

LIBRARY ADVISORY COMMISSION (LAC)

On Monday, July 1, 2024 at 6:30 PM

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

Public Viewing:

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

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Please click the link below to join the webinar:

<https://us06web.zoom.us/j/85873980798>

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877 853 5247 (Toll Free) or 888 788 0099 (Toll Free) or
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Slowly enter the Webinar ID: 858 7398 0798

International numbers available: <https://us06web.zoom.us/j/85873980798>

The meetings will be recorded and posted for viewing after the meetings on the Santa Cruz Public Libraries website <http://www.santacruzpl.org/>

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

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

Members of the public may provide public comment by sending an email to the Library Board Clerk at clerk@santacruzpl.org

- Identify the agenda item number in the subject line of the email
- Emailed comments should be a maximum of 500 words, which corresponds to approximately 3 minutes of speaking time.

- All correspondences received prior to 12:00 p.m. on the Friday preceding a LAC Meeting will be distributed to Commission members to review prior to the meeting. Information submitted after 12:00 p.m. on that Friday may not have time to reach Commission members, nor be read by them prior to consideration of an item.

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

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

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

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

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

If you are accessing the meeting using telephone audio:

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



LIBRARY ADVISORY COMMISSION REGULAR MEETING

MONDAY, JULY 1 2024 at 6:30 PM

BOULDER CREEK BRANCH

1. CALL TO ORDER/ROLL CALL

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

2. ADOPTION OF THE AGENDA

3. ORAL COMMUNICATIONS

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

4. REPORT BY LIBRARY DIRECTOR

A. Library Director's Report (P3)

5. REPORT BY FRIENDS OF THE SANTA CRUZ PUBLIC LIBRARIES

A. Friends of SCPL – Report (Oral)

6. MEMBER REPORTS

7. CONSENT CALENDAR

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

separate review. Items pulled for separate discussion will be considered following General Business.

- A. Minutes of May 6, 2024
RECOMMENDED ACTION: Approve Minutes (P4-6)
- B. Recent Articles about Santa Cruz Public Libraries
RECOMMENDED ACTION: Accept and file (P7-21)
- C. The Gift Policy
RECOMMENDED ACTION: Endorse the updated Gifts Policy # 309 for the Library Joint Powers Authority Board (JPAB) adoption (P22-30)
- D. The Naming Policy
RECOMMENDED ACTION: Endorse the updated Library Naming Policy # 403 for the Library Joint Powers Authority Board (JPAB) adoption (P31-37)

8. GENERAL BUSINESS

General Business items are intended to provide an opportunity for public discussion of each item listed. The following procedure is followed for each Business item: 1) Staff explanation; 2) Board questions; 3) Public comment; 4) Board deliberation; 5) Decision.

- A. Marketing Presentation by Ana Maria Treadwell, Community Relations Specialist
- B. Meeting Room Policy
RECOMMENDED ACTION: Endorse the updated Meeting Room Policy #315 for the Library Joint Powers Authority Board adoption (P38-47)

9. SCHEDULED UPCOMING MEETINGS

Date	Location	Anticipated Upcoming Agenda Items:
October 7, 2024	Aptos Branch	•

10. ADJOURNMENT

Adjourned to the next regular meeting of the Library Advisory Commission to be held on Monday, October 7, 2024 at 6:30pm at the Aptos Branch.

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.

July 1, 2024



Interim Director's Report to the Library Advisory Commission

Our interim phase is quickly coming to an end. It's been nine months since our previous director, Yolande Wilburn, left to take a position in her home state of Illinois. I would like to express my appreciation to the Commissioners for their dedication and support during this period and all the hard work of our staff. We did not slow down. There are many examples, an important example that highlights this effort is our summer reading registration. In the first three weeks of the program, it's up 8% from last year and among children 0-11, it's up 13%. Additionally, our Jail Reach outreach team co-created and opened the new Juvenile Hall Library, which is stocked with books from the Jail Reach Collection and funded in part by the FSCPL Boundless Minds project. The books and dedicated space support youth in developing a deeper understanding of their own inner world and the wider world all around them. The students collaborated in selecting the book titles and sorting and organizing the books on the shelves.

Next week, the Library begins a new chapter. Christopher Platt, the Library's newly appointed Director begins work on July 8th. It's fortuitous timing for executive leadership because the Friends of the Santa Cruz Public Libraries also recently announced Sarah Beck as their new Executive Director. Sarah began working with the Friends in June. I would like to thank Dr. Monica Parikh who stepped in as the interim Executive Director of the Friends. She has been a wonderful collaborator during this phase and an absolute pleasure to work with.

The Library has also successfully filled and placed several key positions as well, including Laamsha Young, our new Volunteer Coordinator and Lesa Sorenson-Joseph, our Training Coordinator. Both have hit the ground running. Additionally, beginning in July, Brian Gnerre, our new adult services librarian, will begin working at our Scotts Valley branch and Laura Blasingame, our other new librarian will begin at Boulder Creek as a generalist. Also, in July, the Capitola Library branch and the surrounding community will be welcoming Amber Baumbach, our newest youth services librarian.

At this meeting I'm excited to hear a presentation from Ana Maria Treadwell on the Library's marketing efforts and plans. In addition, we review the Library's plans for continuing to be a responsible steward of its meeting room spaces and its plans as it seeks to effectively raise funds along with the Friends through newly updated Naming and Gift policies.

Thank you again for your attention to these important changes.

Sincerely,

Eric Howard, Interim Library Director



LIBRARY ADVISORY COMMISSION REGULAR MEETING MINUTES

MONDAY, MAY 6, 2024 at 6:30 PM

1. CALL TO ORDER/ROLL CALL

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

2. ADOPTION OF THE AGENDA

RESULT:	APPROVED THE AGENDA
MOVER:	Tricia Wynne
SECONDER:	Pamela Woll
ABSENT:	Rena Dubin
AYES:	Khandelwal, Termini, Woll, Wynne, Gerdt, Rogers

3. ORAL COMMUNICATIONS

None

4. REPORT BY LIBRARY DIRECTOR

Interim Library Director Eric Howard provided a written report.

5. REPORT BY FRIENDS OF THE SANTA CRUZ PUBLIC LIBRARIES

Janis O'Driscoll provided an update of the Friends' activities, which included an update on the Friends' permanent full-time Executive Director interview process; the fund raising efforts for Summer Reading and the Capital Campaign for the Downtown Branch Library.

6. MEMBER REPORTS

None

7. CONSENT CALENDAR

RESULT: APPROVED THE CONSENT CALENDAR Items A-B. Pull Item C.

A. Approved Minutes of April 15, 2024

MOVER: Tricia Wynne

SECONDER: Nancy Gerdt

ABSENT: Rena Dubin

AYES: Khandelwal, Termini, Woll, Gerdt, Rogers, Wynne

8. GENERAL BUSINESS

- A.** Presentation on Summer Reading by Heather Norquist, Youth Services Manager and Jessica Goodman, Adult Services Manager
The Commissioners complimented staff on the presentation and expressed their appreciation for the work done in Summer Reading.
- B.** Informational Session on the Budget by Interim Library Director Eric Howard.
The Commissioners asked a number of questions related to different budget items which were answered by Eric Howard and Principal Management Analyst Kira Henifin.

RESULT: Accepted the Draft FY 25 Library Operating Budget and Recommended Approval to the JPA

MOVER: Vivian Rogers

SECONDER: Tricia Wynne

ABSENT: Rena Dubin

AYES: Khandelwal, Termini, Woll, Wynne, Gerdt, Rogers

PUBLIC COMMENT

A member of the public, Jessie Bunker-Maxwell, commented on the deleted System Coordinator position and its potential drawbacks.

C. LAC Meeting Support (Virtual participation v. Live Streaming).

The Commissioners argued in support of continuing virtual participation in the LAC meetings despite the fact that the JPA has voted to discontinue them.

RESULT:	Motion to table the item for 6 months and continue as before
MOVER:	Nancy Gerdt
SECONDER:	Tricia Wynne
ABSENT:	Rena Dubin
AYES:	Khandelwal, Termini, Woll, Wynne, Gerdt, Rogers

PUBLIC COMMENT

A member of the public, Jessie Bunker-Maxwell, expressed agreement with the decision.

9. SCHEDULED UPCOMING MEETINGS

July 1, 2024 at the Boulder Creek Branch Library.

10. ADJOURNMENT

Adjourned at 7:45 pm to the next regular meeting of the Library Advisory Commission to be held on Monday, July 1, 2024 at 6:30pm at the Boulder Creek Branch Library.



SANTA CRUZ
PUBLIC LIBRARIES

STAFF REPORT

DATE: July 1, 2024
TO: Library Advisory Commission
FROM: Ana Maria Treadwell, Community Relations Specialist
RE: Recent Articles about Santa Cruz Public Libraries

STAFF RECOMMENDATION

Accept and File Recent Articles about SCPL.

DISCUSSION

This Media packet covers the time period for April 1, 2024 through June 1, 2024.

Library Advisory Commission

Media Packet

(Apr 1st – Jun 1st, 2024)

In the News and Media

Santa Cruz Sentinel

April 2nd, Santa Cruz Public Libraries to name first youth poet laureate in Kuumbwa Jazz event



By Nick Sestanovich

SANTA CRUZ — Since 2010, when Gary Young was named to the position, Santa Cruz County has had a poet laureate tasked with reading poems at events, educating the public about creative expression and otherwise serving as an ambassador of poetry in the county. Now the county has created a new youth poet laureate title to do all of that at a youth level. Having already named its five finalists for the position, Santa Cruz Public Libraries and Santa Cruz County Poet Laureate Farnaz Fatemi will be hosting a celebration at Kuumbwa Jazz on April 10 to officially name the new youth poet laureate. The requirements to apply for the position were for applicants to reside in Santa Cruz County from the ages of 13 to 18 on the application due date. The applicants were narrowed down to five finalists: Madeline Aliah, Simon Ellefson, Sylvi Kayser, Dina Lusztig Noyes and Gregory Souza. The finalists will be allotted five-minute readings, and judges will select a youth poet laureate to serve a one-year term. The winner will receive a \$500 cash prize, and the finalists will receive \$100 as well as prizes donated by Two Birds Books in Capitola.

“The Youth Poet Laureate acts as an advocate and county ambassador for poetry, social action and civic engagement,” library officials wrote in a news release. “They will champion their own poetic practice while encouraging their peers through readings, workshops and appearances at events throughout the county. As part of the Youth Poet Laureate program, the cohort of finalists will all receive support in various areas including reading appearances, potential publishing opportunities, and community outreach.”

The evening will also feature poems by local poet Joseph Jason Santiago LaCour and Santa Cruz County Poetry Out Loud winner and Aptos High School senior Valentina Russell, who will recite her winning poem.

The free event is at 6 p.m. April 10 at Kuumbwa Jazz, 320 Cedar St., Santa Cruz. To reserve a seat, visit [Santacruzpl.libcal.com/event/12112434](https://www.santacruzpl.libcal.com/event/12112434).

Link to story: https://www.santacruzsentinel.com/2024/03/31/santa-cruz-public-libraries-to-name-first-youth-poet-laureate-in-kuumbwa-jazz-event/?utm_email=2504C5C2440594B13484658786&active=no<ctg=2504C5C2440594B13484658786&utm_source=listrak&utm_medium=email&utm_term=https%3a%2f%2fwww.santacruzsentinel.com%2f2024%2f03%2f31%2fsanta-cruz-public-libraries-to-name-first-youth-poet-laureate-in-kuumbwa-jazz-event%2f&utm_campaign=norcal-santa-cruz-morning-report&utm_content=curated

Santa Cruz Sentinel

April 11, 2024, Photo | First youth poet laureate named in Santa Cruz County



By Shmuel Thaler

Inaugural Santa Cruz County Youth Poet Laureate Dina Lusztig Noyes, center, is flanked Wednesday night by youth poet laureate finalists, from left, Gregory Souza, Simon Ellefson, Madeline Aliah and Sylvi Kayser during a celebration at Kuumbwa Jazz Center. Lusztig Noyes, a Pacific Collegiate School student, will serve a one-year term and act as an advocate and county ambassador for poetry, social action and civic engagement. They will champion their own poetic practice while encouraging their peers to take part in the artform through readings, workshops and events throughout the county. Santa Cruz County’s Youth Poet Laureate is a project of the Santa Cruz Public Libraries, County Office of Education, Arts Council of Santa Cruz County and Urban Word, a New York City-based organization that champions youth voice by providing platforms for literacy, self-expression, civic engagement and leadership. Santa Cruz County Poet Laureate Farnaz Fatemi emceed the event and Poetry Out

Loud Santa Cruz County champion Valentina Russell, an Aptos High School student, and local poet and performer Joseph Jason Santiago LaCour were guest performers during the celebration. (Shmuel Thaler – Santa Cruz Sentinel)

Link to story: https://www.santacruzsentinel.com/2024/04/11/photo-first-youth-poet-laureate-named-in-santa-cruz-county/?utm_email=2504C5C2440594B13484658786&active=no&lctg=2504C5C2440594B13484658786&utm_source=litrak&utm_medium=email&utm_term=https%3a%2f%2fwww.santacruzsentinel.com%2f2024%2fo4%2f11%2fphoto-first-youth-poet-laureate-named-in-santa-cruz-county%2f&utm_campaign=norcal-santa-cruz-morning-report&utm_content=curated



LIBRARIES OF THINGS: WHAT YOU CAN RENT FOR FREE ON THE CENTRAL COAST

Updated: 11:19 AM PDT Apr 19, 2024

Torstein Rehn



Monterey Public Library

SOURCE: KSBW

SALINAS, Calif. —

Local libraries lend more than just books. Across the Central Coast, more and more public libraries have begun offering technology, museum passes and other items for free to cardholders.

Every local library system has State Parks day-use passes available to rent to adults in good standing. Additionally, most local libraries have a wide range of online courses from organizations like Coursera and the Great Courses.

Santa Cruz Public Libraries

- Tablets
- Chromebooks

- Internet hotspots
- Adventure backpacks (comes with a state park pass)
- STEM learning kits
- Induction cooking kit (comes with a pot and pan, cooking guide, spatulas and a 12.5 in. induction stove top)
- Ukuleles
- Telescopes

Watsonville Library

- Aquarium tickets (some restrictions apply)
- Internet hotspots

Monterey County Free Libraries

- Telescopes
- Self-care kits

Monterey Public Library

- Museum passes (for museums across Northern California)
- Ukuleles
- American Girl dolls

Salinas Public Libraries

- Internet hotspots
- Aquarium tickets (some restrictions apply)
- Adventure backpacks (options for birdwatching, stargazing, nature walking, camping and hiking)
- Disc golf kit
- Computers
- Four-person tent
- Binoculars
- Handheld GPS
- Solar charging power bank

San Benito County Free Library

- Backpacks with hiking equipment

Many Central Coast libraries also have online rental options for e-books, streaming movies and Music.

Santa Cruz Sentinel

April 28, 2024: Santa Cruz Public Libraries to kick off Virtual Author Talks with Nina Simon discussion



Nina Simon the author of "Mother-Daughter Murder Night." (Shmuel Thaler – Santa Cruz Sentinel file)

By NICK SESTANOVICH | nsestanovich@santacruzsentinel.com

PUBLISHED: April 28, 2024 at 1:10 p.m. | UPDATED: April 28, 2024 at 1:11 p.m.

CAPITOLA — Santa Cruz County bibliophiles who want to hear in-depth discussions with their favorite authors will soon have one more avenue to do so. Santa Cruz Public Libraries will be launching its Virtual Author Talk platform to bring these discussions right into library patrons' homes.

The platform, a partnership with the Library Speakers Consortium, will go live Wednesday and provide interactive online talks with best-selling authors and industry thought leaders, and patrons will have access to not only the live-streamed events but also past discussions. The first new discussion will take place May 8 with Nina Simon, Santa Cruz resident and author of the best-selling "Mother-Daughter Murder Night."

Simon, the former executive director of the Santa Cruz Museum of Art & History, released her first novel in September. Described by The Hollywood Reporter as a cross between "Gilmore Girls" and "Only Murders in the Building," the murder mystery "Mother-Daughter Murder Night" tells the story of three generations of women: Lana Rubicon, a Los Angeles real estate magnate who has been diagnosed with cancer; her daughter Beth, a single mother working as a nurse in Monterey County; and her granddaughter Jack, a teenage tour guide for a local kayaking business. When a man scheduled to be on Jack's tour is found dead in Elkhorn Slough, she becomes a suspect, but Lana steps out of recovery mode as she, Beth and Jack try to find the actual murderer.

The book has been a consistent best-seller and staff pick at Bookshop Santa Cruz since its release but also made the New York Times Best-Seller List and was singled out by Reese Witherspoon as her book club pick of the month for September.

The talk will consist of a one-hour interview with Simon as well as a Q&A session containing a mix of questions prepared by the moderator and those submitted by attendees before or during the event. In addition to being live-streamed, a watch party will also be held at the Capitola Branch Library.

The Library Speakers Consortium is an organization that hosts virtual author talks and streams them to patrons of its more than 250 member libraries. Recent speakers have included Smithsonian Curator Paula J. Johnson to discuss the history of American food as featured in "Smithsonian American Table: The Foods, People, and Innovations That Feed Us"; Madeline Miller, the author of "The Song of Achilles" and "Circe"; and Christopher Paolini, the author of young adult fantasy books like "Eragon" and "Eldest." Upcoming speakers include Douglas Brunt, author of "The Mysterious Case of Rudolf Diesel" May 1 and Rebecca F. Kuang, the author of "Yellowface" and "Babel" who will discuss Asian American representation in literature May 21. The consortium partnership was made possible through the Friends of the Capitola Branch Library.

The event will be live-streamed 4 to 5 p.m. May 8 at Library.org/santacruzpl. The watch party will take place concurrently in the Ow Family Community Room at the Capitola Branch Library, 2005 Wharf Road, Capitola. A limited number of seats are available, but attendees can register in advance at Santacruzpl.libcal.com/event/12328385.

GrowingUP in Santa Cruz

Santa Cruz County Youth Poet Laureate Announced



Santa Cruz County's first ever Youth Poet Laureate honor was given to Dina Lusztig Noyes at the Kuumbwa Jazz Center in Santa Cruz, CA. SC County Youth Poet Laureate finalists include Gregory Souza, Simon Ellefson, Madeline Aliah, and Sylvi Kayser. During the inauguration ceremony, each youth poet performed several of their poems, demonstrating their unique voices and talents. The cohort will continue to be a team of artistic excellence and community engagement through poetry work.

Some members of the cohort will be reading their poetry at the Scotts Valley Multicultural Fair on May 4.

Dina Lusztig Noyes will be Community Writers' featured reader in-person on Sept. 28 from 2:30-4:30pm at the Porter Memorial Library in Soquel.

Applicants submitted five original poems and a resumé. All finalists received a \$100 cash honorarium and the Youth Poet Laureate received \$500. All finalists also received a gift card donated by Two Birds Books.

"I was delighted by the caliber and passion of all our applicants this inaugural year, and I'm especially gratified that we were able to name these five youth poets as our cohort." said Santa Cruz County Poet Laureate Farnaz Fatemi, who facilitated the development of the Youth Poet Laureate program. "It is clear they have each found ways to use poetry to make their own lives more meaningful, and that they will serve, in individual ways, to support their peers and our broader community. I'm so excited to see how that will unfold. I am also deeply grateful to a host of local organizations who have given or pledged support for this program as we build it."

Link to story <https://growingupsc.com/santa-cruz-county-youth-poet-laureate-announced/>

MAY 2024

Summer Reading Program Sparks Imagination and Creativity

By Ana Maria Treadwell

Santa Cruz Public Libraries is excited to kick off summer with the 2024 Summer Reading Program. This year's theme is Read, Renew, Repeat! This conservation message invites participants to reduce consumption, reuse materials, and take the time to read as a restorative measure of self-care and renewal as reading transports us to magical worlds, sparking our imagination and creativity.

The Summer Reading Program encourages children to explore the world of books and reading during their summer break. Participation in the Summer Reading Program fosters a love for reading and learning and prevents the "Summer Slip" — a term used to describe the loss over the summer months of academic skills and knowledge students gain throughout the school year

Engaging in reading activities during this time helps prevent the 'slip' and enhances children's literacy skills, ensuring a smoother transition to the new school year in the fall. Adults are also encouraged to participate in the Summer Reading program; this serves as a strong model for children as they see their parents enjoying reading or participating in the many programs offered, enhancing family connectedness and strengthening parent-child bonds.

Beyond preventing the 'slip, the Summer Reading Program offers a wide range of additional benefits for kids. It allows them to discover the joy of reading for pleasure, without the pressures of school assignments or exams. When children choose books based on their interests and preferences, they immerse themselves in captivating stories, exploring new worlds that spark their imagination. Reading during the summer also enhances vocabulary, comprehension, and critical thinking skills while expanding their knowledge on various subjects.

As part of the Summer Reading Program, kids, teens, and families are encouraged to track how much

they read to earn gift certificates to Atlantis Fantasy World and the Boardwalk Bowl, scoops of ice cream from The Penny Ice Creamery, and raffle tickets for the grand prize. The grand prize for kids is a gift certificate for a new bike, teens can win a gift certificate for a bike, or other prizes such as headphones, and adults can win gift cards to local bookstores and annual family memberships to local museums.

The library also offers a variety of FREE programs to make the summer even more engaging and interactive. Join us for special events featuring Jack Spareribs: Pirate for Hire, Fratello Marionettes, and NorCal Bats, to name a few! We also have poetry workshops, virtual author talks, family crafts, movie nights, and weekly story times for toddlers and preschoolers. These activities not only foster a sense of community among young readers but also promote creativity and collaboration.

The Santa Cruz Public Libraries Summer Reading Program is a valuable opportunity for children to continue their reading journey during the summer months. By participating in this program and exploring the diverse range of books and activities available, kids can develop a lifelong love for reading, improve their literacy skills, and make the most of their time away from school. We encourage you to read for fun, to learn a new skill, to make a new friend, and read, renew, repeat at the Santa Cruz Public Library this summer!

Visit any of the ten open branches of the Santa Cruz Public Libraries to sign up for the Summer Reading program or go online. Participants can log their Summer Reading hours to win prizes by using the reading log on the back of the program brochure; additional copies of the log are also available. Readers can also log their hours by using the Beanstack App.

For a complete list of all the Summer Reading Program activities and locations, visit the Santa Cruz Public Libraries Summer Reading Program page at SantaCruzpl.org/SRP.

Link to story: <https://growingupsc.com/summer-reading-program-sparks-imagination-and-creativity/>

Santa Cruz Sentinel

Santa Cruz Public Libraries kicking off Summer Reading Program with postponed Aptos branch opening celebration



The new teen space at the Aptos Branch Library. The library opened in Feb., although a planned grand opening celebration was postponed due to high winds. That celebration has been rescheduled to June 1 for the kickoff of Santa Cruz Public Libraries' Summer Reading Program. (Nick Sestanovich — Santa Cruz Sentinel file)

By [NICK SESTANOVICH](#) | nsestanovich@santacruzsentinel.com

PUBLISHED: May 14, 2024 at 3:00 p.m. | UPDATED: May 15, 2024 at 8:00 a.m.

SANTA CRUZ — Summer is just around the corner, which means plenty of time to go to the beach or pool, enjoy family cookouts and travel anywhere in the world.

However, that does not mean students will have to let their minds wander for those summer months. One way they can keep their brains stimulated is simply by reading a book or rather many of them. Santa Cruz Public Libraries is incentivizing this engagement in literature by hosting its annual Summer Reading Program June 1 to July 31 at all 10 of its branches and Bookmobile stops. It will be kicking these festivities off with another special event that was scheduled for February but postponed due to inclement weather: the Aptos Branch Library's grand opening celebration.

The Aptos Branch Library opened to the public Feb. 4 after the aging library at the same site closed three years earlier and was demolished. The new branch features 23,000 books, a study room, teen space, four outdoor patios, environmentally friendly features such as skylights and more. To mark this milestone, the library was planning to host a grand opening celebration with a ribbon cutting, performances, children's story times, crafts and more. However, due to a high wind advisory, the celebration was postponed.

Now Santa Cruz Public Libraries will be bringing some of that same entertainment to the Aptos Branch Library where people of all ages can sign up for the Summer Reading Program. The kickoff event will feature bilingual performance by MusicalMe, face painting with Chelsea from Wisteria Faerie Creations, a magic show with James Chan and music by Santa Cruz band Cement Ship.

The Summer Reading Program seeks to have kids and adults read as many books as possible over the designated period to win raffle tickets such as gift cards to local bike shops, free scoops of ice cream and more.

"Summer is really a special time of year for the library," Jessica Goodman, adult programs and services manager, said in a statement. "Our librarians spend months planning a tightly packed schedule of programs, thinking through every single detail, then get to see their work come to fruition as people of all ages come together for reading, learning, and fun."

Each library branch and bookmobile will also have a variety of free activities for all age groups available throughout the summer which will be announced later.

"The Summer Reading Program is all about celebrating reading for pleasure and encouraging children and everyone to keep reading all summer long," Heather Norquist, youth programs and services manager, said in a statement. "I love that we have this opportunity to host special performances by magicians, puppeteers, musicians and more, and that we give children books as incentive prizes to build their home libraries."

The Aptos festivities are from 10 a.m. to 2 p.m. June 1 at 7695 Soquel Drive, Aptos. Santa Cruz Public Libraries' other branches include Boulder Creek, Branciforte, Capitola, downtown Santa Cruz, Felton, Garfield Park, La Selva Beach, Live Oak and Scotts Valley.

The last day to log reading minutes for the Summer Reading Program is July 31, and the last day to sign out and redeem prizes is Aug. 10. For information about the program, call 427-7713 or go to Santacruzpl.org/srp.

Link to story: <https://www.santacruzsentinel.com/2024/05/14/santa-cruz-public-libraries-kicking-off-summer-reading-program-with-postponed-aptos-branch-opening-celebration/>



May 15: New images unveiled of Santa Cruz's downtown library project

By Christopher Neely

The library and affordable housing project in Santa Cruz promises to be a generational shift in the look and feel of the city's downtown.

When the City of Santa Cruz finally closed on purchasing the downtown Toadal Fitness property last month, [it marked a major milestone in the realization of one of the city's marquee developments](#): the mixed-use [downtown library and affordable housing](#) project.

The 124-unit affordable housing project, fused together with a more than 41,000-square-foot modern library, planned for the lot that hosts the Wednesday farmers market, promises to fundamentally change the physical feel of downtown Santa Cruz.

The project, which includes a 235-space parking garage and room for ground-floor commercial uses, initially drew some intense community criticism. The opposition snowballed into [2022's Measure O, which, if passed, would have killed the existing vision for the mixed-use project](#). More than 59% of Santa Cruz voters rejected the ballot measure, [clearing the way for the development](#).

On Tuesday, the city's economic development team unveiled new renderings of the exterior and interior of the library, designed by San Francisco-based Jayson Architecture. The images were presented to the public during Tuesday's meeting.

Brian Borguno, the city's development manager, said construction is expected to begin in the first quarter of 2025.

<https://lookout.co/downtown-santa-cruz-library-housing-project-new-images-unveiled/>



SUMMER READING KICKOFF AT APTOS LIBRARY

written by [See Below](#) May 17, 2024



Spread the love

The Santa Cruz Public Libraries will kick off the 2024 Summer Reading Program with a special event 10 a.m. to 2 p.m. Saturday, June 1, at Aptos Library, celebrating the newly opened branch.



Tour the remarkably designed, state-of-the-art Aptos Branch Library, 7695 Soquel Drive, Aptos, and to sign up to participate in the Read, Renew, Repeat Summer Reading Program designed for all ages.

There will be performances for everyone to enjoy, from magician James Chan to a bilingual Musical Me storytime and a musical performance by Cement Ship, a local artist and Sound Swell artist from the SCPL SoundSwell local music database. Children can get their face painted by Chelsea Wright of Wisteria's Faerie Creations.

Remember when the grand opening with all of this entertainment was cancelled due to wintry weather? This is your opportunity to experience all those special activities.

Celebrate the building, pick up a brochure and a keepsake sticker.

•••

Summer at the Library: Read, Renew, Repeat + Prizes

Summer is almost here and Santa Cruz Public Libraries is ready with the 2024 Summer Reading Program designed for adults, children and family members.

The theme is: **Read, Renew, Repeat**, a conservation message inviting participants to reduce consumption and reuse materials, and to read as a strategy for self-care.

The program will kick off Saturday, June 1, at 10 a.m. at the brand-new Aptos Branch Library, 7695 Soquel Drive, Aptos. The newest SCPL branch was chosen as the venue for this celebration, as the grand opening event for the branch on Feb. 4 had to be postponed due to inclement weather.

Santa Cruz Public Libraries staff hope to recreate some of the magic planned for that day with performances by magician James Chan, MusicalMe, face painting with Wisteria Faerie Creations and local musicians Cement Ship who are part of the library's Soundswell collection.

As librarians know, reading transports us to magical worlds and sparks our imagination and creativity.

"The Summer Reading Program is all about celebrating reading for pleasure and encouraging children and everyone to keep reading all summer long," said Youth Programs and Services Manager Heather Norquist. "I love that we have this opportunity to host special performances by magicians, puppeteers, musicians and more, and that we give children books as incentive prizes to build their home libraries."

Adult Programs and Services Manager Jessica Goodman added, "Summer is really a special time of year for the library. Our librarians spend months planning a tightly packed schedule of programs, thinking through every single detail, then get to see their work come to fruition as people of all ages come together for reading, learning, and fun."

To sign up, visit your local library, Bookmobile, or www.santacruzpl.org/srp

Participants win prizes for reaching their goals through each of the reading milestones. The last day to log reading minutes for the Summer Reading Program is Wednesday, July 31, and the last day to redeem prizes is Saturday, Aug. 10.

During the next two months, every branch in the ten-library system from Aptos to Boulder Creek and the Bookmobile will host free activities for children, teens, and adults to encourage and support a love of reading.

•••

To learn more about the summer reading adventure at the library, call 831-427-7713 or visit the SCPL Summer Reading Program website at: www.santacruzpl.org/srp

TOP PHOTO: Magician James Chan

Santa Cruz Sentinel

PUBLISHED: May 21, 2024 at 4:03 p.m. | UPDATED: May 21, 2024 at 4:04 p.m.

New Santa Cruz Public Libraries director to be considered



Christopher Platt, the current library director of Mono County is in the running to be the next Santa Cruz County library director. (Credit: City of Santa Cruz)

By [ARIC SLEEPER](#) | asleeper@santacruzsentinel.com

SANTA CRUZ — The Santa Cruz Public Libraries Joint Powers Authority Board will consider the appointment of Christopher Platt, the current library director of Mono County, as the new Santa Cruz County library director at its meeting in early June.

The directorship position [opened last fall](#) after the former Library Director Yolande Wilburn stepped down to serve as the executive director at Evanston Public Library in the greater Chicago area and to be closer to her family.

According to the statement from the city of Santa Cruz, Platt holds a master's degree in librarianship from the University of Washington, Seattle and has a 24-year career in library services. He has served as the library director of Mono County east of Yosemite since 2018.

"We are thrilled to welcome Christopher Platt to the Santa Cruz Public Libraries team," said Santa Cruz City Manager Matt Huffaker in a statement. "His demonstrated leadership and dedication to community engagement make him an ideal candidate for the role of library director. I am confident that under his guidance, our staff and libraries will continue to thrive and serve as vibrant hubs of learning and discovery for our residents."

Over his more than two decades in library services, Platt has overseen diverse library locations, fostered collaborations within the library community, and advocated for the role of libraries in fostering a strong, civil society, according to the statement. Platt was selected among a pool of candidates to direct the 10 branches of the Santa Cruz Public Libraries's system due to his extensive background in library administration, budgeting, collection management and readers' advisory.

"Santa Cruz County's communities have invested significantly in local libraries over the past decade, reinforcing their role as important, valued community resources," said Platt in the statement. "I am truly excited to join the team at Santa Cruz Public Libraries and look forward to collaborating with library colleagues and community stakeholders to continue to shape and deliver exceptional library services for all of our community members."

The [Santa Cruz Public Libraries Joint Powers Authority Board](#) will consider Platt's appointment at its meeting at 9 a.m. June 6 at the Branciforte Branch Library, 230 Gault St., Santa Cruz.

Link to story: <https://www.santacruzsentinel.com/2024/05/21/new-santa-cruz-public-libraries-director-to-be-considered/>

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



STAFF REPORT

DATE: July 1, 2024
TO: Library Advisory Commission
FROM: Eric Howard, Interim Library Director
RE: Updated Gifts Policy # 309

STAFF RECOMMENDATION

Endorse the updated Gifts Policy # 309 for the Library Joint Powers Authority Board (JPAB) adoption.

DISCUSSION

The Gifts Policy # 309 and Gift Agreement was last revised on May 5, 2022. The Library is seeking the Library Advisory Commission to endorse the updated Gifts Policy # 309. The Gift Agreement is under attorney review. A more clear and concise agreement will be provided to the JPAB.

The Library and Friends of the Santa Cruz Public Library have collaborated extensively to enhance this policy and its associated attachments. Together, we believe these enhancements will strengthen our partnership and uphold our commitment to the Library.

FISCAL IMPACT

There is no fiscal impact to the budget.

ATTACHMENTS

Gifts Policy # 309_Clean
Gifts Policy # 309_Redlined

Report Prepared by: Jennifer Yeung, Management Analyst

Reviewed and Approved by: Eric Howard, Interim Library Director

Gifts Policy

JPAB Policy #309

Approved: 5/2022

Last Revised: 6/2024

Review Schedule: 6/2027

Santa Cruz Public Libraries (the Library) welcomes gifts of money (cash, securities, annuities, bequests, and trusts); materials; real, intellectual, or personal property; works of art for public display; and gifts in kind. Financial gifts to the Library are treated as revenue over and above the operating budget, and shall be used solely for the enhancement of basic Library services, programs, materials, or facilities.

The Director of Libraries and/or his or her designee will make all decisions regarding gift acceptance and shall approve all gifts on a case by case basis.

In the sole discretion of the Director of Libraries, all gift donors may be required to sign a Gift Agreement by and between the donor and the Library, in a form provided by the Library. Gifts requesting naming rights as a condition are also subject to the Library Naming Policy and such gift donors may be required to also sign a naming rights agreement, in the sole discretion of the Director of Libraries. When appropriate, the Library may seek the advice of legal counsel in matters relating to the acceptance of gifts with conditions.

The Library retains the right to refuse any gift for any reason at its discretion. The Library further retains the right to make all decisions regarding the processing, use, placement, access, storage, retention, sale, donation, or disposition of any gift.

Gifts made unconditionally and without restrictions are preferred.

Ownership of gifts resides with the Library. Returning a gift to a donor is prohibited, unless exempt by the Director of Libraries in his or her sole discretion. Gifts of funding for capital changes to library facilities will be appropriated to the Library and coordinated with the applicable Library jurisdiction.

Gift acceptance shall be in the sole discretion of the Library and may be based on, but not limited to, the following criteria:

- whether the gift violates the terms of this policy;
- utility of gift toward Library strategic goals and objectives;
- conditions placed on gift acceptance;
- long-term maintenance obligations or other potential future expenses;
- correlation with Collection Development Policy (for materials);
- jurisdiction capital campaign needs;
- available space;
- any potential liabilities in accepting the gift; or
- effect on future giving.

Copyright ownership of any gift donated shall be transferred to the Library so that the Library may make unrestricted use of the materials. Donors may wish to consult with legal counsel before transfer of copyright ownership.

Donors are granted the same right to access and use of their donation and the Library as other members of the public; unique or special access rights are not permitted as a condition of a gift. The Library will not accept any gift that would result in placing a material obligation or lien upon the Library's operating budget.

The Library will provide the Library Joint Powers Authority Board with a quarterly gift received report.

Gifts Procedure

Once approved by the Director of Libraries or his or her designee, gifts will be received by the Friends of the Santa Cruz Public Libraries (the Friends), a 501(c)(3) nonprofit organization whose purpose is to support the Library's strategic objectives, programs, and services through fundraising and advocacy. If a donor feels strongly that a gift must go directly to the Library, it will be accepted based on criteria stated herein. Gifts and gift monies will be held, invested, and allocated to the Library.

Donors wishing to attach restrictions to gifts are encouraged to first consult with the Friends, who will confer with the Director of Libraries. The Director reserves the right to determine whether to accept gifts with special conditions. If a gift condition is related to naming, please see the Library Naming Policy.

The Friends will acknowledge all accepted gifts in writing and will specify the type, quantity, and condition of the gift for the donor's records. Determination of monetary

value of donations for donor income tax purposes will not be affixed by the Library. The Friends will follow non-profit laws and regulations regarding acknowledgement of all gifts.

Gift related record-keeping, and communication with donors related to gifts and ongoing gift management is the responsibility of the Friends in consultation with the Director of Libraries. A record of all donations will be retained for seven years from date of acceptance, or for the duration of the contracted Gift Agreement between the Library and the donor.

Gifts of Books and Materials

Gifts of books and materials shall be given directly to the Friends. The Library will apply the same standards for selection and acceptance of gifts as it does when selecting books and other materials for purchase; this shall include but not be limited to meeting system-wide guidelines for programming and collection needs (as defined in the *Collection Development Policy #302*).

Gifts of Financial Donations and Property (Real or Personal)

Financial donations are to be made to the Friends, preferably with the specification of unrestricted use by the Library.

All donors anticipating a major bequest or wishing to specify the Library as the beneficiary or residual legatee of a trust, or of all or portions of their estate including real or personal property, may wish to consult with legal counsel before transfer of ownership.

Gifts of Works of Art for Public Display

Please refer to Gift Policy: Works of Art for Public Display Policy #310 for the full procedures regarding gifts to be used for public display.

Gifts Policy

~~LJPB-JPAB~~ Policy #309

Approved: ~~5/5~~/2022

Last Revised: 6/2024

~~Five-year~~ Review Schedule: 6/2027

Santa Cruz Public Libraries (the Library) welcomes gifts of money (cash, securities, annuities, bequests, and trusts); materials; real, intellectual, or personal property; works of art for public display; and gifts in kind. Financial gifts to the Library are treated as revenue over and above the operating budget, and shall be used solely for the enhancement of basic library services, programs, materials, or facilities. ~~Donors can state the intent of the donation using the Gift Agreement (attached to this policy).~~

~~Gifts are the delegated management responsibility of the~~The Director of Libraries and/or his or her designee, ~~who~~ will make all decisions regarding gift acceptance and shall approve all gifts on a case by case basis.

In the sole discretion of the Director of Libraries, all gift donors ^[SH1]^[JY2] may be required to sign a Gift Agreement by and between the donor and the Library, in a form provided by the Library. Gifts received under the Library Naming Policy requesting naming rights as a condition are also subject to the Library Naming Policy and such gift donors will need to have filled out the Gift Agreement may be required to also sign a naming rights agreement, in the sole discretion of the Director of Libraries. ^[SH3]^[JY4] When appropriate, the Library may seek the advice of legal counsel in matters relating to the acceptance of gifts with conditions

The Library retains the right to refuse any gift for any reason at its discretion. The Library further retains the right, and to make all decisions regarding the processing, use, placement, access, storage, retention, sale, donation, or disposition of any gift.

Gifts made unconditionally and without restrictions are preferred. ~~Gifts with conditions requested by the donor shall be approved on a case-by-case basis ^[SH5]^[JY6] by the Director of Libraries.~~

Ownership of gifts resides with the Library. Returning a gift to a donor is prohibited, unless exempt by the Director of Libraries in his or her sole discretion. Gifts of funding for capital changes to library facilities will be appropriated to the Library

and coordinated with the applicable Library jurisdiction^[SH7].

Gift acceptance shall be in the sole discretion of the Library and may be based on, but not limited to, ~~will be based on consideration of the following~~ criteria ~~including~~:

- whether the gift violates the terms of this policy;
- utility of gift toward Library strategic goals and objectives;
- conditions placed on gift acceptance;
- long-term maintenance obligations or other potential future expenses;
- correlation with Collection Development Policy (~~for~~ materials);
- jurisdiction capital campaign needs;
- available space;
- any potential liabilities in accepting the gift; or

- effect on future giving.

~~Contracts are required [SH8][JY9] when conditional gifts are given. Contracts associated with conditional gifts will be managed by the Friends of the Santa Cruz Public Libraries (the Friends) and signed by the Director of Libraries. When appropriate, the Library shall seek the advice of legal counsel in matters relating to the acceptance of gifts with conditions. If a gift condition is related to naming, please see the Library Naming Policy.~~

Copyright ownership of any gift donated shall be transferred to the Library so that the Library may make unrestricted use of the materials. Donors may wish to consult with legal counsel before transfer of copyright ownership.

~~Gifts will [SH10][JY11] be received by the Friends, a 501(c)(3) non-profit organization whose purpose is to support the Library's strategic objectives, programs, and services through fundraising and advocacy. If a donor feels strongly that a gift must go directly to the Library, it will be accepted based on criteria stated herein. Gifts and gift monies will be held, invested, and allocated to the Library.~~

~~The Friends will acknowledge all accepted gifts in writing and will specify the type, quantity, and condition of the gift for the donor's records. Determination of monetary value of donations for donor income tax purposes will not be affixed by the Library. The Friends will follow non-profit laws and regulations regarding acknowledgement of all gifts.~~

~~Gift related record-keeping, and communication with donors related to gifts and ongoing gift management is the responsibility of the Friends in consultation with the Director of Libraries. A record of all donations will be retained for seven years from date of acceptance, or for the duration of the contracted gift agreement.~~

Donors are granted the same right to access and use of their donation and the Library as other members of the public; unique or special access rights are not ~~provided~~ permitted as a condition of a gift. The Library will not accept any gift that would result in placing a material obligation or lien upon the Library's operating budget.

The Library will provide the Library Joint Powers Authority Board with a quarterly gift received report.

Gifts Procedure

~~Santa Cruz Public Libraries (the Library) welcomes gifts of money (including cash, securities, annuities, bequests, and trusts); materials (see *Collection Development Policy*); real, intellectual, or personal property; works of art for public display; and gifts in kind. Financial gifts to the Library are treated as revenue over and above the operating budget, and shall be used solely for the enhancement of basic library services, programs, materials, or facilities.~~

Once approved by the Director of Libraries or his or her designee, gifts will be received ~~[SH14][JY15]~~ by the Friends of the Santa Cruz Public Libraries (the Friends), a 501(c)(3) nonprofit organization whose purpose is to support the Library's strategic objectives, programs, and services through fundraising and advocacy. If a donor feels strongly that a gift must go directly to the Library, it will be accepted based on criteria stated herein. Gifts and gift monies will be held, invested, and allocated to the Library.

Donors wishing to attach ~~conditions-restrictions~~ to gifts are encouraged to first consult with the Friends, who will confer with the Director of Libraries. The Director reserves the right to determine whether to accept gifts with special conditions. If a gift condition is related to naming, please see the Library Naming Policy.

The Friends will acknowledge all accepted gifts in writing and will specify the type, quantity, and condition of the gift for the donor's records. Determination of monetary value of donations for donor income tax purposes will not be affixed by the Library. The Friends will follow non-profit laws and regulations regarding acknowledgement of all gifts.

Gift related record-keeping, and communication with donors related to gifts and ongoing gift management is the responsibility of the Friends in consultation with the Director of Libraries. A record of all donations will be retained for seven years from date of acceptance, or for the duration of the contracted Gift Agreement between the Library and the donor.

~~Contracts are required when conditional gifts are given. Contracts associated with conditional gifts will be managed by the Friends and signed by the Director of Libraries.~~

Gifts of ~~Monies for~~ Books and Materials^[SH16]^[JY17]

Gifts of books and materials ~~may shall~~ be given directly to the Friends. ~~Selection and purchase decisions for books and other materials are made by Library staff to meet system wide guidelines for programming and collection needs (as defined in the Collection Development Policy).~~ The Library ~~will~~ ~~appliesy~~ the same standards ~~of for~~ ~~materials~~ selection ~~and acceptance of to~~ gifts as it does when selecting ~~books and other~~ materials for purchase; this shall include but not be limited to meeting system-wide guidelines for programming and collection needs (as defined in the *Collection Development Policy #302*).

Gifts of ~~Other~~ Financial Donations and Property (Real or Personal)

~~Donors~~^[SH18] ~~anticipating a major bequest may wish to consult with legal counsel in formulating terms.~~ Financial donations are to be made to the Friends, preferably with the specification of unrestricted use by the Library.

All donors anticipating a major bequest or ~~Donors~~ wishing to specify the Library as the beneficiary or residual legatee of a trust, or of all or portions of their estate including real or personal property, may wish to consult with legal counsel before transfer of ownership.

Gifts of Works of Art for Public Display

Please refer to Gift Policy: Works of Art for Public Display Policy #310^[SH19] for the full procedures regarding gifts to be used for public display.

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



STAFF REPORT

DATE: July 1, 2024
TO: Library Advisory Commission
FROM: Eric Howard, Interim Library Director
RE: Updated Library Naming Policy # 403

STAFF RECOMMENDATION

Endorse the updated Library Naming Policy # 403 for the Library Joint Powers Authority Board (JPAB) adoption.

DISCUSSION

The Library Naming Policy # 403 and Gift Agreement was last revised on May 5, 2022. The Library is seeking the Library Advisory Commission to endorse the updated Library Naming Policy # 403. The Library Naming Rights Agreement and Gift Agreement is currently pending Library Attorney review. A more clear and concise agreement will be provided to the JPAB.

The Library and Friends of the Santa Cruz Public Library have collaborated extensively to enhance this policy and its associated attachments. Our efforts have focused on creating a more supportive environment for community involvement and enhancing opportunities for meaningful contributions. These updates aim to make it easier and more appealing for individuals to support the library through donations, ensuring sustainable funding for valuable programs and resources.

FISCAL IMPACT

There is no fiscal impact to the budget.

ATTACHMENTS

Library Naming Policy # 403_Clean
Library Naming Policy # 403_Redlined

Report Prepared by: Jennifer Yeung, Management Analyst

Reviewed and Approved by: Eric Howard, Interim Library Director

Library Naming Policy

JPAB Policy # 403
Approved: 3/2017
Last Revised: 6/2024
Review Schedule: 5/2027

1. Purpose

This policy establishes the authority and process for philanthropic naming or re-naming of Santa Cruz Public Libraries interior and exterior spaces and features, major programs, and collections associated with specific branches in the Library Joint Powers Authority Board (the “JPAB”) local jurisdictions (City of Capitola, City of Scotts Valley, City of Santa Cruz, and County of Santa Cruz) (hereinafter collectively referred to as the “JPAB jurisdiction(s)”). Philanthropic naming opportunities provide the Library with funds to meet strategic objectives. The Library determines the distribution of all naming funds.

2. Library Names

The Santa Cruz Public Libraries (the “Library”) name each branch according to their geographic location in the county, in order to identify each branch with either the neighborhood where it is located or the neighborhood that it primarily serves. This practice allows library users to easily determine the general location of a library facility they want to visit. JPAB jurisdictions may determine it appropriate to allow the Library building to be included in a naming policy.

3. Naming Criteria and Process

Library interior and exterior spaces and features, major programs, and a collection associated with a specific branch, may be named in honor of an individual, family, or entity. Naming or re-naming rights is the purview of each applicable JPAB jurisdiction, subject to review by the JPAB consistent with this policy.

Naming opportunity is provided only to those that, in the sole discretion of the applicable JPAB jurisdiction, exemplify the attributes of integrity, civic leadership, and deep commitment to the Library and community, specifically where:

- a) the proposed honoree reflects the spirit, values, and mission of the Library in support of free and equal access to information for all.
- b) an individual has provided extraordinary service and support to the Library system.
- c) an individual donor has made a significant monetary contribution to the Library.
- d) an entity’s financial sponsorship has allowed the Library to significantly advance the provision of programs, services, or collections.

The JPAB shall review each JPAB jurisdiction’s plans for new naming opportunities to ensure that residents have a unified library experience as they visit branches across jurisdictions, and that the plan is consistent with this policy.

The JPAB shall review each JPAB jurisdiction’s plans for new naming opportunities to ensure it:

- a) is appropriately consistent with other approved naming plans.
- b) does not overly commercialize the library space.
- c) includes clear time limits outlined below.

- d) reserves the right to reject any naming proposal or donation from any individual, family, or entity.

Naming rights shall not extend beyond the standard or useful life of any interior or exterior space or feature, major program, or collection associated with a specific Library branch, or 100 years, whichever is less. The Library retains the right to remove any name and terminate any naming rights if: (a) a named Library interior or exterior space or feature, major program, or collection is significantly altered within 75% of the expected lifespan; or (b) if the applicable Branch Library is closed, deconstructed, destroyed, or severely damaged such that the Branch Library is closed to the public for a period of term in excess of 18 months; or (c) in the event the applicable Branch Library goes through an end-of-life renovation, and the Branch Library is closed to the public for a period of time in excess of 18 months for that renovation, and a donor campaign is needed to fund the renovation; or (d) if the current donor materially breaches its obligations under this Agreement and, after receiving written notice from the Library identifying such materials breach, fails to cure such material breach within 15 days of such notice. The Library further retains the right to remove any naming rights if in its sole discretion and in good faith, the donor's conduct or naming rights would adversely impact the Library's reputation, image, mission, or integrity.

All donors obtaining any naming rights pursuant to this policy shall be required to sign a naming rights agreement, in a form provided by the Library and approved by the JPAB. Such naming rights agreements will be reported to the appropriate JPAB jurisdiction for final approval.

4. Naming Revocation

Any naming opportunity authorized by a JPAB jurisdiction may be revoked at any time by a vote of that body.

If an individual, family, or entity for whom a naming commitment has been made violates the standards defined in section 3 (Naming Criteria and Process) of this policy, the JPAB or the JPAB jurisdiction may recommend the removal of the individual, family, or entity's name from the naming opportunity, interior or exterior space or feature, major program, or collection associated with a specific branch.

Before taking such action, the JPAB jurisdiction shall undertake due diligence, including consultation with counsel, as to any legal ramifications that the JPAB jurisdiction may expect under any pre-existing agreement(s) related to naming opportunities or in regard to any other matter that may have legal bearing upon a proposed change in name.

Where unforeseen circumstances make it impossible for a donor to complete a monetary donation commitment after associated name placement has occurred, the JPAB jurisdiction may make reasonable efforts to work with the donor to create a plan for completion of the commitment. However, in certain circumstances it may be necessary and in the best interests of the Library to remove the donor's name choice from the naming opportunity.

Library Naming Policy

JPAB Policy # 403
Approved: 3/2017
Last Revised: 6/2024
Review Schedule: 5/2027

1. Purpose

This policy establishes the authority and process for philanthropic naming or re-naming of Santa Cruz Public Libraries interior and exterior spaces and features, major programs, and collections associated with specific branches in the Library Joint Powers Authority Board (the “JPAB”) local jurisdictions (City of Capitola, City of Scotts Valley, City of Santa Cruz, and County of Santa Cruz) (hereinafter collectively referred to as the “JPAB jurisdiction(s)”). Philanthropic naming opportunities provide the Library with funds to meet strategic objectives. The Library determines the distribution of all naming funds.

2. Library Names

The Santa Cruz Public Libraries (the “Library”) name each branch according to their geographic location in the county, in order to identify each branch with either the neighborhood where it is located or the neighborhood that it primarily serves. This practice allows library users to easily determine the general location of a library facility they want to visit. ~~Library member~~JPAB jurisdictions may determine it appropriate to allow the Library building to be included in a naming policy.

3. Naming Criteria and Process

Library interior and exterior spaces and features, major programs, and a collection associated with a specific branch, may be named in honor of an individual, family, or entity. Naming or re-naming rights is the purview of each applicable JPAB jurisdiction, subject to review by the JPAB consistent with this policy.

Naming opportunity is provided only to those that, in the sole discretion of the applicable JPAB jurisdiction, exemplify the attributes of integrity, civic leadership, and deep commitment to the Library and community, specifically where:

- a) the proposed honoree reflects the spirit, values, and mission of the Library in support of free and equal access to information for all.
- b) an individual has provided extraordinary service and support to the Library system.
- c) an individual donor has made a significant monetary contribution to the Library.
- d) an entity’s financial sponsorship has allowed the Library to significantly advance the provision of programs, services, or collections.

The JPAB shall review each JPAB jurisdiction’s plans for new naming opportunities ~~naming plan~~ ~~[SH1][JY2][SH3]~~ to ensure that residents have a unified library experience as they visit branches across jurisdictions, and that the plan is consistent with this policy.

The JPAB shall review each JPAB jurisdiction’s ~~naming plan~~ plans for new naming opportunities to ensure it:

- a) is appropriately consistent with other approved naming plans.
- b) does not overly commercialize the library space.

- c) includes clear time limits outlined below.
- d) reserves the right to reject any naming proposal or donation from any individual, family, or entity.

Naming rights shall not extend beyond the standard or useful life of any interior or exterior space or feature, major program, or collection associated with a specific Library branch, or 100 years, whichever is less. ~~The Library retains the right to remove any name and terminate any naming rights if: (a) In the event that a named Library~~^{[SH4][JY5][SH6]} interior or exterior space or feature, major program, or collection is significantly altered within ~~(a)~~ 75% of the expected lifespan~~;~~ or (b) if the applicable Branch Library is closed, deconstructed, destroyed, or severely damaged such that the Branch Library is closed to the public for a period of term in excess of 18 months~~;~~ or (c) in the event the applicable Branch ~~L~~ibrary goes through an end-of-life renovation, and the Branch Library is closed to the public for a period of time in excess of 18 months for that renovation, and a donor campaign is needed to fund the renovation, ~~the Library shall offer the naming rights to the same or a similar room to the current donor, if available;~~ or (d) if the current donor materially breaches its obligations under this Agreement and, after receiving written notice from the Library identifying such materials breach, fails to cure such material breach within 15 days of such notice. The Library further retains the right to remove any naming rights if in its sole discretion and in good faith, the donor's conduct or naming rights would adversely impact the Library's reputation, image, mission, or integrity.

All donors obtaining any naming rights pursuant to this policy shall be required to sign a naming rights agreements, in a form provided by the Library and approved by the JPAB. Such naming rights agreements will be reported to the appropriate JPAB jurisdiction for final approval.

4. Naming Revocation

Any naming opportunity authorized by a JPAB jurisdiction may be revoked at any time by a vote of that body.

If an individual, family, or entity for whom a naming commitment has been made violates the standards defined in section 3 (Naming Criteria and Process) of this policy, the JPAB or the JPAB jurisdiction may recommend the removal of the individual, family, or entity's name from the naming opportunity, interior or exterior space or feature, major program, or collection associated with a specific branch.

Before taking such action, the JPAB jurisdiction shall undertake due diligence, including consultation with counsel, as to any legal ramifications that the JPAB jurisdiction may expect under any pre-existing agreement(s) related to naming opportunities or in regard to any other matter that may have legal bearing upon a proposed change in name.

Where unforeseen circumstances make it impossible for a donor to complete a monetary donation commitment after associated name placement has occurred, the JPAB jurisdiction may make reasonable efforts to work with the donor to create a plan for completion of the commitment. However, in certain circumstances it may be necessary and in the best interests of the Library to remove the donor's name choice from the naming opportunity.

Library Naming Policy

~~LJPB-JPAB~~ Policy #403

~~Adopted~~Approved: 3/2/2017

Last Revised: 6/5/2022

~~Five-year~~Review Schedule: 5/2027

1. Purpose

This policy establishes the authority and process for philanthropic naming or re-naming of Santa Cruz Public Libraries interior and exterior spaces and features, major programs, and collections associated with specific branches in the Library Joint Powers Authority Board (the “JPAB”) local jurisdictions (City of Capitola, City of Scotts Valley, City of Santa Cruz, and County of Santa Cruz) (hereinafter collectively referred to as the “JPAB jurisdiction(s)). [SH1][JY2] Philanthropic naming opportunities provide the Library with funds to meet strategic objectives. The Library determines the distribution of all naming funds.

2. Library Names

The Santa Cruz Public Libraries (the “Library”) name each branch according to their geographic location in the county, in order to identify each branch with either the neighborhood where it is located or the neighborhood that it primarily serves. This practice allows library users to easily determine the general location of a library facility they want to visit. Library Member jurisdictions may determine it appropriate to allow the Library building to be included in a naming policy.

3. Naming Criteria and Process

~~Santa Cruz Public Libraries~~Library interior and exterior spaces and features, major programs, and a collection associated with a specific branch, may be named in honor of an individual, family, or entity. Naming or re-naming rights is the purview of ~~the each applicable JPAB jurisdiction, local jurisdictions (City of Capitola, City of Scotts Valley, City of Santa Cruz, and County of Santa Cruz)~~ subject to review by the ~~Library Joint Powers Authority Board (JPAB)~~ consistent with this policy.

Naming opportunity is provided only to those that, in the sole discretion of the applicable JPAB jurisdiction, exemplify the attributes of integrity, civic leadership, and deep commitment to the Library and community, specifically where:

- a) the proposed honoree reflects the spirit, values, and mission of the Library in support of free and equal access to information for all.
- b) an individual has provided extraordinary service and support to the Library system.
- c) an individual donor has made a significant monetary contribution to the Library.
- d) an entity’s financial sponsorship has allowed the Library to significantly advance the provision of programs, services, or collections.

~~4. Naming Process~~

~~Each jurisdiction shall develop, propose, and maintain a list of Naming Opportunities.~~

The JPAB shall review each JPAB jurisdiction’s naming plan [SH3][JY4] to ensure that residents have a unified library experience as they visit branches across jurisdictions, and that the plan is consistent with this policy.

The JPAB shall review each JPAB jurisdiction's naming ~~policy to ensure the plan~~ to ensure it:

- a) is appropriately consistent with other approved naming plans.
- b) does not overly commercialize the library space.
- c) includes clear time limits outlined below.
- d) reserves the right to reject any naming proposal or donation from any individual, family, or entity.

Naming rights shall not extend beyond the ~~normal standard or useful life~~ ^{[SH5][JY6]} of any interior or exterior space or feature, major program, or collection associated with a specific Library branch, or ~~100ten (10)~~ ^{[SH7][JY8]} years, whichever is less. ~~In the event that a named Library~~ ^{[SH9][JY10]} interior or exterior space or feature, major program, or collection is significantly altered within (a) 75% of the expected lifespan, or (b) if the Branch Library is closed, deconstructed, destroyed, or severely damaged such that the Branch Library is closed to the public for a period of term in excess of 18 months, or (c) in the event the Branch library goes through an end-of-life renovation, and the Branch Library is closed to the public for a period of time in excess of 18 months for that renovation, and a donor campaign is needed to fund the renovation, ~~SCPL the Library~~ shall offer the naming rights to the same or a similar room to the current ~~Donor~~ ^{[SH11][JY12]} donor, if available, or (d) ~~If if the current D~~ donor materially breaches its obligations under this Agreement and, after receiving written notice from ~~SCPL the Library~~ identifying such materials breach, fails to cure such material breach within 15 days of such notice. The Library further ^{[SH13][JY14]} retains the right to remove any naming rights if in its sole discretion and in good faith, the donor's conduct or naming rights would adversely impact the Library's reputation, image, mission, or integrity.

~~Gift Policy:~~ All donors obtaining any naming rights pursuant to this policy shall be required to sign a ~~Naming rights agreements, in a form provided by the Library and shall be reviewed and~~ approved by the ~~LJPB~~ JPAB. Such naming rights agreements will be ~~and~~ reported to the appropriate JPAB jurisdiction for final approval.

45. Naming Revocation

Any naming opportunity authorized by a JPAB jurisdiction ~~can~~ may be revoked ~~at any time~~ only by a vote of that body.

If an individual, family, or entity for whom a naming commitment has been made violates the standards defined in section ~~three (3-~~ (Naming Criteria and Process) of this policy, the JPAB or the JPAB jurisdiction may recommend the removal of the individual, family, or entity's name from the naming opportunity, interior or exterior space or feature, major program, or collection associated with a specific branch.

Before taking such action, the JPAB jurisdiction shall undertake due diligence, including consultation with counsel, as to any legal ramifications that the JPAB jurisdiction may expect under any pre-existing agreement(s) related to naming opportunities or in regard to any other matter that may have legal bearing upon a proposed change in name.

Where unforeseen circumstances make it impossible for a donor to complete a monetary donation commitment after associated name placement has occurred, the JPAB jurisdiction shall ~~may~~ make reasonable efforts to work with the donor to create a plan for completion of the commitment. However, in certain circumstances it may be necessary and in the best interests of the Library to remove the donor's name choice from the naming opportunity.

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



STAFF REPORT

DATE: July 1, 2024
TO: Library Advisory Commission
FROM: Eric Howard, Interim Library Director
RE: Updated Meeting Room Policy # 315

STAFF RECOMMENDATION

Endorse the updated Meeting Room Policy #315 for the Library Joint Powers Authority Board adoption.

DISCUSSION

The Meeting Room Policy and Addendum: Meeting Room Policy for Library Partners was last revised on May 22, 2022. The Library is seeking the Library Advisory Commission to endorse the updated Meeting Room Policy # 315. Also attached is the draft sample of the new After-hours Community Room Use form. The new After-hours Community Room Use Form would supersede the current Addendum.

Below are changes to highlight for all meeting rooms:

Study Rooms:

- No longer require a library card to reserve.
- Are available for one hour per day, and can be booked again for another one hour, for a total of two hours if there are no other reservations. This is a change from being available for up to two hours and able to be booked again for another one hour, for a total of three hours if there are no other reservations.

Conference Rooms:

- Can be reserved two months in advance, 12 times a year by one group, and now up to one business day prior to the event.

Community Rooms:

- Added the "Agreement to Release, Indemnity and Hold the Santa Cruz Public Libraries Harmless" requirement.
- Each booking is now limited to four hours maximum instead of all day. The Library, including its sponsored programming, is exempt from this limit.
- Included more extensive detailed language regarding the requirement for event organizers to state that the Library neither approves nor disapproves of any viewpoint and the event is not sponsored by the Library.
- Condensed multiple lines into clear concise statements.
- Added the Security Camera Policy.

After-hours Use of Community Rooms:

- Community Rooms will be available for the Public to reserve after-hours with a security service fee.
- Must adhere to all policy rules, complete the After-hours Community Room Use Form, meet insurance requirements, be over the age of 18 years old, and pay for security services.
- Available: Monday through Thursday 6:00 pm to 8:00 pm, Friday and Saturday 5:00 pm to 8:00 pm, and Sunday 10:00 am to 8:00 pm.

FISCAL IMPACT

There is no fiscal impact to the budget. The Library plans to charge \$140 for a minimum of four hours, at a rate of \$35 per hour, to cover the cost of security services for the Community Room usage after normal library hours. However, it is possible to see a negligible cost increase in utilities for after-hours usage of the Community Rooms by expanding availability to the Public.

ATTACHMENTS

Meeting Room Policy # 315_Clean
Meeting Room Policy # 315_Redlined
Draft After-hours Community Room Use Form

Report Prepared by: Jennifer Yeung, Management Analyst

Reviewed and Approved by: Eric Howard, Interim Library Director

Meeting Room Policy

JPAB Policy # 315
Approved: March 2020
Last Revised: June 2024
Five-year Review Schedule: May 2027

Public spaces make it possible for the public and the Library to further the interests and meet the needs of the community, and to build knowledge and understanding of one another as a community.

The First Amendment applies to all government and publicly funded agencies, including public libraries. Public libraries that open their facilities to public use cannot disadvantage or exclude speakers or groups from using their facilities solely because they disagree with those parties' views or the content of their speech. The Library's provision of meeting room space to a group is not an endorsement of the group, its beliefs, or its speech.

Priority for room reservations is given to Library sponsored programs. In order to provide more of the community with an opportunity to make use of these resources, the Library sets limits on the amount of time and frequency that groups and individuals can use meeting rooms.

Library spaces are not intended for commercial use. No admission fee may be charged; no collections may be taken on the premises, nor any funds or business solicited or direct sales made except for sales by the Library or Friends of the Library or their agent. Some exceptions may apply and can be approved by the Library Director. For example, the Director would need to approve suggested donations by program organizers or author book sales, and in such cases, in the sole discretion of the Library Director, a certain percentage of the donations may be required to go to the Friends of the Library in order to benefit the Library. However, donations for programs cannot be a condition for participation.

Care and Use of the Meeting Rooms

1. Users are responsible for cleaning up and for any damage to any Library property or any Library facilities. If damage occurs, users may be responsible for any repair or cleaning costs, in the sole discretion of the Library Director or his/her designee.
2. Trash and recyclables that do not fit into the provided receptacles must be removed by the user.
3. No food or other items may be left or stored in the meeting room or kitchen (where applicable).
4. The Library assumes no responsibility for personal belongings.
5. Failure to comply with this policy could disqualify the group or individual from reserving library space in the future.

Below you will find terms of use for the three types of meeting rooms: Study Rooms, Conference Rooms, and Community Rooms.

Study Rooms:

1. Study rooms are available on a same-day only basis. Reservations are made through Library staff at the branch or over the phone.
2. Reservations are forfeited if the user is not present within the first 15 minutes. Study rooms are available for one hour per day. If after the first hour the room has not been reserved by another party or group, the patron (or the affiliated group) may book it for another consecutive hour, for up to 2 hours per day.
3. The Library reserves the right to block (reserve the room) times for its learning/program purposes or to support the work of a learning institution.

Conference Rooms:

1. Conference room reservation requires a library card.
2. Rooms can be reserved by groups up to two months in advance and up until one business day prior to the event. Rooms can be reserved up to twelve times per year by one group.
3. Reservations are forfeited if the user is not present within the first 15 minutes.
4. Conference rooms are available for up to two hours and can be extended day of for an additional hour if there is no other reservation on the room.
5. The Library reserves the right to block (reserve the room) times for its learning/program purposes or to support the work of a learning institution.

Community Rooms:

1. Reservations require a library card.
2. The “Agreement to Release, Indemnify and Hold the Santa Cruz Public Libraries Harmless” must be completed before using the room.
3. Rooms can be reserved by groups up to two months in advance of their event and up until one business day prior to their event. Rooms can be reserved up to four times per year by one group. Each booking is limited to four hours. The Library, including its sponsored programming, is exempt from this rule. The Library reserves the right to block (reserve the room) times for its learning/program purposes or to support the work of a learning institution.
4. All promotional materials, notifications, or other communications about the event must include the following statement: “The views and opinions expressed during or as related to this event are solely those of the individuals involved in the event and do not necessarily represent those of the Santa Cruz Public Libraries, or the participating cities of the Santa Cruz Public Libraries Joint Powers Agency.”
5. Groups may use rooms only for the hours booked in advance. All set-up and clean-up must be accomplished within the reserved time.
6. All events must be open to the general public, unless exempt. The Library and the four governments of the Library’s Joint Powers Board (the City of Santa Cruz, the City of Scotts Valley, the City of Capitola and the County of Santa Cruz) are exempt from this rule. Library spaces are not intended for private parties, such as weddings, birthday parties or other types of private celebrations.

7. While all events in community rooms must be open to the general public (unless exempt), patrons lingering in the room for purposes unrelated to the event may be asked to leave the room.
8. All events, unless exempt, may not limit participation based on race, religion, creed, color, national origin, sex, sexual orientation, gender identity, age, physical or mental disability, or citizenship. Access to all events, including the arrangement of the room, must also comply with American Disability Act requirements. All participants must abide by the [Library's Code of Conduct](#).
9. Signs, posters, displays and decorations may be put up with prior permission from the branch manager.
10. Use of incense and candles is prohibited. Exceptions for special events may be approved by the Library.
11. The Library reserves the right to cancel a reservation due to circumstances beyond its control. The Library will notify the group of the reservation cancellation as soon as possible.
12. There must be at least two people present in order to occupy the room.
13. Reservations are forfeited if the user is not present within the first 15 minutes.
14. Staff may not be available to help with meeting room technology.
15. Alcoholic beverages may be served only with special permission; this is secured using procedures outlined in the [Alcohol Beverages Policy](#).
16. Security cameras may be present in meeting rooms in accordance with the [Security Camera Policy](#).

Reserving Community Rooms Outside of Regular Library Hours

Some branches have community rooms available for after-hours use. Please check with the Branch Manager. Groups seeking to use the community rooms after normal business hours must meet with the Branch Manager after submitting the after-hours form and meeting the insurance requirements. An adult over the age of 18 must be present for after-hours use. Spaces are available from 6:00 pm - 8:00 pm Monday through Thursday, 5:00 pm - 8:00 pm Friday and Saturday, and 10:00 am - 8:00 pm Sunday. There is a fee of \$35/hr. for after-hours use (4-hour minimum charge) to cover the cost of onsite security guard services. Friends of the Library and the governments of the four jurisdictions of the Library's Joint Powers Board are exempt from the fee.

Meeting Room Policy

JPAB Policy # 315
Approved: March 2020
Last Revised: June 2024
Five-year Review Schedule: May 2027

Public spaces make it possible for the public and the Library to further the interests and meet the needs of the community, and to build knowledge and understanding of one another as a community.

The First Amendment applies to all government and publicly funded agencies, including public libraries. Public libraries that open their facilities to public use cannot disadvantage or exclude speakers or groups from using their facilities solely because they disagree with those parties' views or the content of their speech. The Library's provision of meeting room space to a group is not an endorsement of the group, its beliefs, or its speech.

Priority for room reservations is given to Library sponsored programs. In order to provide more of the community with an opportunity to make use of these resources, the Library sets limits on the amount of time and frequency that groups and individuals can use meeting rooms.

Library spaces are not intended for commercial use. No admission fee may be charged; no collections may be taken on the premises, nor any funds or business solicited or direct sales made except for sales by the Library or Friends of the Library or their agent. Some exceptions may apply and can be approved by the Library Director. For example, the Director would need to approve suggested donations by program organizers or author book sales, and in such cases, in the sole discretion of the Library Director, the Library may require that 15% of a certain percentage of the donations may be required to go to the Friends of the Library in order to benefit the Library. However, donations for programs cannot be a condition for participation.

Care and Use of the Meeting Rooms

1. Users are responsible for cleaning up and for any damage to any Library property or any Library facilities. If damage occurs, users may be responsible for any repair or cleaning costs, in the sole discretion of the Library Director or his/her designee.
2. Trash and recyclables that do not fit into the provided receptacles must be removed by the user.
3. No food or other items may be left or stored in the meeting room or kitchen (where applicable).
4. The Library assumes no responsibility for personal belongings.
5. Failure to comply with this policy could disqualify the group or individual from reserving library space in the future.

Below you will find terms of use for the three types of meeting rooms: Study Rooms, Conference Rooms, and Community Rooms.

Study Rooms: ~~(Can accommodate four to six individuals, depending on the location.)~~

1. Study rooms are available on a same-day only basis. Reservations are made through Library staff at the branch or over the phone.
2. Reservations are forfeited if the user is not present within the first 15 minutes. Study rooms are available for one hour per day. If after the first hour the room has not been reserved by another party or group, remains unbooked^[JY3], the patron (or the affiliated group) may book it for another consecutive hour, for up to 2 hours per day.
3. The Library reserves the right to block (reserve the room) times for its learning/program purposes or to support the work of a learning institution.

Conference Rooms: ~~(Can accommodate eight to twenty individuals, depending on location. Minimum of two people)~~

1. Conference room reservation requires a library card.
2. Rooms can be reserved by groups up to two months in advance and up until one business day prior to the event. Rooms can be reserved up to twelve times per year by one group.
3. Reservations are forfeited if the user is not present within the first 15 minutes.
4. Conference rooms are available for up to two hours and can be extended day of for an additional hour if there is no other reservation on the room.
5. The Library reserves the right to block (reserve the room) times for its learning/program purposes or to support the work of a learning institution.

Community Rooms^{[SH4][JY5][SH6]}: ~~(Can accommodate thirty to seventy five individuals, depending on location. Minimum of two people)~~

1. Reservations require a library card.
2. The “Agreement to Release, Indemnify and Hold the Santa Cruz Public Libraries Harmless” must be completed before using the room.
3. Rooms can be reserved by groups up to two months in advance of their event and up until one business day prior to their event. Rooms can be reserved up to four times per year by one group. Each booking is limited to four hours. The Library, including its sponsored programming, is exempt from this rule. The Library reserves the right to block (reserve the room) times for its learning/program purposes or to support the work of a learning institution.
- ~~3.~~
4. All promotional materials, notifications, or other communications about the event must ~~state that the Library neither approves nor disapproves of any viewpoint. Specifically, it must state~~include the following statement: “This event is **not** sponsored by the Santa Cruz Public Libraries, and all participating cities of the Santa Cruz Public Libraries Joint Powers Agency are neither responsible nor liable in any way related to the event or activities of the users of the meeting rooms.”The views and opinions expressed during or as related to this event are solely those of the individuals involved in the event and do not necessarily represent those of the Santa Cruz Public Libraries, or the participating cities of the Santa Cruz Public Libraries Joint Powers Agency.”
5. Groups may use rooms only for the hours booked in advance. All set-up and clean-up must be accomplished within the reserved time.

6. All events must be open to the general public, unless exempt. The Library and the four governments of the Library's Joint Powers Board (the City of Santa Cruz, the City of Scotts Valley, the City of Capitola and the County of Santa Cruz) are exempt from this rule. Library spaces are not intended for private parties, such as weddings, birthday parties or other types of private celebrations.
7. While all events in community rooms must be open to the general public (unless exempt), patrons lingering in the room for purposes unrelated to the event may be asked to leave the room.
8. All events, unless exempt^(SH7), may not limit participation based on race, religion, creed, color, national origin, sex, sexual orientation, gender identity, age, physical or mental disability, or citizenship. Access to all events, including ~~the~~ arrangement of the room, must also comply with American Disability Act requirements. All participants must abide by the [Library's Code of Conduct](#).
9. Signs, posters, displays and decorations may be put up with prior permission from the branch manager.
10. Use of incense and candles is prohibited. Exceptions for special events may be approved by the Library.
11. The Library reserves the right to cancel a reservation due to circumstances beyond its control. The Library will notify the group of the reservation cancellation as soon as possible.
12. There must be at least two people present in order to occupy the room.
13. Reservations are forfeited if the user is not present within the first 15 minutes.
14. Staff may not be available to help with meeting room technology.
15. Alcoholic beverages may be served only with special permission; this is secured using procedures outlined in the [Alcohol Beverages Policy](#).
16. Security cameras may be present in meeting rooms in accordance with the [Security Camera Policy](#).

Reserving Community Rooms Outside of Regular Library Hours

Some branches have community rooms available for after-hours use. Please check with the Branch Manager. Groups seeking to use the community rooms after normal business hours must meet with the Branch Manager after submitting the after-hours form and meeting the insurance requirements. An adult over the age of 18 must be present for after-hours use. Spaces are available from 6:00 pm - 8:00 pm Monday through Thursday, 5:00 pm - 8:00 pm Friday and Saturday, and 10:00 am - 8:00 pm Sunday. There is a fee of \$35/hrs. for after-hours use (4-hour minimum charge) to cover the cost of onsite security guard services. Friends of the Library and the governments of the four jurisdictions of the Library's Joint Powers Board are exempt from the fee.



After-hours Community Room Use Form

APPLICANT INFORMATION

Applicant Name: _____ Applicant Library Card Number: _____
Phone Number: _____ Email: _____
Name of Person and phone number managing the day's event: _____
Title/Organization (publicly-visible name): _____
Purpose of the Meeting/Event: _____

MEETING ROOM RESERVATION

Branch Requested:

- Aptos Boulder Creek Branciforte Capitola Felton Scotts Valley

Number of Attendees: _____

Date and Time Requested:

Date: ___/___/_____ Start Time: _____ End Time: _____

Set up and clean up time must be completed within the reserved time period.

Is purpose of use a: One Time Event or Series

If a series, how many events are in the series? _____

If a series, is the series progressive (building off skills from previous events)?

- Yes No

If a series, list additional dates requested: _____

Will food and/or drink be served in the room? Yes No

Indicate if needed: Audio Equipment Video Equipment

Event Description or Intended Use:

SPECIAL REQUESTS OR CIRCUMSTANCES

Please check what the event will include, if applicable. If the event will include any of the following, the applicant must receive approval from the Library.

- The sale of items
The use of candles
The serving of alcoholic beverages
Other (explain in the box below)

Explain the reason for the sale of items (including what will be sold, who/what is benefiting from the sale, and the price of items being sold), use of candles, serving of alcoholic beverages and/or other reason:

1. Applicant represents and affirms that the representations contained in the Community Room Use Application are complete, true, and correct.
2. Applicant hereby acknowledges that Applicant has read and understands the Community Room Use Policy and Code of Conduct related to the use of a Library facility and agrees to be bound by them, and any other special conditions required by the Library.
3. Applicant has provided CERTIFICATE OF LIABILITY INSURANCE and submitted payment of \$140 for SECURITY GUARD SERVICES.
4. Applicant represents that the undersigned is authorized to sign this application; and if signed on behalf of an organization, the undersigned further represents that they are authorized to sign on the organization's behalf.
5. A scanned, electronic, or other copy of Applicant's signature shall be legally valid as an original.

 Applicant's Signature

Date: ____/____/____

Print Name: _____

[For SCPL Use Only]

Reservation Approved: Yes No

Initials: _____

Date: ____/____/____

Director Approval of Special Requests:

Approval Date: ____/____/____

- | | | | |
|---|------------------------------|-----------------------------|------------------------------|
| Sale of Items: | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| Use of Candles: | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| Serving Alcoholic Beverages: | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| (Liquor license required to sell Alcoholic Beverages) | | | |
| Other Reason Described Above: | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |

