

LIBRARY JOINT POWERS AUTHORITY (LJPA)

On Thursday August 1, 2024 at 9:00 AM

All LJPA Board Meetings are held in-person and open to the public. Members of the public may also view and participate in the meetings via the alternative methods provided below as a courtesy. Please note that if the Zoom or YouTube connection malfunctions for any reason, and no Board Members are attending via teleconference, the meeting will continue in-person without remote access.

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.

The meetings will be recorded and posted for viewing after the meetings on the Santa Cruz Public Libraries website.

Public Participation:

Member of the public may provide public comments to the Board in-person during the meeting for any item on the agenda or within the subject matter jurisdiction of the Board. Any public comment for a specific item on the agenda must be received prior to the close of the public comment period for that item.

Any person who is not able to attend in-person may submit a written comment as indicated below. Submitted written public comments will be included as part of the record of the meeting, either in Written Correspondence or in the Minutes, depending on when received by staff. Please be aware that the Board will not accept comments via Zoom nor read aloud written comments during the meeting.

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 and written comments received prior to 12:00 p.m. on the Wednesday preceding a Board Meeting will be distributed to Board members to review prior to the meeting with the published Agenda packet. Written comments submitted after the Agenda and packet have been published will be distributed as Additional Materials at the commencement of the meeting.

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



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

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

THURSDAY August 1, 2024

9:00 A.M.

In-Person Location:

**Live Oak Annex – at the Simpkins Family Swim Center
979 17th Ave., Santa Cruz, CA 95062**

PLEASE NOTE:

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.

Agenda and Agenda Packet Materials: The LJPA agendas and the complete agenda packet containing public records, which are not exempt from disclosure pursuant to the California Public Records Act, are available for review on the website: www.santacruzpl.org and at Library Headquarters, located at 117 Union Street, Santa Cruz, California, during normal business hours.

Agenda Materials Submitted after Publication of the Agenda Packet: Pursuant to Government Code §54957.5, public records related to an open session agenda item submitted after distribution of the agenda packet are available at the time they are distributed or made available to the legislative body on the website at: www.santacruzpl.org and are also available for public inspection at Library Headquarters, 117 Union Street Santa Cruz, California, during normal business hours, and at the LJPA meeting.

Need more information? Contact clerk's office at 831-427-7700 ext. 7618.

1. CALL TO ORDER / ROLL CALL

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

2. ADDITIONAL MATERIALS

Additional information submitted after distribution of the agenda packet.

3. ADDITIONS AND DELETIONS TO AGENDA

4. PUBLIC COMMENT

Any member of the community may address the Board during this Public Comment period on any "Consent Calendar" item on today's agenda or on any topic not on today's agenda but within the subject matter jurisdiction of the Board. Please note, however, that for non-agendized items, the Board is not able to undertake extended discussion or take any action today without notice. Such items may be referred to staff for appropriate action, such as individual follow-up or placement on a future agenda. If you intend to address a subject or item that is on the Agenda, please hold your comments until that item 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 Public Comment; A MAXIMUM of 30 MINUTES is set aside for Public Comment at this time.

5. REPORT BY LIBRARY DIRECTOR

A. Library Director's Report – August 2024 (p.6-7)

6. REPORT BY FRIENDS OF THE SANTA CRUZ PUBLIC LIBRARIES (SCPL)

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. Consider the June 6, 2024 Board Meeting Minutes
Staff Recommendation: Approve the June 6, 2024 Board Meeting Minutes
(p.8-11)

- B. Analysis of Patron Count Data. 4th Qtr. Report FY 2023-2024
Staff Recommendation: Accept and File Analysis of Patron Count Data from April to June 2024 (p.12-18)
- C. Community Impact Measures for 4th Qtr. FY 2023-2024
Staff Recommendation: Accept and File 4th Qtr. Community Impact Measures for FY 23/24 (p.19-24)
- D. Incident Report for 4th Qtr. FY 2023-2024
Staff Recommendation: Accept and File 4th Qtr. Incident Report for FY 23/24 (p.25-26)
- E. Work Plan for 4th Qtr. FY 2023-2024
Staff Recommendation: Accept and File 4th Qtr. Work Plan for FY 23/24 (p.27-35)
- F. Library Naming Policy #403
Staff Recommendation: Approve and File the Updated Library Naming Policy #403 (p.36-38)
- G. Meeting Room Policy #315
Staff Recommendation: Approve and File the Updated Meeting Room Policy #315 (p.39-45)
- H. Gifts Policy #309
Staff Recommendation: Approve and File the Updated Gifts Policy #309 (p.46-49)
- I. Rules for Public Comment
Staff Recommendation: Motion to Endorse Changes to Agenda Practices (p.50-59)

9. GENERAL BUSINESS

- A. Presentation: Status of Collection and Usage by Sarah Harbison, CMS Manager

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

November 7, 2024	Downtown Branch Library	Anticipated Upcoming Agenda Items:
9:00 am	224 Church Street, Santa Cruz, CA 95060	<ul style="list-style-type: none"> • 1st Qtr. Reports FY 24/25 • Aptos Lease

12. ADJOURNMENT

Adjourned to the next regular meeting of the LJPA to be held on Thursday, November 7, 2024 at 9:00 am [immediately following the LFFA meeting] at the Downtown Branch Library, 224 Church Street, Santa Cruz, CA 95060.

13. WRITTEN CORRESPONDENCE

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August 1, 2024



Director's Report to the Library Joint Powers Authority Board

Library Team

Christopher Platt, new Director of Libraries, joined the Library on July 8th. In his first week, he met not only with his direct reports but also attended a virtual all staff, an in person meeting with Branch Managers and Librarians, visited the remaining branches he hadn't already toured during the interview process and met with the new Executive Director of Friends of the Santa Cruz Public Libraries. He also sat in on three meetings associated with the new Downtown Santa Cruz library, a regular design workshop meeting coordinated by Tom Ottenstein of Griffin Structures, an introductory meeting with Jayson Architecture, and a campaign committee meeting with FSCP.

Christopher would like to express his appreciation for the warm welcome from the entire Library team and especially Assistant Director Eric Howard for his close support.

Featured Recent Programs and Services

Alongside Summer Reading's launch in June many programs for children and teens occurred systemwide including Juneteenth and Pride Month storytimes at Felton, NorCal Bats at Scotts Valley and Downtown, Talewise Science Heroes at Garfield Park and a Slim Chance Summer Reading Performance at La Selva Beach.

The Juvenile Hall Library Opening celebration of June 20th was a true celebration, with student comments including: *"I am looking forward to using the library space to do my online Cabrillo College class during free time"*, *"I will be able to use the library space to find new books and just be able to chill in there"*, and *"Chairs a rockin', Books a talkin', To the library I'll be walkin'"*. The opening received press from the Times Publishing Group: <https://tpgonlinedaily.com/library-debut-at-county-juvenile-hall/>. The opening of this facility has already demonstrated increased library outreach to incarcerated individuals, directly contributing to circulation of 729 items across the four jails we serve, a 47% increase since April.

In Collection Management Services, our Link+ resource sharing program with other California Link+ libraries shifted from soft launch to official launch on July 9th. In the first 12 days of July alone a total of 159 books were ordered by Santa Cruz patrons from other library systems or sent to partner library patrons. As promotion of this service increases, we anticipate more residents will take advantage of it to check out titles we don't carry in our own collections.

Featured Upcoming Programs and Services

On World Honeybee Day, August 17th, patrons can broaden their understanding of the critical role bees and other pollinators play in healthy ecosystems by attending programs to learn about beekeeping from professional beekeepers and a wildlife filmmaker, and celebrate the 30th anniversary of The Beekeeper's Apprentice with author Laurie King sharing how bees continue to inspire her writing.

The Heavy Lifting Listening Tour is coming to Felton on August 24th during the fourth anniversary of the CZU Lightning Complex Fire. The tour combines art, experimental film, poetry, and audience members' own stories to build healing and community through dialogue.

We are partnering with the Conflict Resolution Center to offer a two-part Living Room Conversations film and discussion series in mid-September. These programs address polarization by developing listening and empathy skills through dialogue to build trust and understanding across differences.

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



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

In person and online provided meeting

**REGULAR MEETING MINUTES
THURSDAY JUNE 6, 2024**

9:00 A.M.

1. ROLL CALL

PRESENT: Carlos Palacios, Mali LaGoe, Jamie Goldstein, Laura Schmidt
STAFF: Eric Howard, Interim Library Director

2. ADDITIONAL MATERIALS

Staff received 1 email relating to Agenda Item 9. A; 1 email relating to Agenda Item 9. D; and 3 general emails not relating to any agenda item. These have been distributed to the Board and are available for public review online under Agenda Item 13: Written Correspondence at the end of the agenda and hardcopies are available.

3. ADDITIONS AND DELETIONS TO AGENDA

The Agenda of June 6, 2024 was approved by consensus.

4. ORAL COMMUNICATION

A member of the public, Marilyn Garrett, spoke about the importance of access to different views and research.

5. REPORT BY LIBRARY DIRECTOR

Interim Library Director Eric Howard presented a report on the recent activities of the Library.

6. FRIENDS OF THE SANTA CRUZ PUBLIC LIBRARIES REPORT

Janis O’Driscoll, President, reported on the recent activities and future plans of the Friends of the Santa Cruz Public Libraries. She announced the appointment of Sara Paulsen-Beck as the new Executive Director at the Friends. Janis thanked the outgoing Interim Executive Director Monica Parikh for her excellent work.

7. REPORT BY LIBRARY ADVISORY COMMISSION (LAC)

No report from the LAC

8. CONSENT CALENDAR

A member of the public, Judi Grunstra, commented on item 8 E., Downtown Opening Day Collection.

A member of the public, Marylin Garrett, commented on item 8 D., Summer Reading Planning for 2024.

RESULT: APPROVED CONSENT CALENDAR

- A. Approved the March 2, 2024 Board Meeting Minutes.**
- B. Accepted and Filed 3rd Qtr. Financial Report for FY 23/24.**
- C. Endorsed the MOU between the City of Santa Cruz and the Library.**
- D. Reviewed and Filed the plan for Summer Reading 2024.**
- E. Approved FY 24 Budget Adjustment to set aside funds in the amount of \$142,426 for the future Downtown Library Branch.**

[UNANIMOUS]

MOVER: Mali LaGoe

SECONDER: Carlos Palacios

AYES: Palacios, Goldstein, LaGoe, Schmidt

9. GENERAL BUSINESS

- A. Presentation by Steve Toler from Baker Tilly: The Library’s 10 Year Financial Forecast.

The Board members asked a number of questions regarding the use of the model presented by Baker Tilly. Chair Goldstein thanked the Baker Tilly team for their presentation.

A member of the public, Marylin Garrett, commented on the after effects of the handling of the COVID pandemic.

A member of the public, Judi Grunstra, commented on the financial implications regarding the Live Oak Annex.

Break from 10:36 am to 10:41 am.

B. FY 25 Library Final Operating Budget.

Interim Library Director Howard introduced the topic. The Board asked a number of clarifying questions and engaged in a short discussion and thanked Library Staff for a great job.

RESULT:

**Approved the Final FY 25 Library Operating Budget.
[UNANIMOUS]**

MOVER: Carlos Palacios

SECONDER: Laura Schmidt

AYES: Palacios, Goldstein, LaGoe, Schmidt

C. Adoption of a Resolution Approving the Library Director Employment Agreement and Authorize the Board Chairperson to Execute the Employment Agreement.

Sara de Leon, Director of Human Resources, gave a short introduction to Christopher Platt, the new Library Director.

The Board members expressed their appreciation and gratitude for Eric Howard's great work as Interim Library Director.

A member of the public, Marylin Garrett, expressed her desire for the new director to be open to concerns about use of Wifi and to adhere to the Library Bill of Rights as endorsed by the ALA.

RESULT:

**Adopted Resolution #2024-01 and authorized the Board Chairperson to execute the Employment Agreement for the Director of Libraries.
[UNANIMOUS]**

MOVER: Carlos Palacios

SECONDER: Mali LaGoe

AYES: Palacios, Goldstein, LaGoe, Schmidt

D. Live Oak Annex MOU.

Eric Howard introduced the topic and mentioned the great collaboration between the Library and County Parks Department of the City of Santa Cruz.

A member of the public, Judi Grunstra, asked a number of questions regarding the final cost of the Annex.

A member of the public, Marylin Garrett, made a comment about the purpose of the Annex.

Board member Palacios spoke in support of the Annex and expressed his hope that the future will bring further Annexes to the Library System.

The Board members enquired into the finality of the MOU in its present form.

RESULT:

Endorsed the Live Oak Annex MOU with the County of Santa Cruz Department of Parks, Open Space and Cultural Services (County Parks). [UNANIMOUS]

MOVER: Carlos Palacios

SECONDER: Mali LaGoe

AYES: Palacios, Goldstein, LaGoe, Schmidt

10. COMMENTS BY BOARD MEMBERS

11. SCHEDULED UPCOMING MEETINGS

12. ADJOURNMENT

Final adjournment at 11:15 am to the next regular meeting of the LJPA to be held on Thursday, August 1, 2024 at 9:00 am [immediately following the LFFA meeting] at the Live Oak Annex, 979 17th Ave, Santa Cruz, CA 95062.

13. WRITTEN CORRESPONDENCE

Additional emails were received after the posting deadline. These email messages were published in a revised agenda on page 160.

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



STAFF REPORT

DATE: August 1, 2024
 TO: Library Joint Powers Authority Board
 FROM: Eric Howard, Assistant Library Director
 RE: FY 24 4th Qtr. Patron Count Data by Branch

STAFF RECOMMENDATION

Accept and file the FY 24 4th Qtr. patron count data by branch.

DISCUSSION

This report provides patron count data by branch extracted from the SenSource People Counting System. The second quarter report quantifies the time period between April 1, 2024 to June 30, 2024.

Definition of Branches and Information on Sensors

Branch with less than 5,000 square feet of space (hereinafter “Small-Sized Branches”), are between 5001 – 10,000 square feet of space (hereinafter “Medium-Sized Branches”), and over 10,001 square feet of space (hereinafter “Large-Sized Branches”) were analyzed.

The following information pertains to the location of the sensors at each branch location. There are a total of 13 sensors for the system.

Sensor Name	Size Definition	Commissioned
Aptos Main	Large-Sized Branch	2/4/24
Boulder Creek Door 1	Small-Sized Branch	8/3/22
Branciforte Door 1	Medium-Sized Branch	1/12/23
Capitola Door 1	Large-Sized Branch	9/20/22
Capitola Door 2		8/2/22
Downtown Door 1	Large-Sized Branch	8/2/22
Downtown Door 2		8/2/22
Felton Door 1	Medium-Sized Branch	8/3/22
Garfield Park Door 1	Small-Sized Branch	9/13/22
Garfield Park Door 2		9/13/22
La Selva Door 1	Small-Sized Branch	3/8/23
La Selva Door 2		3/8/23
Live Oak Door 1	Medium-Sized Branch	9/13/22
Scotts Valley Main	Large-Sized Branch	9/13/22

During the 4th quarter period, library staff welcomed approximately 221K patrons at ten locations. The following describes noteworthy trends:

Small-Sized Branches

- Boulder Creek saw a 22% increase in patron visits from the same time last year.
- Garfield Park saw a 11% increase in patron visits from the same time last year.
- La Selva Beach saw a -17% decrease in patron visits from the same time last year.

Medium-Sized Branches

- Branciforte saw a 75% increase in patron visits from the same time last year.
- Felton saw a 13% increase in patron visits from the same time last year.
- Live Oak saw a 6% increase in patron visits from the same time last year.

Large-Sized Branches

- Aptos welcomed 33,500 visitors in the quarter.
- Capitola saw a -17% decrease in patron visits from the same time last year.
- Downtown saw a 48% increase in patron visits from the same time last year.
- Scotts Valley saw a 34% increase in patron visits from the same time last year.

Day and Hour Heatmap

Heatmapping is available through the patron count system. Heatmaps can illustrate patron visits by day and hour.

Most of the library branches are open from 10 a.m. to 6 p.m. Monday through Thursday and 10 a.m. to 5 p.m. Friday through Saturday. La Selva Beach Branch Library is closed on Mondays.

Large-Sized Branches

Aptos- 4th Qtr. Heatmap by Average Visitor									
Aptos	10a	11a	12p	1p	2p	3p	4p	5p	
Sunday									
Monday		57	56	53	48	59	54	45	26
Tuesday		89	64	48	49	52	80	72	29
Wednesday		51	52	52	46	56	74	55	38
Thursday		56	54	47	51	51	49	48	18
Friday		62	54	60	56	50	47	43	
Saturday		83	70	63	52	51	46	40	

Capitola- 4th Qtr. Heatmap by Average Visitor									
	10a	11a	12p	1p	2p	3p	4p	5p	
Sunday					73	61	52	43	
Monday		50	43	41	40	38	47	48	33
Tuesday		53	41	49	50	47	49	51	33
Wednesday		63	58	47	39	44	44	40	31
Thursday		54	40	41	44	45	41	41	29
Friday		59	38	50	44	43	44	34	
Saturday		47	39	49	43	38	42	37	

Downtown- 4th Qtr. Heatmap by Average Visitor									
	10a	11a	12p	1p	2p	3p	4p	5p	
Sunday					100	102	99	71	
Monday		105	80	82	97	93	93	88	52
Tuesday		119	86	97	97	92	103	87	66
Wednesday		102	84	90	99	100	98	88	56
Thursday		136	93	85	99	94	88	83	54
Friday		100	87	99	106	102	95	78	
Saturday		108	89	89	113	102	107	73	

Scotts Valley- 4th Qtr. Heatmap by Average Visitor									
	10a	11a	12p	1p	2p	3p	4p	5p	
Sunday									
Monday		40	29	28	29	36	41	28	20
Tuesday		51	41	36	35	40	46	37	20
Wednesday		32	25	30	67	55	37	28	18
Thursday		34	27	28	37	34	40	31	17
Friday		46	37	33	36	31	39	26	
Saturday		45	33	39	34	29	28	21	

Medium-Sized Branches

Felton- 4th Qtr. Heatmap by Average Visitor								
	10a	11a	12p	1p	2p	3p	4p	5p
Sunday								
Monday	34	29	35	30	30	30	31	21
Tuesday	49	35	34	36	38	48	33	24
Wednesday	30	23	26	27	353	36	27	18
Thursday	45	45	31	27	32	38	28	19
Friday	34	31	25	30	39	39	34	
Saturday	37	44	49	48	39	34	29	

Live Oak- 4th Qtr. Heatmap by Average Visitor								
	10a	11a	12p	1p	2p	3p	4p	5p
Sunday								
Monday	39	28	23	23	26	24	22	16
Tuesday	44	44	29	25	23	28	24	18
Wednesday	43	22	21	24	22	21	22	14
Thursday	30	25	20	21	24	23	28	13
Friday	28	27	22	31	29	31	23	
Saturday	23	21	20	20	19	19	15	

Branciforte- 4th Qtr. Heatmap by Average Visitor								
	10a	11a	12p	1p	2p	3p	4p	5p
Sunday								
Monday	29	20	24	45	25	29	23	17
Tuesday	24	23	28	26	26	27	28	18
Wednesday	22	21	24	24	29	21	25	16
Thursday	23	22	25	24	23	23	21	17
Friday	27	21	23	28	24	25	21	
Saturday	37	21	21	20	20	24	18	

Small-Sized Branches

Boulder Creek- 4th Qtr. Heatmap by Average Visitor									
	10a	11a	12p	1p	2p	3p	4p	5p	
Sunday									
Monday		15	12	9	12	10	11	8	5
Tuesday		11	9	11	11	8	11	11	6
Wednesday		15	15	10	13	13	13	8	7
Thursday		9	9	13	14	13	14	9	5
Friday		17	12	10	12	9	10	9	
Saturday		14	10	13	10	8	6	7	

Garfield Park- 4th Qtr. Heatmap by Average Visitor									
	10a	11a	12p	1p	2p	3p	4p	5p	
Sunday									
Monday		10	17	16	18	17	21	20	15
Tuesday		9	19	15	16	17	20	17	17
Wednesday		10	36	21	15	21	18	17	14
Thursday		7	16	16	13	21	22	19	14
Friday		8	17	14	17	21	20	19	
Saturday		5	17	14	16	15	15	15	

La Selva Beach- 4th Qtr. Heatmap by Average Visitor									
	10a	11a	12p	1p	2p	3p	4p	5p	
Sunday									
Monday									
Tuesday		14	15	12	11	23	18	15	10
Wednesday		31	42	12	13	14	16	13	10
Thursday		20	11	15	15	14	15	12	12
Friday		19	13	13	14	14	13	14	
Saturday		10	11	12	15	12	16	17	

Key			
	≥1		≥50
	≥10		≥60
	≥20		≥70
	≥30		≥80
	≥40		≥90

Attachment: FY 24 Patron Data County Comparison Report

Report Prepared by: Kira Henifin, Principal Management Analyst

Reviewed and Approved by: Eric Howard, Assistant Library Director



Visitor Count By Branch
Data Provided by SenSource

4th
Qtr. Report
FY 24

	1st Qtr.			2nd Qtr.			3rd Qtr.			4th Qtr.			YTD		
	FY 23	FY 24	% Change	FY 23	FY 24	% Change	FY 23	FY 24	% Change	FY 23	FY 24	% Change	FY 23	FY 24	% Change
Aptos (Reopen 2/4/24)								24,875			33,598			58,473	
Boulder Creek (Reopened 5/7/22)		5,897		3,966	5,789	46%	4,661	6,465	39%	5,330	6,503	22%	8,627	24,654	186%
Branciforte (Reopened 5/13/23)		13,303			13,220			14,628		8,349	14,590	75%	0	55,741	
Capitola		37,867		32,347	33,915	5%	35,532	35,456	0%	35,603	29,576	-17%	67,879	136,814	102%
Downtown		40,157		53,134	47,521	-11%	62,886	62,934	0%	41,434	61,433	48%	116,020	212,045	83%
Felton		19,656		16,699	19,612	17%	19,394	23,192	20%	18,223	20,618	13%	36,093	83,078	130%
Garfield Park (Reopened 6/11/22)		11,040		7,443	10,323	39%	10,020	11,846	18%	10,381	11,537	11%	17,463	44,746	156%
La Selva Beach		9,798			9,118		3,195	9,816	207%	10,189	8,407	-17%	3,195	37,139	1062%
Live Oak (Reopened 10/1/22)		14,316		10,111	13,087	29%	13,723	15,606	14%	14,195	15,017	6%	23,834	58,026	143%
Scotts Valley (Reopened 8/6/22)		17,205		13,096	16,447	26%	17,650	20,500	16%	15,413	20,590	34%	30,746	74,742	143%
TOTAL		169,239		136,796	169,032	24%	167,061	225,318	35%	159,117	221,869	39%	303,857	785,458	158%

*3rd Qtr FY 23LSB was closed Jan-March 23 for HVAC construction project.

*Aptos Opened 2/4/24

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



STAFF REPORT

DATE: August 1, 2024
TO: Library Joint Powers Authority Board
FROM: Eric Howard, Assistant Library Director
RE: 4th Quarter Community Impact Measures

STAFF RECOMMENDATION

Accept and File Community Impact Measures for 4th Qtr. FY23/24

DISCUSSION

This 4th quarter report covers the time period of April 1, 2024 through June 30, 2024 and compares this data to the previous year.

- Total circulation system-wide increased by 12%
- Total number of new registrations increased by 24%.
- Total hours of public internet computer use system-wide increased by 19%.
- Total sessions of public internet use increased by 17%.
- Total hours of meeting room use system-wide increased by 53%.
- The total number of programs held system-wide increased by 22 %.
- The total number of program attendees system-wide increased by 8%.
- The total number of SCPL App circulation increased by 5%.

Attachment:

4th Quarter Community Impact Measures FY23/24

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

Reviewed and Forwarded by: Eric Howard, Assistant Library Director

CIRCULATION BY BRANCH

	1st Qtr.			2nd Qtr.			3rd Qtr.			4th Qtr.			YTD	
	FY22/23	FY23/24	% Change	FY22/23	FY23/24	% Change	FY22/23	FY23/24	% Change	FY22/23	FY23/24	% Chang	FY22/23	FY23/24
Aptos	0	0		0	0		0	21,803		0	28,192		0	49,995
Boulder Cree	4,701	5,536	18%	4,404	6,121	39%	5,068	6,681	32%	5,396	6,095	13%	19,569	24,433
Branciforte	0	11,454		0	10,624		2	11,839	591850%	7,006	10,801	54%	7,008	44,718
Capitola	56,372	43,548	-23%	43,569	37,586	-14%	44,553	34,939	-22%	43,364	28,174	-35%	187,858	144,247
Downtown	42,357	32,033	-24%	34,241	28,768	-16%	37,979	30,719	-19%	34,291	28,531	-17%	148,868	120,051
Felton	24,456	18,663	-24%	17,104	16,579	-3%	16,949	18,408	9%	17,696	16,649	-6%	76,205	70,299
Garfield Par	7,725	9,546	24%	6,551	9,004	37%	9,196	10,594	15%	9,495	9,627	1%	32,967	38,771
La Selva Bea	7,565	6,179	-18%	6,218	6,205	0%	6,625	5,538	-16%	6,467	4,131	-36%	26,875	22,053
Live Oak	40	16,934	42235%	12,836	15,121	18%	17,527	17,040	-3%	16,686	15,205	-9%	47,089	64,300
Scotts Valley	16,626	27,719	67%	22,052	22,435	2%	25,885	26,669	3%	24,985	25,228	1%	89,548	102,051
Outreach	5,906	4,547	-23%	4,654	5,014	8%	5,062	3,710	-27%	5,684	6,695	18%	21,306	19,966
TOTAL	165,748	176,159	6%	151,629	157,457	4%	168,846	187,940	11%	171,070	179,328	5%	657,293	700,884
Digital Bran	121,916	137,800	13%	123,424	152,270	23%	124,352	161,269	30%	127,695	154,508	21%	497,387	605,847
Total incl. D	287,664	313,959	8%	275,053	309,727	13%	293,198	349,209	19%	298,765	333,836	12%	1,154,680	1,306,731

NEW REGISTRATIONS

	1st Qtr.			2nd Qtr.			3rd Qtr.			4th Qtr.			YTD	
	FY22/23	FY23/24	% Change	FY22/23	FY23/24	% Change	FY22/23	FY23/24	% Change	FY22/23	FY23/24	% Chan	FY22/23	FY23/24
Aptos	81	137	69%	64	122	91%	111	966	539%	107	684	539%	363	1,909
Boulder Cree	118	87	-26%	64	73	14%	91	142	56%	111	108	-3%	384	410
Branciforte	22	237	977%	20	130	550%	31	207	568%	191	167	-13%	264	741
Capitola	582	511	-12%	420	416	-1%	532	478	-10%	515	373	-28%	2,049	1,778
Downtown	720	677	-6%	563	598	6%	699	875	25%	553	769	39%	2,535	2,919
Felton	209	158	-24%	150	108	-28%	208	189	-9%	212	174	-18%	779	629
Garfield Par	135	119	-12%	74	102	38%	116	123	6%	115	113	-2%	440	457
La Selva Bea	78	60	-23%	43	61	42%	57	82	44%	47	69	47%	225	272
Live Oak	56	221	295%	215	201	-7%	280	195	-30%	219	268	22%	770	885
Scotts Valley	384	279	-27%	267	256	-4%	130	285	119%	300	272	-9%	1,081	1,092
Outreach	118	67	-43%	251	271	8%	381	110	-71%	121	104	-14%	871	552
TOTAL	2,503	2,553	2%	2,131	2,338	10%	2,636	3,652	39%	2,491	3,101	24%	9,761	11,644

HOURS OF PUBLIC INTERNET COMPUTER USE

	1st Qtr.			2nd Qtr.			3rd Qtr.			4th Qtr.			YTD	
	FY22/23	FY23/24	% Change	FY22/23	FY23/24	% Change	FY22/23	FY23/24	% Change	FY22/23	FY23/24	% Chan	FY22/23	FY23/24
Aptos	0	0		0	0		0	858		0	1,534		0	2,392
Boulder Creek	336	355	6%	251	499	99%	271	435	61%	451	490	9%	1,309	1,779
Branciforte	0	795		0	870		0	957		342	966	182%	342	3,588
Capitola	2,504	2,346	-6%	2,095	2,082	-1%	2,230	2,252	1%	2,540	1,847	-27%	9,369	8,527
Downtown	7,873	8,744	11%	7,139	8,195	15%	7,288	8,843	21%	8,553	9,640	13%	30,853	35,422
Felton	775	866	12%	664	817	23%	813	882	8%	681	867	27%	2,933	3,432
Garfield Park	231	610	164%	229	475	107%	390	572	47%	382	499	31%	1,232	2,156
La Selva Beach	101	82	-19%	79	133	68%	115	41	-64%	75	89	19%	370	345
Live Oak	5	1,266	25220%	796	1,205	51%	1,183	1,438	22%	1,474	1,401	-5%	3,458	5,310
Scotts Valley	775	1,324	71%	1,065	1,316	24%	1,367	1,514	11%	1,234	1,391	13%	4,441	5,545
TOTAL SYST	12,600	16,388	30%	12,318	15,592	27%	13,657	17,792	30%	15,732	18,724	19%	54,307	68,496

SESSIONS OF PUBLIC INTERNET USE

	1st Qtr.			2nd Qtr.			3rd Qtr.			4th Qtr.			YTD	
	FY22/23	FY23/24	% Change	FY22/23	FY23/24	% Change	FY22/23	FY23/24	% Change	FY22/23	FY23/24	% Chan	FY22/23	FY23/24
Aptos	0	0		0	0		0	1,535		0	2,284		0	3,819
Boulder Creek	482	624	29%	363	774	113%	432	705	63%	581	762	31%	1,858	2,865
Branciforte	0	1,252		0	1,270		0	1,566		634	1,594	151%	634	5,682
Capitola	3,521	3,272	-7%	2,991	2,837	-5%	3,155	3,183	1%	3,258	2,487	-24%	12,925	11,779
Downtown	7,601	8,165	7%	6,532	7,308	12%	7,154	8,113	13%	8,460	8,780	4%	29,747	32,366
Felton	1,238	1,436	16%	1,026	1,306	27%	1,226	1,515	24%	1,175	1,386	18%	4,665	5,643
Garfield Park	419	865	106%	344	740	115%	610	854	40%	672	834	24%	2,045	3,293
La Selva Beach	202	138	-32%	164	193	18%	209	85	-59%	153	180	18%	728	596
Live Oak	18	1,926	10600%	1,124	1,662	48%	1,776	1,925	8%	2,005	1,798	-10%	4,923	7,311
Scotts Valley	1,233	2,071	68%	1,725	1,966	14%	2,133	2,266	6%	1,993	2,008	1%	7,084	8,311
TOTAL SYST	14,714	19,749	34%	14,269	18,056	27%	16,695	21,747	30%	18,931	22,113	17%	64,609	81,665

HOURS OF MEETING ROOM USE

	1st Qtr.			2nd Qtr.			3rd Qtr.			4th Qtr.			YTD	
	FY22/23	FY23/24	% Change	FY22/23	FY23/24	% Change	FY22/23	FY23/24	% Change	FY22/23	FY23/24	% Chan	FY22/23	FY23/24
Aptos	0	0		0	0		0	861		0	1343		0	2,204
Boulder Cree	11	127	1055%	137	146	7%	247	163	-34%	116	120	3%	511	556
Branciforte	0	171		0	256		0	371		38	368	868%	38	1,166
Capitola	268	1132	322%	1173	1254	7%	1399	991	-29%	1155	1170	1%	3,995	4,547
Downtown	98	431	340%	607	470	-23%	641	539	-16%	476	480	1%	1,822	1,920
Felton	57	486	753%	400	539	35%	1011	594	-41%	716	559	-22%	2,184	2,178
Garfield Par	0	0		0	0		0	0		0	0		0	0
La Selva Bea	0	0		0	0		0	0		0	0		0	0
Live Oak An	0	0		0	0		0	0		0	0		0	0
Scotts Valley	4	724	18000%	821	823	0%	1017	1082	6%	746	923	24%	2,588	3,552
TOTAL HOU	438	3,071	601%	3138	3488	11%	4,315	4,601	7%	3247	4963	53%	11,138	16,123

NUMBER OF PROGRAMS

	1st Qtr.			2nd Qtr.			3rd Qtr.			4th Qtr.			YTD	
	FY22/23	FY23/24	% Change	FY22/23	FY23/24	% Change	FY22/23	FY23/24	% Change	FY22/23	FY23/24	% Chan	FY22/23	FY23/24
Aptos	0	0		0	0		0	65		0	140		0	205
Boulder Cree	16	54	238%	24	64	167%	20	55	175%	39	53	36%	99	226
Branciforte	0	43		0	58		0	78		30	63	110%	30	242
Capitola	80	91	14%	101	104	3%	100	99	-1%	119	95	-20%	400	389
Downtown	146	204	40%	187	205	10%	197	207	5%	205	191	-7%	735	807
Felton	57	85	49%	80	76	-5%	73	87	19%	112	112	0%	322	360
Garfield Par	11	26	136%	21	31	48%	27	41	52%	30	44	47%	89	142
La Selva Bea	32	39	22%	44	48	9%	59	61	3%	53	54	2%	188	202
Live Oak	0	55		40	72	80%	71	88	24%	79	84	6%	190	299
Scotts Valley	12	70	483%	51	68	33%	71	71	0%	74	91	23%	208	300
Outreach	53	121	128%	49	106	116%	61	114	87%	125	133	6%	288	474
Virtual	18	16	-11%	29	16	-45%	19	19	0%	25	24	-4%	91	75
TOTAL	425	804	89%	626	848	35%	698	985	41%	891	1,084	22%	2,640	3,721

PROGRAM ATTENDANCE

	1st Qtr.			2nd Qtr.			3rd Qtr.			4th Qtr.			YTD	
	FY22/23	FY23/24	% Change	FY22/23	FY23/24	% Change	FY22/23	FY23/24	% Change	FY22/23	FY23/24	% Chan	FY22/23	FY23/24
Aptos	0	0		0	0		0	800		0	2,339	0%	0	3,139
Boulder Cre	295	648	120%	297	788	165%	240	774	223%	795	685	-14%	1,627	2,895
Branciforte	0	356		0	360		0	517		1,157	594	-49%	1,157	1,827
Capitola	1,295	1,382	7%	1,211	967	-20%	1623	1180	-27%	1,851	1,301	-30%	5,980	4,830
Downtown	861	1,398	62%	1,093	1,497	37%	2150	1803	-16%	2,008	1,989	-1%	6,112	6,687
Felton	527	1,142	117%	630	995	58%	826	2069	150%	1,493	2,671	79%	3,476	6,877
Garfield Par	259	389	50%	295	396	34%	670	670	0%	632	546	-14%	1,856	2,001
La Selva Bea	473	467	-1%	376	617	64%	746	847	14%	736	744	1%	2,331	2,675
Live Oak	0	712		393	1,092	178%	871	982	13%	1,166	1,317	13%	2,430	4,103
Scotts Valley	202	1,093	441%	814	1,265	55%	1397	1713	23%	1,428	1,731	21%	3,841	5,802
Outreach	2,164	2,482	15%	955	4,326	353%	1,765	3,162	79%	4,784	3,466	-28%	9,668	13,436
Virtual	136	207	52%	229	254	11%	311	250	-20%	421	324	-23%	1,097	1,035
TOTAL	6,212	10,276	65%	6,293	12,557	100%	10,599	14,767	39%	16,471	17,707	8%	39,575	55,307

SCPL APP CIRCULATION

	1st Qtr.			2nd Qtr.			3rd Qtr.			4th Qtr.			YTD	
	FY22/23	FY23/24	% Change	FY22/23	FY23/24	% Change	FY22/23	FY23/24	% Change	FY22/23	FY23/24	% Chan	FY22/23	FY23/24
Aptos	2	0		0	0		0	702		0	1,383		2	2,085
Boulder Cre	148	150	1%	188	142	-24%	170	168	-1%	223	132	-41%	729	592
Branciforte	0	438		0	402		0	378		153	359	135%	153	1,577
Capitola	2,074	1,852	-19%	1,681	1,365	-19%	2,002	1,251	-38%	1,832	1,038	-43%	7,589	5,506
CMS	567	167	-71%	522	95	-82%	353	107	-70%	166	137	-17%	1,608	506
Downtown	1,416	1,614	14%	1,241	1,429	15%	1,507	1,402	-7%	1,618	1,332	-18%	5,782	5,777
Felton	660	501	-24%	519	532	3%	486	464	-5%	509	500	-2%	2,174	1,997
Garfield Par	184	277	51%	183	278	52%	337	278	-18%	306	343	12%	1,010	1,176
La Selva Bea	538	446	-17%	572	567	-1%	522	515	-1%	448	368	-18%	2,080	1,896
Live Oak	2	450	22400%	467	427	-9%	481	450	-6%	477	480	1%	1,427	1,807
Outreach	165	102	-38%	120	125	4%	162	99	-39%	127	119	-6%	574	445
Scotts Valley	420	810	9%	686	839	22%	912	992	9%	976	981	1%	2,994	3,622
TOTAL SYST	6,176	6,807	10%	6,179	6,201	0%	6,932	6,806	-2%	6,835	7,172	5%	26,122	26,986

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



STAFF REPORT

DATE: August 1, 2024
TO: Library Joint Powers Authority Board
FROM: Eric Howard, Assistant Library Director
RE: 4th Qtr. SCPL Incident Report

STAFF RECOMMENDATION

Accept and File Incident Report for 4th Qtr. FY 2023-2024.

DISCUSSION

The fourth 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 4th Qtr. FY 2023-2024

Prepared by: Kira Henifin,
Principal Management Analyst

Reviewed and forwarded by: Eric Howard, Assistant Library Director

SCPL Incident Report by Branch - FY 23/24															
	QTR 1			QTR 2			QTR 3			QTR 4			YTD Totals		
	FY23	FY 24	% Change	FY 23	FY 24	% Change	FY 23	FY 24	% Change	FY 23	FY 24	% Change	FY 23	FY 24	% Change
Aptos	0	0		Closed	Closed		0	2		Closed	4		0	6	
Boulder Creek	4	2	-50%	3	3	0%	3	0	-100%	2	2		12	7	-42%
Branciforte	0	14		Closed	5		2	9	350%	6	16	167%	8	44	450%
Capitola	5	6	20%	1	3	200%	2	10	400%	2	10	400%	10	29	190%
Downtown	41	43	5%	30	34	13%	52	56	8%	54	46	-15%	177	179	1%
Felton	6	5	-17%	10	8	-20%	13	9	-31%	2	2		31	24	-23%
Garfield Park	1	1	0%	5	7	40%	1	4	300%	2	3	50%	9	15	67%
La Selva Beach	0	0		0	0		0	1		0	0		0	1	
Live Oak	4	6	50%	1	5	400%	5	5	0%	7	1	-86%	17	17	0%
Scotts Valley	0	5		0	2		2	6	200%	2	4	100%	4	17	325%
TOTAL	61	82	34%	50	67	34%	80	102	28%	77	88	14%	268	339	26%

Suspensions by Branch															
	QTR 1			QTR 2			QTR 3			QTR 4			YTD Totals		
	FY 23	FY 24	% Change	FY 23	FY 24	% Change	FY 23	FY 24	% Change	FY 23	FY 24	% Change	FY 23	FY 24	% Change
Aptos	0	0		Closed	Closed		0	1		Closed	0		0	1	
Boulder Creek	1	1	0%	0	2		1	0	-100%	0	1		2	4	100%
Branciforte	Closed	6		Closed	4		0	4		2	8	300%	2	22	600%
Capitola	1	3	200%	0	3		1	4	300%	1	5	400%	3	15	400%
Downtown	17	33	94%	18	28	56%	34	45	32%	29	33	14%	98	139	42%
Felton	1	3	200%	4	3	-25%	2	4	100%	1	0		8	10	25%
Garfield Park	0	0		1	0	-100%	1	0	-100%	0	1		2	1	-50%
La Selva Beach	0	0		0	0		0	0		0	0		0	0	0%
Live Oak	0	2		1	2	100%	0	1		2	0		3	5	67%
Scotts Valley	0	0		0	0		0	1		2	0		2	1	50%
TOTAL	20	48	140%	24	42	75%	39	60	54%	37	48	30%	120	198	65%

*** Reopenings**

Felton 2/22/20, La Selva Beach 3/20/21, Capitola 6/12/21, Boulder Creek 5/7/22, Garfield Park 6/11/22, Scotts Valley 8/6/22, Live Oak 10/1/22, Branciforte 5/13/23, Aptos 2/4/24

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



STAFF REPORT

DATE: August 1, 2024
TO: Library Joint Powers Authority Board
FROM: Eric Howard, Assistant Library Director
RE: FY 2024 Fourth Quarter Workplan

RECOMMENDATION

Accept and file FY 2024 Fourth Quarter Workplan.

DISCUSSION

Attached, please find the fourth quarter workplan. The fourth quarter runs from April through the end of June. This report provides our key indicators for program numbers as well as some of the highlights. It organizes those highlights under the three chapters of our Strategic Plan (**Diversity, Equity and Inclusion; Santa Cruz County Community and Library Services**).

Strategic Plan Successes:

<i>Youth Services</i>	<i>Adult Services</i>
189 programs for ages 0-5 with 6,245 attendees	545 programs, events, appointments, and office hours for adults with 4407 in-person and 593 online participants
266 programs for ages 6-11 with 4,024 attendees	
44 programs for ages 12-18 with 474 attendees	

The following highlights provide a snapshot of the Library’s work in the fourth quarter, which runs from April through June. The highlights are organized under the three chapters of the Strategic Plan (Diversity, Equity and Inclusion; Santa Cruz County Community and Library Services):

Diversity, Equity, and Inclusion (DEI)

GOAL A:

Create an organizational culture of equity and inclusion and provide equitable and relevant services to all.

- In April, three branches (**Live Oak, Scotts Valley, Felton**) hosted an ASL Storytime in honor of Deaf History Month. Attendees were given handouts with ASL diagrams and more information where they may learn ASL.
- **Community Outreach:** SCPL tabled at the Pride Parade in Downtown Santa Cruz. Library staff provided information to over **300** people and many participated in crafts.
- **Community Outreach:** On June 8th, Aptos Advisory Council of Teens taught origami to **212** attendees of all ages at the Japanese Cultural Fair in Santa Cruz.



Japanese Cultural Fair with 6 ACT members

The Santa Cruz County Community:

GOAL A:

Create and support safe and friendly places.

- **Scotts Valley:** The Scotts Valley library started the Game Zone program for middle and high school students in April, where teens may play games, have snacks and hang with friends.
- **Aptos:** Over 20 participants attend the weekly Aptos Youth Chess Club with Chess Master Dana Mackenzie



- **Garfield:** Staff presented a Pixar Series geared toward various audiences. Patrons of varying ages expressed enjoyment of the movies, trivia (prizes), and variety of snacks/beverages provided.
- **Branch Out Felton! Park Celebration (281 participants)** People were amazed how much the library provided for the community that day. We had 3 crafts, face painting, bubbles, a storytime, and Librarian Jackie dressed up as our very own library fairy. It was a great collaboration with our Felton Library Friends and the County Parks and Recreation. The Felton Library Friends told us that they were impressed with the crafts and activities the library planned! They didn't expect so much and admired the coordination of efforts from our Felton Library staff! The celebration was a huge success.
- **Downtown and Scotts Valley** hosted NorCal Bats. Each event had over 100 attendees.
- **Felton:** Watsonville Taiko performed on the Felton Patio for an audience of **111** people. Our patrons especially loved the interactive elements when they got to play the big drums! Happy Birds wowed **207** patrons at Felton with their amazing antics! The birds did all sorts of amazing tricks, such as riding skateboards, scooters, and a bicycle, "shopping" with a mini shopping cart, playing a shell game, and singing beautifully, as we learned all about these amazing parrots, and gained knowledge about what it takes to care for them. The program was both educational and fun!
- **La Selva:** Slim Chance Summer Reading Performance brought out a sizeable crowd to La Selva's backyard
- **Capitola and Downtown** hosted NextStage Productions Reader's Theater Spring 2024, the third annual festival of short comedies performed by and for a senior audience.
- **Capitola** started Dungeons & Dragons for Adults to bring people together in this game of collaborative storytelling, using their creativity to solve weird and wonderful problems through the magical world of D&D.



GOAL B:
Foster Inclusion

- **Felton:** On 5/23 Felton celebrated AANHPI Heritage Month with a special storytime and craft. 55 people enjoyed the storytime and celebrated AANHPI heritage and culture through story and song. On 6/13 Felton celebrated Juneteenth with a special storytime. 45 children and their families celebrated and learned about the history of Juneteenth and the meaning of this important holiday through story, song, and a cute Juneteenth flag craft. On 6/27 Felton celebrated Pride Month with a special storytime and craft. 20 children and their families learned about Pride and our LGBTQ+ communities through story, song, and an adorable rainbow hearts craft. SAGA (Sexuality and Gender Alliance) began this quarter at Felton with a new fun activity (and snacks!) each month, in a supportive and relaxed atmosphere.
We partnered with the Reel Work May Day Labor Film Festival to present "Being 80," a locally made documentary showcasing a diverse range of vibrant, unique and memorable 80 year olds still finding meaning in their lives through career choices contradicting the stereotype that their minds and bodies are obsolete in a world where only younger generations can make the world work.
- **Scotts Valley:** The Library partnered with the Conflict Resolution Center for "Let's Talk About It": Finding Common Threads Through Conversation. Participants engaged in 30-minute conversations with dialogue partners from a wide range of stigmatized or misunderstood identities and experiences to foster empathy and understanding across differences.
- **Capitola:** *Stranger at the Gate*: Screening and Discussion with Filmmakers celebrated Arab American Heritage Month with this story of members of an Indiana mosque building connection with an initially antagonistic U.S. Marine, and turning a threat of violence into

a story of grace, transformation, and hope. In May, for AAPI Heritage Month, local historians Sandy Lydon and George Ow led an in-depth and lively book discussion of *Chinese Gold*, talking about the significant contributions our Chinese community has made to Santa Cruz County, the challenges they faced and overcame, and current efforts to preserve this rich history and make it available for generations to come. For Jewish Heritage Month we partnered with the Santa Cruz Jewish Film Festival to screen timely documentaries. The first explored the complex history of the Middle East from the Ottoman Empire to the present day. The second told the story of an intentional community of Jews and Arabs in 1970's Israel, living together as friends and neighbors, learning each others' language and culture, and now dealing with the harsh realities of political turmoil and war.

On Juneteenth, in partnership with Santa Cruz Black, we screened *Descendant*, the final film in the B.L.A.C.K. On Screen Documentary Series, telling the story of the last known ship to smuggle stolen Africans to America, the unthinkable cover-up, and the impact of that crime on generations of descendants.

Take Back Your Power was a spoken word poetry, performance, and writing workshop with Zainab Hussain, a proud Muslim Woman, a Multilingual, Multi-ethnic Immigrant, a Person with Disabilities and Conqueror of mental illness, all of which contribute significantly to her work.

The monthly discussion group, Neighbors for Neighbors with Housing Matters, a meetup for people who want to learn how to take an active role in their neighborhood to bridge divides on the topic of homelessness, learned from local experts and discussed: Shelter & Outreach in Santa Cruz County, Housing Solutions, and California Proposition 1 (Behavioral Health Services Program and Bond Measure).

- **Aptos:** Yemeni Americans in Oakland: Between a War and a Pandemic recognized Arab American Heritage Month in a conversation Sunaina Maira, Professor of Asian American Studies, exploring the impact of the pandemic, the Muslim Bans, and the war in Yemen.

During June Pride Month, local transfem teen poet, writer, and orator Madeline Aliah shared her debut poetry chapbook, *This is My Body*. The moving poems track her inner journey from boy to woman, and evokes a young person's deepest desire to feel free despite the risks and against all odds.

GOAL C:

Support all members of society

- **Capitola:** Kevin Adler, author of *When We Walk By*, spoke about helping individuals experiencing homelessness rebuild their social support systems and financial security. The event featured a panel discussion, led by Chris Benner, UCSC Professor and Director of the Institute for Social Transformation, along with people with lived experience of being unhoused, on solutions-based homeless services. The event was

featured in Santa Cruz Local <https://santacruzlocal.org/2024/06/07/author-discusses-relationships-money-to-address-homelessness/>.

What Got You Here WILL Get You There: Approaching the Job Search after 60 provided 7 workshops for a cohort of participants over the age of 60 to develop strategies, resources, and emotional support to find jobs that mirror their talents and timeframe.

- **Downtown:** Tenant Sanctuary Know Your Rights Talks covered new laws protecting renters from eviction and rent increases, and tenant laws for support and service animals.
- **Branciforte:** Community Action Board and Santa Cruz County Adult Education presented an Introduction to Naturalization workshop on the process to become a United States Citizen.

English Language Learning

- **Aptos, Branciforte, Capitola, Felton, and Scotts Valley:** hosted 231 one-on-one tutoring appointments with the Santa Cruz Volunteer Center Literacy Program.
- **Capitola and Downtown:** hosted 29 English Conversation group meetings with the Santa Cruz Volunteer Center Literacy Program for English language learners to practice skills together

Library Services:

GOAL A:

Curate a relevant and engaging collection of materials diverse in content and format to satisfy the community's reading, listening, viewing, and learning preferences and bridge the digital divide.

- Added 20 additional Fire tablets to the lendable tech collection to eliminate the holds list.
- Initiated the "soft launch" of LINK+ and prepared documentation and instruction for staff and the public.
- The [California State Library Parks Pass program](#) will be funded for another year! SCPL has 285 passes with a holds list of over 200 patrons. We are grateful to be able to continue this program for another year.
- Launched Library Speakers Consortium (LSC), a new platform for virtual author talks.
- Added books from the [First Partner's Summer Book Club Bookshelf](#). These are books provided by the California First Partner for public library collections as an initiative to reduce summer learning loss and encourage children to read all summer long.

GOAL B:

Strengthen and support learning and measure the impact

- **Community Outreach:** Sandi Imperio spent two days in April at PreK/Kindergarten Registration days for PVUSD informing over **600** people about story times, summer reading, library services, etc.
- **Aptos:** We now have two doggie volunteers at Aptos to serve in Tales 2 Tails - Oski and Sir Pickle. Both are absolutely lovely and a big hit with the kids & parents. Tales 2 Tails supports early literacy by providing a new reader with a non-judgmental and an eager audience member through a service animal. In April and May, Aptos had ten group visits, ages infants to 5th graders.
- **Live Oak:** We made Ice cream at Make and Explore at Live Oak. Kids had a blast and we found out that you have to put the chocolate syrup in the ice cream before you freeze it or it melts everything and you get a milkshake.
The Solar Eclipse Viewing Party for all ages livestreamed the eclipse event inside to enjoy totality, and brought participants of all ages together to view it outside.
- **Downtown:** The Read Renew Repeat Craft Series for Summer Reading has been very well attended and patrons really enjoyed them. Each had 24 attendees at the Downtown Branch.
The Santa Cruz Shakespeare 2024 Talk with Sean Keilen, Professor of Literature at UC Santa Cruz and Head Dramaturg at Santa Cruz Shakespeare, was a lively talk about *Hamlet* and *As You Like It*, the Shakespeare plays performed by Santa Cruz Shakespeare this summer.
- **Garfield:** Junior Rangers is a statewide program for 7 - 12 year olds. Junior Rangers receive a logbook, and earn stamps and rewards along the way as they participate in programs. We hosted an interactive and exciting STEM show (**Talewise Science Heroes**) that combined the magic of stories with the wonders of science! We had 46 attendees with patron interaction throughout the program.
- **Branciforte:** Earth-Friendly Gardening workshop with UC Master Gardeners of Monterey Bay taught participants the first steps in how to create sustainable landscapes that benefit the broader environment and make things easier for the gardener to grow a healthy garden that is beautiful, in sync with nature, and less prone to problems. UC Master Gardeners led the participants through the process of performing a site analysis of the library's surroundings using tools and techniques that can be used in their own gardens.
- **Boulder Creek, Felton, and Garfield Park:** held Journal Writing and Poetry as Practice writing workshops exploring the reasons we write, various ways of keeping a journal to help calm and dissipate stress, gain perspective and awareness, record events, and capture inspiration that happens in daily life.
- **Community Outreach:** At the annual Santa Cruz County History Fair librarians promoted SCPL's Local History collection, connected with historical societies, and supported research on Santa Cruz County local history.

Digital Literacy

- **Scotts Valley:** Added weekly Tech Help appointments
- **Aptos, Branciforte, Capitola, Downtown, Felton, Live Oak, and Scotts Valley:** Provided a combined total of 255 one-on-one tech help appointments
- **Community Outreach:** We completed the first class graduation of Del Mar Elementary parents in the Computer Basics in Spanish pilot program, a partnership with Cradle to Career Santa Cruz County with support from the Live Oak School District.
- **Virtual Library:** Tech Talks workshops covered external drive backups, health apps, travel apps, and Smartphone 101.

GOAL C:

Support and prepare staff to meet organizational needs and ensure excellent customer service

- Launched a new/updated wireless printing solution for Library Patrons. The new solution provides a vast improvement over the previous solution in terms of user friendly interface and streamlined and efficient printing results.
- Updated and rewired our lending laptops enclosure equipment. This included adding the latest features and providing a more efficient process for keeping equipment up-to-date in terms of cybersecurity protections and operation system patching.
- Completed a final migration to a new Public Address speaker solution along with new management software. This allows centralized management of scheduled public announcements at all SCPL branch locations.

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



STAFF REPORT

DATE: August 1, 2024
TO: Library Joint Powers Authority Board
FROM: Christopher Platt, Director of Libraries
RE: Updated Library Naming Policy #403

STAFF RECOMMENDATION

Motion to approve and file the updated Library Naming Policy #403.

DISCUSSION

The Library and the Friends of the Santa Cruz Public Libraries have collaborated extensively to enhance the Library Naming Policy #403.

FISCAL IMPACT

None.

ATTACHMENTS

Library Naming Policy #403

Report Prepared by: Jennifer Yeung, Management Analyst

Reviewed and Approved by: Eric Howard, Assistant Library Director

Library Naming Policy

JPAB Policy #403
Approved: 3/2017
Last Revised: 6/2024
Review Schedule: 6/2029

1. Purpose

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

2. Library Names

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

3. Naming Criteria and Process

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

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

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

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

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

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

Naming rights shall not extend beyond the standard or useful life of any interior or exterior space, facility, or feature, major program, or collection associated with a specific Library branch (collectively referred to as “Named Facilities”), as determined by the applicable JPAB jurisdiction. In the event of periodic updates or modifications to any Named Facilities, naming rights shall be carried forward in a similar capacity to the extent reasonably feasible, as determined by the Library. The Library retains the right to remove any name and terminate any naming rights if: (a) the applicable Branch Library is closed, deconstructed, destroyed, or severely damaged such that the Branch Library is closed to the public for a period of term in excess of 18 months; or (b) in the event the applicable Branch Library goes through an end-of-life renovation, and the Branch Library is closed to the public for a period of time in excess of 18 months for that renovation, and a donor campaign is needed to fund the renovation; or (c) if the current donor or individual/entity receiving naming rights materially breaches its obligations under any applicable Naming Rights Agreement or other applicable agreement with the Library and, after receiving written notice from the Library identifying such materials breach, fails to cure such material breach within 15 days of such notice. The Library further retains the right to remove any naming rights if in its sole discretion and in good faith, the individual/entity receiving naming rights or the donor’s conduct or naming rights would adversely impact the Library’s reputation, image, mission, or integrity.

All donors or individuals/entities obtaining any naming rights pursuant to this policy shall be required to sign a Naming Rights Agreement, in a form provided by the Library and approved by the JPAB. Such Naming Rights Agreements will be reported to the appropriate JPAB jurisdiction for final approval.

4. Naming Revocation

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

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

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

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

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



STAFF REPORT

DATE: August 1, 2024
TO: Library Joint Powers Authority Board
FROM: Christopher Platt, Director of Libraries
RE: Updated Meeting Room Policy #315

STAFF RECOMMENDATION

Motion to approve and file the updated Meeting Room Policy #315.

DISCUSSION

The Meeting Room Policy and Addendum: Meeting Room Policy for Library Partners was last revised in May 2022. The Library is now seeking the Library Joint Powers Authority Board to approve the updated Meeting Room Policy #315.

Also attached is the draft After-hours Community Room Use form. The form would supersede the current Addendum. Therefore, the Library would no longer require groups to first become a library partner in order to use the Community Rooms after normal branch hours. The Public would be able to reserve the Community Rooms after normal branch hours.

Below are changes to highlight for all meeting rooms:

Study Rooms:

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

Conference Rooms:

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

Community Rooms and Designated Public Outdoor Spaces:

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

After-hours Use of Community Rooms:

- Community Rooms would be available for the Public to reserve after-hours.
- Must adhere to all policy rules, complete the After-hours Community Room Use Form, meet insurance requirements, an adult over the age of 18 years old must be present, and pay for the cost of a security guard service.
- Friends of the Santa Cruz Public Libraries, County and City Departments of the four jurisdictions of the Library Joint Powers Authority Board are exempt from the security guard service.
- Available: Monday through Thursday 6:00 pm to 8:00 pm, Friday and Saturday 5:00 pm to 8:00 pm, and Sunday 10:00 am to 8:00 pm.

FISCAL IMPACT

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

ATTACHMENTS

Meeting Room Policy #315

Draft After-hours Community Room Use Form

Report Prepared by: Jennifer Yeung, Management Analyst

Reviewed and Approved by: Eric Howard, Assistant Library Director

Meeting Room Policy

JPAB Policy #315
Approved: 3/2020
Last Revised: 6/2024
Review Schedule: 6/2029

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

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

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

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

Care and Use of the Meeting Rooms

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

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

Study Rooms:

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

Conference Rooms:

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

Community Rooms and Designated Public Outdoor Spaces (i.e. Outdoor Amphitheaters):

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

or citizenship. Access to all events, including the arrangement of the room, must also comply with American Disability Act requirements. All participants must abide by the [Code of Conduct Policy](#).

9. Signs, posters, displays and decorations may be put up with prior permission from the branch manager.
10. Use of incense and candles is prohibited. Exceptions for special events may be approved by the Library.
11. The Library reserves the right to cancel a reservation due to circumstances beyond its control. The Library will notify the group of the reservation cancellation as soon as possible.
12. There must be at least two people present in order to occupy the room.
13. Reservations are forfeited if the user is not present within the first 15 minutes.
14. Staff may not be available to help with meeting room technology.
15. Alcoholic beverages may be served only with special permission; this is secured using procedures outlined in the [Alcohol Beverages Policy](#).
16. Security cameras may be present in meeting rooms in accordance with the [Security Camera Policy](#).

Reserving Community Rooms Outside of Regular Library Hours

Some branches have community rooms that are available for after-hours use. Please check with the Branch Manager. Groups seeking to use the community rooms outside of regular library hours must meet with the Branch Manager after submitting the After-hours Form and meet the insurance requirements. An adult over the age of 18 must be present for after-hours use. Spaces are available from 6:00 pm to 8:00 pm Monday through Thursday, 5:00 pm to 8:00 pm on Friday and Saturday, and 10:00 am - 8:00 pm on Sunday. There is a fee for security guard service during after-hours use. Please refer to the After-hours Form for cost. Friends of the Santa Cruz Public Libraries, County and City Departments of the four jurisdictions of the Library's Joint Powers Authority Board are exempt from the security guard service and fee.



After-hours Community Room Use Form

APPLICANT INFORMATION

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

MEETING ROOM RESERVATION

Branch Requested:

- Aptos Boulder Creek Branciforte Capitola Felton Scotts Valley

Number of Attendees: _____

Date and Time Requested:

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

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

Is purpose of use a: One Time Event or Series

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

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

- Yes No

If a series, list additional dates requested: _____

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

Indicate if needed: Audio Equipment Video Equipment

Event Description or Intended Use:

SPECIAL REQUESTS OR CIRCUMSTANCES

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

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

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

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

Date: ___/___/___

Applicant's Signature

Print Name: _____

[For SCPL Use Only]

Reservation Approved: Yes No

Initials: _____

Date: ___/___/___

Director Approval of Special Requests:

Approval Date: ___/___/___

Sale of Items: Yes No N/A

Use of Candles: Yes No N/A

Serving Alcoholic Beverages: Yes No N/A

(Liquor license required to sell Alcoholic Beverages)

Other Reason Described Above: Yes No N/A

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



STAFF REPORT

DATE: August 1, 2024
TO: Library Joint Powers Authority Board
FROM: Christopher Platt, Director of Libraries
RE: Updated Gifts Policy #309

STAFF RECOMMENDATION

Motion to approve and file the updated Gifts Policy #309.

DISCUSSION

The Library and the Friends of the Santa Cruz Public Libraries have collaborated extensively to enhance the Gifts Policy #309.

FISCAL IMPACT

None.

ATTACHMENTS

Gifts Policy #309

Report Prepared by: Jennifer Yeung, Management Analyst

Reviewed and Approved by: Eric Howard, Assistant Library Director

Gifts Policy

JPAB Policy #309

Approved: 5/2022

Last Revised: 6/2024

Review Schedule: 6/2029

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

The Director of Libraries and/or his or her designee (collectively referred to as “the Director”) will make all decisions regarding gift acceptance and shall approve all gifts on a case by case basis.

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

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

Gifts made unconditionally and without restrictions are preferred.

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

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

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

- effect on future giving.

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

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

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

Gifts Procedure

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

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

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

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

Gifts of Books and Materials

Gifts of books and materials shall be given directly to the Friends. In most instances gifts of books will be sold by the Friends. All proceeds will benefit the Library. If the Friends or the Library receives a significant or substantial gift (as determined by the Director), then the Director may further evaluate and review the gift before it is accepted or sold. The Friends and the Library will apply the same standards for selection and acceptance of gifts as it does when selecting books and other materials for purchase; this shall include but not be limited to meeting system-wide guidelines for programming and collection needs (as defined in the Collection Development Policy # 302).

Gifts of Financial Donations and Property (Real or Personal)

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

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

Gifts of Works of Art for Public Display

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

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



STAFF REPORT

DATE: August 1, 2024
TO: Library Joint Powers Authority Board
FROM: Eric Howard, Assistant Director
RE: Public Comment

STAFF RECOMMENDATION

Motion to endorse changes to agenda practices.

BACKGROUND

Chair Jamie Goldstein has requested several changes to the agenda process. The agenda for the Libraries Facilities Financing Authority (LFFA) and the Library Joint Powers Authority Board (LJPA) currently separates public comment from the agenda item “Public Comment” and “Consent.” The newly revised proposed version locates public comment on Consent within “Public Comment.” The revised version also notes that correspondences received after the packets have been published will be distributed as “Additional Materials” at the “commencement” of the meeting, and clarifies that items on the consent calendar will be voted on with a single motion unless a Board member requests the item be discussed for separate review. A redlined version for all of the changes has been included in this report.

DISCUSSION

The back to back meetings of the Libraries Facilities Financing Authority and the Library Joint Powers Authority Board has created some confusion for the public as to when and for what their public comment moment is intended to address. These changes are intended to provide some clarification, along with clearer direction for the submission of correspondence.

According to Article IX, number five of the bylaws for the LJPA reads, “Rules of procedure not governed by these bylaws may be adopted and amended by motion of the Board.”

https://www.santacruzpl.org/files/library_boards_handbook/uploads/By-Laws_of_the_LJPB_revised_2013.pdf

Fiscal Impact:

There is no fiscal impact from this proposed change.

Attachment: Updated Template

LIBRARY JOINT POWERS AUTHORITY (LJPA)

On Thursday DATE, 2024 at 9:00 AM

All LJPA Board Meetings are held in-person and open to the public. Members of the public may also view the meetings via the alternative methods provided below as a courtesy. Please note that if the Zoom or YouTube connection malfunctions for any reason, and no Board Members are attending via teleconference, the meeting will continue in-person without remote access.

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. The meetings will be recorded and posted for viewing after the meetings on the Santa Cruz Public Libraries website.

Public Participation:

Members of the public may provide public comments to the Board in-person during the meeting for any item on the agenda or within the subject matter jurisdiction of the Board. Any public comment for a specific item on the agenda must be received prior to the close of the public comment period for that item.

Any person who is not able to attend in-person may submit a written comment as indicated below. Submitted written public comments will be included as part of the record of the meeting, either in Written Correspondence or in the Minutes, depending on when received by staff. Please be aware that the Board will not accept comments via Zoom nor read aloud written comments during the meeting.

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 and written comments received prior to 12:00 p.m. on the Wednesday preceding a Board Meeting will be distributed to Board members to review prior to the meeting with the published Agenda packet. Written comments submitted after the Agenda and packet have been published will be distributed as Additional Materials at the commencement of the meeting.

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



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

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

THURSDAY DATE, 2024

9:00 A.M.

In-Person Location:

PLEASE NOTE:

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.

Agenda and Agenda Packet Materials: The LJPA agendas and the complete agenda packet containing public records, which are not exempt from disclosure pursuant to the California Public Records Act, are available for review on the website: www.santacruzpl.org and at Library Headquarters, located at 117 Union Street, Santa Cruz, California, during normal business hours.

Agenda Materials Submitted after Publication of the Agenda Packet: Pursuant to Government Code §54957.5, public records related to an open session agenda item submitted after distribution of the agenda packet are available at the time they are distributed or made available to the legislative body on the website at: www.santacruzpl.org and are also available for public inspection at Library Headquarters, 117 Union Street Santa Cruz, California, during normal business hours, and at the LJPA meeting.

Need more information? Contact clerk's office at 831-427-7700 ext. 7618.

1. CALL TO ORDER / ROLL CALL

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

2. ADDITIONAL MATERIALS

Additional information submitted after distribution of the agenda packet.

3. ADDITIONS AND DELETIONS TO AGENDA

4. PUBLIC COMMENT

Any member of the community may address the Board during this Public Comment period on any "Consent Calendar" item on today's agenda or on any topic not on today's agenda but within the subject matter jurisdiction of the Board. Please note, however, that for non-agendized items, the Board is not able to undertake extended discussion or take any action today without notice. Such items may be referred to staff for appropriate action, such as individual follow-up or placement on a future agenda. If you intend to address a subject or item that is on the Agenda, please hold your comments until that item 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 Public Comment; A MAXIMUM of 30 MINUTES is set aside for Public Comment at this time.

5. REPORT BY LIBRARY DIRECTOR

A. Library Director's Report –

6. REPORT BY FRIENDS OF THE SANTA CRUZ PUBLIC LIBRARIES (SCPL)

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 the Board request specific items to be discussed for separate review. Items pulled for separate discussion will be considered following General Business.

9. GENERAL BUSINESS

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

10. COMMENTS BY BOARD MEMBERS

11. SCHEDULED UPCOMING MEETINGS

Date	Location	Anticipated Upcoming Agenda Items:

12. ADJOURNMENT

Adjourned to the next regular meeting of the LJPA to be held on Thursday, Date, 2024 at 9:00 am [immediately following the LFFA meeting]

13. WRITTEN CORRESPONDENCE

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LIBRARY JOINT POWERS AUTHORITY (LJPA)

On Thursday , 2024 at 9:00 AM

All LJPA Board Meetings are held in-person and open to the public. Members of the public may also view **and participate** in the meetings via the alternative methods provided below as a courtesy. Please note that if the Zoom or YouTube connection malfunctions for any reason, and no Board Members are attending via teleconference, the meeting will continue in-person without remote access.

Public Viewing:

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The meetings will be recorded and posted for viewing after the meetings on the Santa Cruz Public Libraries website

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



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

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

THURSDAY , 2024

9:00 A.M.

**In-Person Location:
Aptos Branch Library
7695 Soquel Drive, Aptos, CA 95003**

PLEASE NOTE:

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1. CALL TO ORDER / ROLL CALL

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

2. ADDITIONAL MATERIALS

Additional information submitted after distribution of the agenda packet.

3. ADDITIONS AND DELETIONS TO AGENDA

4. PUBLIC COMMENT

Any member of the community may address the Board during this Public Comment period on any "Consent Calendar" item ~~any matter included~~ on today's agenda or on any topic not on today's agenda but within the subject matter jurisdiction of the Board. Please note, however, that for non-agendized items, the Board is not able to undertake extended discussion or take any action today without notice. Such items may be referred to staff for appropriate action, such as individual follow-up or placement on a future agenda. If you intend to address a subject or item that is on the Agenda, please hold your comments until that item 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 Public Comment; A MAXIMUM of 30 MINUTES is set aside for Public Comment at this time.

5. REPORT BY LIBRARY DIRECTOR

A. Library Director's Report – May 2024 (p.1-5)

6. REPORT BY FRIENDS OF THE SANTA CRUZ PUBLIC LIBRARIES (SCPL)

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.

9. GENERAL BUSINESS



Judi Grunstra

Jul 27, 2024,
12:59 PM (2
days ago)

to clerk@santacruzpl.org

Hello, I noticed two typos that probably should be corrected if grammar is important.

Consent Agenda Item G - Meeting Room Policy, pg 41, Care and Use of the Meeting Rooms.

No. 1 should read "at the sole discretion of the Library Director..." NOT "in the sole discretion..."

Consent Agenda Item I - "will be voted on with a single motion unless a Board member requests the item by discussed for separate review" should read "be discussed."

Also I am confused by the implications of this paragraph:

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 the Board request specific items to be discussed for separate review. Items pulled for separate discussion will be considered following General Business.

Does this mean that there is no way for a member of the public to comment on one or more Consent Agenda Items, or request that the JPA consider further discussion prior to the Board approving the entire Consent Agenda?

Thank you.

Judi Grunstra

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LFFA & JPA Agenda irregularities

External

M

Michael Lewis

Jul 28, 2024,
12:38 PM (20
hours ago)

Hello SCPL LFFA/JPA members:

In addition to attending many public meetings every month, I publish Santa Cruz Online, a weekly compendium of all county and city government meetings in Santa Cruz County. I offer the following observations in the interest of transparency and consistency with other government meeting agendas.

The current agenda for the Thursday, August 1 meeting contains several irregularities that should be corrected.

- The Cover letter with instructions for public participation is **confusing and misleading**.
- With regard to the statement "*Please note that if the **Zoom** or YouTube connection malfunctions for any reason, **and no Board Members are attending via teleconference**, the meeting will continue in-person without remote access.*" There is no clear indication of procedure when remote access is not available and Board Members would be attending via teleconference.
- There are no instructions for Zoom access, nor does the agenda stipulate whether the meeting is accessible in-person only, on Zoom or YouTube.
- The link for YouTube access (<https://www.youtube.com/user/SantaCruzPL>) does not link **directly** to the meeting YouTube, only to the main SCPL YouTube web page. The user must scroll down and search through the videos to find the meeting coverage. **This is confusing to the general public.**
- The statement "Please be aware that the Board will not accept comments via Zoom nor read aloud written comments during the meeting" **unnecessarily restricts public participation** in the meeting, especially those meetings held in the more remote library branches.
- The agenda has an **incomplete and inaccurate statement of the meeting location** "*Live Oak Annex, 979 17th Ave., Santa Cruz*" incorrectly identifies the facility. It should read: Live Oak Library Annex, Simpkins Swim and Community Center, 979 17th Avenue, Santa Cruz. The area or meeting room **in the Library Annex** should be specified.

- The agenda states that the agenda packet and agenda packet materials will be available on the library website at <https://www.santacruzpl.org/> This link is to the SCPL Home page and does not specify where on the Home page the materials can be found. **The SCPL Home page has long been confusing and difficult to navigate.**

Michael Lewis

[Santa Cruz Online](#)

JPA Meeting_Consent Agenda I



Judi Grunstra

9:00 AM (5
minutes
ago)

to clerk@santacruzpl.org

Hello JPA Members,

I seek clarification on Consent Agenda I. I find the intent and wording to be confusing.

From what I can tell, the proposal is that the public can comment on the Consent Agenda items during "Public Comment" which comes before the Library Director's Report, but not just before the Consent Agenda comes up for approval.

From today's meeting packet on the Item:

BACKGROUND Chair Jamie Goldstein has requested several changes to the agenda process. The agenda for the Libraries Facilities Financing Authority (LFFA) and the Library Joint Powers Authority Board (LJPA) currently separates public comment from the agenda item "Public Comment" and "Consent." The newly revised proposed version locates public comment on Consent within "Public Comment."

Could this be stated in a clearer way? "Locates" seems like an odd word choice.

*The revised version also notes that correspondences received after the packets have been published will be distributed as "Additional Materials" at the "commencement" of the meeting, and clarifies that items on the consent calendar will be voted on with a single motion unless a Board member requests the item by discussed for separate review. **A redlined version for all of the changes has been included in this report.***

I don't see any "redlined version" in this report.

Any member of the community may address the Board during this Public Comment period on any "Consent Calendar" item on today's agenda or on any topic not on today's agenda but within the subject matter jurisdiction of the Board. Please note, however, that for nonagendized items, the Board is not able to undertake extended discussion or take any action today without notice. Such items may be referred to staff for appropriate action, such as individual follow-up or placement on a future agenda. If you intend to address a subject or item that is on the Agenda, please hold your comments until that item 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 Public Comment; A MAXIMUM of 30 MINUTES is set aside for Public Comment at this time.

So is Mr. Goldstein's intention to clarify what appears in the JPA By-Laws?

From the By-Laws:

ARTICLE IX CONDUCT OF MEETINGS

1. At the time and place established for a meeting, and with a quorum present, the Chair shall call the meeting to order.
2. The order of business may be revised by the Chair with the concurrence of the Board.
3. The public shall have an opportunity to speak on any agenda item. Therefore, at the beginning of the "Other Business" section of the agenda, the Chair will announce that persons in the audience will have an opportunity to speak on any item in that section. At the beginning of each item, the Chair, with concurrence of the Board, may set parameters for the nature and length of any comments

In order to compare whether there is similar wording in the agendas and By-Laws of several other city and county commission agendas, I reviewed several City of Santa Cruz Advisory Body agendas and did not see any similar wording.

*From the **County Parks & Rec Commission** agenda:*

*III. ORAL COMMUNICATIONS Any person may address the Commission during its Oral Communication period. Speakers must not exceed three (3) minutes in length, or the time limit established by the Chair, and individuals may speak only once during Oral Communications. All Oral Communication **must be directed to an item listed on today's Consent Agenda,***

This differs from the City of Santa Cruz rules, because Oral Communications can only be on items NOT on the agenda.

Realizing that the JPA is neither a City nor a County "Commission," I then looked at two other agencies governed under a Joint Powers arrangement.

*From the **County Animal Shelter** agenda:*

*4.0 Oral Communications – Any person may address the Santa Cruz County Animal Shelter Board of Directors during the oral communications period. All oral communications should be directed to items or issues that would be within the jurisdiction of the Santa Cruz County Animal Shelter but **not on today's agenda.** Board members will not take actions or respond immediately to oral communications presented, but may choose to follow-up at a later time, either individually or on a subsequent agenda.*

*From the **Regional 911 JPA Meeting** agenda:*

*3.0 ORAL COMMUNICATIONS Any person may address the Board during its Oral Communications period. Presentations must not exceed three (3) minutes in length, and individuals may speak only once during Oral Communications. Oral Communications allows time for members of the Public **to address the Board on any "Consent Item" on today's agenda, or***

on any topic within the jurisdiction of the Authority that is not on the “Regular Agenda” section of the agenda.

As you can see, there is a lack of consistency. To better serve the public, this should be cleaned up within a reasonable time frame.

Thank you.

Judi Grunstra

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