continues with the last meeting taking place with the Capitola Chapter on May 11.
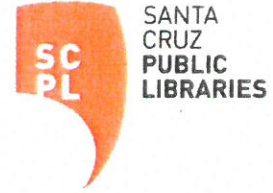
# LIBRARY ADVISORY COMMISSION
# REGULAR MEETING MINUTES

## MONDAY, APRIL 15, 2019
## 6:30 PM

## 1. CALL TO ORDER/ROLL CALL

Meeting began without quorum. Quorum was met when Nancy Gerdt arrived at 6:44pm

| | |
|---|---|
| **PRESENT:** | Martha Dexter, Cindy Jackson, and Bob White |
| **ABSENT:** | Nancy Gerdt until 6:44pm, Jim Landreth, and Deb Tracey-Proulx |
| **STAFF:** | Director of Libraries Susan Nemitz, Assistant Director Janis O'Driscoll, and Administrative Assistant Ivan Sumano-Vargas |

## 2. ADOPTION OF THE AGENDA

| | |
|---|---|
| **RESULT:** | **APPROVED THE AGENDA** |
| **MOVER:** | **Martha Dexter** |
| **SECONDER:** | **Bob White** |
| **AYES:** | **Gerdt, Jackson** |
| **ABSENT:** | **Jim Landreth, Deb Tracey-Proulx** |

## 3. ORAL COMMUNICATIONS

A member of the public, J Grunstra, asked a few questions about the Library Director Report but Library Director Susan Nemitz clarified that questions can't be answered during a formal meeting from the public but would gladly have a discussion regarding those questions after the meeting or can answer them through an email.

## 4. REPORT BY LIBRARY DIRECTOR

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

## 5. MEMBER REPORTS

All present member provided updates about their respective regions.

## 6. CONSENT CALENDAR

| RESULT: | APPROVED CONSENT CALENDAR |
|---|---|
| A. Approved Minutes of February 11, 2019 | |
| B. Received Judi Grunstra's Letter - April 1, 2019 | |
| C. Received Judi Grunstra's Letter - April 5, 2019 | |
| | |
| MOVER: | Martha Dexter |
| SECONDER: | Bob White |
| AYES: | Gerdt, Jackson |
| ABSENT: | Jim Landreth, Deb Tracey-Proulx |

## 7. GENERAL BUSINESS

A. New Meeting Schedule for 2019

| RESULT: | APPROVED NEW MEETING SCHEDULE FOR 2019 |
|---|---|
| MOVER: | Martha Dexter |
| SECONDER: | Nancy Gerdt |
| AYES: | Jackson, White |
| ABSENT: | Jim Landreth, Deb Tracey-Proulx |

B. Policy Review Process

Library Director Susan presented and explained the various groups that will review polices before they are brought to the Library Joint Powers Authority (LJPA) for discussion and final approval.

A member of the public, J Grunstra, raised her concern about the current food policy at the library and if that would be revisited. Susan responded by stating that the list in the report should have more priority over food or other polices.

C. Patron Data Privacy Policy

The Commission reviewed and discussed the Staff Report.
A member of the public made a comment about how the library keeps a live record of what a patron is requesting to be held.

D. Library Security Cameras Policy

The Commission reviewed and discussed the Staff Report.
A member of the public, J Grunstra, stated it would be important to have cameras for the new study rooms.

E. FY 19/20 Budget Assumptions for Draft Proposal

The Commission reviewed and discussed the Staff Report.

A member of the public, J Grunstra, pointed out that the language of the report speaks of 10 branches but ignores the Live Oak Annex.

## 8. ADJOURNMENT

Final Adjournment of the Library Advisory Commission at 8:15 PM to the next Regular Meeting to be held on Monday, May 20, 2019 at 6:30 PM at the Scotts Valley Branch Meeting Room located at 251 Kings Village Road, Scotts Valley, CA 95066.

Respectfully submitted,
Ivan Sumano-Vargas, Clerk of the Commission

SANTA CRUZ
**PUBLIC LIBRARIES**

# STAFF REPORT

DATE:      May 20, 2019

TO:        Library Advisory Commission

FROM:      Susan Nemitz, Library Director

RE:        Collection Development Policy

## RECOMMENDATION

Review and discuss the Collection Development Policy.

## DISCUSSION

Please see the attached policy document.

Collection Development

# Introduction

The Santa Cruz Public Libraries collection includes material to satisfy the educational, informational, and entertainment needs of the community. Acknowledging the diverse nature of the community it serves, Santa Cruz Public Libraries (the Library) attempts to fulfill this function by seeking materials in various formats that best represent the needs and interests of its users.

The Library maintains a relevant and engaging collection of materials diverse in content and format. Though not an archival collection, there are special holdings for local history, both county and state, and a substantial genealogical collection.

Inclusion of items in the collection will be influenced by the need to provide basic knowledge of various subject matters to the community, such as educational materials for children and young adults, and lifelong learning for the adult population, and to satisfy the current and anticipated reading, listening, viewing, and learning preferences of the community. The Library strives to treat individual users fairly and does not give preference to the perceived importance of one user's inquiry over another.

The Library adheres to the philosophies embodied in the ALA's Library Bill of Rights, Freedom to Read Statement, Freedom to View Statement, Code of Ethics, Core Values of Librarianship Statement, and other guiding documents in serving the public and in determining the development of its collection.

# Responsibility for Selection

The authority and responsibility for the selection of library materials rests ultimately with the Library Director. Under their direction, the collections are professionally selected by assigned library staff. The public and all staff members are encouraged to recommend materials for consideration.

# Selection Criteria

Santa Cruz Public Libraries seeks to develop an outstanding collection by selecting material that reflects the educational, informational, and entertainment needs of the community. Selection decisions are made within the limitations of the available space and funding, and within the scope

of this Collection Development Plan. Materials will be selected based upon their value as a whole. Selection does not imply endorsement of either the content or viewpoint of the material. More detailed information on the Library's collection can be found in Appendix A.

Collection development staff use their training, knowledge, expertise, and decision support software along with the following general criteria to select materials for the collection.

- Relevance to the Library Mission, Vision, and Strategic Plan
- Current and anticipated interests and needs of the community
- Extent of publicity, critical review and current or anticipated demand
- Current or historical significance of the author, director, or subject
- Relevance to the existing collection's strengths and weaknesses
- Contribution to the diversity and scope of the collection
- Reputation and qualifications of the author, creator, publisher, or issuing body, with preference generally given to titles vetted in the editing and publishing industry
- Artistic merit, literary value, or major award recipient
- Suitability of format to Library circulation, use, and durability
- Date of publication or release
- Price, availability, and Library materials budget

Generally excluded from selection:
- Textbooks and curriculum-related works unless they are considered useful to the general reader as an introduction to a subject and their presentation is superior to other sources
- Scholarly and technical materials that are carried by academic or special libraries
- Items having removable media such as memorabilia, patterns, stickers, or toys unless the book is usable without these items
- Puzzle or workbooks that encourage filling in blanks
- Materials that are publicized solely through infomercials or personal websites and authoritative and evaluative information about them is lacking

Exceptions are made for materials whose content is within the scope of the Special Collections area and meet its criteria.


## Gifts

Book and media donations can be made to the Friends of the Santa Cruz Public Libraries. Gifts to the Friends of the Santa Cruz Public Libraries are governed by the policies set forth on their website at http://fscpl.org/. In general, gifts of materials are not added to the Library's collection, though staff may occasionally add unique items that meet the Library's selection criteria and which cannot be acquired through the usual means.

*Related Document: Gifts Policy; JPAB Policy #309*


## Inter-Library Loan

If an item is not included in the Library's collection, and does not meet the selection criteria, it may be available to borrow from another library system through the Inter-Library Loan process. *Related Document: Inter-Library Loan Policy; JPAB Policy #320*

## Selection Criteria for eResources

Electronic resources, or eResources, are collections that are stored and displayed digitally and accessed via computers or other electronic devices. Online databases extend the collection by providing timely and versatile access to information in electronic format. Databases are also used by library staff to enhance and supplement reference services. Many of the databases contain specialized information beyond the scope of the Library's print collections; others have information that does not exist in print format. Some databases duplicate print sources which are carefully evaluated for retention with consideration to cost, frequency of use, and ease of access to library users.

Due to the special nature of electronic resources in comparison to traditional print and audiovisual materials, additional selection criteria are necessary. In some instances, the cost benefits of online versus print access or a combination purchase of the two formats will be evaluated.

Electronic resources can change rapidly, so the Library's eResources are evaluated and are added or removed from the collection on an annual basis. To facilitate evaluation of existing electronic resources, the staff will monitor the usage of the electronic resources through monthly statistical gathering. Reports of negative changes or lack of use will result in reevaluating the continuation of the subscription. This evaluation process will occur prior to the annual budgeting process.

The criteria that will be used to evaluate electronic resources include:
- Cost
- Quality and breadth of content
- Anticipated demand
- Usage (i.e. statistics)
- User feedback
- Ease of use
- Remote access
- Accessibility
- Access to equipment required to use resource
- Currency and accuracy
- Access to archival information
- Reduction of space requirements over print products
- Reduction in number of copies of a print source when purchased for multiple locations

## New or Emerging Formats

Library staff continually evaluate new technology and formats to determine when to remove outdated formats and when to enter the market for new products and formats.

The following criteria will be considered when adding new formats:
- Impact on equipment, budget, staff, storage, and space
- Demand for format in community
- Durability of format for library use
- Availability of current and future funding
- Ease of use by customers and staff
- Accessibility of material and relevant technology
- Quality of production or reproduction
- Suitability to be circulated or housed in a sturdy, safe and convenient manner
- Availability of technical support and staff training
- Ownership of product

The library may stop collecting formats due to factors such as obsolescence, availability of product, declining use, or licensing issues. This might include discontinuation of ordering new or replacement copies, redistribution, and removal of existing collection from within the system. Materials in obsolete formats may be retained until wear, irrelevancy, disuse, or preference or availability of other formats dictates their removal from the collection.

## Languages included in Collection

Non-English language collections are developed depending upon the local demographics and the identified need for substantial material in a particular non-English language.
*See Appendix A for more information on Spanish language collections.*

## Maintenance of Collection

Collection maintenance is part of the ongoing evaluation of collections by collection development staff and is undertaken with as much care and consistency as the initial selection process. The Library's collection is a living, changing entity and collection maintenance helps to keep the collections current, attractive, responsive, diverse, and useful to the needs of the community. Great care is taken to retain or replace items that having enduring value to the community.

### Last Copy
The last copy of a work in the Santa Cruz Public Library system is evaluated in terms of its value to the community, with consideration to the following:
- Condition
- Local interest
- Part of a series
- Reputation of author, publisher, producer, and/or illustrator

- Best available work on subject
- Alternative accessibility
- Continued and anticipated demand


**Replacement**

Replacement of withdrawn materials is not automatic. The decision to replace is influenced by:
- Availability of existing copies and formats in the system
- Popular interest
- Coverage in the subject area
- Cost and availability


**Mending**

The decision to mend materials is made with consideration to the same factors involved in replacement. In addition, the following should influence the decision to mend:
- Historical significance and preservation
- Feasibility of mending
- Cost of mending vs. cost of replacement


**Withdrawal Responsibility**

Collection Development staff are responsible for regular evaluation of collections in their selection area.

Those materials determined to no longer fit the criteria for inclusion are withdrawn from the collection. An item will be transferred or removed for one or more of the following reasons:

- Physical condition of materials
- Accuracy, currency, and relevance of information
- Accessibility of other formats
- Subject or title adequately provided by other materials in the collection
- Ease of borrowing materials from another library system
- Date of last circulation and number of circulations
- Number of copies exceeds demand
- Cost of maintenance of the material is infeasible

Generally, withdrawn materials are given to the Friends of the Santa Cruz Public Libraries for resale, sent to established literacy partners, or discarded if not deemed suitable for reuse.

The authority to withdraw materials from the collection lies with the Collection Development staff who use their professional expertise in assessing the needs of the community and the content of the collection. Branch staff may withdraw and discard materials unfit for public use, such as those whose condition may compromise other items in the collection (including moldy or water damaged items), and those otherwise damaged beyond repair, as long as they communicate with the Selector if it is a "last copy."

## Materials Reconsideration Process

A formal process has been developed to assure that complaints or requests for reconsideration are handled in a consistent and timely manner.

A patron who has a complaint or comment about library materials should initially be referred to appropriate staff such as: the branch manager, a librarian, or the staff member in charge at the time. If the patron wishes, the patron can fill out the Request for Reconsideration of Material Form (see Appendix B). These forms are reviewed by professional staff who will consider the material in relation to the library's mission statement and the selection criteria of this collection development plan. Until this review is completed, the material in question will remain in circulation. A written response will be sent within 30 days of receipt of the form.

A patron who wishes to comment further about a specific item has the following options:
- They may write a letter to the Director of Libraries, who will review the documentation and respond in writing.
- If still concerned, they may write an appeal of the Director of Libraries' decision to the Chair of the Library Joint Powers Authority Board.

Appendix A

# Collections, including Special/Local Collections

## <u>Children's Collection</u>
### Audiobooks
Audiobooks are selected for children and are provided in a variety of formats, including compact disc, Playaway, and digital formats. They consist primarily of fiction, with some nonfiction, fairy tales, poetry, and other subjects to meet current demand. Award winning titles are included whenever possible. Emphasis is placed on acquiring unabridged works.

### Beginning Chapter Books
Beginning chapter books are intended for newly independent readers. They have more text, engaging story lines, and fewer pictures than beginning reader books. They are shorter, and less complex than chapter books intended for middle grade readers. The beginning chapter books are indicated by a star sticker on the spine of the book, and can be shelved separately or interfiled with juvenile fiction.

### Beginning Readers
Beginning readers are books that have a controlled vocabulary for beginning readers. This collection varies in reading levels. Some titles feature reading skills development, including phonics, while many are traditional story structure. Reading levels are provided by the publisher, and not the library.

### Biography
The Biography collection contains a diverse range of life experiences from contemporary and historical figures. This collection supports reading for pleasure, as well as providing materials that support school curriculum.

### Board Books
These books are intended for the very youngest in our community, and help to introduce early literacy skills. The pages and cover are paperboard, and sized to fit the hands of babies and toddlers.

### Book Discussion Kits
Book Discussion Kits are a SCPL branded bag with 8 paperback copies of titles, and an accompanying book discussion guide. Titles are mostly middle grade fiction.

### Braille Collection
The Braille collection consists mainly of picture book titles, nonfiction titles, and chapter books in Braille format. Some titles are transcribed in braille, with alternating pages of print and illustrations, and Braille.

### Fiction

The juvenile fiction collection consists of chapter books for independent readers. Some titles also work well as read alouds. Emphasis is on new and popular titles for children, with effort being made to complete series, and have a collection of classic literature. Included in the J Fiction collection are mystery and science fiction.

## Graphic Novels
Graphic novels are selected with an emphasis on new and popular titles. Hardcover is chosen whenever possible.

## Kids Illustrated Fiction / Picture Books for Older Readers
These books fit the standard picture book format of 32 pages, though have levels of sophistication that best suits older readers, roughly 3rd grade and up. Some have shorter texts typical of most picture books, while others have lengthier amounts of text with higher reading levels, while still fully illustrated.

## Large Type
Books in Large Type format are selected for children. The collection includes popular fiction.

## Magazines
The Library subscribes to a variety of magazines that appeal to children and their caregivers. Additionally, digital magazines are provided to enhance print subscriptions.

## Music
The music collection is selected to meet the educational and recreational needs of children. The collection consists of a variety of genres, including sing alongs, lullabies, and music created specifically for children. Formats include CD and digital music.

## Nonfiction
The nonfiction collection supports reading for pleasure, as well as providing materials that support school curriculum. The Library strives to maintain a well-rounded nonfiction collection that offers diverse viewpoints on a variety of subjects and issues. The nonfiction collection is not designed to be comprehensive in any subject.

## Parenting Collection
A small collection of books related to the caregiving and parenting of children ages 0-5 is kept in the children's area of the library for ease of access for parents and caregivers of young children.

## Picture Books
Picture books are fully illustrated books that are generally 32 pages in length. The text is often brief, and the primary audience for this collection is toddlers through second graders.

## Read-along Kits
Read-along Kits are books with an accompanying audio disc, or with an embedded digital audio player, such as VOX books. These books allow young children to listen to the story as they see

the words and pictures on the page. The majority of the Read-along Kits are picture books, and also include nonfiction, folk and fairy tales, and biographies.

### Read-to-me Kits

Read-to-me Kits are themed reading kits for young children and their caregivers that come in a canvas bag. Included in the bags are picture books organized around different themes such as Transportation, Wild Animals, Gardening, Science, and more. Sensitive topics such as Moving, Death, and Divorce are also available.

### Reference

Some materials such as dictionaries, atlases, and general knowledge encyclopedias are kept in Juvenile Reference for students to use while in the library. When a newer edition is ordered, the previous edition can be made circulating, if it is still a useful resource.

### Spanish

The Library has a growing collection of materials in Spanish and bilingual English and Spanish. Fiction, nonfiction, biography, and audiobook formats are included in this collection. Spanish and bilingual youth materials are interfiled with English language materials and labeled with a green sticker on the spine.

### Videos

The video collection is selected to meet the educational and recreational needs of children. The collection consists of popular feature films, television series, and educational films. Emphasis is on highly rated current films of broad family appeal, and videos created specifically for a younger audience. Formats include DVD and digital video formats.

## Young Adult Collection

### Audiobooks

Audiobooks are selected for teens and are provided in a variety of formats, including compact disc, Playaway, and digital formats. Emphasis is on selecting titles in digital format. The audiobook collection consists of fiction and nonfiction in subject areas to meet current demand. Emphasis is placed on acquiring unabridged works whenever possible.

### Fiction

Emphasis is on new and popular titles for teens, with effort being made to complete series. Classic literature written for a teen audience is included, though most titles that are considered classics are in the adult collection.

### Graphic Novels

Graphic novels and manga are selected for teens, with emphasis on new and popular titles. Hardcover is chosen whenever possible.

### Large Type

Books in Large Type format are selected for teens. The collection includes popular fiction.

### Magazines
The Library subscribes to a variety of magazines that appeal to teens. Additionally, digital magazines are provided to enhance print subscriptions.

### Nonfiction
The nonfiction collection supports the information needs of teens. Most of the nonfiction that supports middle school and high school curriculums is included in the juvenile or adult collections. Emphasis for the teen collection is on health and social issues. Some copies of titles that may have sensitive content are included in the Teen Self-Help Collection. These books are "check-out optional," meaning that a title does not need to be checked out if a borrower wants to read it, but is sensitive to the title showing on their library account, or if they are hesitant to interact with staff regarding the title. The nonfiction collection is not designed to be comprehensive in any subject.

## Adult Collection

### Audiobooks
Audiobooks are provided in a variety of formats, including compact disc, Playaway, and digital formats to meet the lifelong learning needs of adults. They consist of fiction, mystery, science fiction, romance, and westerns. Also included is nonfiction, especially science and technology, politics, language instruction, and other subjects to meet current demand. Emphasis is placed on acquiring unabridged works whenever possible.

### Biography
The Biography collection contains a diverse range of life experiences from contemporary and historical figures.

### Book Discussion Kits
Book Discussion Kits are a SCPL branded bag with 8 paperback copies of titles, and an accompanying book discussion guide. The primary audience for these kits are local book groups. They are available for browsing at the Downtown Library, and are available to request to any library.

### Californiana
The Californiana collection at the Downtown Library is an in-depth collection of circulating books on the history and development of California and its counties and cities. This collection has some overlap with the Local History collection, and both collections complement each other. Part of this collection is a locked-case (non-circulating) collection of books of rare and artistic value related to California, including a unique, comprehensive collection on the Panama Pacific International Exposition of 1915.
This collection has been carefully curated over the years to maintain quality, consistency, and historic value. This collection is non-floating so that patrons can expect to find the collection in a

single location. This collection comprises a large number of donations from the Preston Sawyer collection, and is a valuable community resource.

The objective of the Californiana collection is to meet the information needs of non-scholarly users (students up through the secondary and community college levels, and interested adult readers) in their investigation of the Central Coast region, and California's history and people. The focus of the collection is historical. Materials of current usefulness such as travel guides are not included. However, travel accounts of historic interest (more than fifty years old) are included.

Current artistic and literary works involving California are placed in the general collection, but before any item of California interest is weeded, it is evaluated for inclusion in the Californiana collection.

Areas of particular strength are:

- Central Coast Native Americans
- Gold Rush
- Earthquakes
- Politics/Social Issues
- California Missions
- Water/Land Development/Agriculture
- Ethnic Groups/Family History
- Natural History/Environment/Marine Biology

Histories and other works on individual California cities, counties, and regions are acquired and maintained in the following order of priority:

1. Central Coast Region
2. Northern California
3. Southern California

Support for the development and maintenance of the Californiana and Local History collections is provided by the McCaskill Trust for Local History, which is a restricted library system endowment.

**Fiction**

Emphasis is on new and popular titles for adult readers, with effort being made to complete series, and have a collection of classic literature. Included in the Fiction collection are mystery, science fiction, romance, and westerns.

**Genealogy**

The Genealogy collection is owned and maintained by the Genealogical Society of Santa Cruz County. They regularly purchase new items and accept donated private collections. The collection is included in SCPL's catalog. SCPL staff is responsible for cataloging and

withdrawing materials in this collection. Materials in the Genealogical Society collection do not circulate.

## Government Documents

Santa Cruz Public Libraries are not part of the Federal Depository Program and therefore do not collect or keep federal government documents. However, local agencies rely on the public library to hold local documents that may no longer be held by the agency, and SCPL recognizes the value of the information in these documents and strives to maintain a collection of local agency documents.

Publications from local government agencies are accepted and held to meet the public review requirements of the local agencies. These documents are available to the public for review during the required review period in the library. Documents available for review may not be checked out or taken out of the library. Staff may ask to hold an I.D. (or equivalent) while the document is being used. The purpose of this is not for identification purposes, but rather to be held as collateral for the document.

The Downtown Library is the primary holding location for local documents that are no longer in their public review period. These documents are cataloged and available for reference use at the Downtown Library.

Documents from the following geographies are collected in this order of priority:

1. Local (the cities of Santa Cruz, Scotts Valley, and Capitola, and the unincorporated areas of the SCPL service area).
2. State (concerning Santa Cruz County and/or the Monterey Bay)
3. Federal (concerning Santa Cruz County and/or the Monterey Bay)

Documents are retained in the library collection until it is determined by the Documents Librarian that they no longer serve a purpose. We anticipate this to be a rare occurrence, as documents from previous decades often provide valuable information about the natural resources, the culture, and the demographics of the region.

## Graphic Novels

Graphic novels are selected for adults, with emphasis on new and popular titles. Hardcover is chosen whenever possible.

## Large Type

The adult collection of large type books is shelved separately for ease of browsing. The collection includes popular fiction and bestselling nonfiction.

## Law Library

The Santa Cruz County Law Library is a publicly accessible library specializing in legal resources. They select materials for their collection. The collection is included in SCPL's catalog. SCPL staff is responsible for cataloging and withdrawing materials in this collection.

## Leased Books

The Library meets the high demand of new and popular books by supplementing the collection with leased copies. Once high interest has waned, most of these copies are returned to the vendor. Some copies are added to the regular collection as needed.

## Library of Things, or Non-traditional library materials

The Library of Things is a collection of non-traditional library materials intended to provide diverse opportunities for learning and engagement. This collection may include items such as telescopes, equipment, science and technology kits, and assistive devices. The library staff expects these types of collections to grow and our community can expect more "things" that will nurture the learning goals of children and adults, increase digital inclusion, facilitate lifelong learning, and increase opportunities to be inspired. The Collection Development staff will select materials to be included based on the anticipated needs of library patrons. The library will use circulation data and community suggestions to guide future selections for this collection. Items will be subject to the same collection maintenance criteria as other materials in the library. Due to the economic value of the items in the Library of Things, a Lending Agreement may need to be signed by a borrower before checkout.

## Local Collections

One identified path on the Strategic Plan is to offer patron-centered services designed with input from residents so that each branch reflects its community, and Local Collections allow branches to have non-floating collections that are a reflection of their local community. These collections will be proposed by a Regional Manager, and approved by the library management team. Current Local Collections include the Special Needs Resource Center at the Scotts Valley Library, the Inclusive Children's Collection at the Live Oak Library, and Veterans Connect at the Downtown Library.

## Local History

The Library recognizes the value in maintaining information about the history of the Santa Cruz region, and strives to collect, store, preserve, and make accessible materials in varying formats which record and facilitate the study of the history and people of Santa Cruz County.

The objective of the local history collection is to aid patrons in learning about the Santa Cruz region. Materials collected include: books, videos, city directories, and school yearbooks.

News clippings and magazine articles, pamphlets and brochures, photographs and postcards, maps, papers, and reports will be collected with the intent to digitize for the local history portion of the Library's website.

The Library will acquire new materials as they are published, and older materials to supplement and replace worn copies in the current collection.

The collection is historical, not archival, in the sense that archives are materials people, organizations, or companies accumulate over the course of a lifetime or career or while conducting business; diaries, letters, scrapbooks, and artwork are not included.

Last copies of irreplaceable material (or unlikely to be easily accessible elsewhere) are retained as non-circulating items. Items may be kept even if they are in poor condition or of questionable literary quality if they contain unique and important information. Once digitized, the original

physical material may be kept, as the original document provides context and helps facilitate research.

Support for the development and maintenance of the Californiana and Local History collections is provided by the McCaskill Trust for Local History, which is a restricted library system endowment.

### Lucky Day Books

The Library meets the high demand of new and popular books by supplementing the collection with Lucky Day copies. These copies do not fill holds requests and are displayed at each library so that patrons may find that it is their "lucky day" by finding an available title that they would otherwise have to wait for. These Lucky Day copies are similar to the leased books as they can be returned to the vendor after demand has waned.

### Maps

The Library maintains a map collection, with the emphasis being on maps of local historical significance. Some road maps and State or National Parks maps are included in the collection, though are not being actively acquired.

### Microform

A collection of microfilm and microfiche is located at the Downtown Library. Microform readers are available. The emphasis of the microfilm collection is local. Many extinct periodical titles are available on microfilm. The Library continues to film current local periodicals including the Santa Cruz Sentinel, for their expected future historical importance.

### Music

The music collection is selected to meet the educational and recreational needs of adults. The collection consists of a variety of genres. Formats include CD and digital music.

### Nonfiction

The nonfiction collection supports the lifelong learning of our users by satisfying their informational needs and recreational interests. The Library strives to maintain a well-rounded nonfiction collection that offers diverse viewpoints on a variety of subjects and issues. The nonfiction collection is not designed to be comprehensive in any subject.

### Paperback

A paperback collection is available for those readers who prefer this format, and to accommodate those titles only published in the "mass market" paperback format. The paperback collection includes classics, movie tie-ins, Westerns, science fiction, romance, mystery, and fiction.

### Periodicals

The Library subscribes to hundreds of print magazines and newspapers covering a wide variety of topics. The periodical collection includes popular reading magazines, a wide selection of business and trade publications, and magazines of local interest. Also included are newspapers

published locally, as well from major geographic areas of interest to the community. Subscriptions are reviewed and renewed on an annual basis. Additionally, digital magazines are provided to enhance print subscriptions.

## Reference

Materials in the Reference Collection are characterized by their ability to provide information and to summarize, condense, or give a comprehensive overview of a topic. These materials generally include bibliographies, indexes, directories, dictionaries, statistical compendia, atlases, biographical dictionaries, and almanacs. They remain in the library to be available to all patrons. The Downtown Library has the most comprehensive Reference Collection which includes a Consumer Reference collection with buying guides and general consumer information.

## SoundSwell

SoundSwell is a streaming database of local music that library cardholders can download for free. It was created through a partnership between the Santa Cruz Public Libraries and the Santa Cruz Rehearsal Studios. The intent of this collection is that it will become a comprehensive discovery tool for finding local music as well as a robust historical archive of the local music scene in Santa Cruz County. In addition to the streaming database, the Downtown Library has a collection of SoundSwell music CDs available for circulation.

## Spanish

The Library has a growing collection of materials in Spanish. Fiction, nonfiction, biography, audiobook, periodicals, and DVD formats are included in this collection. Adult materials are shelved separately for ease of browsing.

## Videos

The video collection is selected to meet the educational and recreational needs of adults. The collection consists of popular feature films, television series, as well as documentaries, instructional, and educational films. Videos include film classics, highly rated current films of broad family appeal, or potential cultural, historical, or aesthetic significance. Formats include physical and digital video formats.

Appendix B

**SCPL Request for Reconsideration of Material Form**

Santa Cruz Public Libraries has established a Collection Development Plan and has a procedure for gathering input about items in the collection. Completion of this form is the first step in that procedure. If you wish to request reconsideration of a resource, please return the completed form to Library staff.

Date:_____

Name:_____

Address: _____

City: _____ State: _____ Zip: _____

Phone: (optional) _____ Email: (optional) _____

Do you represent self? _____ Or an organization? _____ Name of Organization: _____

Resource on which you are commenting:
□ Book        □ Magazine/Newspaper      □ Digital Resource
□ Video            □ Audiobook                    □ Other

Title: _____

Author/Producer: _____

What brought this material to your attention? _____

_____

Have you examined the entire resource? If not, what sections did you review? _____

_____

What concerns you about the material? _____

_____

What action are you requesting the committee consider? _____

_____

SANTA CRUZ
**PUBLIC LIBRARIES**

# STAFF REPORT

DATE:       May 20, 2019

TO:         Library Advisory Commission

FROM:       Susan Nemitz, Library Director

RE:         Patron Data Privacy Policy

## RECOMMENDATION

Review and comment

## DISCUSSION

This policy will replace LJPB Policy 303. It includes more detailed information on how user data is collected, stored and utilized by the library.

Attached:
1) LJPB Policy #303
2) Excerpt from State of California Public Records Act
3) Excerpt from Computer Fraud and Abuse Act of 1986

**Policy Title: CONFIDENTIALITY of LIBRARY RECORDS & PATRON DATA PRIVACY POLICY**

**Policy Statement:**

The Santa Cruz City County Library System ("SCPL") complies with all sections of the State of California Public Records Act (Protection of Library Circulation and Registration Records, Government Code Title 1, Division 7, Chapter 3.5).

SCPL shall not disclose any registration, circulation, requests for reference information and Internet use records of library users to any person (except for a person acting within the scope of his or her duties within the administration of the library), or to any local, state, or federal agency except by order of the appropriate superior or federal court. SCPL may also disclose such information for authorized law enforcement investigations in emergency circumstances.

Santa Cruz Public Libraries adheres to the following best practices for securing patron data:
- Gather only the data SCPL considers necessary to perform the specific service.
- Keep the data only as long as SCPL deems it is needed to provide the service.
- Limit access to the data to those who use it in the performance of their duties.

**Data Privacy:**

The Santa Cruz Public Library System is committed to protecting the privacy of staff, donors, customers, and other contacts.

In order to protect library patron's data, SCPL requires customers to enter a unique Username and Password each time they want to access their account information.

Credit card information provided for fines and fees or services is used only for that intended purpose, and is transmitted via encryption, to a credit card processor. SCPL complies with all PCI-DSS standards.

**NOTICE**

SCPL strives to keep SCPL users informed of the policies governing the amount and retention of personally identifiable information, and about why that information is needed for the provision of library services.

Whenever SCPL policies change, notice of those changes shall be disseminated to SCPL users via the Library's website.

SCPL endeavors to avoid creating any unnecessary records, and to avoid retaining records not needed for providing or improving library services.

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## CHOICE & CONSENT

SCPL will only collect personal information for the administration of library services, unless individual consent is given. Administrative services includes creation of hold records, fine billing and collection, marketing and organizational statistics. If consent is given, all personal information will be kept confidential.

SCPL will not sell, license or disclose personal information to any third party without consent, unless SCPL is compelled to do so by law.

## SIGN-UP LISTS FOR COMPUTER WORKSTATIONS & ELECTRONIC COMPUTER RESERVATIONS

At some library branches, sign-up lists are maintained on paper to manage access to computer workstations. Those lists are shredded at the end of each day. In branches where a computerized reservation system is used, there is no electronic tracking of workstation use.

## INFORMATION COLLECTED AND STORED AUTOMATICALLY

When a patron visits the SCPL website and browses through the web site, reads pages, or downloads information, certain information will be automatically gathered and stored electronically about the visit but not about the patron. This information does not identify individuals personally. SCPL automatically collects and stores only the following information about the website visit:

- The Internet domain and IP address from which access to our web site is gained;
- The type of browser and operating system used to access the Library's site;
- The date and time of access to the Library's site;
- The pages visited and for how long; and
- The address of the website from which the initial visit to www.santacruzpl.org was launched, if any.

SCPL uses this information to help it make its website more useful to visitors and to learn about the number of visitors to its site and the types of technology its visitors use.

## LINKS TO OTHER SITES

SCPL's website contains links to purchase digital resources and other sites. The Santa Cruz Public Library System is not responsible for the privacy practices of these other sites, which may be different from the privacy practices described in this policy.

## PATRON CIRCULATION RECORDS

SCPL maintains information provided by its customers from the registration form they complete when they register for a library card. SCPL does not use a paper process to collect and track customer circulation records. It is done electronically. When an item is checked out, that item is then tied to that customer's record in the library's electronic system. However, the moment that library material is returned to the library, the link between the customer and the material is broken – SCPL's system does not continue to retain information on such returned materials except as needed for payment of fines.

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## NETWORK SECURITY

For network security purposes and to ensure that the SCPL networks and Internet service remains available to all users, SCPL uses software programs to monitor network traffic to identify unauthorized attempts to upload or change information, or otherwise cause damage to the SCPL network. If such monitoring reveals evidence of possible abuse or criminal activity, system personnel may provide the results of such monitoring to appropriate officials. SCPL does not attempt to identify individual users or their usage habits, however, SCPL recognizes that it may be compelled to identify such information, or disclose it, pursuant to an authorized law enforcement investigation or prosecution.

Unauthorized attempts to upload information or change information on this service are strictly prohibited and may be punishable under the Computer Fraud and Abuse Act of 1986 and 18 U.S.C. Sec. 1001 and 1030. Except for the above purposes, no other attempts are made to identify individual users.

## SECURITY MEASURES

Security measures involve both managerial and technical policies and procedures to protect against loss and the unauthorized access, destruction, use, or disclosure of the data. Managerial measures include internal organizational procedures that limit access to data and ensure that those individuals with access do not utilize the data for unauthorized purposes. Technical security measures to prevent unauthorized access include encryption in the transmission and storage of data; limits on access through use of passwords; and storage of data on secure servers or computers that are inaccessible to un-authenticated users.

SCPL permits only authorized SCPL staff with assigned confidential passwords to access personal data stored in SCPL's computer system for the purpose of performing work within the administration of the library.

## ENFORCEMENT & REDRESS

SCPL conducts regular privacy audits in order to ensure that all library programs and services are enforcing SCPL's privacy policy. Library users who have questions, concerns, or complaints about the library's handling of their private information should file written comments with the Director of the Library System. SCPL will attempt to respond in a timely manner.

## PRIVACY & CONFIDENTIALITY OF LIBRARY RECORDS

The Santa Cruz Public Library System respects the right of privacy of all its customers regarding the use of this Library System. Library records are protected under California Government Code, Title 1, Division 7, Sections 6250-6270, Chapter 3.5.

## REVISIONS

SCPL reserves the right to change or modify this privacy statement at any time. If SCPL revises this privacy statement, changes will be posted on the Library's homepage.

## REVIEW SCHEDULE

This policy will be reviewed every three years.

Adopted: February 7, 2006

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Revised: November 1, 2010

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*Excerpt from State of California PUBLIC RECORDS ACT*

(Protection of Library Circulation and Registration Records)
(Government Code title 1, Division 7, Chapter 3.5)

### Cal. Gov. Code Sec. 6254. Records exempt from disclosure requirements.

Except as provided in Sections 6254.7 and 6254.13, this chapter does not require the disclosure of any of the following records:

(j) Library circulation records kept for the purpose of identifying the borrower of items available in libraries, and library and museum materials made or acquired and presented solely for reference or exhibition purposes. The exemption in this subdivision shall not apply to records of fines imposed on such borrowers.

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### Cal. Gov. Code Sec. 6254.5 Disclosure of otherwise exempt records; Exceptions.

Notwithstanding any other law, if a state or local agency discloses a public record that is otherwise exempt from this chapter, to a member of the public, this disclosure shall constitute a waiver of the exemptions specified in Sections 6254, 6254.7, or other similar provisions of law. For purposes of this section, "agency" includes a member, agent, officer, or employee of the agency acting within the scope of his or her membership, agency, office, or employment.

This section, however, shall not apply to disclosures:

(a) Made pursuant to the Information Practices Act (Chapter 1 (commencing with Section 1798) of Title 1.8 Part 4 of Division 3 of the Civil Code) or discovery proceedings.

(b) Made through other legal proceedings or as otherwise required by law.

(c) Within the scope of disclosure of a statute that limits disclosure of specified writings to certain purposes.

(d) Not required by law, and prohibited by formal action of an elected legislative body of the local agency that retains the writings.

(e) Made to any governmental agency that agrees to treat the disclosed material as confidential. Only persons authorized in writing by the person in charge of the agency shall be permitted to obtain the information. Any information obtained by the agency shall only be used for purposes that are consistent with existing law.

### Cal. Gov. Code Sec. 6255. Withholding records from inspection; Justification; Public interest.

(a) The agency shall justify withholding any record by demonstrating that the record in question is exempt under express provisions of this chapter or that on the facts of the particular case the public interest served by not disclosing the record public clearly outweighs the public interest served by disclosure of the record.

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**Cal. Gov. Code Sec. 6267. Confidentiality of patron use records of any library supported by public funds; Exceptions; "Patron use records".**

All patron use records of any library which is in whole or in part supported by public funds shall remain confidential and shall not be disclosed by a public agency, or private actor that maintains or stores patron use records on behalf of a public agency, to any person, local agency, or state agency except as follows:

(a) By a person acting within the scope of his or her duties within the administration of the library.

(b) By a person authorized, in writing, by the individual to whom the records pertain, to inspect the records.

(c) By order of the appropriate superior court.

As used in this section, the term "patron use records" includes the following:

(1) Any written or electronic record, that is used to identify the patron, including, but not limited to, a patron's name, address, telephone number, or e-mail address, that a library patron provides in order to become eligible to borrow or use books and other materials.

(2) Any written record or electronic transaction that identifies a patron's borrowing information or use of library information resources, including, but not limited to, database search records, borrowing records, class records, and any other personally identifiable uses of library resources information requests, or inquiries.

This section shall not apply to statistical reports of patron use nor to records of fines collected by the library.

*Excerpt from COMPUTER FRAUD and ABUSE ACT of 1986*

18 USCS §1030. Fraud and related activity in connection with computers

(a) Whoever—

(1) having knowingly accessed a computer without authorization or exceeding authorized access, and by means of such conduct having obtained information that has been determined by the United States Government pursuant to an Executive order or statute to require protection against unauthorized disclosure for reasons of national defense or foreign relations, or any restricted data, as defined in paragraph y. of section 11 of the Atomic Energy Act of 1954, with reason to believe that such information so obtained could be used to the injury of the United States, or to the advantage of any foreign nation willfully communicates, delivers, transmits, or causes to be communicated, delivered, or transmitted, or attempts to communicate, deliver, transmit or cause to be communicated, delivered, or transmitted the same to any person not entitled to receive it, or willfully retains the same and fails to deliver it to the officer or employee of the United States entitled to receive it;

(2) intentionally accesses a computer without authorization or exceeds authorized access, and thereby obtains—

(A) information contained in a financial record of a financial institution, or of a card issuer as defined in section 1602(n) of title 15, or contained in a file of a consumer

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reporting agency on a consumer, as such terms are defined in the Fair Credit Reporting Act (15 U.S.C. 1681 et seq.);

   (B) information from any department or agency of the United States; or

   (C) information from any protected computer;

   (3) intentionally, without authorization to access any nonpublic computer of a department or agency of the United States, accesses such a computer of that department or agency that is exclusively for the use of the Government of the United States or, in the case of a computer not exclusively for such use, is used by or for the Government of the United States and such conduct affects that use by or for the Government of the United States;

   (4) knowingly and with intent to defraud, accesses a protected computer without authorization, or exceeds authorized access, and by means of such conduct furthers the intended fraud and obtains anything of value, unless the object of the fraud and the thing obtained consists only of the use of the computer and the value of such use is not more than $5,000 in any 1-year period;

   (5)(A) knowingly causes the transmission of a program, information, code, or command, and as a result of such conduct, intentionally causes damage without authorization, to a protected computer;

   (B) intentionally accesses a protected computer without authorization, and as a result of such conduct, recklessly causes damage; or

   (C) intentionally accesses a protected computer without authorization, and as a result of such conduct, causes damage and loss.

   (6) knowingly and with intent to defraud traffics (as defined in section 1029) in any password or similar information through which a computer may be accessed without authorization, if—

   (A) such trafficking affects interstate or foreign commerce; or

   (B) such computer is used by or for the Government of the United States;

   (7) with intent to extort from any person any money or other thing of value, transmits in interstate or foreign commerce any communication containing any—

   (A) threat to cause damage to a protected computer;

   (B) threat to obtain information from a protected computer without authorization or in excess of authorization or to impair the confidentiality of information obtained from a protected computer without authorization or by exceeding authorized access; or

   (C) demand or request for money or other thing of value in relation to damage to a protected computer, where such damage was caused to facilitate the extortion;
shall be punished as provided in subsection (c) of this section.

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SANTA CRUZ
**PUBLIC LIBRARIES**

# STAFF REPORT

DATE:       May 20, 2019

TO:         Library Advisory Commission

FROM:       Susan Nemitz, Library Director

RE:         Library Security Cameras Policy


## RECOMMENDATION

Review attached Policy


## DISCUSSION

The Library strives to maintain a safe and secure environment for its staff and patrons. SCPL is proposing a Library Security Camera Policy for implementation at the remodeled and newly constructed library buildings.


Attached:
Security Cameras Policy

# Library Security Cameras Policy

JPAB Policy #
Approved:
Five-year Review Schedule:

## Purpose of cameras

The Library strives to maintain a safe and secure environment for its staff and patrons. Selected areas of the Library premises (including indoor and outdoor areas) are equipped with video security systems. No audio will be recorded. The Library's video security system is used for the protection and safety of patrons, employees, and Library property. This does not imply or guarantee that any or all cameras will be recording images, or be monitored in real time, twenty-four hours a day, seven days a week. Cameras will not be installed for the purpose of monitoring staff performance.

## Location of cameras

Reasonable efforts will be made to safeguard the privacy of patrons and employees. Video cameras will not be positioned in areas where there is a reasonable expectation of privacy such as in restrooms. The video cameras will be positioned to record only those areas specified by the Library Director and will complement other measures to maintain a safe and secure environment in compliance with Library policies. Camera locations will not be changed or added without the permission of the Library Director.

## Signage

Signs will be posted at the Library entrances informing the public and staff that security cameras are in use.

## Access to live video

Although not continuously observed, live video feeds may be monitored by Library employees during the course of their regular duties to manage activity in the Library buildings and on the Library premises. The Library shall make reasonable efforts to ensure that such live video is viewed in secure areas and is not available for public viewing. Because cameras will not be continuously monitored, the public and staff should take appropriate precautions for their safety and for the security of their personal property. Santa Cruz Public Libraries System is not responsible for loss of or damage to property, or personal injury.

## Access to stored video

Stored images will not be reviewed by Library staff, except when specifically authorized by the Library Director or designee because of a report of an illegal activity, or the compromise of the protection and safety of patrons, employees and/or Library property. Images from the Library video security systems are stored digitally. The Library shall make reasonable efforts to ensure that such retained video records are stored in a secure manner. The Library will retain all recorded images in compliance with any retention schedules mandated by applicable local or state laws and regulations.

## Use/disclosure

Video records may be shared with authorized Library employees when appropriate or, upon approval by the Director.

In the event of a search warrant, which is executable immediately, Library Administration will comply with the search warrant and consult with legal counsel. Upon receipt of a subpoena or other court order, or where otherwise required by law, Library Administration shall consult with legal counsel to determine if the document is in proper form and that good cause for its issuance in a court of proper jurisdiction is demonstrated. If not, Library Administration shall insist any defect be remedied before releasing records which contain patron or staff information.

Video records may contain personally identifiable information about an individual who has used any library service or borrowed any library materials, and will be accorded the same level of confidentiality and protection provided to library users by Santa Cruz Public Libraries System policy on confidentiality and privacy.

Confidentiality/privacy issues limit the general public from viewing security camera footage that contains patron information. If the Library receives a request from the general public to inspect security camera footage which contains patron information, the genial public will be advised to file a police complaint.

Violations of this policy will be reported to the Santa Cruz Public Libraries JPA.

SANTA CRUZ
**PUBLIC LIBRARIES**

# STAFF REPORT

DATE:       May 20, 2019

TO:         Library Advisory Commission

FROM:       Susan Nemitz, Library Director

RE:         Draft FY 19/20 Budget

## RECOMMENDATION

Review and discuss the FY 19/20 Draft Budget.

## DISCUSSION

Please see the attached budget document.

# DRAFT FY 2019-2020
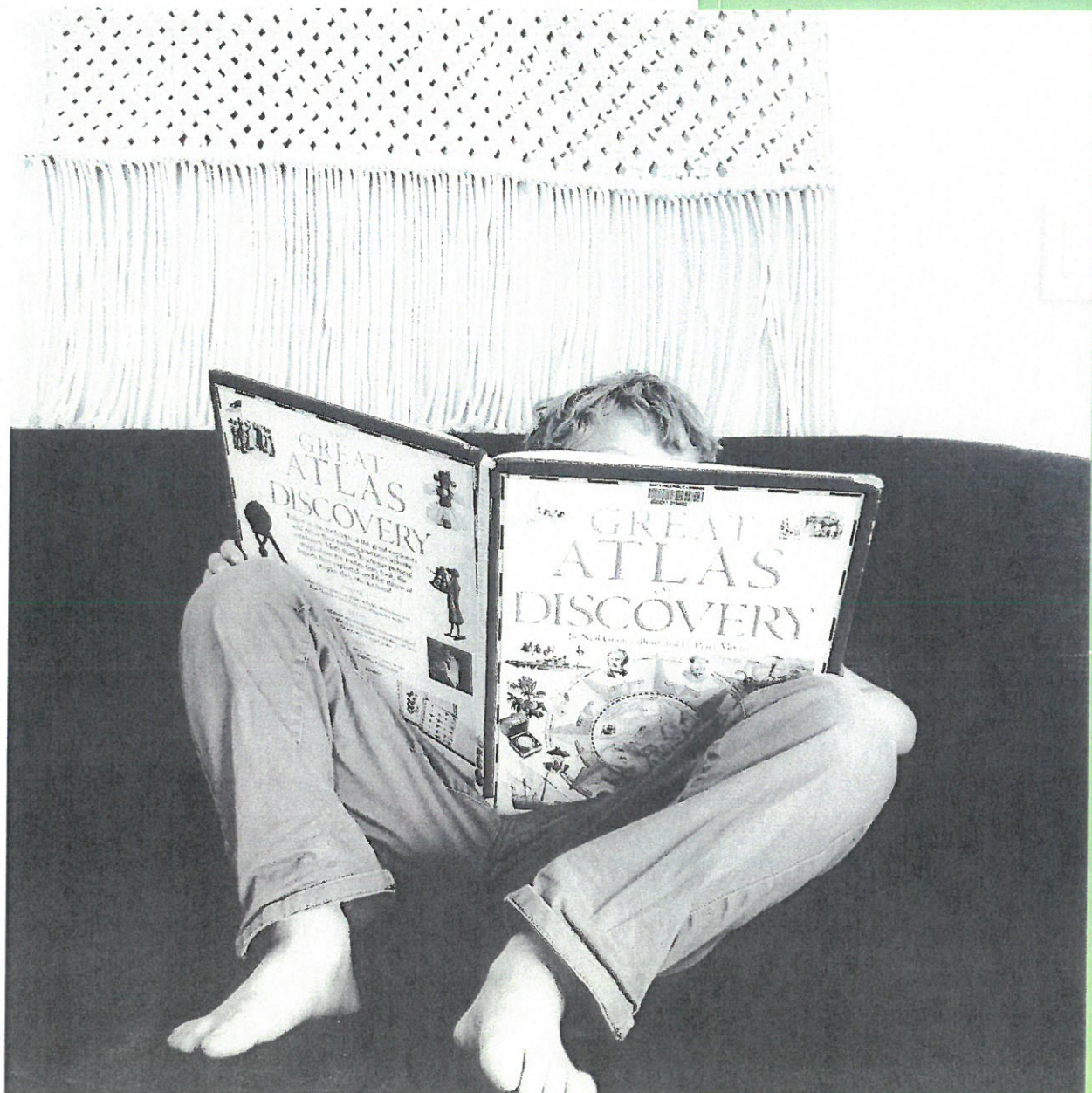
# Santa Cruz Public Libraries Budget

Library Directors Budget Message

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**SANTA CRUZ PUBLIC LIBRARIES**

May 4, 2019

Santa Cruz Public Libraries
Joint Powers Authority 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 2019-2020 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 twelve months in anticipation of the upcoming physical changes. Over that period of time, they have:

- Worked closely with JPA jurisdictions and community members to design and begin construction of new libraries in Felton and Capitola and create remodeling programs for La Selva Beach, Boulder Creek, Garfield Park, Branciforte and Live Oak.
- Led a citizen committee process to define the scope of services and siting recommendation for the Downtown Branch Library and received Council endorsement.
- Assisted in the development of scope documents and partnership agreements with County Parks and Recreation for the creation of a Live Oak Annex at the Simpson Swim Center.
- Participated in the development of criteria documents for a design/build process at the Aptos Branch.
- Eliminated fines on children's materials and developed new summer reading program, partnership with the schools, STEAM programs, and kids programs for underserved populations
- Replaced all VOIP hardware
- Completed Digital Skills refresh program for staff
- Completed LibAnswers software deployment and completing reference service model; created customer service commitments and finishing Collections Development plan for new service model.
- Completed Round II of an employee innovation program and funded seventeen local projects focusing on transforming programs and services and empowering staff.

- Worked with the friends on infrastructure development, strategic planning, work planning and budgeting. Between the Friends and the chapters, over $3 million has been raised or pledged for SCPL benefit in the last 18 months.

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. The libraries also utilize property tax revenue that is not being allocated to SCPL grow based upon a prior five-year agreement between the LFA Board Members. In FY2022, at the end of this agreement, there is likely to be an additional $1.6 million in this fund.

The expenditure outlook is also of concern as staffing, pension and health care costs are expected to grow significantly in the near future. Two years ago, the Library recommended just under 5 FTE be added to fund a pilot program that added 72 hours a week in additional public service hours. The plan was to absorb this cost using the fund balance. This has been unnecessary as fund balances have grown even with the additional staff, a higher budgeted reserve, and prepayments of pensions. The Library would like to call the pilot a success and move on to explore future needs.

A recent history of conservative budget assumptions has resulted in a large fund balance. The JPA Board 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 over $2 million.

Because of the increased revenue projected for FY22, SCPL is requesting a significant investment in 5 FTE to fill the expanded hours and services needed at the Felton and Capitola branches when they open this fiscal year. Staff needs to be hired and trained in advance of the grand openings. The library recommends the strategic use of fund balance for two years until MOE funds become available in FY 2022.

SCPL would also like to add $50,000 a year for eight years to the facility maintenance budget again using fund balance to bridge until FY 2022.

The Library would also like to stay consistent with the City of Santa Cruz and budget a potential PERS prepayment. The Library should know by June if the prepayment is likely.

1. The Library needs an additional 5.0 FTE staff          $350,000

2. Capital Maintenance (Year 1)                           $ 50,000

3. PERS Unfunded Liability (if SC City pays)              $336,000

1

The next two years are likely to be a period of chaos as the 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 allocate staffing by use. This proposal requires three changes in hours over the fiscal year as four branches close for construction and two branches open.

The full 2019-2020 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 while making progress on the system's building and remodeling plans.

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

SANTA CRUZ
PUBLIC LIBRARIES
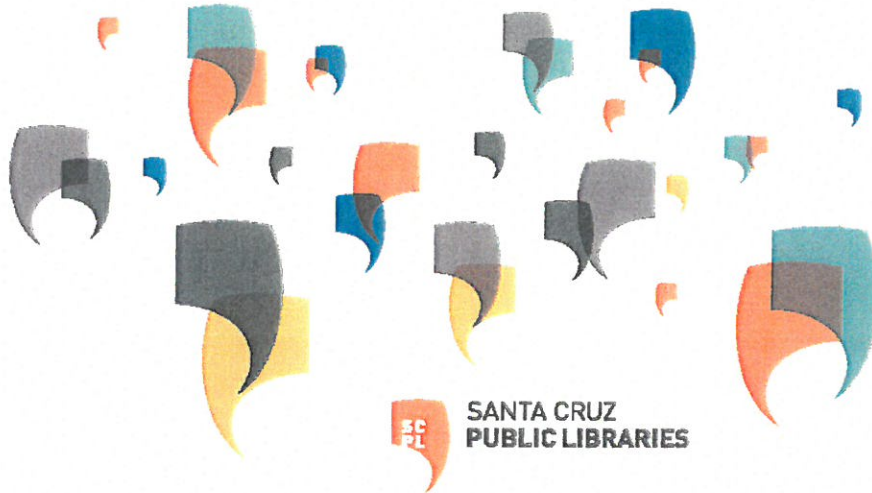
## Mission – Vision

### Mission

Connect, Inspire, Inform

### Our Vision

Transform lives & strengthen communities

4

**SANTA CRUZ PUBLIC LIBRARIES**

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                          ┌──────────────────────────┐
                          │  Library Joint Powers     │
                          │    Authority Board        │
                          └────────────┬─────────────┘
                                       │
              ┌──────────────────────┐ │
              │      Director        │─┘
              └──────────┬───────────┘
┌──────────────────┐    │
│ Friends of the   │    │
│ Santa Cruz Public│....│
│   Libraries      │    │
└──────────────────┘    │
                        │        ┌──────────────────────┐
                        │        │  Assistant Director  │
                        │        └──────────┬───────────┘
   ┌──────────────────┐ │                   │
   │   Collection     │ │          ┌──────────────────┐
   │   Management     │─┘          │    Marketing     │
   │ Services/Couier  │            └──────────────────┘
   └────────┬─────────┘            ┌──────────────────┐
   ┌────────┴─────────┐            │    Outreach      │
   │Library Information│           └──────────────────┘
   │   Technology     │            ┌──────────────────┐
   └────────┬─────────┘            │ Volunteer Service│
   ┌────────┴─────────┐            └──────────────────┘
   │ Administration/  │
   │   Maintenance    │
   └────────┬─────────┘
   ┌────────┴─────────┐
   │  Organizational  │
   │  Effectiveness   │
   └──────────────────┘
```

| North Region | West Region | East Region |
|---|---|---|
| (Scotts Valley, Boulder Creek & Felton) | (Downtown, Garfield Park & Branciforte) | (Aptos, Capitola, La Selva Beach & Live Oak) |

5

# 2020 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.

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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.



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# 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:

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- 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 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.

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.

**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).

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# Budget Assumptions

Report Needed from
City of Santa Cruz Finance Department

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## Budget Overview

| | | 2019 Adopted Budget | 2019 Adjusted Budget | 2019 Estimated Actual | 2020 Requested Budget |
|---|---|---|---|---|---|
| **Expenditures by Activity:** | | | | | |
| Personnel Services | | 10,133,492 | 10,133,492 | 10,835,485 | 11,480,842 |
| Services, Supplies & Other Charges | | 4,001,353 | 4,497,931 | 4,435,709 | 4,526,532 |
| Capital Outlay | | 187,800 | 202,800 | 202,800 | 218,000 |
| Total Budget - Expenditures | | 14,322,645 | 14,834,223 | 15,473,994 | 16,225,374 |
| Estimated Budgetary Savings (Not Adopted) | | (770,000) | (770,000) | (770,000) | (770,000) |
| Projected Actual Expenditures | | $13,552,645 | $14,064,223 | $14,703,994 | $15,455,374 |
| | | | | | |
| **Activity Resources:** | | | | | |
| Taxes | | 8,113,910 | 8,113,910 | 8,113,910 | 8,311,763 |
| Member Contributions | | 5,655,273 | 5,655,273 | 5,655,273 | 5,725,273 |
| Charges for Services | | 4,640 | 4,640 | 4,640 | 4,640 |
| Fines and Forfeits | | 140,500 | 140,500 | 140,463 | 140,500 |
| Donations & Trusts | | 71,713 | 437,047 | 110,202 | 32,523 |
| Other Financing Sources | | 98,020 | 98,020 | 234,232 | 117,843 |
| | Total Resources | $14,084,056 | $14,449,390 | $14,258,720 | $14,332,542 |
| **Total Operational Surplus or (Deficit)** | | **$531,411** | **$385,167** | **($445,274)** | **($1,122,832)** |



**Library FAQs**

Facilities: 10

Registered Users: 149,221

Items Checked Out: 1.62 M

Electronic Material Check Out: 222K

Programs: 3,547

Programs Attendance: 82,294

Library Visits: 1.1M

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# Revenue

## 2019-2020 Revenue

$140,500 — $47,213 — $18,074

$5,725,273

$8,311,763

- Sales Tax
- MOE
- Library Fines and Fees
- Trusts
- Misc.

## 10 Year Revenue History

| | |
|---|---|
| $16,000,000.00 | |
| $14,000,000.00 | |
| $12,000,000.00 | |
| $10,000,000.00 | |
| $8,000,000.00 | |
| $6,000,000.00 | |
| $4,000,000.00 | |
| $2,000,000.00 | |
| $- | |

| 2010 | 2011 | 2012 | 2013 | 2014 | 2015 | 2016 | 2017 | 2018 | 2019 |
|------|------|------|------|------|------|------|------|------|------|
| $11.1 | $11.5 | $11.6 | $12 | $12.6 | $13 | $13.5 | $14.1 | $14 | $14.1 |

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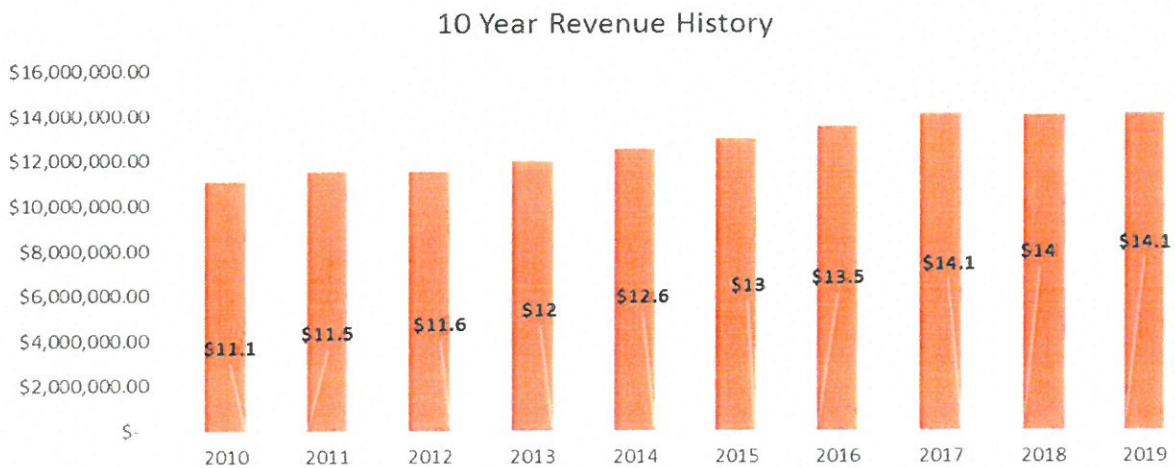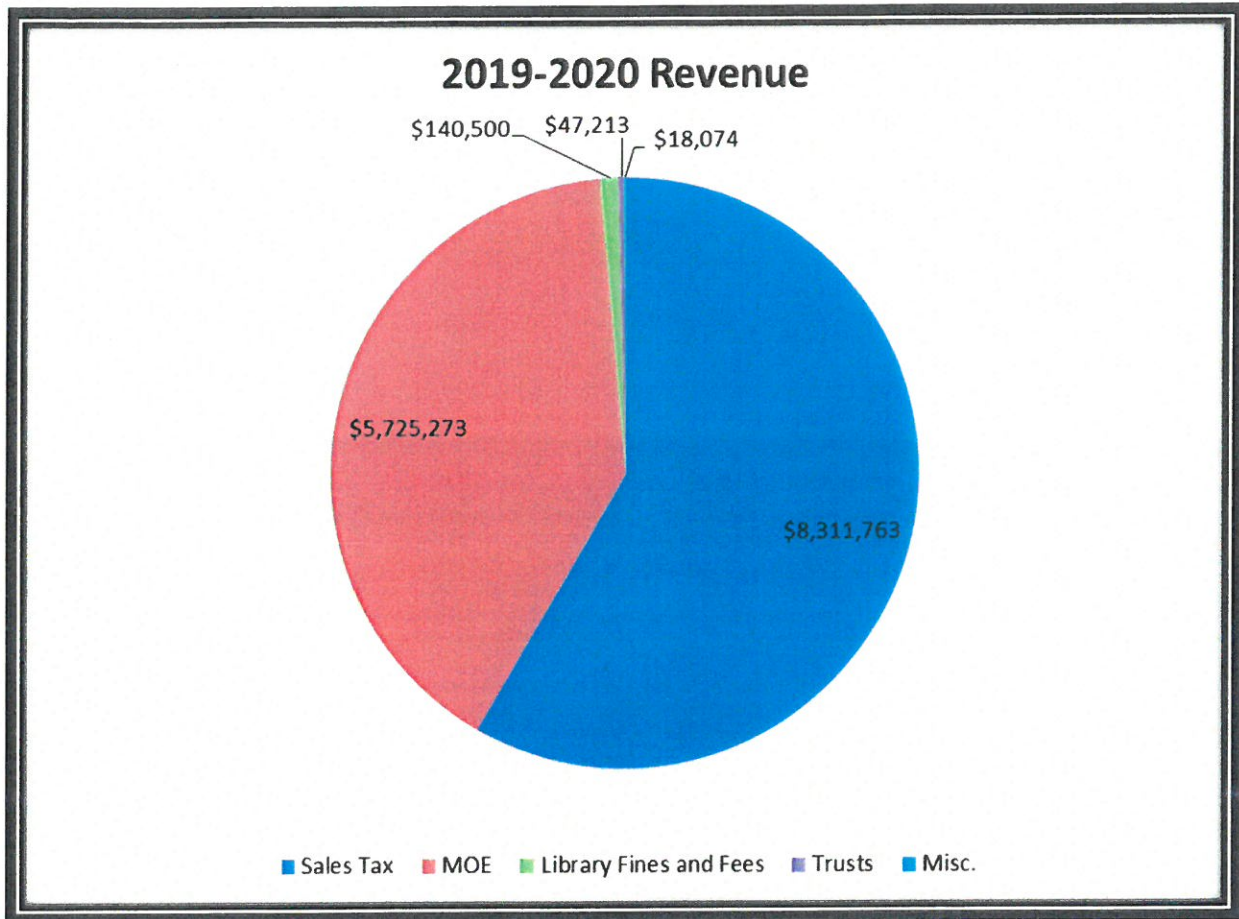
## Projected Library Revenues

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 1.2%.
- A quarter cent sales tax designated for public library service is collected throughout the County. Sales tax is projected to grow 2.4%.
- The MOE agreement ends June 30, 2021 which at that time is expected to produce an excess of $1.6M.

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 | 2019 Ado Budget | 2019 Adj Budget | 2019 Estimated Actual | 2020 Dept Request | Growth/Loss |
|---|---|---|---|---|---|
| **Fund 951 – Library Joint Powers Authority** | | | | | |
| Sales and use tax | 8,113,910.00 | 8,113,910.00 | 8,113,910.00 | 8,311,763.00 | 2.4% |
| Libraries parcel tax | - | - | - | - | |
| Federal grants - other | - | - | 4,000.00 | - | |
| FEMA disaster relief | - | - | - | - | |
| State operating grants and contributions | - | - | - | - | |
| OES disaster relief | - | - | - | - | |
| Local operating grants and contributions | - | - | - | - | |
| Maintenance of effort contributions | 5,655,273.00 | 5,655,273.00 | 5,655,273.00 | 5,725,273.00 | 1.2% |
| Room rentals-library JPA | 4,640.00 | 4,640.00 | 4,640.00 | 4,640.00 | 0.0% |
| Library fines | 140,500.00 | 140,500.00 | 140,463.00 | 140,500.00 | 0.0% |
| Pooled cash and investment interest | 31,500.00 | 31,500.00 | 91,310.00 | 91,910.00 | 0.7% |
| Interest earnings - other | 13,020.00 | 13,020.00 | 13,750.00 | 17,433.00 | 26.8% |
| Donations - library | 13,100.00 | 349,520.65 | 23,098.00 | 13,100.00 | -43.3% |
| Donations - library - Friends of the Lib | 19,423.00 | 29,394.71 | 21,623.00 | 19,423.00 | -10.2% |
| Miscellaneous operating revenue | 8,500.00 | 8,500.00 | 79,997.00 | 8,500.00 | -89.4% |
| Miscellaneous non-operating revenue | - | - | 175.00 | - | |
| From Library Private Trust Fund | 39,190.00 | 58,131.15 | 65,481.00 | - | |
| Intra-entity fund transfer in | 45,000.00 | 45,000.00 | 45,000.00 | - | |
| **Total Library Joint Powers Authority** | 14,084,056.00 | 14,449,389.51 | 14,258,720.00 | 14,332,542.00 | 0.5% |
| Total | 14,084,056.00 | 14,449,389.51 | 14,258,720.00 | 14,332,542.00 | |

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# Non Personnel Expenditures

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## Non Personnel Expenditures by Library Function



$192,834    $550,738

$281,208

$893,566

$935,617

$1,470,609

$284,260    $95,150

- Information Technology  ■ Library Materials       ■ Staff Development       ■ Utilities
- Building O & M           ■ Supplies and Equipment ■ System Services         Administrative Services
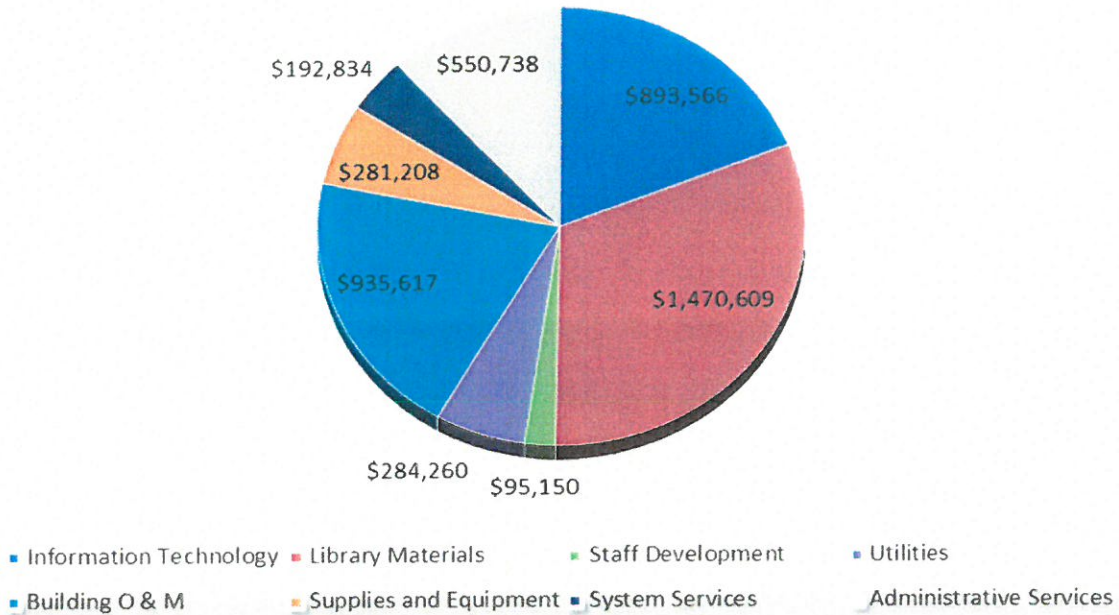
## Collection Spending History



| | 2010 | 2011 | 2012 | 2013 | 2014 | 2015 | 2016 | 2017 | 2018 | 2019 |
|---|---|---|---|---|---|---|---|---|---|---|
| | $475,777 | $631,272 | $915,151 | $878,948 | $1,070,355 | $1,114,050 | $1,192,227 | $1,280,453 | $1,368,918 | $1,157,837 |

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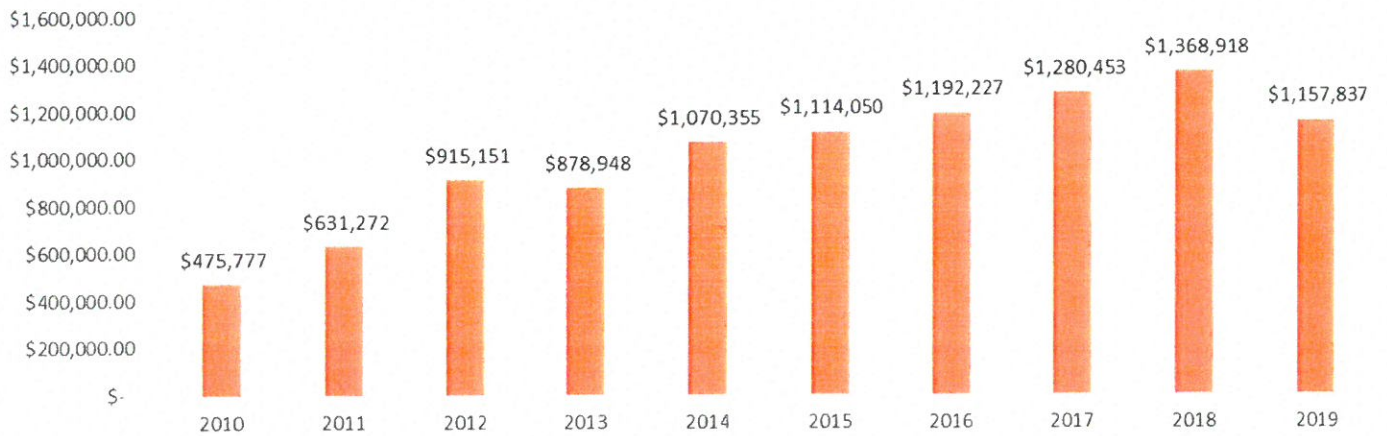
# Base Level Change to Non Personnel Expenditures

The following are major changes to the operating budget but do not affect service levels. These changes maintain service levels and including the opening of the Capitola and Felton Branches mid-year.

|  | % Change | $ Change | Description for Change |
|---|---|---|---|
| Janitorial Services | 22.1% | $58,750 | Increase in Contract Pricing |
| Hardware | -31.9% | $15,000 | SV media wall moved from contracted out to in-house |
| Misc. Supplies and Services | 36.7% | $50,095 | Technology & Programming Supplies and Services |
| Computer Equipment | 20% | $25,000 | Increase to accommodate the opening of FEL and CAP |
| Other Professional and Technical Services | One Time Expense | $58,750 | Technical assistance for the various Measure S building projects, to ensure the same building controls are used in each facility. |

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**\*Not Currently Added to Base Budget**

|  |  |  |  |
|---|---|---|---|
| Outside Insurance |  | $20,000 | The Library System is now responsible for insuring its personal property. |
| City of Santa Cruz Services Agreement |  | $24,000 | The library would like to build in a 5% increase in anticipation of the new agreement. |

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# System Operating Expenditures

**Budget Development Expenditure Balances**

| Title | 2019 Ado Budget | 2019 Adj Budget | 2019 Estimated Actual | 2020 Dept Request | % Change from Actual |
|---|---|---|---|---|---|
| **Fund 951 -- Library Joint Powers Authority** | | | | | |
| Claims management services - outside | 12,000.00 | 12,000.00 | 12,000.00 | 17,000.00 | 41.7% |
| Financial services - outside | 550,738.00 | 550,738.00 | 462,438.00 | 462,438.00 | 0.0% |
| Security patrols - City Hall | 7,899.00 | 7,899.00 | 7,899.00 | - | |
| Merchant bank fees | 2,500.00 | 2,500.00 | 2,500.00 | 2,500.00 | 0.0% |
| Courier services | 2,000.00 | 2,000.00 | 2,000.00 | 2,000.00 | 0.0% |
| Other professional & technical services | 47,000.00 | 60,260.00 | 60,260.00 | 113,000.00 | 87.5% |
| Water, sewer and refuse | 69,115.00 | 69,115.00 | 69,335.00 | 74,910.00 | 8.0% |
| Hazardous materials disposal | 1,000.00 | 1,000.00 | 1,000.00 | 1,000.00 | 0.0% |
| Janitorial services | 266,276.00 | 266,276.00 | 266,276.00 | 325,026.00 | 22.1% |
| 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 | 10,000.00 | 22,000.00 | 120.0% |
| Vehicle fuel island charges - internal | 15,985.00 | 15,985.00 | 12,500.00 | 16,485.00 | 31.9% |
| Office equipment operation/maint | 3,600.00 | 3,600.00 | 5,108.00 | 3,600.00 | -29.5% |
| Vehicle maintenance costs - outside | 6,500.00 | 6,500.00 | 6,500.00 | 6,500.00 | 0.0% |
| Other equipment operation/maintenance | 8,050.00 | 8,050.00 | 8,167.00 | 8,050.00 | -1.4% |
| Building and facility o & m - outside | 181,803.00 | 259,803.00 | 259,803.00 | 343,303.00 | 32.1% |
| Landscaping maintenance services | 45,700.00 | 45,700.00 | 45,700.00 | 45,450.00 | -0.5% |
| Software maintenance services | 361,321.00 | 373,719.44 | 373,719.00 | 422,181.00 | 13.0% |
| Hardware maintenance services | 47,000.00 | 47,000.00 | 37,000.00 | 32,000.00 | -13.5% |
| Equipment, building and land rentals | 243,943.00 | 243,943.00 | 243,943.00 | 237,163.00 | -2.8% |
| Travel and meetings | 12,350.00 | 12,350.00 | 12,860.00 | 15,925.00 | 23.8% |
| Training | 81,500.00 | 81,500.00 | 81,500.00 | 79,300.00 | -2.7% |
| Telecommunications service - outside | 169,625.00 | 169,625.00 | 169,625.00 | 176,385.00 | 4.0% |
| Liability insurance/surety bonds-interna | 37,442.00 | 37,442.00 | 37,442.00 | 37,442.00 | 0.0% |
| Liability insurance/surety bonds-outside | 42,724.00 | 42,724.00 | 47,171.00 | 48,000.00 | 1.8% |
| Advertising | 17,610.00 | 17,610.00 | 17,610.00 | 19,130.00 | 8.6% |
| Dues and memberships | 35,162.00 | 35,162.00 | 35,162.00 | 35,162.00 | 0.0% |
| Printing and binding-outside | 24,600.00 | 24,600.00 | 24,600.00 | 24,600.00 | 0.0% |
| Postage charges | 6,000.00 | 6,000.00 | 6,000.00 | 7,000.00 | 16.7% |
| Office supplies | 18,200.00 | 18,200.00 | 19,400.00 | 23,550.00 | 21.4% |
| Books and periodicals | 1,157,837.00 | 1,519,230.63 | 1,519,231.00 | 1,324,459.00 | -12.8% |
| Books and periodicals-grants & donations | 2,650.00 | 5,271.71 | 5,272.00 | 2,650.00 | -49.7% |
| Safety clothing and equipment | 12,810.00 | 12,810.00 | 12,810.00 | 12,560.00 | -2.0% |
| Copier supplies | 5,900.00 | 5,900.00 | 5,900.00 | 6,075.00 | 3.0% |
| Library functional supplies | 141,500.00 | 141,500.00 | 141,500.00 | 141,500.00 | 0.0% |
| Janitorial supplies | 21,000.00 | 21,000.00 | 25,500.00 | 25,250.00 | -1.0% |
| Electricity | 177,800.00 | 177,800.00 | 178,618.00 | 190,275.00 | 6.5% |
| Natural gas | 28,000.00 | 28,000.00 | 34,000.00 | 29,450.00 | -13.4% |
| Miscellaneous supplies and services | 107,523.00 | 136,427.22 | 143,670.00 | 186,523.00 | 29.8% |
| Loans and grants | - | - | 25,000.00 | - | |
| Refunded fees and fines | 2,000.00 | 2,000.00 | 2,000.00 | 2,000.00 | 0.0% |
| Office furniture/equipment | 17,800.00 | 32,800.00 | 32,800.00 | 18,000.00 | -45.1% |
| Vehicle equipment | 45,000.00 | 45,000.00 | 45,000.00 | - | -100.0% |
| Building equipment | - | - | - | - | |
| Computer equipment | 125,000.00 | 125,000.00 | 125,000.00 | 150,000.00 | 20.0% |
| Other capital outlay | - | - | - | 50,000.00 | |
| **Total Library Joint Powers Authority** | 4,189,153.00 | 4,700,731.00 | 4,638,509.00 | 4,744,532.00 | 2.3% |
| **Total** | 4,189,153.00 | 4,700,731.00 | 4,638,509.00 | 4,744,532.00 | |

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# Personnel Expenditures
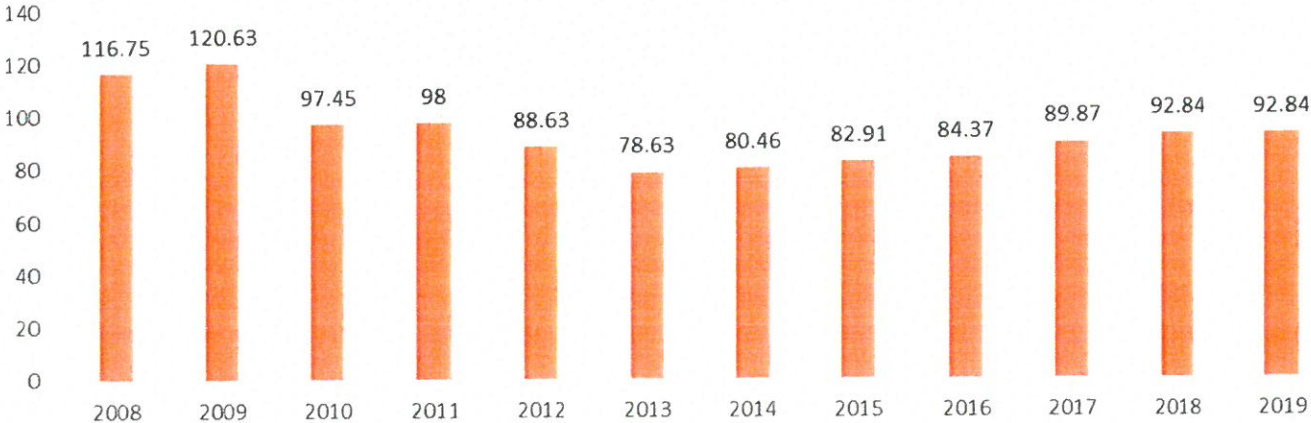
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# Personnel Expenditures

**Budget Development Expenditure Balances**

| Title | 2019 Ado Budget | 2019 Adj Budget | 2019 Estimated Actual | 2020 Dept Request | % Change from Estimated Actual |
|---|---|---|---|---|---|
| **Fund 951 – Library Joint Powers Authority** | | | | | |
| Regular full time | 5,303,814.00 | 5,303,814.00 | 4,876,686.00 | 5,771,198.00 | 18.3% |
| Regular part time | 817,895.00 | 817,895.00 | 751,126.00 | 935,597.00 | 24.6% |
| Overtime | 6,500.00 | 6,500.00 | 1,671.00 | - | |
| Termination pay | - | - | 2,468.00 | | |
| Temporary | 839,358.00 | 839,358.00 | 1,377,816.00 | 826,000.00 | -40.1% |
| Other pay | - | - | 947.00 | 947.00 | 0.0% |
| Special vacation pay | - | - | 15,399.00 | 15,399.00 | 0.0% |
| Special sick leave pay | - | - | 3,592.00 | 3,592.00 | 0.0% |
| Vehicle-phone-data allowance | 3,384.00 | 3,384.00 | 3,384.00 | 3,384.00 | 0.0% |
| Retirement contribution | 391,233.00 | 391,233.00 | 383,483.00 | 441,806.00 | 15.2% |
| F.I.C.A. | - | - | 44,717.00 | - | |
| PERS unfunded liability | 814,743.00 | 814,743.00 | 810,253.00 | 1,036,465.00 | 27.9% |
| PERS Unfunded payment | - | - | 689,912.00 | 336,636.00 | -51.2% |
| Group health insurance | 1,295,081.00 | 1,295,081.00 | 1,270,419.00 | 1,401,982.00 | 10.4% |
| Group dental insurance | 89,026.00 | 89,026.00 | 96,389.00 | 96,279.00 | -0.1% |
| Vision insurance | 15,110.00 | 15,110.00 | 16,015.00 | 16,403.00 | 2.4% |
| Medicare insurance | 82,119.00 | 82,119.00 | 102,486.00 | 90,888.00 | -11.3% |
| Employee assistance program | 3,944.00 | 3,944.00 | 4,492.00 | 4,237.00 | -5.7% |
| Group life insurance | 1,839.00 | 1,839.00 | 1,853.00 | 1,889.00 | 1.9% |
| Disability insurance | 72,974.00 | 72,974.00 | 39,060.00 | 75,924.00 | 94.4% |
| Unemployment insurance | 44,942.00 | 44,942.00 | 56,650.00 | 50,186.00 | -11.4% |
| Workers' compensation | 234,017.00 | 234,017.00 | 286,667.00 | 256,390.00 | -10.6% |
| Temp employee benefits - budget only | 117,513.00 | 117,513.00 | - | 115,640.00 | |
| Intrafund labor - credit | - | - | - | - | |
| **Total Library Joint Powers Authority** | 10,133,492.00 | 10,133,492.00 | 10,835,485.00 | 11,480,842.00 | 6.0% |
| **Total** | 10,133,492.00 | 10,133,492.00 | 10,835,485.00 | 11,480,842.00 | |

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## 10 Year Personnel Expenditure History



Bar chart showing personnel expenditure from 2010 to 2019. Y-axis ranges from 2,000,000 to 12,000,000. Values labeled: 2010 $7.5, 2011 $7.5, 2012 $7.4, 2013 $7.4, 2014 $7.9, 2015 $8.1, 2016 $8.2, 2017 $8.9, 2018 $9.5, 2019 $10.8.

## FTE History



Bar chart showing FTE from 2008 to 2019. Y-axis ranges from 0 to 140. Values labeled: 2008 116.75, 2009 120.63, 2010 97.45, 2011 98, 2012 88.63, 2013 78.63, 2014 80.46, 2015 82.91, 2016 84.37, 2017 89.87, 2018 92.84, 2019 92.84.

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## Projected Library Fund Balance

Report Needed from
City of Santa Cruz Finance Department

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## Proposed Changes

|  | 2018-2019 Adopted | 2019-2020 Proposed Budget |
|---|---|---|
| Revenues | $14,084,056 | $14,332,542 |
| Personnel | $10,133,492 | $11,480,842 |
| Expenditures | $4,189,153 | $4,744,532 |
| Total Operational Surplus or <Deficit> | <$238,589> | <$1,892,832> |
| Budgetary Savings | $770,000 | $770,000 |
|  |  |  |
| Proposal #1 Additional Staffing |  | $350,000 *currently included in personnel expenditures |
| Proposal #2 Capital Maintenance (Year 1) |  | $50,000 *currently included in non-personnel expenditures |
| Proposal #3 PERS Unfunded Liability |  | $336K *currently included in personnel expenditures |
| **Total Operational Surplus or <Deficit> with Proposed Changes** |  | <$1,122,832> |
| Base Level Changes not included in FY 20 (from PG 18) |  | $44,000 |
| **Total Operational Surplus or <Deficit> with Proposed Changes & Base Level Changes** |  | <$1,166,832> |

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*Proposal #1*

Additional Staffing
*Cost:* $350,000
*Discussion:*

SCPL is still recovering from the great recession. Before the financial downturn, the Library 120.63 FTE staff people system-wide. Currently, SCPL staffs all 10 branches and its administrative functions with 92.84 FTE (down 30%)

SCPL needs an addition of 2.0 FTE Librarian I/II and 3.0 FTE Library Assistant IIs in FY2020.

The Capitola and Felton libraries will both finish their new buildings adding additional square footage. Capitola will become 52% larger, adding 7,380 square feet, and Felton will become 89% larger, adding 7,650 square feet. These facilities have also planned for new amenities including teen, study, community gathering and programming rooms as well as outdoor spaces. The additional square footage and amenities will require more staff supervision and coordination to help ensure safety and security.

SCPL currently has 24.0 FTE professional librarians. This is below average professional staffing compared to peer libraries. Expanding and improving our facilities, both in size and programming, will increase the need for a greater number of librarians. These improved facilities will see an increase in demand for learning programs. The Librarian staff will be charged with providing teen programming, STEAM programming, story times, adult programs and reference service at these two locations. Previously, these services were greatly limited due to the size restraints of the old facilities.

*Proposal #2*

Capital Maintenance
*Cost:* $50,000
*Discussion:*

The Library needs to begin planning and budgeting for on-going capital improvements and facility maintenance repairs for all 10 library branches including the Headquarters facility. Additionally, the overall system-wide square footage will be increasing with Felton and Capitola opening in early 2020. The Library will expand from 101,487 sq. ft. to 116,607 square feet system wide, an increase of 13%. In order to protect our 10 branches, a robust capital maintenance plan needs to be established. The Library currently budgets approximately $813K per year for maintenance costs system wide. This is equivalent to $8 a square foot.

Research of industry standards shows that SCPL should be budgeting approximately $10 per square foot each year for capital operations and maintenance. Given this standard, the library would need to set a goal and budget $1.17M per year for these costs. This is an increase of approximately $400K annually.

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The Library would like to start at $50,000 for this year and increase each year until the annual $400K is met.

*Proposal #3*

PERS Unfunded Liability
*Cost:* $336,000
*Discussion:*

The City of Santa Cruz has budgeted a PERS unfunded liability payment into personnel projections and the library payroll is included.  The City is unable to separate the library out of for costing purposes because library staff combined with City of Santa Cruz staff. If the City elects to make a prepayment, the library will need to do so as well.  If the City elects not to pay down this liability this year the library's portion will remain in the library's fund balance.

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# Fines and Fees Schedule

The Library is recommending the following fee schedule.

| Description | Current | Proposed FY 2019-2020 |
|---|---|---|
| Overdue Item Fine | 25¢ per day | No change |
| Lost Fine | Varies Based on Item | No change |
| | | |
| Collection Agency Fee | $20.00 | No change |
| Damaged Item Fine | Varies Based on Item | No change |
| Flashdrive Fee | $5.00 | No change |
| Headphone Fee | $3.00 | No change |
| Library Card Replacement Fee | $2.00 | No change |
| Meeting Room Fee | Varies | No change |
| Missing Parts Fine | Varies Based on Item | No change |
| Print/Photocopying Fee | 15¢ per page | No change |
| Test Proctoring Fee | $40.00 | No change |
| Inter Library Loan | None | No Change |

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# 2019/2020 Open Hours Proposal

The Library is looking at applying open hours in three sizes:

- Smaller branches 36 open hours per week
- Mid-size branches 40-50 open hours per week
- Large branches 50+ open hours per week

| DATE | BRANCH | SUN | MON | TUE | WED | THURS | FRI | SAT | TOTAL # OF HRS |
|---|---|---|---|---|---|---|---|---|---|
| Current | Aptos | closed | 10-8 | 10-8 | 10-8 | 10-8 | 10-5 | 10-5 | 54 |
| | Boulder Creek | closed | closed | 10-6 | 10-6 | 10-6 | 10-5 | 10-5 | 38 |
| | Branciforte | closed | closed | 10-6 | 10-6 | 10-6 | 11-5 | 11-5 | 36 |
| | Capitola | closed | closed | closed | closed | closed | closed | closed | closed |
| | Downtown | 1-5 | 10-8 | 10-8 | 10-8 | 10-8 | 10-5 | 10-5 | 58 |
| | Felton | 12-5 | closed | 11-6 | 11-6 | 11-6 | 12-5 | 12-5 | 36 |
| | Garfield Park | closed | 10-5 | 11-6 | 11-6 | 11-6 | 1-5 | 10-2 | 36 |
| | La Selva Beach | closed | closed | 10-7 | 10-7 | 10-6 | 12-5 | 12-5 | 36 |
| | Live Oak | 1-5 | 10-7 | 10-7 | 10-7 | 10-7 | 10-5 | 10-5 | 54 |
| | Scotts Valley | closed | 10-7 | 10-7 | 10-7 | 10-7 | 10-5 | 10-5 | 50 |
| | | | | | | | | | 398 |

| DATE | BRANCH | SUN | MON | TUE | WED | THURS | FRI | SAT | TOTAL # OF HRS |
|---|---|---|---|---|---|---|---|---|---|
| November 1st | Aptos | closed | 10-8 | 10-8 | 10-8 | 10-8 | 10-5 | 10-5 | 54 |
| | Boulder Creek | closed | closed | 10-6 | 10-6 | 10-6 | 10-5 | 10-5 | 38 |
| | Branciforte | closed | closed | 10-6 | 10-6 | 10-6 | 11-5 | 11-5 | 36 |
| | Capitola | closed | closed | closed | closed | closed | closed | closed | closed |
| | Downtown | 1-5 | 10-8 | 10-8 | 10-8 | 10-8 | 10-5 | 10-5 | 58 |
| | Felton | closed | closed | closed | closed | closed | closed | closed | closed |
| | Garfield Park | closed | 10-5 | 11-6 | 11-6 | 11-6 | 1-5 | 10-2 | 36 |
| | La Selva Beach | closed | closed | closed | closed | closed | closed | closed | closed |
| | Live Oak | 1-5 | 10-7 | 10-7 | 10-7 | 10-7 | 10-5 | 10-5 | 54 |
| | Scotts Valley | closed | 10-7 | 10-7 | 10-7 | 10-7 | 10-5 | 10-5 | 50 |
| | | | | | | | | | 326 |

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| DATE | BRANCH | SUN | MON | TUE | WED | THURS | FRI | SAT | TOTAL # OF HRS |
|------|--------|-----|-----|-----|-----|-------|-----|-----|---------|
| February 1st | Aptos | closed | 10-8 | 10-8 | 10-8 | 10-8 | 10-5 | 10-5 | 54 |
| | Boulder Creek | closed | closed | closed | closed | closed | closed | closed | closed |
| | Branciforte | closed | closed | closed | closed | closed | closed | closed | closed |
| | Capitola | closed | closed | closed | closed | closed | closed | closed | closed |
| | Downtown | 1-5 | 10-8 | 10-8 | 10-8 | 10-8 | 10-5 | 10-5 | 58 |
| | Felton | 12-5 | 10-6 | 11-7 | 10-6 | 11-7 | closed | 10-5 | 44 |
| | Garfield Park | closed | closed | closed | closed | closed | closed | closed | closed |
| | La Selva Beach | closed | closed | closed | closed | closed | closed | closed | closed |
| | Live Oak | 1-5 | 10-7 | 10-7 | 10-7 | 10-7 | 10-5 | 10-5 | 54 |
| | Scotts Valley | closed | 10-7 | 10-7 | 10-7 | 10-7 | 10-5 | 10-5 | 50 |
| | | | | | | | | | 260 |

| DATE | BRANCH | SUN | MON | TUE | WED | THURS | FRI | SAT | TOTAL # OF HRS |
|------|--------|-----|-----|-----|-----|-------|-----|-----|---------|
| April 1st | Aptos | closed | closed | closed | closed | closed | closed | closed | closed |
| | Boulder Creek | closed | closed | closed | closed | closed | closed | closed | closed |
| | Branciforte | closed | closed | closed | closed | closed | closed | closed | closed |
| | Capitola | closed | 10-8 | 10-8 | 10-8 | 10-8 | 10-5 | 10-5 | 54 |
| | Downtown | 1-5 | 10-8 | 10-8 | 10-8 | 10-8 | 10-5 | 10-5 | 58 |
| | Felton | 12-5 | 10-6 | 11-7 | 10-6 | 11-7 | closed | 10-5 | 44 |
| | Garfield Park | closed | closed | closed | closed | closed | closed | closed | closed |
| | La Selva Beach | closed | closed | closed | closed | closed | closed | closed | closed |
| | Live Oak | 1-5 | 10-7 | 10-7 | 10-7 | 10-7 | 10-5 | 10-5 | 54 |
| | Scotts Valley | closed | 10-7 | 10-7 | 10-7 | 10-7 | 10-5 | 10-5 | 50 |
| | | | | | | | | | 260 |

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# Appendix A:
# Position Listing by Classification

**Library Personnel Profile**

| | FY 2015 Amended Budget | FY 2016 Amended Budget | FY 2017 Amended Budget | FY 2018 Adopted Budget | FY 2019 Proposed Budget | FY 2020 Proposed Budget |
|---|---|---|---|---|---|---|
| Accounting Assistant I | 1.25 | 1.25 | 1.38 | 1.50 | 1.50 | 1.50 |
| Administrative Assistant I/II | 3.18 | 3.18 | 3.53 | 3.53 | 3.53 | 3.53 |
| Assistant Director of Libraries | - | - | 1.00 | 1.00 | 1.00 | 1.00 |
| Bookmobile Library Assistant | 1.80 | 1.80 | 1.80 | 1.80 | 1.80 | 1.80 |
| Building Maintenance Worker I | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Building Maintenance Worker II | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Courier/Driver | 1.05 | 1.00 | 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 | 3.00 | 1.00 | 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 | 18.01 | 18.01 | 18.01 | 20.01 |
| Librarian III | - | - | 3.00 | 3.00 | 4.00 | 4.00 |
| Library Assistant I | 2.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Library Assistant II | 25.25 | 26.76 | 25.41 | 28.50 | 28.50 | 31.50 |
| Library Assistant III | 6.00 | 6.00 | 10.00 | 10.00 | 10.00 | 10.00 |
| Library Assistant IV | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 |
| Library Division Manager | 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 | 2.00 | 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 | - | - | - | |
| Network Administrator | - | - | - | - | - | |
| Network & Systems Administrator | - | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 |
| Programmer Analyst I/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 | 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 | 0.50 |
| | 82.91 | 84.37 | 89.87 | 92.84 | 92.84 | 97.84 |

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

# 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
3/31/19:        $902

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
3/31/19:        $9,182

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.

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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
3/31/19:      $46,685

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
3/31/19:      $97,314

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

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Balance of
Trust as of
3/31/19:      $226,304

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
3/31/19:      $211,585

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
3/31/19:      $13,464

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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
3/31/19:        $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
3/31/19:        $143,000

Income:          Interest only.

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

## UTTER TRUST

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

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

Balance of
Trust as of
3/31/19:      $280,420

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
3/31/19:      $96,800

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 19/20 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 | Dodge Sprinter | $45,000 | | 2017-18 | $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 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 |
| 546 | LIT | Ford Transit | $35,000 | 2018 | 2028-29 | |
| | Programs | Pedal Library | $2,500 | 2016 | 2021-22 | $500 |
| **TOTAL SAVINGS NEEDS PER YEAR** | | | | | | **$51,499** |

**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 every10 years.

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