

PUBLIC ADVISORY REGARDING COVID-19 AND PUBLIC PARTICIPATION

Pursuant to AB361 and the PROCLAMATION OF A STATE OF EMERGENCY dated March 4, 2020
the regular meeting of the

LIBRARIES FACILITIES FINANCING AUTHORITY (LFFA) AND THE LIBRARY JOINT POWERS AUTHORITY (LJPA) BOARD

On Thursday, November 10, 2022 at 9:00 AM

This meeting will be held via Zoom teleconference ONLY

Board Members and Library Staff Members will be participating remotely via videoconference.

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.

Public Participation via Zoom:

Please click the link below to join the webinar:

<https://us06web.zoom.us/j/84605404230>

Or Telephone:

Dial (for higher quality, dial a number based on your current location):

877 853 5247 (Toll Free) or 888 788 0099 (Toll Free) or
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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 Wednesday preceding a LFFA Meeting will be distributed to Board members to review prior to the meeting. Information submitted after 12 p.m. on that Wednesday may not have time to reach Board 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

Chair Mali LaGoe
Vice Chair Carlos Palacios
Board Member Jamie Goldstein
Board Member Matt Huffaker



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

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

VIRTUAL MEETING

THURSDAY NOVEMBER 10, 2022

9:00 A.M.

1. CALL TO ORDER / ROLL CALL

Board Members, Carlos Palacios, Matt Huffaker, Jamie Goldstein and Chair Mali LaGoe

2. ADDITIONAL MATERIALS

Additional information submitted after distribution of the agenda packet.

3. ADDITIONS AND DELETIONS TO AGENDA

Report out from Closed Session of August 4, 2022.

4. ORAL COMMUNICATION

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

5. REPORT BY LIBRARY DIRECTOR

A. Library Director's Report – November 2022 (p.7-10)

6. REPORT BY FRIENDS OF THE SANTA CRUZ PUBLIC LIBRARIES

A. Friends of SCPL – Report (oral)

7. REPORT BY LIBRARY ADVISORY COMMISSION (LAC)

A. Commissioners' Report (oral)

8. CONSENT CALENDAR

All items listed in the "Consent Calendar" will be enacted by one motion in the form listed below. There will be no separate discussion on these items prior to the time the Board votes on the action unless 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. Resolution Re-authorizing the Library Joint Powers Authority to Continue Remote Teleconference Meetings Pursuant to Assembly Bill 361.
Staff Recommendation: Adopt Resolution No. 2022-004 Authorizing Continued Remote Teleconference Meetings pursuant to Assembly Bill 361. (p.11-14)
- B. Consider the August 4, 2022 Board Meeting Minutes
Staff Recommendation: Approve the August 4, 2022 Board Meeting Minutes (p.15-18)
- C. Community Impact Measures for 1st Qtr. FY 2023
Staff Recommendation: Accept and File 1st Qtr. Community Impact Measures for FY 2023 (p.19-23)
- D. Financial Report for 1st Qtr. FY 2023
Staff Recommendation: Accept and File Financial Report for 1st Qtr. FY 2023. (p.24-29)
- E. Incident Report for 1st Qtr. FY 2023
Staff Recommendation: Accept and File 1st Qtr. Incident Report for FY 2023 (p.30-31)
- F. Work Plan for 1st Qtr. FY 2023
Staff Recommendation: Accept and File 1st Qtr. Work Plan for FY 2023 (p.32-40)
- G. Update Conflict of Interest List of Designated Filers
Staff Recommendation: Approve and file the updated list of filers under the Library's Conflict of Interest Code. (p.41-49)
- H. Library Sales Tax Revenue Update 1st Qtr. for FY 2022-23.
Staff Recommendation: Accept and File Library Sales Tax Revenue Update 1st Qtr. for FY 2022-23. (p.50-52)
- I. Budget Adjustment for Grant Funds Awarded

Staff Recommendation: Accept and amend the FY 23 Operating Budget to include grant funds awarded from the Pacific Library Partnership in the amount of \$12,000 and CA State Library in the amount of \$20,000 to the Santa Cruz Public Libraries. (p.53-55)

J. Library Vehicle Purchases (p.56-58)

Staff Recommendation: Accept and amend the FY 23 operating budget:

- a. to remove the previously adopted transfer out for future vehicle replacement savings in the amount of \$54,999.
- b. to include the transfer-in of funds in the amount of \$28,500 from the Vehicle Replacement fund to help fund the two new vehicle replacement purchases.
- c. to include two vehicle replacement purchases in the amount of \$83,499.

9. GENERAL BUSINESS

A. Library Closure Schedule for Calendar Year 2022 (remaining) and 2023

Staff Recommendation: Approve:

- 1. Library Closure Schedule for the remainder of 2022
- 2. Library Closure Schedule for the 2023 calendar year
- 3. Eliminate Policy #108-Library Closure Policy. (p.59-61)

B. Annual Meeting Schedule 2023

Staff Recommendation: Adopt Annual Meeting Schedule for 2023. (p.62-63)

C. Presentation by Eric Howard: Strategic Plan update
Draft 2022-2025 Strategic Plan and Workplan

Staff Recommendation: Review and provide input on the draft 2022-2025 Strategic Plan. (p.64-108)

D. Presentation by Gregory Yeh: People Counter

E. SenSource’s People Counting Statistics for Q1 FY 2023

Staff Recommendation: Accept and File SenSource’s People Counting Statistics for Q1 FY 2023 (p.109-111)

F. Staff Benefits Percentage: Information only - no action required (p.112)

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

10. COMMENTS BY BOARD MEMBERS

11. SCHEDULED UPCOMING MEETINGS

February 2, 2023	Zoom Virtual	Anticipated Upcoming Agenda Items:
9:00 am		<ul style="list-style-type: none"> • 2nd Quarter Reports • Election of Chair and Vice Chair for 2023

12. ADJOURNMENT

Adjourned to the next regular meeting of the LJPA to be held on Thursday, February 2, 2023 at 9:00 am [immediately following the LFFA meeting] via Zoom teleconference.

13. WRITTEN CORRESPONDENCE

The Santa Cruz City-County Library System does not discriminate against persons with disabilities. Out of consideration for people with chemical sensitivities, we ask that you attend fragrance free. Upon request, the agenda can be provided in a format to accommodate special needs. Additionally, if you wish to attend this public meeting and will require assistance such as an interpreter for American Sign Language, Spanish, or other special equipment please call the Library Administration Office at (831)427-7706 at least five days in advance so that we can arrange for such special assistance, or email library_admin@santacruzpl.org

November 2022



Library Director's Report to the LJPA

Library Team

A big thank you and congratulations to our Library Assistant II's who joined our team, combined positions and/or increased hours. Positions filled include: Management Analyst (1), Programmer Analyst (1), Information Technology Specialist (1), four half-time Library Assistant II, two fulltime Library Assistant II.

Current Vacancies

Number of Vacancies	Title	Full/Part Time hours	Status
1	Volunteer Coordinator Assistant	.50	Held
6	Library Assistant II	1.0	Interviews ongoing
5	Library Assistant II	.75	Interviews ongoing
5	Library Assistant II	.50	Interviews ongoing
2	Library Assistant III (SV, Downtown)	1.0	Recruitment in Process
3	Librarian I/II	1.0	Recruitment in Process
1	Information Technology Specialist I/II	1.0	Recruitment Pending
1	Information Technology Specialist III	1.0	Recruitment in Process
1	Community Relations Specialist	1.0	Interviews Pending
1	Bookmobile LA II	.80	Pending Recruitment

Facilities

The Scotts Valley Library Branch Grand Re-Opening took place on Saturday, August 6. Approximately 700 people walked through the doors by 2 PM. Special guests included Fifth District Supervisor Bruce McPherson, Scotts Valley Mayor Donna Lind, and City Council Members Jim Reed and Derek Timm.

The Live Oak Library Grand Reopening took place on Saturday, October 1, 2022, from 10 AM-2 PM. Festivities included a bi-lingual Storytime, and music by the Ukulele Club of Santa Cruz County. The Live Oak Library Branch will house a circulating ukulele collection. The new lendable ukuleles encourage library users to learn a musical instrument and connect with other ukulele players. Each ukulele comes with a carrying case, chord chart, and tuner.

Live Oak will join Felton, La Selva Beach, Boulder Creek, Garfield Park, Scotts Valley, and Capitola in having a Local History collection. The materials in this collection will have a dedicated shelf location, circulate but not float, and a Local History spine label to identify the item as part of the collection. Work on the Live Oak Library Annex continues with an expected opening of June 2024.

The Branciforte Library Branch construction continues. The shutdown of the glass manufacturing facility and selection of a new vendor have created significant delays. The grand opening is anticipated in early March.

Power outages at Boulder Creek resulted in delayed openings several times during the quarter. A big thank you to the Boulder Creek staff that opened the building and provided limited services until power restoration.

Construction at the Aptos Library continues. The walls of the Library went up in early September and we are on track for access to staff in July 2023 with the grand opening in the fall.



La Selva Beach Branch Library, redesigned by Jayson Architecture, received a Special Commendation Award in the Design for Change category from the California American Institute of Architects (AIA).



Featured Programs and Services

The Library Youth team distributed giveaway books and promoted the joy of Summer Reading through craft and STEAM programming to 2,112 youth, parents, and caregivers at seven meal sites throughout the county as part of our Lunch at the Library popup program.

After a successful Summer Reading program, our Youth Services Team resumed programming, including storytimes, Make and Explore STEAM, and Teen programming.

Youth and Adult services librarians collaborated on a Storywalk featuring the book, *When the Mission Bells Rang*, written by Judith Scott and illustrated by Lydia Gibson, with the Santa Cruz Mission State Historic Park. The opening event took place on October 8, 2022.

The Storywalk begins at the Downtown Library branch (#1). It progresses through the city to the Santa Cruz Mission State Historic Park (16) with stops at the Penny Ice Creamery (2), Ecology Action (3), Yarn Shop Sana Cruz (4), Toadal Fitness (5), New Leaf Community Market (6), Pacific Trading Company (7), the Homeless Garden Project Store (8), the MAH (9), O'Neill Surf Shop (10), Bookshop Santa Cruz (11), Sockshop & Shoe Company (12), Atlantis Fantasyworld (13), Plaza Lane Optometry (14), Friends of the Santa Cruz State Parks (15). The Storywalk is available for self-guided tours through the end of November.



Grants

The Library received a 2022-23 Pacific Library Partnership (PLP) Innovation Grant in the amount \$12,000 for a project entitled, *Engaging Employees Through Onboarding and Performance*. The grant provides funding for the implementation and first year cost of piloting the NEOGOV Onboard and Perform modules. Results will be shared with the City of Santa Cruz and other PLP Libraries.

The Youth Services Team Librarian Sandi Imperio applied for and received a \$20,000 Library Services and Technology Act (LSTA) grant for afterschool STEAM programs.

Library Information Technology Manager Carlos Silva applied for a \$114,625 grant toward technology hardware and the installation, configuration, and upgrades to inside wiring at the La Selva Beach, Aptos, Branciforte, Capitola, Downtown, Felton, Garfield Park, Live Oak, Scotts Valley, and the Library Support building.

CLA and State Library Relations

On September 12, 2022, Governor Gavin Newsom announced that every Californian can now access [free online tutoring](#) available 24/7 through a new initiative offering homework help in every K-12 subject and skill-building resources for adult learners.

The Governor also announced \$254 million in grants to public libraries in 172 cities across 34 counties to renovate and improve facilities across the state. Unfortunately, the City of Santa Cruz did not receive funding for the Downtown Library project. Additional funding for infrastructure

projects will be made available in 2023 and 2024, and the City will resubmit an application for funding in round two of the Building Forward Infrastructure Grant.

Updates from the CLA Legislative and Advocacy Committee.

1. CLA Lobbyist Mike Dillon is retiring. Mike was recognized by the Senate and Assembly for his 55 years of service. We thank him for his dedication and years of service to California libraries.
2. The **Holden 1737 bill regarding Children's Camps**. After much opposition and discussion, the Department of Finance objected because of the costs associated with the revised version. The bill most likely will not come back next year.
3. **SB1183 (Grove) – the Dolly Parton Imagination Library bill**. The bill allocates \$68M to be overseen by the State Library, and be spent over several years. The program allows children ages 0-5 to have books sent to their home on a regular basis (English and Spanish). Because the Dolly Parton foundation has received a special non-profit mailing rate, libraries cannot participate on their own – they must work collaboratively with a non-profit agency to apply for the funds.
4. **SB490 (Caballero), the Buy American Food Act**, the Governor signed a bill that will require schools that receive federal funding for prepared meals to include a requirement in their bids and contracts that the agricultural food products purchased are grown, packed, or processed domestically, beginning in 2024. There are exemptions for summer food service programs, Child and adult care programs, and department of corrections and rehabilitation programs if the domestic quantity available is insufficient to meet the needs of the public institution.

Chair Mali LaGoe
Vice Chair Carlos Palacios
Board Member Jamie Goldstein
Board Member Matt Huffaker



STAFF REPORT

AGENDA: Thursday, November 10, 2022
DATE: October 26, 2022
TO: Library Joint Powers Authority Board
FROM: Stephanie Duck, General Counsel
SUBJECT: Resolution Re-authorizing the Library Joint Powers Authority to Continue Remote Teleconference Meetings Pursuant to Assembly Bill 361.

RECOMMENDATION:

Adopt Resolution No. 2022-004 Authorizing Continued Remote Teleconference Meetings pursuant to Assembly Bill 361.

DISCUSSION

Pursuant to AB 361 and as codified at California Government Code section 54953, legislative bodies may use modified teleconferencing rules to conduct public meetings during a proclaimed State of Emergency under certain circumstances, including that state or local officials have imposed or recommended measures to promote social distancing. ¹ The State of Emergency proclaimed by the Governor on March 4, 2020, due to the COVID-19 pandemic remains in effect today. In February 2022, the Santa Cruz County Health Officer, together with eleven other Bay Area health officers, issued a press release announcing alignment with the California Department of Public Health's indoor masking guidance, which requires that all individuals wear face coverings indoors in specified high-risk settings, and strongly recommends that all individuals continue to wear face coverings while in indoor public settings.²

This Board adopted its initial AB 361 findings at its meeting of October 7, 2021, and adopted subsequent AB 361 findings at its meetings of December 2, 2021, February 3, 2022, April 7, 2022, May 5, 2022 and August 4, 2022. To continue teleconferenced meetings under AB 361, the law requires that the Board adopt findings within thirty (30) days after its initial teleconference, and every thirty (30) days thereafter, that it has reconsidered the circumstances of the State of Emergency, and either (i) the state of emergency continues to directly impact the ability of the

¹ Cal. Gov't Code § 54953(e)(1)(A)-(C).

² See *Press Release*, Twelve Bay Area Health Officers to Lift Most Indoor Mask Mandates on February 16 (Feb. 9, 2022), https://www.santacruzhealth.org/Portals/7/pdfs/Coronavirus/02.09.22%20ABAHO%20Masking_FINAL.pdf; See CDPH, *Guidance for the Use of Face Coverings* (Updated September 20, 2022), <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/guidance-for-face-coverings.aspx>.

members to meet safely in person; and/or (ii) state or local officials continue to impose or recommend measures to promote social distancing.³

Attachment:
Resolution No. 2022-004

³ Cal. Gov't Code § 54953(e)(3).

**SANTA CRUZ LIBRARY JOINT POWERS AUTHORITY’S
SUBSEQUENT FINDINGS PURSUANT TO ASSEMBLY BILL 361 AUTHORIZING
TELECONFERENCE MEETINGS AS A RESULT OF THE CONTINUING COVID-19
PANDEMIC STATE OF EMERGENCY AND HEALTH OFFICER RECOMMENDATION FOR
SOCIAL DISTANCING**

WHEREAS, the **Santa Cruz Library Joint Powers Authority (“LJPA”)** is a legislative body under the Ralph M. Brown Act as defined under Cal. Gov. Code section 54952(b); and

WHEREAS, on September 16, 2021, Governor Newsom signed Assembly Bill 361 (“AB 361”), urgency legislation effective immediately, that amended Government Code section 54953 to permit legislative bodies subject to the Brown Act to continue to meet under modified teleconferencing rules provided that they comply with specific requirements set forth in the statute; and,

WHEREAS, pursuant to AB 361 and Cal. Gov. Code section 54953(e)(1)(A), a legislative body may meet under the modified teleconferencing rules during a proclaimed state of emergency, and where local officials have imposed or recommended measures to promote social distancing; and

WHEREAS, on March 4, 2020, Governor Newsom issued a Proclamation of State of Emergency in response to the COVID-19 pandemic, and which remains in effect; and

WHEREAS, on September 30, 2021, Santa Cruz County Public Health Officer Dr. Gail Newel strongly recommended that legislative bodies in Santa Cruz County continue to engage in physical/social distancing by meeting via teleconference as allowed by AB 361 and confirmed that she will regularly review and reconsider this recommendation and notify the public when it is no longer recommended; and

WHEREAS, pursuant to AB 361 and Cal. Gov. Code section 54953(e)(3), within 30 days of the date the legislative body first holding a teleconferenced meeting under the modified rules, and every 30 days thereafter, a legislative body can continue to hold such teleconference meetings provided it has reconsidered the circumstances of the state of emergency and determined either that the state of emergency continues to directly impact the ability of the members to meet safely in person or that local officials continue to recommend measures to promote social distancing; and

WHEREAS, on October 7, 2021, the **LJPA** held its initial teleconference meeting under AB 361; and

WHEREAS, on December 2, 2021, February 3, 2022, April 7, 2022, May 5, 2022, and August 4, 2022, the **LJPA** held subsequent teleconference meetings under AB 361; and

WHEREAS, the **LJPA** has once again reconsidered the circumstances of the current state of emergency and finds that the COVID-19 pandemic continues to directly impact the ability of members of the public to participate safely in person and further finds that the Santa Cruz County Public Health Officer continues to recommend measures to promote social distancing, strongly recommends that all individuals wear face coverings in indoor public settings, and requires that all individuals wear face coverings in specified high-risk indoor public settings; and

WHEREAS, in the interest of public health and safety, and due to the emergency caused by the spread of COVID-19, the **LJPA** deems it necessary for the legislative bodies of the LJPA to continue utilizing the modified teleconferencing rules set forth in AB 361;

NOW, THEREFORE, the **Santa Cruz Library Joint Powers Authority (“LJPA”)** makes the following findings by a majority vote:

Section 1. The foregoing recitals are true and correct, and adopted as findings of the **Santa Cruz Library Joint Power Authority** and legislative bodies of the LJPA.

Section 2. Effective immediately, and for the next 30 days, the **LJPA** and its legislative bodies will meet via teleconference as authorized under AB 361 and Government Code section 54953(e)(3).

Section 3. No later than thirty (30) days from making today’s findings, or at the next scheduled meeting, the **LJPA** will reconsider the circumstances of the COVID-19 state of emergency and, if necessary, adopt subsequent findings to continue holding teleconference meetings in accordance with Government Code section 54953(e)(3).

PASSED AND ADOPTED by the **Santa Cruz Library Joint Powers Authority** in Santa Cruz County, State of California, this 10th day of November, 2022, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Chair, Santa Cruz Library
Joint Powers Authority

ATTEST:

Helga Smith, Clerk of the Board

Approved as to Form:

General Counsel

Chair Mali LaGoe
Vice Chair Carlos Palacios
Board Member Jamie Goldstein
Board Member Matt Huffaker



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

VIRTUAL MEETING MINUTES

THURSDAY AUGUST 4, 2022

9:00 A.M.

1. ROLL CALL

PRESENT: Carlos Palacios, Mali LaGoe, Matt Huffaker, Steve Jesberg
STAFF: Yolande Wilburn, Library Director; Eric Howard, Assistant Director

2. ADDITIONAL MATERIALS

None

3. ADDITIONS AND DELETIONS TO AGENDA

None

4. ORAL COMMUNICATIONS

None

5. REPORT BY LIBRARY DIRECTOR

Library Director Yolande Wilburn reported on the recent activities of the Library.

6. FRIENDS OF THE SANTA CRUZ PUBLIC LIBRARIES REPORT

Bruce Cotter, Executive Director, submitted his report on the recent activities of the Friends of the Santa Cruz Public Libraries. He introduced the members of the board, which were recently elected: President - Janis O'Driscoll, Vice President - Cindy Jackson, Secretary - Lynn Marcus-Wyner. Treasurer - Keith Gudger

7. REPORT BY LIBRARY ADVISORY COMMISSION (LAC)

Lindsay Bass, Chair of the LAC, gave an update on the LAC's June 18th meeting.

8. CONSENT CALENDAR

RESULT: APPROVED CONSENT CALENDAR

- A. Adopted Resolution No. 2022-003 Authorizing Continued Remote Teleconference Meetings pursuant to Assembly Bill 361
- B. Approved the June 2, 2022 Board Meeting Minutes
- C. Accepted and Filed 4th Qtr. Community Impact Measures for FY 2022
- D. Accepted and Filed 4th Qtr. Financial Report for FY 2022
- E. Accepted and Filed 4th Qtr. Incident Report for FY 2022
- F. Accepted and Filed 4th Qtr. Work Plan for FY 2022
- G. Approved Sole Source Vendor list for purchases made which exceed \$100,000 annually.
- H. Approved the Santa Cruz Public Libraries Joint Powers Authority response to the findings and recommendations in the 2021-2022 Grand Jury report, "How a Community Center Became a Library: The Transformational Power of Measure S Funds," and request the Chairperson to forward the responses to the Presiding Judge with a copy to the Grand Jury.
- I. Approved additional MOE revenues, adjusted sales tax projections, and expenditure additions to the FY 23 Library Operating Budget.
- J. Approved Closure for All Staff Training Day on Thursday, October 13, 2022
- K. Accepted and filed Policies #307, #308, and #311

[UNANIMOUS]

MOVER: Matt Huffaker
SECONDER: Carlos Palacios
AYES: Palacios, Jesberg, LaGoe, Huffaker

A member of the public voiced her opinion regarding item H of the Consent Calendar.

9. GENERAL BUSINESS

A. Classification Changes

Library Director Wilburn gave a short overview of the staff report which outlines the Library's request in detail.

RESULT:

Approved Classification Changes and the Expenditure to the FY 23 Library Operating Budget. [UNANIMOUS]

MOVER: Carlos Palacios

SECONDER: Matt Huffaker

AYES: Palacios, Jesberg, LaGoe, Huffaker

B. Presentation and Staffing Proposal

Eric Howard, Assistant Director, gave a power point presentation entitled "SCPL Branch Staff Model". Director Palacios inquired about the cost differential between temporary and permanent positions in order to determine the overall impact of the proposal. Secondly Director Palacios inquired about the use of fund balance in light of the increase in the MOE revenues and sales tax increase.

Director Huffaker asked for more detail on the use of fund balance as well.

Chair LaGoe added that the long-term budget impact should be carefully considered.

RESULT:

Approved the addition of 8.5 FTE Library Assistant II positions, and the reduction of the temporary budget for FY 23 and asked staff to return at the next meeting with a revised budget to see the overall impact. [UNANIMOUS]

MOVER: Carlos Palacios

SECONDER: Matt Huffaker

AYES: Palacios, Jesberg, LaGoe, Huffaker

10. Comments by Board Members

None

11. Adjournment to Closed Session

Public Employee Performance Evaluation

[Cal. Govt. Code §54957 (b)]

Joint Powers Authority Board's Performance Evaluation of the Library Director

Final Adjournment of the Library Joint Powers Authority Board (LJPA) at 9:58 a.m. to the next regular meeting on November 3, 2022 at 9:00 a.m. [immediately following the LFFA meeting] via Zoom teleconference.

ATTEST: _____
Helga Smith, Clerk of the Board

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

Chair Mali LaGoe
Vice Chair Carlos Palacios
Board Member Jamie Goldstein
Board Member Matt Huffaker



STAFF REPORT

DATE: November 11, 2022
TO: Library Joint Powers Authority Board
FROM: Yolande Wilburn, Library Director
RE: 1st Quarter Report Community Impact Measures

STAFF RECOMMENDATION

Accept and File Community Impact Measures for 1st Qtr. FY 2022-2023

DISCUSSION

This 1st quarter report covers the time period of July 1, 2022 through September 30, 2022 and compares this data to the previous year.

Programming statistics report updates:

- In FY22, we are now offering in-person programs at our open branches, virtual programs, and outreach programs for underserved communities outside our library walls. To better reflect the differences between these types of programs, we have created a new “Virtual Branch,” split off from Outreach, beginning October 2021. With the changes in how we deliver programs over the past 2 years, the chart comparisons for Outreach between FY21 and FY22 will not directly correspond.
- Total circulation system-wide increased by 4%.
- Total visitors by branch system-wide: N/A since the library is switching to a new tracking system and no data is available for July and August. September data is only available for Downtown, Boulder Creek and Felton.
- Total number of new registrations increased by 0%.
- Total hours of public internet computer use system-wide decreased by 8%.
- Total hours of wireless internet sessions increased by 57%.
- Total sessions of public internet use increased by 1%.

- Total number of public wifi sessions increased by 22%.
- Total hours of meeting room use system-wide decreased by 8%.
- The total number of programs held system-wide increased by 68%.
- The total number of program attendees held system-wide increased by 137%.

Attachment:

1st Quarter Community Impact Measures

Report Prepared by: Kira Henifin, Principal Management Analyst
Christine Campbell, Library Assistant IV

Reviewed and Forwarded by: Yolande Wilburn, Library Director

CIRCULATION BY BRANCH														
	1st Qtr.			2nd Qtr.			3rd Qtr.			4th Qtr.			Totals	
	FY21/22	FY22/23	% Change	FY21/22	FY22/23	% Change	FY21/22	FY22/23	% Change	FY21/22	FY22/23	% Change	FY 21/22	FY22/23
Aptos	57	0	-100%	0			0			0			57	0
Boulder Cre	0	4,701	0%	0			0			1,936			0	4,701
Branciforte	0	0	0%	0			0			0			0	0
Capitola	54,347	56,372	4%	54,914			55,949			56,861			54,347	56,372
Downtown	47,273	42,357	-10%	45,507			48,246			45,104			47,273	42,357
Felton	29,805	24,456	-18%	31,593			33,951			32,652			29,805	24,456
Garfield Par	0	7,725	0%	0			0			1,779			0	7,725
La Selva Bea	7,903	7,565	-4%	6,642			6,723			6,690			7,903	7,565
Live Oak	12,762	40	-100%	10			26			10			12,762	40
Scotts Valley	7,511	16,626	121%	27			16			14			7,511	16,626
Outreach	5,062	5,906	17%	5,277			5,372			5,515			5,062	5,906
TOTAL	164,720	165,748	1%	143,970			150,283			150,561			164,720	165,748
Digital Bran	110,918	121,916	10%	109,713			111,483			115,268			110,918	121,916
Total incl. D	275,638	287,664	4%	253,683			261,766			265,829			275,638	287,664

VISITORS BY BRANCH														
	1st Qtr.			2nd Qtr.			3rd Qtr.			4th Qtr.			Totals	
	FY21/22	FY22/23	% Change	FY21/22	FY22/23	% Change	FY21/22	FY22/23	% Change	FY21/22	FY22/23	% Change	FY21/22	FY22/23
Aptos	0	N/A	0%	0			0			0			0	0
Boulder Cre	0	1,508	0%	0			0			0			0	1,508
Branciforte	0	N/A	0%	0			0			0			0	0
Capitola	0	N/A	0%	0			0			0			0	0
Downtown	38,335	51,499	34%	36,823			40,899			44,361			38,335	51,499
Felton	19,905	6,230	-69%	22,952			23,492			24,814			19,905	6,230
Garfield Par	0	N/A	0%	0			0			0			0	0
La Selva Bea	0	N/A	0%	0			0			0			0	0
Live Oak	4,880	N/A	0%	0			0			0			4,880	0
Scotts Valley	0	N/A	0%	0			0			0			0	0
Outreach	3,441	5,757	67%	3,796			4,771			6,437			3,441	5,757
TOTAL	66,561	64,994	-2%	63,571			69,162			75,612			66,561	64,994

Note: Switching to a different tracking system. No data available for July and August. September data only available for DTN, BC, and FEL

NEW REGISTRATIONS														
	1st Qtr.			2nd Qtr.			3rd Qtr.			4th Qtr.			Totals	
	FY21/22	FY22/23	% Change	FY21/22	FY22/23	% Change	FY21/22	FY22/23	% Change	FY21/22	FY22/23	% Change	FY21/22	FY22/23
Aptos	124	81	-35%	82			69			47			124	81
Boulder Cre	31	118	281%	17			21			83			31	118
Branciforte	28	22	-21%	32			21			22			28	22
Capitola	828	582	-30%	557			592			621			828	582
Downtown	725	720	-1%	595			654			679			725	720
Felton	243	209	-14%	201			265			228			243	209
Garfield Par	21	135	543%	22			15			76			21	135
La Selva Bea	46	78	70%	44			47			87			46	78
Live Oak	146	56	-62%	50			56			51			146	56
Scotts Valley	109	384	252%	51			42			37			109	384
Outreach	85	118	39%	216			82			109			85	118
TOTAL	2,386	2,503	0%	1,867			1,864			2,040			2,386	2,503

HOURS OF PUBLIC INTERNET COMPUTER USE														
	1st Qtr.			2nd Qtr.			3rd Qtr.			4th Qtr.			Totals	
	FY21/22	FY22/23	% Change	FY21/22	FY22/23	% Change	FY21/22	FY22/23	% Change	FY21/22	FY22/23	% Change	FY21/22	FY22/23
Aptos	0	0	0%	0			0			0			0	0
Boulder Cre	0	230	0%	0			0			182			0	230
Branciforte	0	0	0%	0			0			0			0	0
Capitola	1,390	1,687	21%	1,501			2,064			2,202			1,390	1,687
Downtown	6,676	5,110	-23%	7,569			7,862			7,344			6,676	5,110
Felton	307	547	78%	591			765			813			307	547
Garfield Par	0	162	0%	0			0			64			0	162
La Selva Bea	83	66	-20%	80			104			75			83	66
Live Oak	294	0	-100%	0			0			0			294	0
Scotts Valley	113	339	200%	0			0			0			113	339
TOTAL SYST	8,863	8,141	-8%	9,741			10,795			10,680			8,863	8,141

HOURS OF WIRELESS INTERNET SESSIONS														
	1st Qtr.			2nd Qtr.			3rd Qtr.			4th Qtr.			Totals	
	FY21/22	FY22/23	% Change	FY21/22	FY22/23	% Chang	FY21/22	FY22/23	% Chang	FY21/22	FY22/23	% Chang	FY21/22	FY22/23
Aptos	2,510	0	-100%	0			0			0			2,510	0
Boulder Cre	0	7,450	0%	0			0			4,161			0	7,450
Branciforte	0	0	0%	0			0			0			0	0
Capitola	23,551	32,953	40%	27,345			28,662			32,534			23,551	32,953
Downtown	42,246	61,992	47%	44,127			46,994			51,414			42,246	61,992
Felton	16,743	22,983	37%	21,355			19,996			22,176			16,743	22,983
Garfield Par	0	7,562	0%	0			142			1,725			0	7,562
Headquarte	12,478	15,118	21%	10,920			14,501			13,435			12,478	15,118
La Selva Bea	2,439	4,566	87%	2,378			2,987			3,943			2,439	4,566
Live Oak	9,975	9,190	-8%	7,185			8,055			6,903			9,975	9,190
Scotts Valley	11,205	27,953	149%	7,161			8,547			5,429			11,205	27,953
TOTAL SYST	121,147	189,767	57%	120,471			129,884			141,720			121,147	189,767

SESSIONS OF PUBLIC INTERNET USE														
	1st Qtr.			2nd Qtr.			3rd Qtr.			4th Qtr.			Totals	
	FY21/22	FY22/23	% Change	FY21/22	FY22/23	% Chang	FY21/22	FY22/23	% Chang	FY21/22	FY22/23	% Chang	FY21/22	FY22/23
Aptos	0	0	0%	0			0			0			0	0
Boulder Cre	0	330	0%	0			0			346			0	330
Branciforte	0	0	0%	0			0			0			0	0
Capitola	2,342	2,367	1%	2,494			3,152			3,241			2,342	2,367
Downtown	5,762	5,051	-12%	6,577			7,011			7,055			5,762	5,051
Felton	560	889	59%	923			1,194			1,345			560	889
Garfield Par	0	289	0%	0			0			118			0	289
La Selva Bea	148	127	-14%	136			178			147			148	127
Live Oak	463	0	-100%	0			0			0			463	0
Scotts Valley	174	532	206%	0			0			0			174	532
TOTAL SYST	9,449	9,585	1%	10,130			11,535			12,252			9,449	9,585

NUMBER OF PUBLIC WIFI SESSIONS														
	1st Qtr.			2nd Qtr.			3rd Qtr.			4th Qtr.			Totals	
	FY21/22	FY22/23	% Change	FY21/22	FY22/23	% Chang	FY21/22	FY22/23	% Chang	FY21/22	FY22/23	% Chang	FY21/22	FY22/23
Aptos	7,601	0	-100%	0			0			0			7,601	0
Boulder Cre	0	4,915	0%	0			0			2,882			0	4,915
Branciforte	0	6	0%	0			0			0			0	6
Capitola	26,045	32,093	23%	28,350			28,986			30,822			26,045	32,093
Downtown	41,463	53,939	30%	42,371			43,812			51,022			41,463	53,939
Felton	16,503	19,123	16%	18,870			18,229			19,394			16,503	19,123
Garfield Par	0	5,439	0%	0			113			2,372			0	5,439
Headquarte	5,853	8,071	38%	5,539			7,255			7,502			5,853	8,071
La Selva Bea	2,289	3,704	62%	2,407			2,661			2,955			2,289	3,704
Live Oak	12,244	9,064	-26%	9,118			8,837			9,151			12,244	9,064
Scotts Valley	15,734	18,865	20%	10,948			10,901			11,376			15,734	18,865
TOTAL SYST	127,732	155,219	22%	117,603			120,794			137,476			127,732	155,219

HOURS OF MEETING ROOM USE														
	1st Qtr.			2nd Qtr.			3rd Qtr.			4th Qtr.			Totals	
	FY21/22	FY22/23	% Change	FY21/22	FY22/23	% Chang	FY21/22	FY22/23	% Chang	FY21/22	FY22/23	% Chang	FY21/22	FY22/23
Aptos	0	0	0%	0			0			0			0	0
Boulder Cre	0	11	0%	0			0			2			0	11
Branciforte	0	0	0%	0			0			0			0	0
Capitola	200	268	34%	1230			925			942			200	268
Downtown	140	98	-30%	534			518			646			140	98
Felton	138	57	-59%	520			231			202			138	57
Garfield Par	0	0	0%	0			0			0			0	0
La Selva Bea	0	0	0%	0			0			0			0	0
Live Oak An	0	0	0%	0			0			0			0	0
Scotts Valley	0	4	0%	0			0			0			0	4
TOTAL HOU	478	438	-8%	2284			1,674			1,792			478	438

NUMBER OF PROGRAMS														
	1st Qtr.			2nd Qtr.			3rd Qtr.			4th Qtr.			Totals	
	FY21/22	FY22/23	% Change	FY21/22	FY22/23	% Chang	FY21/22	FY22/23	% Chang	FY21/22	FY22/23	% Chang	FY21/22	FY22/23
Aptos	0	0	0%	0			0			0			0	0
Boulder Cre	0	16	0%	0			0			7			0	16
Branciforte	0	0	0%	0			0			0			0	0
Capitola	6	80	1233%	48			71			89			6	80
Downtown	17	146	759%	77			178			229			17	146
Felton	13	57	338%	61			55			68			13	57
Garfield Par	0	11	0%	0			0			4			0	11
La Selva Bea	5	32	540%	39			56			63			5	32
Live Oak	0	0	0%	0			0			0			0	0
Scotts Valley	0	12	0%	0			0			0			0	12
Outreach	212	53	-75%	52			35			62			212	53
Virtual	0	18	0%	44			58			36			0	18
TOTAL	253	425	68%	321			453			558			253	425

PROGRAM ATTENDANCE														
	1st Qtr.			2nd Qtr.			3rd Qtr.			4th Qtr.			Totals	
	FY21/22	FY22/23	% Change	FY21/22	FY22/23	% Chang	FY21/22	FY22/23	% Chang	FY21/22	FY22/23	% Chang	FY21/22	FY22/23
Aptos	0	0	0%	0			0			0			0	0
Boulder Cre	0	295	0%	0			0			127			0	295
Branciforte	0	0	0%	0			0			0			0	0
Capitola	122	1,295	961%	700			894			1,163			122	1,295
Downtown	51	861	1588%	459			685			1,047			51	861
Felton	186	527	183%	636			260			739			186	527
Garfield Par	0	259	0%	0			0			39			0	259
La Selva Bea	56	473	745%	392			323			675			56	473
Live Oak	0	0	0%	0			0			0			0	0
Scotts Valley	0	202	0%	0			0			0			0	202
Outreach	2,205	2,164	-2%	963			422			2,454			2,205	2,164
Virtual	0	136	0%	330			691			438			0	136
TOTAL	2,620	6,212	137%	3,480			3,275			6,682			2,620	6,212

- Aptos Closure on June 11, 2021
- Capitola Closure on May 21, 2018
- Capitola Opening on June 12, 2021
- La Selva Beach Closure on September 1, 2019
- La Selva Beach Opening on March 20, 2021
- Felton Closure on November 1, 2019
- Felton Opening on February 22, 2020
- Boulder Creek Closure on February 22, 2020
- Boulder Creek Opening on May 7, 2022
- System-wide Closure on March 15, 2020 due to COVID-19
- Live Oak Opening on October 1, 2022
- Garfield Park Opening on June 11, 2022
- Scotts Valley Closure on July 30, 2021
- Scotts Valley Opening on August 6, 2022

Chair Mali LaGoe
Vice Chair Carlos Palacios
Board Member Jamie Goldstein
Board Member Matt Huffaker



STAFF REPORT

DATE: November 10, 2022
TO: Library Joint Powers Authority Board
FROM: Yolande Wilburn, Library Director
RE: 1st Quarter Financial Report

STAFF RECOMMENDATION

Accept and File Financial Report for 1st Qtr. FY 2022-2023.

DISCUSSION

The first quarter financial report covers July 1, 2022, through September 30, 2022. All financial figures included in this report are unaudited.

Revenues

Total Revenue for this quarter: 17.6%

Sales Tax	17.3%
MOE	18.9%

Expenditures

Total actual expenditures for this quarter: 16.6%

*Delayed branch openings due to remodel/construction delays have resulted in under spent budget line categories.

Personnel Costs

Total Personnel costs for this quarter: 19.5%

Regular Full Time	20.0%
Part Time	14.7%

Attachments: 1st Quarter Financial Reports (Expenditure, Personnel and Revenue)

Report Prepared by: Kira Henifin, Principal Management Analyst
Reviewed and Forwarded by: Yolande Wilburn, Library Director

Revenue Balances

Criteria: Summarize By = Report,Fund,Account; As Of = 9/30/2022; Period = 0,1..12; Fund = 951

Acct	Title	Year-To-Date Ado Budget	Year-To-Date Adjustments	Year-To-Date Adj Budget	Year-To-Date Actual	Bdgt. to Act. Variance	Pct. Spent
Fund 951 -- Library Joint Powers Authority							
41211	Sales and use tax	10,666,565.00	208,766.00	10,875,331.00	1,883,841.20	8,991,489.80	17.3%
41993	Libraries parcel tax	110,000.00	0.00	110,000.00	0.00	110,000.00	0.0%
43110	Federal operating grants & contributions	0.00	10,000.00	10,000.00	0.00	10,000.00	0.0%
43210	State operating grants and contributions	0.00	12,467.52	12,467.52	0.00	12,467.52	0.0%
43310	Local operating grants and contributions	0.00	8,000.00	8,000.00	0.00	8,000.00	0.0%
43311	Maintenance of effort contributions	6,115,273.00	1,161,580.00	7,276,853.00	1,376,853.38	5,899,999.62	18.9%
44630	Room rentals-library JPA	4,640.00	0.00	4,640.00	0.00	4,640.00	0.0%
45131	Library fines	12,000.00	0.00	12,000.00	7,947.89	4,052.11	66.2%
46110	Pooled cash and investment interest	92,840.00	0.00	92,840.00	0.00	92,840.00	0.0%
46190	Interest earnings - other	5,253.00	305.00	5,558.00	2,824.20	2,733.80	50.8%
46303	Donations - library	13,100.00	28,787.40	41,887.40	0.00	41,887.40	0.0%
46309	Donations - library - Friends of the Lib	26,773.00	43,259.19	70,032.19	0.00	70,032.19	0.0%
46910	Miscellaneous operating revenue	22,000.00	0.00	22,000.00	0.00	22,000.00	0.0%
46990	Miscellaneous non-operating revenue	0.00	0.00	0.00	(251.70)	251.70	0.0%
49122	From Library Private Trust Fund	22,190.00	43,783.30	65,973.30	0.00	65,973.30	0.0%
Total Library Joint Powers Authority		17,090,634.00	1,516,948.41	18,607,582.41	3,271,214.97	15,336,367.44	
Total		17,090,634.00	1,516,948.41	18,607,582.41	3,271,214.97	15,336,367.44	

Revenue Balances

Criteria: Summarize By = Report,Fund,Account; As Of = 9/30/2022; Period = 0,1..12; Fund = 951

Acct	Title	Year-To-Date Ado Budget	Year-To-Date Adjustments	Year-To-Date Adj Budget	Year-To-Date Actual	Bdgt. to Act. Variance	Pct. Spent
Fund 951 -- Library Joint Powers Authority							
41211	Sales and use tax	10,666,565.00	208,766.00	10,875,331.00	1,883,841.20	8,991,489.80	17.3%
41993	Libraries parcel tax	110,000.00	0.00	110,000.00	0.00	110,000.00	0.0%
43110	Federal operating grants & contributions	0.00	10,000.00	10,000.00	0.00	10,000.00	0.0%
43210	State operating grants and contributions	0.00	12,467.52	12,467.52	0.00	12,467.52	0.0%
43310	Local operating grants and contributions	0.00	8,000.00	8,000.00	0.00	8,000.00	0.0%
43311	Maintenance of effort contributions	6,115,273.00	1,161,580.00	7,276,853.00	1,376,853.38	5,899,999.62	18.9%
44630	Room rentals-library JPA	4,640.00	0.00	4,640.00	0.00	4,640.00	0.0%
45131	Library fines	12,000.00	0.00	12,000.00	7,947.89	4,052.11	66.2%
46110	Pooled cash and investment interest	92,840.00	0.00	92,840.00	0.00	92,840.00	0.0%
46190	Interest earnings - other	5,253.00	305.00	5,558.00	2,824.20	2,733.80	50.8%
46303	Donations - library	13,100.00	28,787.40	41,887.40	0.00	41,887.40	0.0%
46309	Donations - library - Friends of the Lib	26,773.00	43,259.19	70,032.19	0.00	70,032.19	0.0%
46910	Miscellaneous operating revenue	22,000.00	0.00	22,000.00	0.00	22,000.00	0.0%
46990	Miscellaneous non-operating revenue	0.00	0.00	0.00	(251.70)	251.70	0.0%
49122	From Library Private Trust Fund	22,190.00	43,783.30	65,973.30	0.00	65,973.30	0.0%
Total Library Joint Powers Authority		17,090,634.00	1,516,948.41	18,607,582.41	3,271,214.97	15,336,367.44	
Total		17,090,634.00	1,516,948.41	18,607,582.41	3,271,214.97	15,336,367.44	

Expenditure Balances

Criteria: Summarize By = Report,Account,Account; As Of = 9/30/2022; Period = 0,1..12; Activity = 36*; Account = 51*

Acct	Title	Year-To-Date Ado Budget	Year-To-Date Adjustments	Year-To-Date Adj Budget	Year-To-Date Actual	Year-To-Date Encumbrances	Bdgt. to Act. Variance	Pct. Spent
51110	Regular full time	6,484,822.00	503,563.00	6,988,385.00	1,399,826.79	0.00	5,588,558.21	20.0%
51111	Regular part time	1,237,074.00	400,000.00	1,637,074.00	241,090.25	0.00	1,395,983.75	14.7%
51114	Overtime	5,000.00	0.00	5,000.00	280.95	0.00	4,719.05	5.6%
51115	Termination pay	0.00	0.00	0.00	8,746.18	0.00	(8,746.18)	0.0%
51122	Temporary	825,000.00	(372,880.34)	452,119.66	135,684.43	0.00	316,435.23	30.0%
51130	Other pay	0.00	0.00	0.00	863.32	0.00	(863.32)	0.0%
51132	Special vacation pay	0.00	0.00	0.00	2,552.13	0.00	(2,552.13)	0.0%
51150	Vehicle-phone-data allowance	1,260.00	0.00	1,260.00	1,116.99	0.00	143.01	88.7%
51201	Retirement contribution	469,005.00	0.00	469,005.00	97,717.84	0.00	371,287.16	20.8%
51202	F.I.C.A.	63,113.00	0.00	63,113.00	7,267.09	0.00	55,845.91	11.5%
51203	PERS unfunded liability	1,396,809.00	0.00	1,396,809.00	291,750.56	0.00	1,105,058.44	20.9%
51210	Group health insurance	1,943,867.00	0.00	1,943,867.00	338,205.61	0.00	1,605,661.39	17.4%
51212	Group dental insurance	116,535.00	0.00	116,535.00	21,001.47	0.00	95,533.53	18.0%
51213	Vision insurance	18,732.00	0.00	18,732.00	3,561.02	0.00	15,170.98	19.0%
51214	Medicare insurance	108,708.00	0.00	108,708.00	25,172.61	0.00	83,535.39	23.2%
51215	Employee assistance program	4,356.00	0.00	4,356.00	861.56	0.00	3,494.44	19.8%
51220	Group life insurance	1,969.00	0.00	1,969.00	437.46	0.00	1,531.54	22.2%
51221	Disability insurance	86,241.00	0.00	86,241.00	10,382.13	0.00	75,858.87	12.0%
51222	SDI	39,084.00	0.00	39,084.00	7,328.33	0.00	31,755.67	18.8%
51230	Unemployment insurance	66,005.00	0.00	66,005.00	14,618.61	0.00	51,386.39	22.1%
51240	Workers' compensation	203,443.00	0.00	203,443.00	47,549.47	0.00	155,893.53	23.4%
Total		13,071,023.00	530,682.66	13,601,705.66	2,656,014.80	0.00	10,945,690.86	

Expenditure Balances

Criteria: Summarize By = Report,Account,Account; As Of = 9/30/2022; Period = 0,1..12; Activity = 36*; Account = 52*,53*,54*,55*,56*,57*,58*,59*

Acct	Title	Year-To-Date Ado Budget	Year-To-Date Adjustments	Year-To-Date Adj Budget	Year-To-Date Actual	Year-To-Date Encumbrances	Bdgt. to Act. Variance	Pct. Spent
52131	Claims management services - outside	12,000.00	0.00	12,000.00	466.04	0.00	11,533.96	3.9%
52135	Financial services - outside	527,783.00	9,618.39	537,401.39	131,946.00	9,618.39	395,837.00	26.3%
52139	Medical services	1,000.00	0.00	1,000.00	1,940.30	0.00	(940.30)	194.0%
52150	Merchant bank fees	600.00	0.00	600.00	0.00	0.00	600.00	0.0%
52155	Courier services	2,000.00	691.67	2,691.67	455.28	2,004.63	231.76	91.4%
52199	Other professional & technical services	205,000.00	9,000.00	214,000.00	37,282.75	40,373.90	136,343.35	36.3%
52201	Water, sewer and refuse	81,985.00	0.00	81,985.00	17,616.51	6,001.78	58,366.71	28.8%
52202	Hazardous materials disposal	500.00	0.00	500.00	0.00	0.00	500.00	0.0%
52211	Janitorial services	321,525.00	72,000.00	393,525.00	32,142.49	314,045.85	47,336.66	88.0%
52223	Equip annual inventory charge - internal	1,725.00	0.00	1,725.00	0.00	0.00	1,725.00	0.0%
52226	Vehicle work order charges - internal	11,795.00	0.00	11,795.00	55.00	0.00	11,740.00	0.5%
52227	Vehicle fuel island charges - internal	18,163.00	0.00	18,163.00	2,128.60	0.00	16,034.40	11.7%
52230	Vehicle pool car charges - internal	0.00	0.00	0.00	44.00	0.00	(44.00)	0.0%
52240	Office equipment operation/maint	7,590.00	0.00	7,590.00	623.75	0.00	6,966.25	8.2%
52241	Vehicle maintenance costs - outside	6,500.00	0.00	6,500.00	0.00	0.00	6,500.00	0.0%
52244	Other equipment operation/maintenance	10,975.00	0.00	10,975.00	0.00	0.00	10,975.00	0.0%
52246	Building and facility o & m - outside	290,761.00	0.00	290,761.00	58,940.11	117,813.23	114,007.66	60.8%
52247	Landscaping maintenance services	55,950.00	0.00	55,950.00	2,410.00	18,740.00	34,800.00	37.8%
52248	Software maintenance services	409,019.00	(9,000.00)	400,019.00	65,555.48	0.00	334,463.52	16.4%
52249	Hardware maintenance services	30,000.00	15,000.00	45,000.00	3,343.44	0.00	41,656.56	7.4%
52261	Equipment, building and land rentals	283,844.00	0.00	283,844.00	72,357.00	14,332.00	197,155.00	30.5%
52269	Equipment lease-outside	18,000.00	0.00	18,000.00	356.21	26,615.78	(8,971.99)	149.8%
52302	Travel and meetings	19,800.00	(6,000.00)	13,800.00	476.40	0.00	13,323.60	3.5%
52304	Training	98,760.00	6,000.00	104,760.00	25,731.11	2,000.00	77,028.89	26.5%
52403	Telecommunications service - outside	354,085.00	0.00	354,085.00	18,867.96	86,157.78	249,059.26	29.7%
52932	Liability insurance/surety bonds-interna	43,170.00	0.00	43,170.00	10,794.00	0.00	32,376.00	25.0%
52933	Liability insurance/surety bonds-outside	93,000.00	0.00	93,000.00	80,730.24	0.00	12,269.76	86.8%
52960	Advertising	31,570.00	0.00	31,570.00	1,249.00	0.00	30,321.00	4.0%
52961	Dues and memberships	37,453.00	0.00	37,453.00	26,576.06	0.00	10,876.94	71.0%
52972	Printing and binding-outside	32,600.00	0.00	32,600.00	3,686.17	0.00	28,913.83	11.3%
53101	Postage charges	7,000.00	0.00	7,000.00	1,925.00	0.00	5,075.00	27.5%
53102	Office supplies	25,650.00	0.00	25,650.00	5,746.79	0.00	19,903.21	22.4%
53106	Books and periodicals	1,393,533.00	861,555.17	2,255,088.17	431,677.73	56,215.66	1,767,194.78	21.6%
53107	Books and periodicals-grants & donations	21,923.00	162,184.57	184,107.57	7,935.64	0.00	176,171.93	4.3%
53108	Safety clothing and equipment	16,510.00	0.00	16,510.00	3,408.13	0.00	13,101.87	20.6%
53109	Copier supplies	6,680.00	0.00	6,680.00	0.00	0.00	6,680.00	0.0%
53112	Library functional supplies	171,500.00	0.00	171,500.00	25,413.65	11,879.75	134,206.60	21.7%

Run: 10/31/2022 9:03 AM

Expenditure Balances

Criteria: Summarize By = Report,Account,Account; As Of = 9/30/2022; Period = 0,1..12; Activity = 36*; Account = 52*,53*,54*,55*,56*,57*,58*,59*

Acct	Title	Year-To-Date Ado Budget	Year-To-Date Adjustments	Year-To-Date Adj Budget	Year-To-Date Actual	Year-To-Date Encumbrances	Bdgt. to Act. Variance	Pct. Spent
53113	Janitorial supplies	33,500.00	0.00	33,500.00	5,487.82	0.00	28,012.18	16.4%
53311	Electricity	205,275.00	0.00	205,275.00	51,267.57	0.00	154,007.43	25.0%
53312	Natural gas	39,950.00	0.00	39,950.00	1,116.42	0.00	38,833.58	2.8%
54990	Miscellaneous supplies and services	205,423.00	(4,947.97)	200,475.03	28,071.59	4,500.00	167,903.44	16.2%
56960	Loans and grants	0.00	277,587.87	277,587.87	0.00	5,600.00	271,987.87	2.0%
56995	Refunded fees and fines	2,000.00	0.00	2,000.00	45.29	0.00	1,954.71	2.3%
57401	Office furniture/equipment	18,000.00	0.00	18,000.00	699.98	0.00	17,300.02	3.9%
57402	Vehicle equipment	0.00	64,268.53	64,268.53	0.00	64,268.53	0.00	100.0%
57409	Computer equipment	240,000.00	0.00	240,000.00	0.00	124,574.29	115,425.71	51.9%
57990	Other capital outlay	200,000.00	42,616.08	242,616.08	21,911.24	99,862.54	120,842.30	50.2%
Total		5,594,097.00	1,500,574.31	7,094,671.31	1,180,480.75	1,004,604.11	4,909,586.45	

Chair Mali LaGoe
Vice Chair Carlos Palacios
Board Member Jamie Goldstein
Board Member Matt Huffaker



STAFF REPORT

DATE: November 10, 2022
TO: Library Joint Powers Authority Board
FROM: Yolande Wilburn, Library Director
RE: 1st Qtr. SCPL Incident Report

STAFF RECOMMENDATION

Accept and file Incident Report for 1st Qtr. FY 2022-2023.

DISCUSSION

The 1st quarter incident report shows the number of incidents occurred system-wide by branch and the number of suspensions issued by branch.

Attachment: Incident Report for 1st Qtr. FY 2022-2023

Prepared by: Kira Henifin,
Principal Management Analyst

Reviewed and Forwarded by: Yolande Wilburn, Library Director

SCPL Incident Report by Branch - FY 22/23

	QTR 1			QTR 2			QTR 3			QTR 4			YTD Totals		
	FY 21/22	FY 22/23	% Change	FY 21/22	FY 22/23	% Change	FY 21/22	FY 22/23	% Change	FY 21/22	FY 22/23	% Change	FY 21/22	FY 22/23	% Change
Aptos	4	0	-100%	2			0			0			6	0	-100.0%
Boulder Creek	Closed	4		Closed			Closed			1			1	4	0.0%
Branchforte	Closed	0		Closed			Closed			Closed			0	0	0.0%
Capitola	9	5	-44%	8			3			4			24	5	0.0%
Downtown	17	41	141%	12			42			23			94	41	-56.4%
Felton	4	6	50%	2			4			3			13	6	0.0%
Garfield Park	2	1	-50%	Closed			Closed			0			2	1	-50.0%
La Selva Beach	0	0		0			1			1			2	0	0.0%
Live Oak	2	4	100%	7			1			2			12	4	-66.7%
Scotts Valley	Closed	0		Closed			Closed			Closed			0	0	0.0%
TOTAL	38	61	61%	31			51			34			154	0	-100.0%

Suspensions by Branch

	QTR 1			QTR 2			QTR 3			QTR 4			YTD Totals		
	FY 21/22	FY 22/23	% Change	FY 21/22	FY 22/23	% Change	FY 21/22	FY 22/23	% Change	FY 21/22	FY 22/23	% Change	FY 21/22	FY 22/23	% Change
Aptos	Closed	0		0			0			0			0	0	0.0%
Boulder Creek	Closed	1		Closed			0			0			0	1	0.0%
Branchforte	Closed	0		Closed			0			0			0	0	0.0%
Capitola	0	1		0			2			1			3	1	0.0%
Downtown	10	17	70%	5			33			15			63	17	-73.0%
Felton	3	1	-67%	1			1			1			6	1	0.0%
Garfield Park	0	0		Closed			0			0			0	0	0.0%
La Selva Beach	0	0		0			0			0			0	0	0.0%
Live Oak	0	0		Closed			0			0			0	0	0.0%
Scotts Valley	Closed	0		Closed			Closed			Closed			0	0	0.0%
TOTAL	13	20	54%	6			36			17			72	20	-72.2%

* Reopenings - Capitola 6/12/21, Felton 2/22/20, La Selva Beach 3/20/21, Boulder Creek 5/7/22, Garfield Park 6/11/22, Scotts Valley 8/6/22, Live Oak 10/1/22

Chair Mali LaGoe
Vice Chair Carlos Palacios
Board Member Jamie Goldstein
Board Member Matt Huffaker



STAFF REPORT

DATE: November 10, 2022
TO: Library Joint Powers Authority Board
FROM: Yolande Wilburn, Library Director
RE: 1st Quarter Workplan FY 2023

RECOMMENDATION

Accept and file Workplan for 1st Quarter FY 2022-2023

DISCUSSION

Attached, please find the first quarter workplan. The first quarter plan runs from July 2022 through the end of September 2022 and the report attempts to capture the Library's work and programs/services that provided or supported a high impact in the community across five areas: 1. Learning 2. Digital Inclusion 3. Transformative Spaces 4. User Experience 5. Organizational Capacity.

The summer months, captured in this report, represent some of the most robust programming that the Library provides during the year. In addition to those services, and of note during this quarter, the Library reopened the Scotts Valley branch library. Just prior to the first quarter and in time for the Summer Learning Program, the newly reopened Garfield Park branch library had opened in June.

Attachment: 1st Qtr. Workplan FY 2022/2023

WORKPLAN:

FISCAL YEAR 2022-2023

<p>1. LEARNING</p>	<p>Adult Programming: <i>Creative Aging and Life Skills</i></p> <p>Youth Programming: <i>Kindergarten Readiness</i> <i>Student Success</i> <i>Safe Afterschool</i> <i>School Partnerships</i></p> <p>Outreach: <i>Bookmobile</i> <i>Jails</i> <i>Kermit</i> <i>Events</i></p>		
<p>2. DIGITAL INCLUSION</p>	<p>Tools</p>	<p>Resources</p>	<p>Innovation</p>
<p>3. TRANSFORMATIVE SPACES</p>	<p>Aptos Boulder Creek Branciforte Capitola Downtown</p>		<p>Felton Garfield Park La Selva Beach Live Oak Scotts Valley</p>
<p>4. USER EXPERIENCE</p>	<p>Staffing Convenience Localization</p>		<p>Collections Security</p>
<p>5. ORGANIZATIONAL CAPACITY</p>	<p>Administration Volunteers Succession Planning</p>		<p>Friends of the Library Staff Training</p>

1. Learning Accomplishments:

Quarter 1

ADULT

"This was a wonderful event, and I'm so appreciative of the extra work that went into making it hybrid."

"Many UCSC alums who've moved out of the area are still connected to people in Santa Cruz, and we are happy to encourage our SCruz family/friend community to use the public library and other wonderful resources that we miss (and in my case, completely lack where I live now- so sad). When I saw the event info, I signed up immediately, and then promptly shared the link with my local SCruz friends to express my excitement about the event; they in turn shared the event link with many other locals (most of whom don't even know). That promotes the event, of course, but also SCruz Shakespeare AND the public library."

- **Patron feedback on the Library's Shakespeare talk.**

"Wonderful! Learned so much! In-person rocks!"

- **Patron feedback on the Library's Tech Talks**

1,738 adult patrons attended 268 programs this past quarter. The following are some of the highlights:

Culture:

- Started the first all-ages reading challenge program to celebrate Latinx Heritage month (September 15-October 15). The "Lea Latinx/Read Latinx" reading challenge encourages readers to read and listen to a wide variety of books written, illustrated by, and about Latinx people. This program was sponsored by the Friends of the Santa Cruz Public Libraries.
- Hosted the annual Santa Cruz Shakespeare talk with Professor Michael Warren, simultaneously offering both an in-person at Downtown and an online option for attending with 38 attendees in person + 76 attendees virtual on Zoom.
- Collaborated with County Department of Parks & Rec, Arts Council, and Poetry Santa Cruz poets to achieve the Santa Cruz County Arts Commission's recommendation for an official Santa Cruz County Poet Laureate program.
- Began 6-week series of "Animate Your Life Story" for adults at Capitola in partnership with the Friends of the Santa Cruz Public Libraries and Community Television of Santa Cruz. Participants learned how to create their own stories with scene, setting, dialog, and narration, and then create an animation to be broadcast on local TV.

The Library Advantage (Civics, Society, Health, Career Advancement, Safety):

- The Library introduced "Medicare and You." These educational presentations at Capitola from the Health Insurance Counseling and Advocacy Program (HICAP) in partnership with Senior Network Services, a local non-profit agency, help patrons learn how to compare plans and hear what is new with Medicare in 2022. HICAP provides unbiased Medicare Insurance information throughout California.
- The Library introduced Workforce Innovation & Opportunity Act (WIOA) Intake in both English and Spanish at the Downtown branch's Life Literacies Center in partnership with Goodwill Central Coast to help job seekers access employment, education, training and support services to succeed in the labor market.
- Started a new season of Tech Talks with a return to in-person classes at Scotts Valley. The first classes focused on new technologies of growing interest, including a preview of the new iOS 16 operating system for mobile devices and an introduction to the Apple Watch.

- Hosted a class on “Steps Towards Making Your Home Fire Resistant” at Felton where participants learned about the topic through a talk and a real-life demonstration of how to include fire resistance as part of home and yard maintenance. This program was brought to the community by the Felton Library Friends with the Resource Conservation District of Santa Cruz County.
- Partnered with National Voter Registration Day staff and our local Santa Cruz County Elections Department to provide voter registration at our libraries on September 20 National Voter Registration Day
- Co-sponsored author event with Bookshop Santa Cruz and the Museum of Art & History to bring journalist Katherine Blunt to Santa Cruz for a discussion about her new book, *California Burning: The Fall of Pacific Gas and Electric—and What It Means for America's Power Grid*. The book explores the decline of California’s largest utility company that led to countless wildfires — including the one that destroyed the town of Paradise – and the human cost of infrastructure failure

Community Learning:

- Held free Gardening Basics workshops at Felton for teens and adults in partnership with Scarborough Gardens.
- Hosted Bookbinding class series taught by San Lorenzo Valley resident and expert bookbinder Beth Thomas at Felton to teach the history of bookbinding, styles of bindings, and the tools used for hand bookbinding. Participants learned how to complete a Coptic Binding- a hard bound book with decorative covers, eight signatures, and external sewing. This was the first Community-led art class series sponsored by the Felton Library Friends.
- Hosted the annual Our Community Reads kickoff voting party with the Aptos Library Friends, this year with attendees both in person at Capitola and virtually on Zoom. Holding a hybrid in-person/virtual event allowed more members of the community to join in and participate in choosing the book.

Beyond the Library’s Walls:

- Represented the Library at the Santa Cruz Museum of Natural History’s Birthday Bash event.
- Librarian Jesse Silva was interviewed by KSQD radio about community engagement and outreach to historically marginalized populations through the library’s County Correctional Facilities program <https://ksqd.org/jesse-silva-community-engagement-and-library-outreach/>.
- Two Milestones were awarded to participants in the County Correctional Facilities “People and Stories” reading program who completed all 12 classes. Milestones can be counted toward early release.
- Two librarians joined Santa Cruz County Commission on Justice and Gender subcommittees.
- Participated in the Homeless Garden Project’s Day of Dirt & Digging.

Quarter 1
YOUTH

Student Success

- The Library’s 2022 Summer Reading Program theme was Oceans of Possibilities. To encourage participation and offer fun learning opportunities during the summer, the Library presented live performers, storytimes, and craft/STEAM programs outdoors at open library branches, parks throughout the County, and at a low-income housing site in South County.

Overall, the Library offered 146 in-person programs attended by 4,916 youth and also 2 virtual programs attended by 78 youth.

- The Library promoted the Summer Reading Program at school and community outreach events, food distribution sites, county correctional facilities and juvenile hall and distributed 4,834 grab and go craft and STEAM kits at branches and food distribution sites.



Perry Yan the Magician had a turnout of over 75 in attendance at the newly reopened Garfield Park branch at the end of July. The patrons really enjoyed his performances and hope he returns for more programs next year.





*"I spoke with a mother and she said how much the Summer Reading Program meant to her and her two boys. Her eldest son has serious vision problems and had difficulty reading and by the age of five was behind other children in his class. It was very discouraging for him. He was able to get special lenses in his glasses to assist him and now he loves to read. This current past summer his mother said he enjoyed the challenge of reading with a goal and incentive and his reading ability went up two reading levels this summer. She is so happy to have this program available during summer break. Her youngest is just beginning to read and is very selective in his books and already has favorites to read. He was busy mulling over which Otto the robot books by David Milgrim to read. He also loves Elephant and Piggie series." - **Library Information Specialist Patty Webster***

SUMMER READING PROGRAM

1,615 children and teens signed up for the Summer Reading Program, receiving a certificate for a free graphic novel from Atlantis Fantasyworld. The reading challenge of 5 hours was achieved by 687 children 0-11, who received a book to keep, and 138 teens, who received a teen goody bag. The 20 hour challenge was achieved by 561 children and teens, who earned a free scoop from Penny Ice Creamery. The Friends of Santa Cruz Public Libraries provided support for SRP by providing funds for incentive books, performer programs, and craft supplies and books given out at food distribution sites.

SRP Participants 2022 Compared to 2021				
	Participants Signed Up		Minutes Reading	of
	2022	2021	2022	2021
Kids 0-11	1,362	1,451	979,152	1,060,452
Teens 12-18	253	282	220,770	214,550
Adults 19+	571	621	600,117	582,621
Total	2,186	2,354	1,800,039	1,857,623

Early Literacy/Kindergarten Readiness

- The newly reopened Scotts Valley restarted its Story Time programs for toddlers and preschoolers with weekly attendance ranging from 25-35.
- Systemwide, 385 kids have signed up for the Library’s newest initiative: 1000 Books Before Kindergarten.

Safe After School

- La Selva Beach has re-started Lego Not-So Simple Machines and EV3 Robotics programs after the long COVID break. Participants make devices that use simple machines, then program motors to run their creation.
- Make and Explore programs restarted in September at multiple branches.

Teens

- The Teen Zine Program has begun at Scotts Valley.
- Advisory Council for Teens (ACT) @ North County has moved to Scotts Valley. We had our first meeting in September and it went great. We added two more teens to the group. At this moment, we have at least 3 teens show up for every session. ACT is providing feedback to the Library for the Felton Teen Room remodel and the Scotts Valley Teen Room.
- Princeton Review held its second virtual workshop. Crafting your College Application Essay was August 17. An in-person viewing was offered at Capitola.
- CHP and IMPACT held a teen driver safety class July 6th at Capitola.
- The Mid/South County Advisory Council of Teens members continued to assist with the Afternoon STEAM programs at La Selva Beach. They also assisted with the Friends raffle and crowd control for the Taiko Drum performance at the LSB Books & Brews event on July 30.
- ACT members also added [links](#) to the SafeSpace site in the Teen Self Help section of the Library’s Teen Page on the website. SafeSpace offers Teen-curated resources to support mental health.

Beyond the Library's Walls

- Staff tabled at the Live Oak School District's Back to School BBQ
- Library Staff visited Scotts Valley Farmers Market. More than 50 people came by and check out Kermit (the Library's Bikemobile seen below).
- Latinx Bingo Cards: Staff created interactive bingo cards for all ages for them to explore Latinx literature. The program is running all through Hispanic Heritage Month and the last day will be October 31.



- Staff spoke with 150 people at Fiestas Patrias, on Saturday, Sep 17, 2022 in downtown Santa Cruz.
- At the Museum of Natural History Birthday Bash, staff put together a “Making salt-dough fossils” craft using seashells, leaves and rocks. Children and their adults could make a fossil like the samples from the Museum rocks and fossils display.

2. Digital Inclusion Accomplishments:

Quarter 1

- The Library deployed Meeting Owl 3 hardware to the currently open branches for the library's in-person/virtual hybrid programs to successfully create immersive experiences for both in-person and virtual attendees alike. This hardware was funded by a grant from the Friends of the Santa Cruz Public Libraries
- The digital literacy team created a new subsection in the library website's Digital Learning section, the "[Immunity Lab](#)," as an accompaniment to our Tech Talks hands-on classes on mobile device literacy. This digital literacy learning tool explores the downsides of using mobile devices and how to protect yourself by defining what a healthy relationship with technology looks like. The evolving content seeks to answer the question, “How can we reduce risks and use mobile devices to benefit our lives?” Topic areas include mobile device

proficiency basics, privacy & security options, and media navigation in a world full of misinformation. Each topic area includes solutions, actionable steps, and resources.

3. Transformative Spaces Accomplishments:

Quarter 1

- The Library celebrated the reopening of its Scotts Valley Branch on August 6th.
- Scotts Valley Teens voiced their concerns that the use of the space by adults makes them uncomfortable. Library staff listened to their concerns and created signage stating that the space is only for teens and established times for only teens hours.

4. User Experience Accomplishments:

Quarter 4

- Updated and refreshed the Scotts Valley library collection, including a local history collection.
- Updated Get Out & Explore Kits, merging the Ocean and Mountains kits into one type of kit, with renewed parks passes.
- Updated holdings with OCLC, resulting in a complete refresh of the WorldShare holdings, making the Library's holdings more accessible to the library world.
- The Library installed PeopleCounter into its branches. The technology permits more user-friendly gate counts, including hourly usage reports of the branches. This information can be used to directly inform staffing levels.
- The Library upgraded its UPS (Uninterruptible Power Equipment) within its data center

5. Organizational Capacity:

Quarter 1

- The Youth Services Team hired a new reading comprehension teacher for Felton R.E.A.D. They also hired two Homework Help site supervisors for Scotts Valley and Capitola.
- Emily Bresett was promoted to Librarian and joined the Youth Services Team in the North Region. She is based at the Scotts Valley Branch.
- Lauren Wysham was promoted to branch manager of the Boulder Creek Branch Library and Phil Boulton became the Felton Branch Library's new manager.
- Gregory Yeh was hired as the new Management Analyst
- The following Library Assistant IIs joined the system as benefited staff: Damari Nelson at Branciforte, Odessa Cross at Felton, Cami Newton at Boulder Creek, Danielle Zaragosa-Edler at Scotts Valley, and Katherine Craig at Downtown.
- Miguel Rodriguez was hired into the Library's IT division as a Network and Systems Administrator.
- Filiberto Garcia was promoted to Network and Systems Administrator.

Volunteers

- The youth team was very fortunate to have the help of a Volunteer Intern, Lily Garcia, who assisted with Lunch at the Library and SRP programming as part of an internship through Smith College. She prepared craft kits, helped with set-up and distribution at lunch sites, updated bibliographies, and helped with Make and Explore Programs.

Chair Mali LaGoe
Vice Chair Carlos Palacios
Board Member Jamie Goldstein
Board Member Matt Huffaker



STAFF REPORT

DATE: November 10, 2022
TO: Library Joint Powers Authority Board
FROM: Yolande Wilburn, Library Director
RE: Update Conflict of Interest List of Designated Filers

STAFF RECOMMENDATION

Approve and file the updated list of filers under the Library's Conflict of Interest Code.

DISCUSSION

The LJPA reviews and approves changes made to the list of designated filers listed under the Library's Conflict of Interest Code.

All changes are indicated in red on the attached list.

Attachments: Conflict of Interest Code Policy #103

Report Prepared by: Kira Henifin,
Principal Management Analyst

Reviewed and Forwarded by: Yolande Wilburn, Library Director

Conflict of Interest Code Policy

JPAB Policy # 103
Approved: 2015
Last Revised: 3/2020
Approved: 12/2021
Annual Review Schedule: 12/2022

**CONFLICT OF INTEREST CODE
SANTA CRUZ LIBRARY-COUNTY
LIBRARY SYSTEM**

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Originally Adopted by Resolution: 2015-001

**CONFLICT OF INTEREST CODE
FOR THE
SANTA CRUZ LIBRARY-COUNTY LIBRARY SYSTEM**

ARTICLE I. STATUTORY PROVISIONS

In compliance with the Political Reform Act of 1974, California Government Code Section 81000 et seq., and specifically with Section 87300 et seq., the Santa Cruz Library-County Library System hereby adopts this Conflict of Interest Code which shall be applicable to all designated employees of the Library. The requirements of this Code are in addition to other requirements of the Political Reform Act, such as the general prohibition against conflicts of interest contained in Government Code Section 87100, and are in addition to any other state or local laws pertaining to conflicts of interest.

ARTICLE II. PROVISION OF CONFLICT OF INTEREST CODE

Section 1. Definitions.

The definitions contained in the Political Reform act of 1974, Regulations of the Fair Political Practices Commission (2 Cal. Admin. Code Sections 18100 et seq.), and any amendments to the Act or regulations, are incorporated by reference into this Conflict of Interest Code.

Section 2. Designated Employees.

The persons holding positions listed in Appendix A are designated employees. It has been determined that these persons make or participate in the making of decisions which may foreseeably have a material effect on financial interests.

Section 3. Disclosure Categories.

This Code does not establish any disclosure obligation for those designated employees who are also specified in Government Code Section 87200 if they are designated in this Code in that same capacity or if the geographical jurisdiction of the Library System is the same or is wholly included within the jurisdiction in which those persons must report their financial interests pursuant to Article 2 of Chapter 7 of the Political Reform Act, Government Code Sections 87200 et seq.⁴

Such persons are covered by this Code for disqualification purposes only. With respect to all other designated employees, the disclosure categories set forth in Appendix A specify which kinds of financial interests are reportable. Such a designated employee shall disclose in his or her statement of economic interests those financial interests he or she has which are of the kind described in the disclosure categories to which he or she is assigned in Appendix A. It has been determined that the financial interests set forth in a designated employee's disclosure categories are the kinds of financial interests which he or she foreseeably can affect materially through the conduct of his or her office.

⁴ Designated employees who are required to file statements of economic interests under any other agency's conflict of interest code, or under Article 2 for a different jurisdiction, may expand their statement of economic interests to cover reportable interests in both jurisdictions, and file copies of this expanded statement with both entities in lieu of filing separate and distinct statements, provided that each copy of such expanded statement filed in place of an original is signed and verified by the designated employee as if it were an original. See Govt. Code Section 81004.

Section 4. Statement of Economic Interests: Place of Filing.

All designated employees required to submit a statement of economic interest shall file such statements with the Library Board Clerk, who shall be the filing officer.⁵

Section 5. Statement of Economic Interests: Time of Filing.

- (a) Initial Statements. All designated employees employed by the Library on the effective date of this Code, as originally adopted, promulgated and approved by the Library Board, shall file statements within thirty days after the effective date of this Code. Thereafter, each person already in a position when it is designated by an amendment to this Code shall file an initial statement within thirty days after the effective date of the amendment.
- (b) Assuming Office Statements. All persons assuming designated positions after the effective date of this Code shall file statements within thirty days after assuming the designated positions.
- (c) Annual Statements. All designated employees shall file statements no later than April 1 of each year.
- (d) Leaving Office Statements. All persons who leave designated positions shall file statements within thirty days after leaving office.

Section 6. Contents of and Period Covered by Statements of Economic Interests.

- (a) Contents of Initial Statements. Initial statements shall disclose any reportable investments, interests in real property and business positions held on the effective date of the Code.
- (b) Contents of Assuming Office Statements. Assuming office statements shall disclose any reportable investments, interests in real property and business positions held on the date of assuming office.
- (c) Contents of Annual Statements. Annual statements shall disclose any reportable investments, interests in real property, income and business positions held or received during the previous calendar year provided, however, that the period covered by an employee's first annual statement shall begin on the effective date of the Code or the date of assuming office whichever is later.
- (d) Contents of Leaving Office Statements. Leaving Office Statements shall disclose reportable investments, interests in real property, income and business positions held or received during the period between the closing of the last statement filed and the date of leaving office.

Section 7. Manner of Reporting.

Statements of economic interests shall be made on forms prescribed by the Fair Political Practices Commission and supplied by the Library and shall contain the following information:

⁵ See Govt. Code Section 81010 and 2 Cal.Admin.Code Section 18115 for the duties of filing officers and persons in agencies who make and return copies of Statements and forward the originals to the filing officer.

(a) Investment and Real Property Disclosure. When an investment or an interest in real property⁶ is required to be reported⁷ the statement shall contain the following:

1. A statement of the nature of the investment or interest;
2. The name of the business entity in which each investment is held and a general description of the business activity in which the business entity is engaged;
3. The address or other precise location of the real property;
4. A statement whether the fair market value of the investment or interest in real property exceeds two thousand dollars (\$2,000), ten thousand dollars (\$10,000), exceeds one hundred thousand dollars (\$100,000), or exceeds one million dollars (\$1,000,000).

(b) Personal Income Disclosure. When personal income is required to be reported⁵ the statement shall contain:

1. The name and address of each source of income aggregating five hundred dollars (\$500) or more in value, or fifty (\$50) or more in value if the income was a gift, and a general description of the business activity, if any, of each source.
2. A statement whether the aggregate value of income from each source, or in the case of a loan, the highest amount owed to each source, was at least five hundred dollars (\$500), but did not exceed one thousand dollars (\$1,000), whether it was greater than one thousand dollars (\$1,000), whether it was greater than ten thousand dollars (\$10,000) or whether it was greater than one hundred thousand dollars (\$100,000).
3. A description of the consideration, if any, for which the income was received;
4. In the case of a gift, the name, address and business activity of the donor and any intermediary through which the gift was made, a description of the gift, the amount for value of the gift, and the date on which the gift was received.
5. In the case of a loan, the annual interest rate and the security, if any, given for the loan.

(c) Business Entity Income Disclosure. When income of a business entity, including income of a sole proprietorship, is required to be reported⁸ the statement shall contain:

⁶ For the purpose of disclosure only (not disqualification), an interest in real property does not include the principal residence of the filer.

⁷ Investments and interests in real property which have a joint market value of less than \$1,000 are not investments and interests in real property within the meaning of the Political Reform Act. However, investments or interests in real property of an individual include those held by the individual's spouse and dependent children as well as a pro rata share of any investment or interest in real property of any business entity or trust in which the individual, spouse and dependent children own in the aggregate, a direct, indirect or beneficial interest of 10 percent or greater.

⁵ Designated employee's income includes his or her community property interest in the income of his or her spouse but does not include salary or reimbursement for expenses received from a state, local or federal governmental agency.

⁸ Income of a business entity is reportable if the direct, indirect or beneficial interest of the filer and the filer's spouse in the business entity aggregates a 10 percent or greater interest. In addition, the disclosure of persons who are clients or customers of a business entity is required only if the clients or customers are within one of the disclosure categories of the filer.

1. The name, address, and a general description of the business activity of the business entity.
 2. The name of every person from whom the business entity received payments if the filer's pro rata share of gross receipts from such person was equal to or greater than ten thousand dollars (\$10,000).
- (d) **Business Position Disclosure.** When business positions are required to be reported, a designated employee shall list the name and address of each business entity in which he or she is a director, officer, partner, trustee, employee, or in which he or she holds any position of management, a description of the business activity in which the business entity is engaged, and the designated employee's position with the business entity.
- (e) **Acquisition or Disposal During Reporting Period.** In the case of an annual or leaving office statement, if an investment or an interest in real property was partially or wholly acquired or disposed of during the period covered by the statement, the statement shall contain the date of acquisition or disposal.

Section 8. Disqualification.

No designated employee shall make, participate in making, or in any way attempt to use his or her official position to influence the making of any governmental decision which he or she knows or has reason to know will have a reasonably foreseeable material financial effect distinguishable from its effect on the public generally, on:

- (a) Any business entity in which the designated employee has a direct or indirect investment worth two thousand dollars (\$2,000) or more;
- (b) Any real property in which the designated employee has a direct or indirect interest worth two thousand dollars (\$2,000) or more;
- (c) Any source of income, other than gifts and other than loans by a commercial lending institution in the regular course of business on terms available to the public without regard to official status, aggregating five hundred dollars (\$500) or more in value provided to, received by or promised to the designated employee within twelve months prior to the time when the decision is made.
- (d) Any business entity in which the designated employee is a director, officer, partner, trustee, employee, or holds any position of management; or
- (e) Any donor of or any intermediary or agent for a donor of a gift or gifts aggregating four hundred forty dollars (\$440) or more in value provided to, received by, or promised to the designated employee within 12 months prior to the time when the decision is made.

No designated employee shall be prevented from making or participating in the making of any decision to the extent his or her participation is legally required for the decision to be made. The fact that the vote of a designated employee who is on a voting body is needed to break a tie does not make his or her participation legally required for purposes of this section.

Section 9. Manner of disqualification.

When a designated employee determines that he or she should not make a governmental decision because he or she has a disqualifying interest in it, the determination not to act must be accompanied by disclosure of the disqualifying interest. In the case of a designated employee who is a board member or commissioner, determination and disclosure shall be made at the meeting during which consideration of the decision takes place and shall be made part of the official record of the board or commission; in the case of a designated employee which is the head of a department, this determination and disclosure shall be made in writing to his or her appointing authority; and in the case of other designated employees, this determination and disclosure shall be made in writing to the designated employee's supervisor.

Section 10. Assistance of the Board.

Any designated employee who is unsure of his or her duties under this Code may request assistance from the Fair Political Practices Commission pursuant to Government Code Section 83114 or from the Santa Cruz City attorney provided that nothing in this section requires the Santa Cruz City attorney to issue any formal or informal opinion.

Section 11. Violations.

This Code has the force and effect of law. Designated employees violating any provision of this Code or subject to the administrative, criminal and civil sanctions provided in the Political Reform Act, Government Code Sections 81000-91014. In addition, a decision in relation to which a violation of the disqualification provisions of this Code or of Government Code Section 87100 or 87450 has occurred may be set aside as void pursuant to Government Code Section 91003.

APPENDIX A

Schedule of Designated Positions and Their Disclosure Categories

DESIGNATED POSITIONS	DISCLOSURE CATEGORY
BOARD of DIRECTORS	Govt. Code §87200
ADVISORY COMMISSIONERS	1
DIRECTOR of LIBRARIES	Govt. Code §87200
ASST. DIRECTOR of LIBRARIES	1
TREASURER-CONTROLLER	Govt. Code §87200
REGIONAL MANAGERS ADULT SERVICES MANAGER YOUTH SERVICES MANAGER BRANCH OPERATIONS MANAGER	3
PRINCIPAL MANAGEMENT ANALYST	3
MANAGEMENT ANALYST	3
LIBRARY INFORMATION TECHNOLOGY MANAGER	3
LIBRARIAN III- COLLECTION MNGT. SERVICES	3
LIBRARIAN II – SELECTION /CATALOGING (Qty. 4)	3
COMMUNICATIONS MANAGER /LIBRARIAN II	3
COMMUNITY RELATIONS SPECIALIST	3
LIBRARY SPECIALISTS (Qty.2)	3
FIELD SERVICE CREW LEADER	3
LEGAL COUNSEL	1
SPECIFIED CONSULTANTS Those consultants likely to participate in the making of a governmental decision as determined by the Library Manager in writing.	1

Updated: March 5, 2020
A - 3

APPENDIX B

General Provisions and List of Disclosure Categories

1. **FULL DISCLOSURE**

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

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

2. **ALL INCOME, EXCLUDING INTERESTS IN REAL PROPERTY**

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

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

3. **LIBRARY SYSTEM/DEPARTMENT-RELATED INCOME**

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

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

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

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

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

5. **REGULATORY, LAND DEVELOPMENT RELATED INCOME, REAL PROPERTY**

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

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

Chair Mali LaGoe
Vice Chair Carlos Palacios
Board Member Jamie Goldstein
Board Member Matt Huffaker



STAFF REPORT

DATE: November 10, 2022
TO: Library Joint Powers Authority Board
FROM: Yolande Wilburn, Library Director
RE: Library Sales Tax Revenue Update

STAFF RECOMMENDATION

Accept and File Library Sales Tax Revenue Update 1st Qtr. for FY 2022-23.

BACKGROUND

The County of Santa Cruz respectfully submits the Library Sales Tax Revenue Update. This report covers actual receipts for the first quarter FY 2022-23.

Attachments: 1st Qtr. FY 2022-23 Library Sales Tax Revenue Update

Report Prepared by: Nicole Coburn,
 Assistant County Administrative Officer

Reviewed and Forwarded by: Yolande Wilburn, Library Director



County of Santa Cruz

COUNTY ADMINISTRATIVE OFFICE
701 OCEAN STREET, SUITE 520, SANTA CRUZ, CA 95060-4073
831) 454-2100 • FAX: (831) 454-3420 • TDD/TTY: CALL 711
CARLOS J. PALACIOS, COUNTY ADMINISTRATIVE OFFICER

November 2, 2022

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

LIBRARY SALES TAX REVENUE UPDATE

Dear Members of the Board of Directors:

The purpose of this letter is to provide an update on the Library Sales Tax actual receipts for the 2021-22 and 2022-23 fiscal years.

In 2022-22, the Library Financing Authority received sales tax revenue totaling \$13,707,234, or \$1,291,232 (10.4%) more than the adopted budget. This is a \$1,927,347 (16.4%) increase from 2020-21 actual receipts as shown in the attached history.

In 2022-23, actual revenue from the Library Sales Tax for the 1st quarter is slightly lower than the estimated amount, but revenue remains strong, and we anticipate reaching the budgeted amount. For the 1st quarter, sales tax revenue totaled \$3,537,556, which is \$35,444 (0.3%) less than the 1st quarter estimate provided to the Authority in June.

This office will provide an update in January when sales tax revenue for the 2nd quarter of 2022-23 is known. If you have any questions, please call me at 454-2100.

Sincerely,

DocuSigned by:

Nicole Coburn

Assistant County Administrative Officer

Attachment

cc: Library Director, Santa Cruz City/County Library System
Library Director, Watsonville Library
County Administrative Officer
City Managers
Auditor-Controller-Treasurer-Tax Collector
Finance Director, City of Santa Cruz
Finance Director, City of Watsonville

SERVING THE COMMUNITY – WORKING FOR THE FUTURE

Library Sales Tax Receipts - Quarterly and Annual

Year	Quarter	Quarterly Actual	Annual		
			Actual	Change over Prior Year	% Change over Prior Year
2011-12	1	1,977,610			
2011-12	2	2,017,194			
2011-12	3	1,926,748			
2011-12	4	1,878,232	\$7,799,784	\$487,098	6.66%
2012-13	1	2,067,292			
2012-13	2	2,213,276			
2012-13	3	2,073,641			
2012-13	4	2,010,230	\$8,364,440	\$564,656	7.24%
2013-14	1	2,308,067			
2013-14	2	2,271,714			
2013-14	3	2,211,364			
2013-14	4	2,082,934	\$8,874,079	\$509,639	6.09%
2014-15	1	2,321,923			
2014-15	2	2,338,481			
2014-15	3	2,295,975			
2014-15	4	2,183,913	\$9,140,291	\$266,212	3.00%
2015-16	1	2,458,685			
2015-16	2	2,516,897			
2015-16	3	2,378,260			
2015-16	4	2,244,832	\$9,598,675	\$458,384	5.01%
2016-17	1	2,503,646			
2016-17	2	2,571,786			
2016-17	3	2,487,745			
2016-17	4	2,334,143	\$9,897,319	\$298,645	3.11%
2017-18	1	2,650,310			
2017-18	2	2,701,663			
2017-18	3	2,548,173			
2017-18	4	2,445,825	\$10,345,970	\$448,651	4.53%
2018-19	1	2,621,108			
2018-19	2	3,060,073			
2018-19	3	2,755,632			
2018-19	4	2,509,718	\$10,946,530	\$600,560	5.80%
2019-20	1	2,763,878			
2019-20	2	2,808,769			
2019-20	3	2,898,615			
2019-20	4	1,932,316	\$10,403,578	(\$542,952)	-4.96%
2020-21	1	2,948,620			
2020-21	2	2,946,224			
2020-21	3	2,887,198			
2020-21	4	2,997,846	\$11,779,888	\$1,376,310	13.23%
2021-22	1	3,502,644			
2021-22	2	3,416,562			
2021-22	3	3,455,708			
2021-22	4	3,332,321	\$13,707,234	\$1,927,347	16.36%

Chair Mali LaGoe
Vice Chair Carlos Palacios
Board Member Jamie Goldstein
Board Member Matt Huffaker



STAFF REPORT

DATE: November 10, 2022
TO: Library Joint Powers Authority Board
FROM: Yolande Wilburn, Library Director
RE: Budget Adjustment for Grant Funds Awarded

STAFF RECOMMENDATION

Accept and amend the FY 23 Operating Budget to include grant funds awarded from the Pacific Library Partnership in the amount of \$12,000 and CA State Library in the amount of \$20,000 to the Santa Cruz Public Libraries.

DISCUSSION

Innovation and Technology Grant; \$12,000

SCPL applied and was awarded a grant from the Pacific Library Partnership Innovation and Technology Grant Program. This grant will work to address employee performance and engagement through improved onboarding and performance evaluation processes using the NEOGOV Onboard and Perform modules.

The increased turnover brought on by the global pandemic resulted in a need to provide more effective and efficient onboarding in a safe and hybrid environment. At recent strategic planning sessions, staff identified a lack of knowledge about the evaluation criteria and path for career advancement as significant concerns. Santa Cruz Public Libraries will utilize the NEOGOV Onboard to develop and deploy custom onboarding checklists with synchronous and asynchronous learning based on each job classification to ensure new staff receives the training needed for success.

The Perform module will enhance engagement by allowing each staff member to journal their accomplishments and achievements and interact with their supervisor throughout the year rather than just when the performance evaluation is due. The software notifies supervisors and team members of evaluation due dates to ensure they are submitted promptly and coincide with any scheduled merit increases. Team members and their supervisors can track training, adjust goals and communicate the role of the team member and their value in the organization.

Copy Cat Grant: \$20,000

The Copy Cat grant was awarded from the CA State Library. These funds will help secure new laptops for the afterschool STEAM programs. These programs will target youth ages 8 to 18 from underserved communities. Current programs are Minecraft.edu, Lego Simple Machines, Lego Robotics, Make Lab and Homework Help.

Current resources are limiting the library to single program per day for the entire system. Additional equipment will allow multiple programs to occur simultaneously. Also, smaller class sizes will give librarians more opportunities to work with students individually and make information more comprehensible.

Program marketing and publicity would focus on areas with lower test scores and income level. The goal is to offer programs to children from underserved and low-income communities who could not afford to pay for similar programs offered through Parks & Recreation or private enterprises. Having the equipment to provide more STEAM programs will provide our underserved youth with an equitable chance to learn and develop valuable 21st century skills that can help them with future college and career competencies.

Attachments: Budget Adjustment

Report Prepared by: Kira Henifin, Principal Management Analyst

Reviewed and Forwarded by: Yolande Wilburn, Library Director

Council Approval
 Administrative Approval

**City of Santa Cruz
BUDGET ADJUSTMENT REQUEST**

Clear Form

Fiscal Year: 2023
Date: 11/10/2022

CM/FN Use Only:
Reso #:
JE Post#:

Purpose: LJPB approved grant funds at its November 10, 2022 meeting.

ACCOUNT	PROJECT	REVENUE EDEN ACCOUNT TITLE	AMOUNT
951-36-51-0000-43310		Local Grant	12,000
g3623		Employee Engagement Grant	
951-36-51-0000-43210		State Grant	20,000
g3623		Copy Cat Grant	
TOTAL REVENUE			32,000

ACCOUNT	PROJECT	EXPENDITURE EDEN ACCOUNT TITLE	AMOUNT
951-36-51-3601-52248		Software	12,000
g3623		Employee Engagement Grant	
951-36-51-3601-57409		Computer Equipment	20,000
g3623		Copy Cat Grant	
TOTAL EXPENDITURE			32,000

NET: \$ 0

REQUESTED BY	DEPARTMENT HEAD APPROVAL	BUDGET/ACCOUNTING* APPROVAL	FINANCE DIRECTOR APPROVAL	CITY MANAGER APPROVAL

Chair Mali LaGoe
Vice Chair Carlos Palacios
Board Member Jamie Goldstein
Board Member Matt Huffaker



STAFF REPORT

DATE: November 10, 2022
TO: Library Joint Powers Authority Board
FROM: Yolande Wilburn, Library Director
RE: Library Vehicle Purchases

STAFF RECOMMENDATION

Accept and amend the FY 23 operating budget:

- (a) to remove the previously adopted transfer out for future vehicle replacement savings in the amount of \$54,999.
- (b) to include the transfer-in of funds in the amount of \$28,500 from the Vehicle Replacement fund to help fund the two new vehicle replacement purchases.
- (c) to include two vehicle replacement purchases in the amount of \$83,499.

DISCUSSION

As part of the adopted FY 22 operating budget the LJPB approved the replacement of two library vehicles. The order was placed in July 2021. However, like with all delays over the past 2 years, these vehicles were not received until October 2022. The funds that were budgeted in FY 22 went unspent.

Now that the receipt date of these vehicles is in FY 23, the Library will need to amend the FY 23 operating budget and re-allocate funds for these purchases.

The Library will fund the newly appropriated \$83,499 vehicle purchases with funds regularly scheduled for transfer to the vehicle replacement fund for future vehicle replacement savings, as

well transferring in funds from the vehicle replacement fund to help fully fund the new appropriation for the two new library vehicles.

The attached budget adjustment details (a) the vehicle replacement fund transfer canceled, (b) transfer in from the vehicle replacement fund to fully fund the new vehicle appropriation, and (c) the remainder of funds need to fund the expense account since a partial adjustment was made at the end of last year when the PO was carried forward.

Attachment: Budget Adjustment

Prepared by: Kira Henifin,
Principal Management Analyst

Reviewed and Forwarded by: Yolande Wilburn, Library Director

**City of Santa Cruz
BUDGET ADJUSTMENT REQUEST**

Clear Form

- Administrative Approval
- Council Approval

Fiscal Year: 2023

Date: 11/10/2022

Reso #:

Purpose: LJPB approve vehicle replacement purchases for vehicles #151 and #528 ordered in FY 22 but delivered in FY 23.

ACCOUNT	PROJECT	PROJECT NAME	REVENUE EDEN ACCOUNT TITLE	AMOUNT
951-00-00-0000-49191			Intra-Entity Transfer In (b)	28,500.00
TOTAL REVENUE				28,500.00

ACCOUNT	PROJECT	PROJECT NAME	EXPENDITURE EDEN ACCOUNT TITLE	AMOUNT
951-00-00-0000-59191			Intra Entity Transfer to Vehicle Rep (a)	-54,999.00
951-36-51-3601-57402			Vehicle equipment (c)	19,230.47
961-00-00-0000-59191			Intra-entity fund transfer out (b)	28,500.00
TOTAL EXPENDITURE				-7,268.53

NET: \$ 35,768.53

REQUESTED BY	DEPARTMENT HEAD APPROVAL	BUDGET/ACCOUNTING REVIEWED	FINANCE DIRECTOR APPROVAL	CITY MANAGER APPROVAL

Chair Mali LaGoe
Vice Chair Carlos Palacios
Board Member Jamie Goldstein
Board Member Matt Huffaker



STAFF REPORT

DATE: November 10, 2022
TO: Library Joint Powers Authority Board
FROM: Yolande Wilburn, Library Director
RE: Library Closure Schedule for Calendar Year 2022 (remaining) and 2023

RECOMMENDATION

Approve:

1. Library Closure Schedule for the remainder of 2022
2. Library Closure Schedule for the 2023 calendar year
3. Eliminate Policy #108-Library Closure Policy

DISCUSSION

The current Library Holiday Closure Policy #108 was last approved by the LJPB in April 2022. As the 2022 Christmas and New Year's holidays approach, the library is requesting a change to what was previously approved.

The current closure schedule for December lists the library as closing:

Saturday, December 24th: Christmas Eve- Close at 2pm

Sunday, December 25th: Christmas Day- Closed

Saturday, December 31st: New Year's Eve-Close at 2pm

Sunday, January 1st: New Year's Day-Closed

The Library is requesting this be changed to the following:

Saturday, December 24th: Christmas Eve - Close at 2pm

Sunday, December 25th: Christmas Day - Closed

Monday, December 26th: Day After Christmas - Closed in Observance

Saturday, December 31st: New Year's Eve - Close at 2pm

Sunday, January 1st: New Year's Day - Closed

Monday, January 2nd: Day After New Year's - Closed in Observance

In addition, the Library is asking the LJPB to approve the closure schedule for 2023 (attached).

Finally, the Library is also recommending the removal of policy #108-Holiday Closure Policy and instead incorporate the Library Closure Schedule in the annual budget adoption each June.

Attachments:

2023 Library Closure Schedule for the Santa Cruz Public Library System

Prepared by: Kira Henifin, Principal Management Analyst

Reviewed and Approved by: Yolande Wilburn, Library Director



2023 Library Closure Schedule for the Santa Cruz Public Library System

January	Sunday, January 1 st New Year's Day Monday, January 2 nd New Year's Day Observed Monday, January 16 th Martin Luther King Jr. Day
February	Monday, February 20 th Presidents Day
April	Thursday, April 27 th Spring Staff Training Day
May	Monday, May 29 th Memorial Day
June	Monday, June 19 th Juneteenth
July	Tuesday, July 4 th Independence Day
September	Monday, September 4 th Labor Day
October	Thursday, October 12 th Autumn Staff Training Day
November	Friday, November 10 th Veterans' Day Observed Saturday, November 11 th Veterans' Day Thursday, November 23 rd Thanksgiving Day Friday, November 24 th Day after Thanksgiving
December	Sunday, December 24 th Christmas Eve Monday, December 25 th Christmas Day Sunday, December 31 st New Year's Eve

Approved at the November 10, 2022 LJPB meeting.

Chair Mali LaGoe
Vice Chair Carlos Palacios
Board Member Jamie Goldstein
Board Member Matt Huffaker



STAFF REPORT

DATE: November 10, 2022
TO: Library Joint Powers Authority Board
FROM: Yolande Wilburn, Library Director
RE: Annual Meeting Schedule 2023

RECOMMENDATION

Adopt Annual Meeting Schedule 2023.

DISCUSSION

The Library is proposing the attached meeting schedule for 2023.

Attachment: Annual Meeting Schedule 2023



2023 Meeting Dates

LFFA (Libraries Facilities Financing Authority)
Immediately followed by the LJPA (Library Joint Powers Authority)

**All meetings are held on
Thursdays at 9:00 am**

Meeting Date	Time	Location
February 2	9:00 am	Zoom
May 4	9:00 am	Boulder Creek Branch Library
June 1	9:00 am	Branciforte Branch Library
August 3	9:00 am	Scotts Valley Branch Library
November 2	9:00 am	Aptos Branch Library

Chair Mali LaGoe
Vice Chair Carlos Palacios
Board Member Jamie Goldstein
Board Member Matt Huffaker



STAFF REPORT

DATE: November 10, 2022
TO: Library Joint Powers Board
FROM: Eric Howard, Assistant Director of Libraries
RE: Draft 2022-2025 Strategic Plan and Workplan

RECOMMENDATION

Review and provide input on the draft 2022-2025 Strategic Plan.

DISCUSSION

In October, the Library received its most recent input from the Library Advisory Commission's (LAC) subcommittee on the Strategic Plan. That input has been incorporated into this plan and among the feedback, it included drawing more attention to the need for enticing non-traditional users by being more intentional around promoting the Library's resources, such as its program space. Input from the LAC also included the need to capture feedback from the public on accessibility of materials, such as how long holds may be available and when items might become available to patrons.

At the Library Advisory Commission meeting on September 20, 2021, Eric Howard, then the Interim Library Director, presented a proposal to create a LAC subcommittee on the Strategic Plan. Commissioners Tricia Wynne, Jennifer Mount and Rena Dubin formed the subcommittee and would later participate in community conversations, a community workshop and most recently, in a meeting to review the final draft.

Prior to September 20, 2021, the Library had presented a Plan for the Plan on May 17, 2021 and began working with an internal team of eleven staff to lead the effort in creating a new Strategic Plan. The team's work was coordinated by SCPL Librarian, Diane Cowen. The group then surveyed the public through the Library's website. Additionally, it developed a list of 17 prioritized groups and surveyed and interviewed members of those groups by trained facilitators on the Harwood approach. The Library then worked with Applied Survey Research (ASR) to code and analyze the community data.

The prioritized groups included City Staff from Capitola, Santa Cruz, and Scotts Valley, County Government Staff, educators, families with young children, frequent library users and Friends of the Santa Cruz Public Libraries, infrequent or nonusers of the Library, the Library Advisory Committee, library partners and their clients, library staff, members and partners of the BIPOC community, members and partners of the disabled community, members and partners of the Spanish speaking community, people without housing, seniors and teens.

At the Library's All Staff Training Day in October 2021, the Library conducted a strengths, opportunities, aspirations, and results (SOAR) exercise with staff. The exercise was led by former San Jose Public Library Director, Jane Light. Staff also engaged in activities that helped define the organization's values. In addition to those staff exercises, the Library's internal Equity Team began developing an Diversity, Equity and Inclusion (DEI) Plan in 2020 with a goal that its work would be incorporated into the Strategic Plan.

Following that work, a Community Partner Dialogue took place in February 2022 to gather additional input from the following groups: The Friends of the Library, the Library Advisory Commission, the County Office of Education, Cabrillo College, Santa Cruz City Schools, the Chamber of Commerce, Community Foundation/Rise Together, the Diversity Center, Monterey Bay Economic Partnership, NAACP, United Way, and the Santa Cruz County Sheriff's Office.

After the completion of the Community Partner Dialogue event, Library Director Yolande Wilburn led the Library's senior management through a workshop to analyze the information gathered from the staff and community input and the work achieved by the Library's Equity Team. Those workshops resulted in the final goals presented in this report.

The goals for the Strategic Plan evolved out of the following three focus areas:

1. Diversity, Equity and Inclusion Needs
2. Santa Cruz County Community Needs
3. Staff Values and Organizational Needs

Also included for review in this report is the workplan that will be used to support the goals within the Strategic Plan.



SANTA CRUZ
PUBLIC LIBRARIES

STRATEGIC
PLAN

2022
-2025

Santa Cruz Public Libraries
117 Union St.
Santa Cruz, CA 95060

santacruzpl.org
831-427-7713

The new Strategic Plan for the Santa Cruz Public Libraries is the culmination of its year-long work and examination of the following three critical areas:

1. Diversity, Equity, and Inclusion Needs

2. Santa Cruz County Community Needs

3. Staff Values and Organizational Needs

The Plan aspires to ensure that the Library remains adaptive and continues to provide outstanding service that meets the community's needs. The goals evolved from community engagement and included surveys, organized community conversations, and workshops with the Library's partners, staff and senior management.



METHODOLOGY

The Santa Cruz Public Libraries began the Strategic Planning process in August 2021. The Library convened a team of eleven staff members to lead the effort. The group reviewed the previous Santa Cruz Public Libraries' strategic planning process along with strategic plans from other organizations. The group then surveyed the public through in-person and online questionnaires. Additionally, it developed a list of seventeen prioritized groups and surveyed and interviewed members of those groups by facilitators trained in the Harwood approach. The Library then worked with Applied Survey Research (ASR) to code and analyze the community data.

THE PRIORITIZED GROUPS INCLUDED



- City Staff from Capitola, Santa Cruz, and Scotts Valley
- County Government Staff
- Educators
- Families with young children
- Frequent library users and Friends of the Santa Cruz Public Libraries
- Infrequent or nonusers of the Library
- Library Advisory Commission
- Library partners and their clients
- Library staff
- Members and partners of the BIPOC community
- Members and partners of the disabled community
- Members and partners of the Spanish speaking community
- People without housing
- Seniors
- Teens

At the Library's All Staff Training Day in October 2021, the Library conducted a strengths, opportunities, aspirations, and results (SOAR) exercise with staff. The exercise was led by former San Jose Public Library Director, Jane Light. Staff also engaged in activities that helped define the organization's values. In addition to those staff exercises, the Library's internal Equity Team began developing an Equity Action Plan in 2020 with a goal that its work would be incorporated into the Strategic Plan.

Following that work, a Community Partner Dialogue took place in February 2022 to gather additional input from the following groups: The Friends of the Library, the Library Advisory Commission, the County Office of Education, Cabrillo College, Santa Cruz City Schools, the Chamber of Commerce, Community Foundation/Rise Together, the Diversity Center, Monterey Bay Economic Partnership, NAACP, United Way, and the Santa Cruz County Sheriff's Office.

The logo consists of the word "SOAR" in a large, bold, blue, sans-serif font. The letters are arranged in two rows: "SO" on top and "AR" on the bottom. The letters are widely spaced and have a slight shadow effect.

After the completion of the Community Partner Dialogue event, Library Director Yolande Wilburn led the Library's senior management team through a workshop to analyze the information gathered from the staff and community input and the work achieved by the Library's Equity Team. Those workshops resulted in the final goals presented in this report. The Library then sought further input on the Plan from the Library Advisory Commission and the Library Joint Powers Authority (LJPA) before seeking final approval by the LJPA.

YEAR ONE 2023-2024

A focus on staff well-being, diversity, equity and inclusion.

YEAR TWO 2024-2025

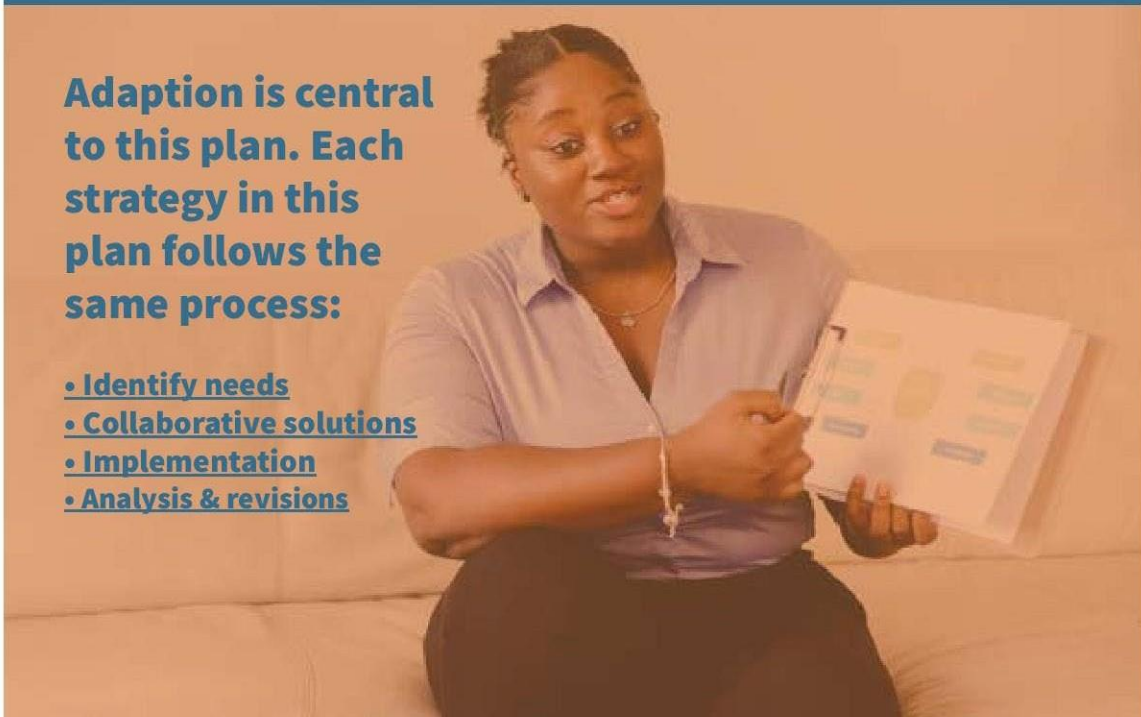
A focus on measuring impacts.

YEAR THREE 2024-2025

A focus on lessons learned and adaption.

Adaption is central to this plan. Each strategy in this plan follows the same process:

- Identify needs
- Collaborative solutions
- Implementation
- Analysis & revisions



Equity, Diversity and Inclusion Focus:



GOAL

Ensure that the Santa Cruz Public Libraries create an organizational culture of equity and inclusion, providing equitable and relevant services to all.

STRATEGIES:

- Initiate the Equity Plan's three-year goals for advancing the objective within the Library's Collection, Services and Programs.
- Initiate the Equity Plan's three-year goals for advancing the objective within the organizational culture of the Library.
- Initiate the Equity Plan's three-year goals for advancing the objective within the practices of the Library for recruitment and hiring.
- Apply the newly developed tools for measuring the success of the Equity Plan.

*Please see the entire Equity Plan at the end of this plan.

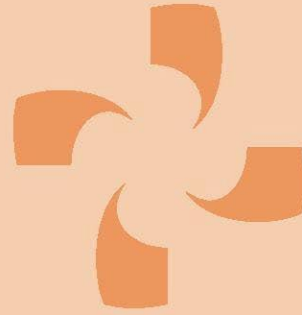
1st

Community Focus **GOAL**

THE LIBRARY CREATES
AND SUPPORTS SAFE
& FRIENDLY PLACES.

STRATEGIES:

- Create welcoming spaces with cultural and physical accessibility, including bilingual signage.
- Create programs that explore polarization, conflict resolution, and healthy communication.
- Create programs that engage the public on empathy, working through conflict, cross-cultural communication, cultural awareness, and de-escalation.



- Create programs and services that explore the intersection between digital literacy and democracy.

- Create opportunities for diverse groups to connect, have fun, and gain understanding through art, history, and humanities programs that celebrate diverse cultures and identities.

- In collaboration with our partners, create programs that bridge cultures, generations, lived experiences, and communities.

Leverage the Library's new spaces and program rooms to entice traditionally excluded Library patrons into the Library.

1st Community Focus

2nd

Community Focus **GOAL**

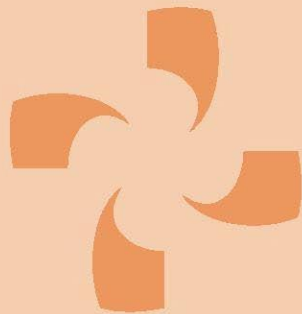
THE LIBRARY FOSTERS
AN INCLUSIVE
COMMUNITY.

STRATEGIES:

- Implement the Library's Diversity, Equity, and Inclusion (DEI) Plan and ensure that library services, programs, and collections are accessible to everyone.
- Continuously evaluate processes, decisions, and policies with participation from marginalized groups to reduce barriers and increase access to all that the Library offers.
- Deepen relationships with partners serving marginalized and vulnerable populations to invite their participation in policy decisions and program plans.



- Invite participation and feedback about library services, programs, and collections from traditionally excluded groups.
- Develop communication strategies that connect vulnerable and underserved groups to services.
- Increase communication, collaboration, and outreach to underserved communities and ensure their input is genuinely incorporated into Library decisions.
- Library staff will participate on boards of community organizations.



2nd Community Focus

3rd

Community Focus

GOAL

THE LIBRARY NURTURES
A COMMUNITY THAT
SUPPORTS ALL
MEMBERS OF SOCIETY.

STRATEGIES:

- Collaborate with partners to improve positive health outcomes for all Santa Cruz County residents.
- Create programs and services that support the mental health of patrons by partnering with and by following the City of Santa Cruz's goals as developed within its "Health in All Policies" (HiAP).
- Develop programs that support the socio-psychological wellness of youth and teens and provide regular mechanism to provide ongoing feedback. Further align the Library's work with the schools.



- Collaborate with schools to develop programs that focus service to underserved children.
- Further develop the library as a platform for patrons to access social services.
- Remove barriers so that vulnerable groups have access to knowledge, information, and services that result in positive life outcomes.
- Develop programs that support incarcerated and decarcerated individuals.
- Collaborate with community partners to develop programs that provide positive experiences and that continue to support social services for the unhoused and individuals with mental health issues.

3rd Community Focus

1st

Staff Values and Organizational Focus:

GOAL THE LIBRARY WILL MEASURE HOW IT HAS CREATED CHANGE IN THE COMMUNITY AND WILL CONTINUALLY ADJUST THE LIBRARY'S WORK TO MEET ITS GOALS.

STRATEGIES:

- The Library will develop a new and transparent assessment that evaluates the effectiveness of the Library's work to address the community goals, the Library's Equity Plan and the Library's strategic directions for collections, technology, learning and staff training.
- The Library aims to provide a system that identifies outcomes and new metrics for measuring the Library's success at meeting them.

2nd

Staff Values and Organizational Focus:

GOAL THE LIBRARY WILL CURATE A RELEVANT AND ENGAGING COLLECTION OF MATERIALS DIVERSE IN CONTENT AND FORMAT TO SATISFY THE CURRENT AND ANTICIPATED READING, LISTENING, VIEWING, AND LEARNING PREFERENCES OF THE COMMUNITY.

STRATEGIES:

- Increase collaborations and partnerships with organizations that serve prioritized communities and provide regular mechanism to provide ongoing feedback.
- Create systems for regular input from prioritized groups on material in the collection and its accessibility.
- Increase the diversity of local collections such as local history, local music, and art.
- Collaborate with regional partners to review and collect genealogical and historical information of importance to Santa Cruz County.

3rd

Staff Values and Organizational Focus:

GOAL THE LIBRARY WILL CONTINUE TO DEVELOP CUTTING EDGE TECHNOLOGY FOR THE COMMUNITY AND BRIDGE THE DIGITAL DIVIDE FOR ALL COMMUNITY MEMBERS IN SANTA CRUZ COUNTY

STRATEGY:

- The Library will develop a technology plan that provides for a resilient infrastructure, includes patron feedback and provides transparency around its policies for replacing obsolete systems.

4th

Staff Values and Organizational Focus:

GOAL THE LIBRARY WILL CONTINUE TO STRENGTHEN AND SUPPORT LEARNING.

STRATEGIES:

- Develop and apply meaningful measurements for determining successful impacts of Library services on learning needs within: The County's jails, early literacy, job training and career advancement, life skills, civics and digital literacy.
- Use community conversations to specifically identify the learning needs within the Santa Cruz County community.
- Identify opportunities and best practices for nurturing curiosity.
- Apply new measurements for determining Library impacts on learning for grades K-12.
- Pilot new programs to identify scalable services that address inequities among early learning.

5th

Staff Values and Organizational Focus:

GOAL THE LIBRARY WILL SUPPORT AND PREPARE STAFF TO SUCCESSFULLY MEET THE NEEDS WITHIN THIS PLAN AND TO ENSURE EXCELLENT CUSTOMER SERVICE.

STRATEGIES:

- Ensure high quality training for all staff in order to support the goals within the equity action plan.
- Ensure high quality training for all staff to support the action steps for the Safe & Friendly focus, specifically to support staff in providing friendly, responsive customer service.
- Ensure high quality training for staff to support all of the many skilled areas of the organization so that Santa Cruz Public Library staff remain at the cutting edge of the field.

- Ensure staff have training to support constructive communication.
- Ensure that staff have training on measuring impacts.
- Ensure all staff have the necessary tools and resources for supporting their mental health and well-being.
- Seek staff feedback on the progress of the Strategic Plan.



**Staff Values and
Organizational Focus:**
STAFF DEVELOPMENT

6th

Staff Values and Organizational Needs:

GOAL THE LIBRARY WILL ENHANCE COMMUNITY OUTCOMES BY EFFECTIVELY ALIGNING ITS WORK WITH THE WORK OF ITS PARTNERS IN GOVERNMENT.

STRATEGIES:

- The Library's senior management will regularly study and examine opportunities to better leverage Library resources within its program and service plans to support the goals within the strategic plans and initiatives of all four of the jurisdictions that govern the Library's work.
- Library staff will seek out partner opportunities with the jurisdictions to better align the Library's work with their goals and to gain a better understanding of how the jurisdictions aim to implement their plans.



SANTA CRUZ
PUBLIC LIBRARIES

Diversity, Equity, Inclusion Plan

(DEI)



The Santa Cruz Public Libraries launched an internal team (the Equity Team) in 2020 that consisted of volunteers from different levels of the organization and that was led by the Assistant Library Director. They drafted the following statement of purpose:

To create an organizational culture of equity and inclusion, and to provide equitable and relevant services to all of the Library's patrons.

The Santa Cruz Public Libraries have endorsed this purpose and will also work to create a culture of belonging and accessibility for staff and all patrons. As an institution, the Library supports a learning culture which drives the DEI statement of purpose.

The team then focused its work in three areas:

- 1 The Library's External Services: Collection, Services and Programs.
- 2 The Library's Internal Services and Goals: Library Culture.
- 3 The Library's Hiring and Onboarding Practices.

The goal now is to ensure that the work of the Equity Team becomes an embedded and permanent work within all aspects of the Library. The following outline serves as a three-year guide for taking action within the Library to fundamentally advance diversity, equity and inclusion within the Library and in the community. The plan begins with training on DEI for the Library's senior staff. The senior management team will ensure the success of this plan. Consultants will also assist senior management in building trust among staff.

That training will cover core competencies for increasing awareness of vocabulary and communication skills to effectively support DEI work within the Library. Training will also support the development of further leadership skills to improve inclusion and a sense of belonging and tolerance and the development of a further understanding of both conscious and unconscious bias.



Focus 1: External Services: Collection, Services and Programs

The Library will align its DEI work on its collections, services and programs with the County of Santa Cruz’s work on equity.

Year One:

1. The Library will focus on early childhood literacy to improve educational outcomes for all students in Santa Cruz County. It will also foster greater curiosity among all students. Community survey data provided by the United Way and in partnership with Applied Research Survey (ARS) indicates that significant inequities exist in third grade reading levels, college readiness, socioeconomic status, and in health disparities. We know that children learn to read up until third grade and then read to learn after third grade. Those not reading by third grade will therefore struggle to learn. The consequences for students who fail to read on grade level by third grade has far reaching implications for the individual and society. This plan begins by focusing primarily on third grade level reading outcomes as a long-term investment in addressing the many inequities within the County. It will also provide a road-

map for expanding learning outcomes for all students. The plan will develop a pilot program to increase the number of students reading on a third-grade level by 50% within its chosen school or schools by 2025. Lessons learned from that pilot program will be used throughout the County.

2. The library will work to reduce inequities in learning outcomes and raise outcomes for all students. Targets for success still need to be developed by Library and school staff. The Library will continue with annual Community Conversations of prioritized groups as identified in the strategic planning process. The results of that feedback shall be incorporated in service and program development by using the best practice DEI methodology.

3. Identify, develop, and maintain appropriate programming and services based on the data and input from community partners that support the Equity Action Plan.



4. Develop an audit plan for the Library's Collections. Identify, analyze, and implement best practices DEI methodology for building the collection. Use an equity lens in evaluations of vendors, service, and content providers. Establish a more robust process for cataloging Library materials in other languages, involving affiliates such as Pacific Library Partnership.

5. Remain adaptive to the lessons learned through the library's work with the County and other partners.

Year Two:

1. Evaluate and expand relevant, successful equity-focused programming and services.

2. Implement measurements developed in year one.

3. At the end of year two, the Assistant Library Director will draft a report on the services and programs identified in year one and analyze the success of the programs. The report should make recommendations and be presented to the Library's governance: Library Advisory Commission, (LAC) and the Library Joint Powers Board (LJPB).

4. The Collection Management Services (CMS) Manager will identify gaps found in the collections audit and make recommendations for change.



Year Three:

1. Implement recommendations from year two.
2. Provide a report to the LAC and the LJPB at the end of year three on the success of the program and provide recommendations for next steps including how this work can be integrated into the next Strategic Plan.





Focus 2: The Library's Internal Services and Goals: Library Culture

Organizational culture is intricately tied to organizational readiness and the ability of staff to carry out the goals of the DEI Plan and Strategic Plan. Beyond building staff knowledge and skills, this focus area is crucial to building trust and creating an environment where DEI efforts can flourish.

Year One:

1. Identify a consultant to develop an understanding of staff knowledge about Diversity Equity and Inclusion (DEI). Additionally, utilize the consultant(s) to gain a better understanding of staff wellbeing, levels of trust within the organization, and feelings of belonging and accessibility. Together, this data will inform training needs and help identify organizational development processes that need to be put in place.

2. Identify staff trainings and workshops with the Training Coordinator and senior managers to provide in year one through year three. They should support and develop the competencies listed above.

3. Identify tools through The Government Alliance on Race and Equity (GARE) or other best practices that can become regularly used in evaluation of practices and all policies through a DEI lens.

4. The Assistant Director of Libraries will provide a report to the staff that outlines senior management’s plan for addressing the results of a consultant driven survey that captures the baseline of the organization’s well-being on DEI.

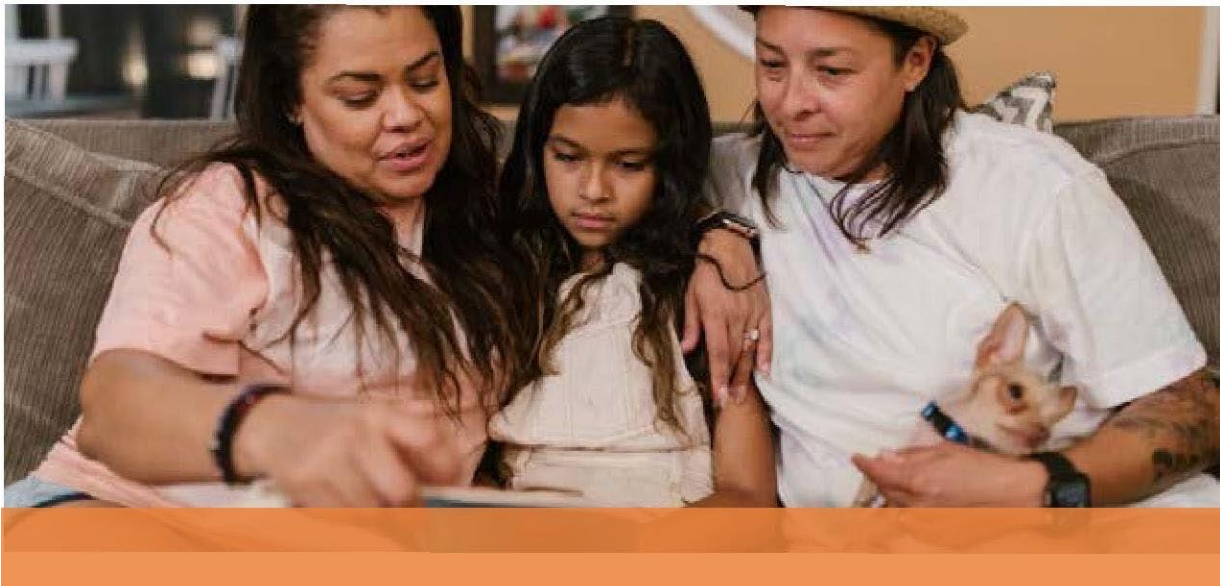
5. With the assistance of a consultant, support peer groups for the purpose of developing community, and constructive feedback for DEI leadership skills and professional development.

6. Continue community conversations throughout the year with staff. Senior management will prepare a report for the staff on its lessons learned from those conversations and how it intends to incorporate those lessons learned within the current strategic plan and the next plan.



Year Two:

- 1. Include in the consultant’s contract a requirement to return in year two and follow up on a staff survey. The consultant should provide methods for identifying DEI progress and accountability.**
- 2. In collaboration with the same consultant, identify additional staff trainings and workshops for all staff to respond to year two’s survey data.**
- 3. Maintain an ongoing survey of staff on knowledge and staff well-being as it relates to DEI.**
- 4. The Assistant Library Director will provide a report to the staff and the LAC and the Joint Powers Board that outlines senior management’s plan for addressing the results of the survey and for enriching the culture of the Library and for meeting the purpose of this plan.**
- 5. The Library will consider how the lessons learned from this work and its recommendations can be integrated into the next Strategic Plan.**



Year Three:

1. The same consultant used in year one and year two will return to conduct a third staff survey and compare results.

2. Identify staff trainings and workshops with the Training Coordinator and senior managers to respond to year two's survey data .

3. The Assistant Library Director will create a report for the staff and to the Library's governance that provides a three year history of the Library's work on improving its culture. The report will make recommendations for next steps including how this work can be integrated into the next Strategic Plan.





Focus 3: The Library's Hiring and Onboarding Practices

Systemic inequities in hiring practices have long affected the ability of marginalized groups to benefit from and participate in various organizations and institutions, including the Library. Employing a diverse workforce is intricately tied to achieving each goal of the Strategic Plan and this Equity Action Plan.

Year One:

1. A diverse workforce is critical for supporting a culture of learning at the Library. The Santa Cruz Public Libraries recognizes the immeasurable value of listening and responding to varied perspectives, philosophies and life experiences. A goal within year one is to develop a recruitment plan resulting in a workforce that reflects the diverse community served. Our community is made of every resident in the County and the Library also serves patrons who commute in from other counties. We are local and regional and we seek to learn more about our connection to our global community. The Library's senior management will establish meetings between HR to support an em-

ployment pipeline. Those meetings should focus initially on the following: examine skills and educational requirements; job descriptions, recruitment advertising practices; and processes such as interviews and candidate vetting. One aspect of the work of the Library will be to identify partners in the community that support diversity and that the Library can work with on recruitment strategies. To see more details on future agendas in meetings with HR, please refer to the Equity Team’s subcommittee on hiring’s document. Develop exit interview forms to document whether DEI issues were a factor in the staff person’s departure.



2. Identify funding sources for paid internships to encourage young people to consider librarianship.

3. At the end of year one, the Assistant Library Director will develop a report to the Library’s governance on the Library’s recommendations regarding hiring.

4. Conduct annual diversity audits on staff and ensure accountability through transparent benchmarks.

5. Develop an onboarding program for new employees and volunteers that incorporates the key findings around staff knowledge on DEI.

Year Two:

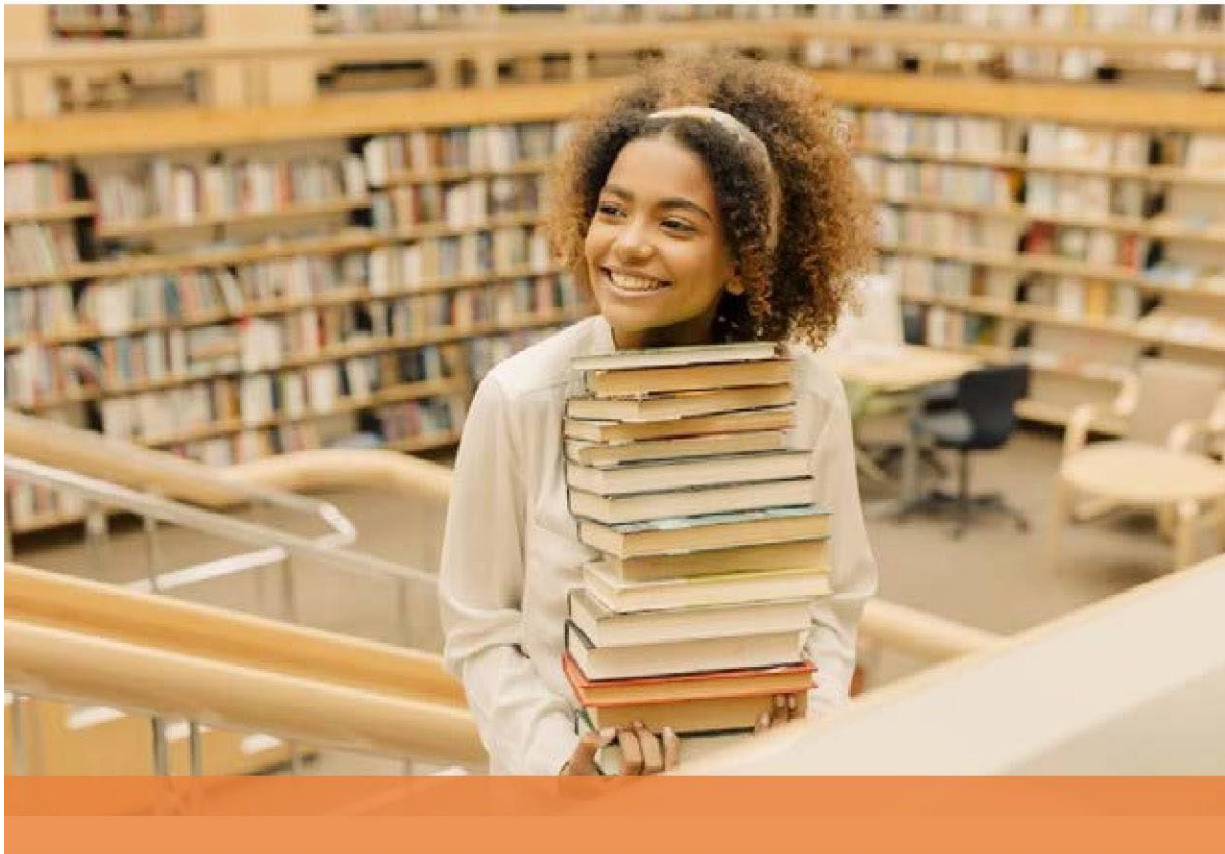
1. The Library will develop and implement a plan for development and provide staff with a clearer understanding of opportunities for professional growth and promotion.

2. At the end of year two, the Assistant Library Director will provide a report that documents the history of its actions and recommendations based on the work that came out of its report from year one regarding the Library's hiring practices. The Library will consider in its report how the lessons learned from this work and its recommendations can be integrated into the next Strategic Plan.



Year Three:

- 1. At the end of year three, the Assistant Library Director will report on changes made and what changes need to still be made within the next Strategic Plan.**



WORKPLAN 2023-2025: *DEI; Community; and Organizational Objectives*

Diversity Equity and Inclusion (DEI) Objectives:

First Quarter of the First Year: A "0" means it hasn't been initiated. A "+" means the program/service has begun. A "*" means that there are reportable outcomes.

(A) Ensure that the yearly milestones within the DEI Plan are met.	
(B) In collaboration with the schools, identify and develop programming to support school readiness for underserved children.	
(C) Provide quarterly community conversations with prioritized groups. Provide the feedback to the LAC and JPA once a year.	
(D) Develop an audit plan for the Library's Collections. Establish a more robust process for cataloging in other languages, involving affiliates such as Pacific Library Partnership	
(E) Establish meetings between HR and senior management to meet the goal of developing a recruitment plan that will lead to more staff who reflect the community they serve; specifically, the Library needs to examine skills and educational requirements, job descriptions and recruitment advertising practices, and process i.e. interviews and how the candidates are vetted. Provide the plan to the LAC and JPA no later than the end of 2023.	
(F) Identify benchmarks for expanding engagement with traditionally excluded group.	

Community Objectives:

<p>1. Safe and Friendly</p>	<p>First Quarter of the First Year: A "0" means it hasn't been initiated. A "+" means the program/service has begun. A "*" means that there are reportable outcomes.</p>
<p>(A) Create welcoming spaces for all ages with cultural accessibility and ensure that spaces go beyond ADA compliance and achieve universal design at remodeled or new facilities: Provide annual audits of spaces.</p>	
<p>(B) Provide bilingual signage at all branch locations: The Library will address three branches a year for each of this Plan's three years. Signage must be developed or enhanced with bilingual signage.</p>	
<p>(C) Determine an appropriate threshold by 2024 for including new signage to address changing language demographics.</p>	
<p>(D) Improve support of the mental health of patrons: Establish a partnership with the County by spring 2023 to bring in social workers to the Library. Seek the input from the Social Worker for library programs at the Library that can support mental health. Seek social workers who can also work with teens as well as adults.</p>	
<p>(E) Pilot 3 programs, one each year in a different community that explores polarization, conflict resolution, and healthy communication.</p>	
<p>(F) Seek out input from partners on programs that engage the public on empathy, working through conflict, cross-cultural communication, cultural awareness, and de-escalation. Develop one program a year with partners that engages on these topics.</p>	
<p>(G) Create programs and services that explore the intersection between digital literacy and democracy. (The target number of annual programs will be developed in the first quarter of the plan.)</p>	

<p>(H) Create opportunities for diverse groups to connect, have fun, and gain understanding through art, history, and humanities programs that celebrate diverse cultures and identities. (The target number of programs will be developed during a planning process within the first quarter of the year.)</p>	
<p>(I) Create/support programs that bridge cultures, generations, lived experiences, and communities. (The number of annual programs will be identified during a planning process in the first quarter of the plan. This work could be community led programming.)</p>	
<p>(J) Reopen the Branciforte, Scotts Valley and Live Oak branches in 2022: Provide quarterly surveys of patrons on the environment on all of the new or remodeled buildings.</p>	
<p>(K) Reopen the Aptos Branch Library by 2024.</p>	

<p>2. Inclusive</p>	<p>First Quarter of the First Year: A "0" means it hasn't been initiated. A "+" means the program/service has begun. A "*" means that there are reportable outcomes.</p>
<p>(A) Deepen relationships with partners serving marginalized and vulnerable populations to invite their participation in policy creation/revision and program planning: Provide representation at partner meetings or develop a round table at the Library.</p>	
<p>(B) Invite participation and feedback about library services, programs, and collections from traditionally excluded groups: Provide an annual report to the Library Advisory Commission (LAC) and the Joint Powers Authority (JPA) on the feedback and recommended actions.</p>	
<p>(C) Increase collaborations and partnerships with organizations that serve prioritized communities. Include in the annual report to the LAC and JPA any changes or proposed changes to Library programs/services or practices that resulted from those collaborations.</p>	

(D) Implement the Diversity, Equity, Action Plan	
(E) Develop an updated Website by December 2023 that is more user friendly for other language users and for people with disabilities.	

3. Supportive	First Quarter of the First Year: A "0" means it hasn't been initiated. A "+" means the program/service has begun. A "*" means that there are reportable outcomes.
(A) Develop programs that support the socio-psychological wellness of youth and teens and provide regular a mechanism to provide ongoing feedback. (The target number of programs will be developed within the first quarter of the plan.)	
(B) Continue to collaborate with schools to invest in programs that focus on underserved children. Provide annual report to LAC and JPA on any changes or proposals that resulted from the collaboration.	
(C) Further develop the library as a platform for patrons to access social services: Develop more measures for identifying how many patrons are served with Library sponsored social services and outcomes.	
(D) Further develop programs that support incarcerated and decarcerated individuals: By 2023, recruit an Library Assistant 2 (LA2) to support the clerical work of the County Correctional Facilities (CCF) so that the Librarians can continue to expand programming.	
(E) Continue to collaborate with community partners to develop programs that provide positive experiences and social services that support people experiencing homelessness and individuals with mental health issues: Develop new metrics by the start of year three.	
(F) Ensure that the Library remains a leader in the County for environmental sustainability: Develop a plan by 2023 to reduce the Library's carbon footprint in half by 2026.	

<p>(G) Ensure that the community of Santa Cruz County understands that the Library provides free services to support the needs of the County: Provide annual surveys of community's knowledge of the Library's work and develop annual marketing plans to raise awareness.</p>	
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Organizational Objectives:

<p>1. Measuring Success</p>	<p>First Quarter of the First Year: A "0" means it hasn't been initiated. A "+" means the program/service has begun. A "*" means that there are reportable outcomes.</p>
<p>(A) Implement Neogov "Onboard" and "Perform" modules by January 2023 to ensure staff training is tracked and performance appraisals are completed on time.</p>	
<p>(B) Develop measurement tools for evaluating the Library's customer service by the end of 2022.</p>	
<p>(C) Develop and revise measurement tools for evaluating the Library's programs and services by the end of 2023.</p>	
<p>(D) Recruit a consultant to support staff in measuring the Library's impact on services and programs.</p>	
<p>(E) By the end of 2024, provide a dashboard that publicly displays the Library's measurements.</p>	

<p>2. Collections</p>	<p>First Quarter of the First Year: A "0" means it hasn't been initiated. A "+" means the program/service has begun. A "*" means that there are reportable outcomes.</p>
<p>(A) Ensure Branciforte, and Aptos open with updated and improved collections and that all branch collections continue to meet the needs of the community.</p>	
<p>(B) Revise a Collection Development Plan that utilizes an equity lens by 2024.</p>	
<p>(C) Administer annual Diversity, Equity and Inclusion audit on all collections.</p>	

(D) Invite people and organizations who are from traditionally excluded groups to provide input on collections.	
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3. Innovative Technology	First Quarter of the First Year: A "0" means it hasn't been initiated. A "+" means the program/service has begun. A "*" means that there are reportable outcomes.
(A) Develop a technology and computer replacement policy by June 2023	
(B) Migration of the Library's in-house Integrated Library System (ILS) to a hosted solution by April 30, 2023.	
(C) Re-locate Collection Management Services and the Library Information Technology teams to the Headquarters building by June 2023.	
(D) Re-locate Collection Management Services and the Library Information Technology teams to the Headquarters building by June 2023.	
(E) Replace obsolescent hardware Servers at all Branch locations by January 2023.	
(F) Install occupancy counting equipment at all branches by December 2022.	
(G) Develop plans for an additional generator and power backup solutions by December 2023.	
(H) Upgrade of our virtual, private cloud infrastructure by August 2023.	

4. Learning	First Quarter of the First Year: A "0" means it hasn't been initiated. A "+" means the program/service has begun. A "*" means that there are reportable outcomes.
(A) Identify key skills that the Library can offer community members and that have the greatest impact for raising the income of low-income workers. Identify what those services would be in the Library by the end of 2023. Develop a program to offer those services by the beginning of 2024.	
(B) Ensure that the Library remains the go to place for bridging the digital divide in the	

County. Develop continuous evaluations and surveys.	
(C) Seek out traveling museum exhibits that can spark curiosity and conversation in the Library for all ages: (The target number for programming will be developed within the first quarter of the year.) Develop continuous evaluations and surveys.	
(D) Ensure that the Santa Cruz Public Libraries provides the comprehensive resources and services to support public research on the local history of the County.	
(E) Ensure that the library provides expert research assistance, teaches information literacy skills, and expertly connects patrons of all ages with materials and information to meet their educational, informational and entertainment needs. Continuously improve staff skills to evolve with patrons' needs and with developments in the profession. (Develop customer service surveys and begin implementing them in 2023.) Develop continuous evaluations and surveys.	
(F) Ensure that the Library supports all Santa Cruz County students emotionally and intellectually with caring adults and cutting-edge resources. Develop continuous evaluations and surveys.	
(G) Continue to expand participation of the summer learning program for all students and identify new avenues for reaching students within the groups identified through the Equity Plan. Develop continuous evaluations and surveys.	
(H) Continue to support the current work of the bookmobile and utilize the bookmobile and outreach efforts to support the summer learning goals.	

5. Skilled Staff and Organizational Readiness	First Quarter of the First Year: A "0" means it hasn't been initiated. A "+" means the program/service has begun. A "*" means that there are reportable outcomes.
(A) Ongoing training on Equity Diversity and Inclusion for the Library's senior	

managers. Complete a skills and knowledge assessment by the end of the fiscal year 2023.	
(B) By the end of 2023, identify staff trainings to better support the Equity Plan with the learning systems specialist and senior managers.	
(C) Expand training on facilitating and conducting community conversations.	
(D) Expand training to all staff on de-escalation. Ensure everyone trains on it once a year.	
(E) Ensure high quality training for all staff to support the action steps for the Safe & Friendly focus, specifically to support staff in providing friendly, responsive customer service. Begin in 2023.	
(F) Ensure high quality training to staff to support all of the many skilled areas of the organization so that Santa Cruz Public Library staff remain at the cutting edge of the field: Develop a baseline by 2023 and provide annual reports.	
(G) Ensure training for all staff to support constructive communication. Begin for all staff in 2023.	
(H) Ensure that staff have training on measuring impacts. Begin in 2023 for all librarians. Begin in 2024 for all staff.	
(I) Develop a single point of contact that is dedicated exclusively to marketing and public information in order to expand and streamline communication by SCPL. Recruit a Community Relations Specialist by January 2023.	
(J) Staff mental wellbeing is crucial for safe, welcoming spaces that provide excellent customer service. Develop partnership with County social workers by spring 2023. Utilize onsite social workers to also support staff wellbeing by 1. Professionally handling behavioral issues that library staff are not equipped to handle, AND 2. Supporting staff who have just experienced a traumatic encounter.	
(K) Continue to develop volunteer program to work seamlessly between the City's volunteer office and the Library.	
(L) Seek annual staff feedback on the capacity and pace of change and capacity	

<p>to manage the development and implementation of the new Strategic Plan. Throughout the implementation of the new Strategic Plan, identify staffing needs and potential creation of newly defined positions.</p>	
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<p>1. Alignment with Government Partners</p>	<p>First Quarter of the First Year: A "0" means it hasn't been initiated. A "+" means the program/service has begun. A "*" means there are reportable outcomes.</p>
<p>(A) The Library's senior management will provide bi-annual reports to the LAC and the LJPB on opportunities and shared goals and work with government partners.</p>	
<p>(B) In order to support the reports above, staff will attend Council meetings among all of the jurisdictions and seek to partner with agencies supporting the goals within the Library's Strategic Plan. The Library will seek continuous feedback from these partners and include the input in the bi-annual reports.</p>	

Chair Mali LaGoe
Vice Chair Carlos Palacios
Board Member Jamie Goldstein
Board Member Matt Huffaker



STAFF REPORT

DATE: November 10, 2022
TO: Library Joint Powers Authority Board
FROM: Yolande Wilburn, Library Director
RE: SenSource's People Counting Statistics for Q1 FY 2023

STAFF RECOMMENDATION

Accept and File SenSource's People Counting Statistics for Q1 FY 2023

DISCUSSION

In early FY 2023, the Santa Cruz Public Libraries began tracking people counts with sensors from SenSource Inc. The SenSource's people counting system uses a proprietary technology to tally people count in real-time. At the time of this report, the sensors only tally the entry and exit of people at entranceways in seven branches.

The data collected from this system can help address community needs and optimize staff scheduling. In the first twenty days of October, for example, the Boulder Creek Branch Library experienced an unusual spike in the people count on Wednesdays. To illustrate, the branch experienced a 100% increase in the average count of people going into the branch from Tuesday, 10/11/22 to Wednesday, 10/12/22. A closer examination of the data revealed the spike of people occurred on Wednesdays between 2:00pm to 4:00pm. Boulder Creek Library's weekly event, *Make & Explore @ Boulder Creek*, on Wednesdays from 2:00pm to 4:00pm likely contributed to the increase in the people count. As more data is collected in the system, our managers will be able to use the data to effectively plan community programs.

Attachment

- Commission dates of each active sensor and statistics from the system

Prepared by: Gregory Yeh, Management Analyst
Reviewed and Approved by: Yolande Wilburn, Library Director

**Data from SenSource's People Counter System
Commission Dates and Location of Each Sensor**

Name of Sensor	Location of Sensor	Commission Date
Garfield Park Door 1	Main Entry Door	9/13/22
Garfield Park Door 2	Side Entry Door, Next to Reference Desk	9/13/22
Scotts Valley Main	Main Door	9/13/22
Felton Door 1	Main Door	8/3/22
Downtown Door 1	Main Entry Door into the Branch	8/2/22
Downtown Door 2	East side entry door, closest to 2 nd floor stair access to community room	8/2/22
Capitola Door 1	Main Entry Door	9/20/22
Capitola Door 2	Children's Area Exit Door	8/2/22
Live Oak Door 1	Main Door	9/13/22
Boulder Creek Door 1	Main Door	8/3/22

The following datasets exclude closed hours and days:

Daily Average of Traffic into Branch: 10/1/22 to 10/20/22

	Boulder Creek	Capitola	Garfield Park	Felton	Live Oak	Scotts Valley	Downtown
Sat, 10/01	57	288	73	188	347	318	369
Sun, 10/02		275					287
Mon, 10/03		543		274	87	178	441
Tue, 10/04	76	539	100	272	96	209	495
Wed, 10/05	104	563	156	225	87	239	405
Thu, 10/06	58	541	109	283	115	186	484
Fri, 10/07	37	388	64	204	124	160	364
Sat, 10/08	40	299	105	220	113	134	364
Sun, 10/09		241					267
Mon, 10/10		426		267	112	197	490
Tue, 10/11	66	549	98	266	155	245	495
Wed, 10/12	132	514	150	238	119	231	529
Fri, 10/14	59	411	100	299	160	158	458
Sat, 10/15	34	338	86	238	124	127	434
Sun, 10/16		242					291
Mon, 10/17		474				212	
Tue, 10/18		564				203	
Wed, 10/19		524				185	
Thu, 10/20	55	363	128	216	78	154	398

Monthly Comparison of Total People Count into Branches

Branch	Date Range	Aug	Sep	Oct	Total
Garfield Park	9/14 – 10/20		1,534	1,169	2,703
Scotts Valley	9/14 - 10/20		2,888	3,136	6,024
Felton	8/4 - 10/20	5,689	5,974	3,190	14,853
Downtown	8/3 - 10/20	13,213	12,986	6,571	32,770
Capitola	9/21 - 10/20		4,512	8,082	12,594
Live Oak	9/14 - 10/20			1,717	1,717
Boulder Creek	8/4 - 10/20	1,223	1,453	718	3,394
Totals		20,125	29,347	24,583	74,055


Example from Discussion: Analysis of People Count at Boulder Creek Branch Library

Day Hour Heat Map: Daily Average 10/1/22 to 10/20/22

	9a	10a	11a	12p	1p	2p	3p	4p	5p	6p	7p
Su											
Mo											
Tu		8.5	4.5	9	11.5	8	11.5	11	7		
We		12.5	7	9.5	11.5	29.5	24.5	13	10.5		
Th		5	6	7	7	7	13.5	6	5		
Fr				13.5	6.5	12.5	9.5	6			
Sa				14.33	8	8	4.33	9			

Weekly Event: Make & Explore @ Boulder Creek

Santa Cruz Public Libraries / Library Calendars / SCPL




STEAM

Make & Explore @ Boulder Creek

Make and explore STEAM possibilities at Boulder Creek Branch Library!

Every week we will have a new project idea for you to build or explore. Projects will include Science, Arts & Crafts, including model building, and exploration of the environment around us.

Best for children 6+. Children under 6 yrs old will need an adult present to help them. Expect to get messy! The program will take place in the Boulder Creek Library Community Room and / or amphitheater.



Date: Wednesday, October 26, 2022 [Show more dates](#)

Time: 2:00pm - 4:00pm

Location: Boulder Creek Community Room, Outdoor Amphitheater

Branch: Boulder Creek

Audience: Kids 6-11 years

Categories: STEAM

Source: <https://santacruzpl.libcal.com/event/9550811>

The branch's weekly event, *Make & Explore @ Boulder Creek*, likely contributed to the increase of people count between 2:00pm to 4:00pm on Wednesdays in October 2022. Additional data such as circulation or meeting room bookings will be examined by managers before adjustments are made to staffing or branch hours.

Chair Mali LaGoe
Vice Chair Carlos Palacios
Board Member Jamie Goldstein
Board Member Matt Huffaker



STAFF REPORT

DATE: November 10, 2022
TO: Library Joint Powers Authority Board
FROM: Yolande Wilburn, Library Director
RE: Staff Benefits Percentage

INFORMATION ONLY

On August 4, 2022, LJPA Board asked about the percentage used in calculating the benefits for staff.

The City's financial system calculates the benefits by employee based on their retirement tier, chosen health insurance provider, and other variable benefits. The below percentages are the average benefit by bargaining unit.

Service Employees International Union is 68%
Supervisory Employees of Santa Cruz is 57%
Mid-Management Association of the City of Santa Cruz is 49%
City of Santa Cruz Executives is 42%

Prepared by: Yolande Wilburn, Library Director