



## **CAPITOLA LIBRARY ADVISORY COMMITTEE REGULAR MEETING AGENDA**

**TUESDAY, MAY 8, 2018**

**3:30 PM**

**CITY HALL COMMUNITY ROOM  
420 CAPITOLA AVENUE, CAPITOLA, CA 95010**

**1. ROLL CALL**

**2. PRESENTATIONS**

**3. ADDITIONAL MATERIALS**

*Additional information submitted to the City after distribution of the agenda packet.*

**4. CHANGES TO AGENDA**

**5. ORAL COMMUNICATION**

*Oral Communications allows time for members of the Public to address the Committee on any item not on the Agenda. Presentations will be limited to three minutes per speaker. Individuals may not speak more than once during Oral Communication. All speakers must address the entire Committee and will not be permitted to engage in dialogue. A MAXIMUM of 30 MINUTES is set aside for Oral Communications at this time.*

**6. REPORT FROM FRIENDS OF CAPITOLA LIBRARY CHAPTER**

**7. REPORT FROM LIBRARY COMMISSION**

**8. REPORT FROM JOINT POWERS BOARD**

**9. COMMITTEE / STAFF COMMENTS**

*Library Advisory Members / Staff may comment on matters of a general nature or identify issues for staff response or future committee consideration.*

**10. 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 Committee votes on the action unless members of the public or the Committee request specific items to be discussed for separate review. Items pulled for separate discussion will be considered following General Government.*

CAPITOLA LIBRARY ADVISORY COMMITTEE REGULAR MEETING AGENDA  
May 8, 2018

1. Consider the January 9, 2017 Regular Meeting Minutes of the Library Advisory Committee

RECOMMENDED ACTION: Approve minutes.

**11. GENERAL BUSINESS**

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

1. Review Library Design and Project Timelines

RECOMMENDED ACTION: Receive report on the design and timelines for the construction of the Capitola Branch Library.

2. Update on the Capitola Library Project Fundraising Campaign

RECOMMENDED ACTION: Receive update and review opportunities for the Library Advisory Committee to participate in fundraising events.

3. Review of the JPA Draft Budget

RECOMMENDED ACTION: Receive presentation by City Manager on the Santa Cruz County Joint Powers Agreement's draft budget.

**12. ADJOURNMENT**

Adjourned to a Regular Meeting of the Library Advisory Committee to be held on Tuesday, July 10, 2018, at 3:30 p.m. at the Community Room located at 420 Capitola Avenue, Capitola.

**Note:** The Capitola Library Advisory Committee meets on the Tuesday every other month at 3:30 p.m. in the Community Room located at 420 Capitola Avenue, Capitola.

**Agenda and Agenda Packet Materials:** The Capitola Library Advisory Committee Agenda is available on the City's website: [www.cityofcapitola.org](http://www.cityofcapitola.org) on Friday prior to the Tuesday meeting. If you need additional information please contact the City Clerk at (831) 475-7300.

Any person seeking to challenge a Committee decision made as a result of a proceeding in which, by law, a hearing is required to be given, evidence is required to be taken, and the discretion in the determination of facts is vested in the Committee, shall be required to commence that court action within ninety (90) days following the date on which the decision becomes final as provided in Code of Civil Procedure §1094.6. Please refer to code of Civil Procedure §1094.6 to determine how to calculate when a decision becomes "final." Please be advised that in most instances the decision become "final" upon the Committee's announcement of its decision at the completion of the public hearing. Failure to comply with this 90-day rule will preclude any person from challenging the Committee decision in court.

**Americans with Disabilities Act:** Disability-related aids or services are available to enable persons with a disability to participate in this meeting consistent with the Federal Americans with Disabilities Act of 1990. Assisted listening devices are available for individuals with hearing impairments at the meeting in the Committee Chambers. Should you require special accommodations to participate in the meeting due to a disability, please contact the City Clerk's office at least 24-hours in advance of the meeting at 831-475-7300. In an effort to accommodate individuals with environmental sensitivities, attendees are requested to refrain from wearing perfumes and other scented products.



## CAPITOLA LIBRARY ADVISORY COMMITTEE AGENDA REPORT

**MEETING OF MAY 8, 2018**

FROM: City Manager Department

SUBJECT: Consider the January 9, 2017 Regular Meeting Minutes of the Library Advisory Committee

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RECOMMENDED ACTION: Approve minutes.

DISCUSSION: Attached for Library Advisory Committee review and approval are the minutes of the regular meeting of January 9th, 2018.

ATTACHMENTS:

1. LAC 1-9-2018 minutes - DRAFT

Report Prepared By: Chloe Woodmansee

**Reviewed and Forwarded by:**

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Jamie Goldstein, City Manager

5/4/2018



## CAPITOLA LIBRARY ADVISORY COMMITTEE REGULAR MEETING MINUTES

TUESDAY, JANUARY 9, 2018 AT 3:30 PM

### CITY HALL COMMUNITY ROOM

#### 1. ROLL CALL

Committee Members Chair Gayle Ortiz, Ariel Gray, Stephen Walsh, Mayor Michael Termini, and City Manager Jamie Goldstein (Ex Officio) were present. Committee Members Vice-Chair Toni Campbell, Barbara Gorson, and Lisa Steingrube were absent.

#### 2. PRESENTATIONS

#### 3. APPOINTMENT OF CHAIR AND VICE CHAIR

A. Appoint a Chair and Vice Chair to the Library Advisory Committee

RECOMMENDED ACTION: Appoint Chair and Vice Chair for 2018.

Motion by Chair Ortiz, seconded by Mayor Termini to appoint Toni Campbell as Chair and Stephen Walsh as Vice-Chair. **Ayes:** Committee Members Chair Ortiz, Gray, and Walsh, Mayor Termini; **Noes:** None; **Absent:** Committee Members Vice-Chair Campbell, Gorson, and Steingrube.

Committee Member Ortiz offered to continue leading the meeting, as newly appointed Chair Campbell was absent and newly appointed Vice-Chair Walsh may have been unprepared to take over; this was appreciated by all Committee Members and the meeting continued in that manner.

#### 4. ADDITIONAL MATERIALS (None provided.)

#### 5. CHANGES TO AGENDA (None provided.)

#### 6. ORAL COMMUNICATION

Committee Member Gray asked the committee for advice on how to appropriately respond to criticism of the library project on social media. She referred the committee to a specific Facebook post, on the Aptosia timeline, as an example. City Manager Goldstein offered to discuss the pros and cons of reacting to online comments with the committee at another time. The committee agreed that they want to avoid the spread of misinformation and animosity against the project; they would like to craft a specific response to be used if necessary.

#### 7. REPORT FROM FRIENDS OF CAPITOLA LIBRARY CHAPTER

The Capitola Branch Friends presented on the most recent book sale, which raised \$1,040. The sale before raised \$1,110, and there will be one more book sale prior to the closing of the current Capitola Branch. Committee Member Ortiz thanked the Friends for their work and mentioned that the sales not only raise money for the campaign, but also raise awareness within the community about the library project.

CAPITOLA LIBRARY ADVISORY COMMITTEE REGULAR MEETING MINUTES  
January 9, 2018

It was announced that the Friends were unable to secure a kiosk at the Capitola Mall, where they had intended to continue selling books while the Capitola branch is closed. City Manager Goldstein offered to get information about the Capitola Police Annex at the Capitola Mall, which could potentially be used by the Friends as a storefront. Mayor Termini agreed that this would also be a good location to display renderings of the new Capitola Library and other project information.

**8. REPORT FROM LIBRARY COMMISSION**

**9. REPORT FROM JOINT POWERS BOARD**

City Manager Goldstein explained that the Joint Powers Authority (JPA) continues to discuss how to best use today's resources to ensure a better financial future for the county libraries.

City Manager Goldstein explained that a portion of Capitola property tax is dedicated to libraries. Based on the percentage that Capitola generates in property tax, the county has identified about \$215,000 to allocate for the construction of the new Capitola Branch.

**10. COMMITTEE / STAFF COMMENTS**

**11. CONSENT CALENDAR**

- A. Consider the October 10, 2017, Regular Meeting Minutes of the Library Advisory Committee

RECOMMENDED ACTION: Approve minutes.

Motion by Committee Member Vice-Chair Walsh, seconded by Mayor Michael Termini, to approve the October 10th, 2017 Library Advisory Committee Meeting minutes. **Ayes:** Committee Members Vice-Chair Walsh, Ortiz, Gray, and Mayor Termini; **Noes:** None; **Absent:** Committee Members Chair Campbell, Gorson, and Steingrube.

**12. GENERAL BUSINESS**

- A. Review of the Capitola Library Project Timeline Update

RECOMMENDED ACTION: Receive update.

David Tanza, Project Manager for the new Capitola Branch Library, presented a brief overview of the current timeline. Mr. Tanza noted that reconstruction required due to the North Bay Fires, along with the probable Google Campus construction in San Jose, will likely impact supply and demand for contractors and workers.

Mr. Tanza assured City Manager Goldstein that more information on the Exterior Donor Recognition Fence will be provided in a presentation.

- B. Review of the Capitola Library Project Fundraising Strategy Update

RECOMMENDED ACTION: Receive update and review opportunities for the Library Advisory Committee to participate in fundraising and Capitola Branch Library closure events.

Committee Member Ortiz presented on private fundraising. She introduced the possibility of launching the public phase upon the Capitola Branch building demolition, to take advantage of "hardhat photo-ops", rather than at any groundbreaking activities. City Manager Goldstein suggested that the press may be more interested in covering a demolition than a groundbreaking ceremony. Committee Member Ortiz noted that if the Committee would like to launch the public phase at demolition, private fundraising would

CAPITOLA LIBRARY ADVISORY COMMITTEE REGULAR MEETING MINUTES  
January 9, 2018

have to conclude sooner than originally planned. Committee Member Ortiz announced that there are 12 people interested in running the fundraising's public phase, beginning as soon as February 5.

Committee Member Ortiz and City Manager Goldstein stated that many naming opportunities throughout the new building have acquired the necessary funding. City Manager Goldstein explained the two styles of naming a room and provided examples of each: 1) the "Lydia Smith Community Room" or 2) the "Community Room, funded by Lydia Smith".

Committee Member Ortiz asked the Committee if they would like to be involved in the public fundraising phase; Mayor Termini said members are welcome to participate as individuals but not as a Committee.

C. Draft Temporary Library Services Plan

RECOMMENDED ACTION: Receive presentation by SCPL staff and provide feedback.

Heather Norquist, Mid-County Regional Manager for Santa Cruz Public Libraries (SCPL), gave an update on the temporary library services plan for when the Capitola Branch is closed. SCPL has been working with Steve Jesperg, Public Works Director for City of Capitola, to install a book-drop at the Jade Street Community Center.

Brenda McIlroy, Program Librarian for SCPL, presented how and where library staff will continue Library Programs while the Capitola branch is closed.

City Manager Goldstein offered that the Community Room at Capitola City Hall is available as a venue for programs, however concern was raised about the lack of free parking and easy accessibility during the summer months.

Susan Nemitz, Library Director for SCPL, explained that both the Aptos and Live Oak Branches will have expanded hours while the Capitola Branch is closed; however, there will be some gaps in service at the front and back end of the building's construction, as staff will be needed to help move the contents of the Capitola library upon its closing and reopening.

**13. ADJOURNMENT**

The meeting was closed at 4:20 PM

\_\_\_\_\_  
Toni Campbell, Chair

ATTEST:

\_\_\_\_\_  
Chloé Woodmansee  
Records Coordinator

Attachment: LAC 1-9-2018 minutes - DRAFT (Consider Minutes)



# CAPITOLA LIBRARY ADVISORY COMMITTEE AGENDA REPORT

**MEETING OF MAY 8, 2018**

FROM: City Manager Department

SUBJECT: Review Library Design and Project Timelines

**RECOMMENDED ACTION:** Receive report on the design and timelines for the construction of the Capitola Branch Library.

**BACKGROUND:** The plans, specifications, and construction estimate for the Capitola Branch Library have been completed by the architectural firm of Noll and Tam. The final construction estimate is \$9,940,130, within the overall project budget of \$13.15 million.

This project will construct a 11,700-square-foot library to replace the existing building at 2005 Wharf Road. The City Council has previously approved the schematic design and design development phases of the project.

On April 10, 2018, seven general contractors were pre-qualified for this project. The list of pre-qualified contractors is included as Attachment 1.

**DISCUSSION:** A copy of the title sheet of the plans and slides showing exterior and interior views, the site plan, and floorplan are included as Attachment 2.

The projected schedule for the remainder of the project is as follows:

Council Plan Approval	April 26, 2018
On-site Pre-bid Meeting	May 22, 2018
Bid Due Date	May 30, 2018, 11 a.m.
Council Contract Award	June 14, 2018
Begin Construction	July 2018
Construction Completion	August 2019
Grand Opening	October 2019

**ATTACHMENTS:**

1. Pre-Qualified Contractors List
2. Capitola Branch Library Plans
3. Library Budget of Expenditures

Report Prepared By: Chloe Woodmansee

Review Library Design and Project Timelines  
May 8, 2018

**Reviewed and Forwarded by:**



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Jamie Goldstein, City Manager

5/4/2018



**CAPITOLA BRANCH LIBRARY**

**APPROVED GENERAL CONTRACTORS**

**April 10, 2018**

<b>Company</b>	<b>Street</b>	<b>City</b>	<b>State</b>	<b>Zip</b>	<b>Phone</b>
Flint Builders, Inc.	401 Derek Place	Roseville	CA	95678	916-757-1000
Gonsalves & Stonck	1000 Washington Street	San Carlos	CA	94070	650-802-2960
Otto Construction	2150 Garden Road Suite A1	Monterey	CA	93940	831-657-9805
ProWest Constructors	140 Castilian Drive Suite 201A	Goleta	CA	93117	805-705-2576
Swenson Builders	740 Front Street	Santa Cruz	CA	95060	831-475-7100
Swinerton Builders	2880 Lakeside Drive	Santa Clara	CA	95054	415-617-1467
Thompson Builders	250 Bel Marin Keys Blvd. Bldg. A	Novato	CA	94949	415-456-8972

The above contractors have been pre-qualified and can submit construction bids for the Capitola Branch Library Project. It is currently anticipated that the bid documents including plans and specifications will be distributed on or around the first of May, 2018.



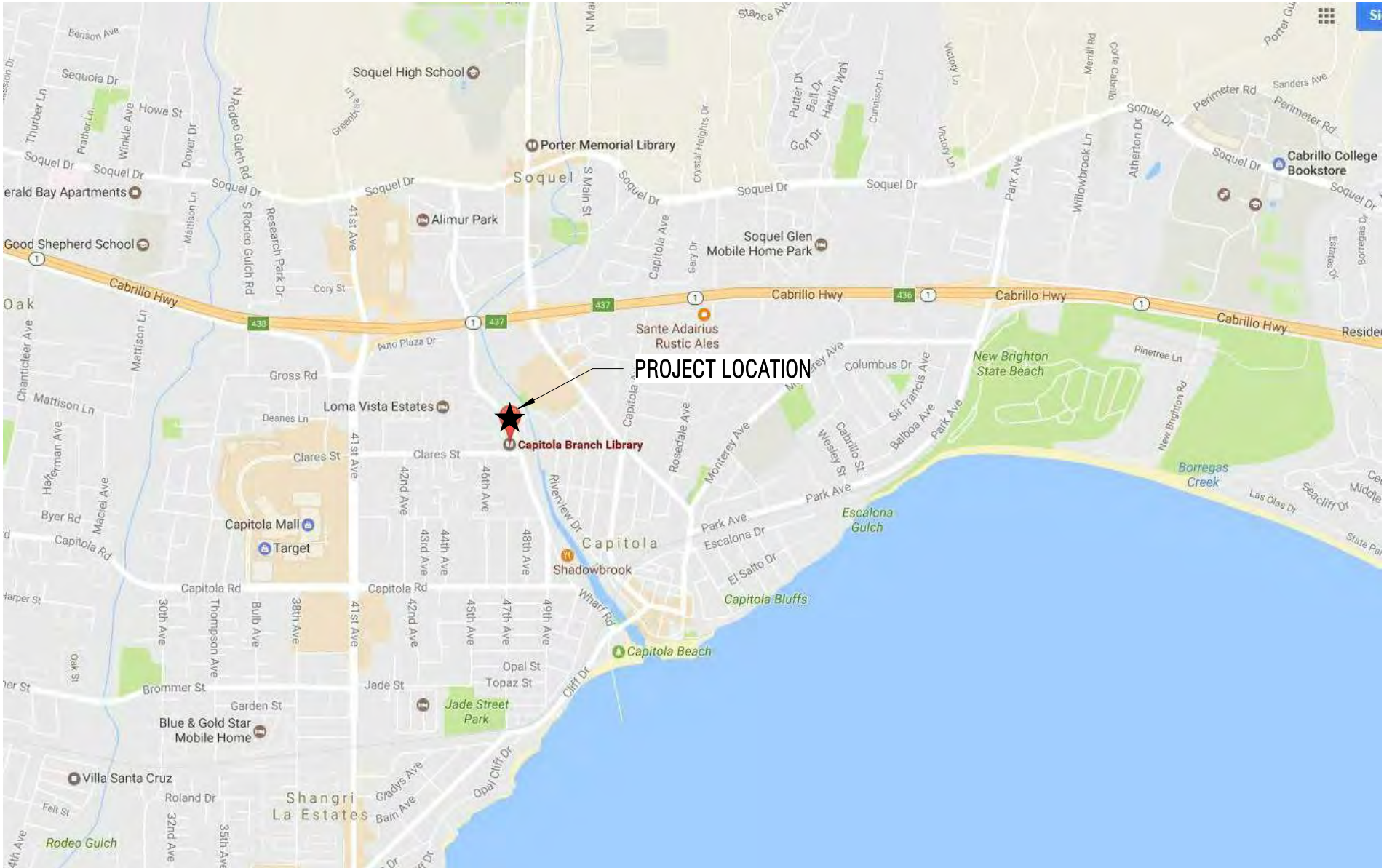
# CAPITOLA BRANCH LIBRARY

2005 WHARF ROAD  
CAPITOLA, CA 95010  
PERMIT SET - 03/15/18

STREET VIEW



LOCAL STREET MAP



PROJECT SUMMARY

PROJECT TITLE: CAPITOLA BRANCH LIBRARY  
PROJECT LOCATION: 2005 WHARF ROAD, CAPITOLA, CA 95010  
ASSESSOR'S PARCEL NUMBER (APN): 034-541-34  
LIBRARY PROJECT SIZE: 11,700 SQ FT, 1 STORY  
ZONING DISTRICT: PS-PUBLIC SERVICE

BUILDING SUMMARY:  
CONSTRUCTION TYPE: TYPE VB NON-RATED CONSTRUCTION  
OCCUPANCY: A3-LIBRARY  
SPRINKLERS/ALARM: FULLY AUTOMATIC SPRINKLER SYSTEM PER NFPA 13, AUTOMATIC FIRE ALARM SYSTEM PER NFPA 72

THE PROJECT SCOPE IS A NEW LIBRARY BUILDING WITH ASSOCIATED SITE IMPROVEMENTS, AND DEMOLITION OF THE EXISTING BUILDING

CONTRACTOR WILL BE RESPONSIBLE FOR PREPPING ALL AREAS FOR NEW SCOPE OF WORK INCLUDING PATCHING AND REPAIRING EXISTING CONDITIONS WHERE AFFECTED BY ANY AND ALL DEMOLITION WORK.

THE WORK TO BE PERFORMED UNDER THIS CONTRACT INCLUDES THE FURNISHING OF ALL LABOR, MATERIALS, EQUIPMENT, TRANSPORTATION, SERVICES, PERMITS, TEMPORARY CONTROLS AND CONSTRUCTION FACILITIES, AND ALL GENERAL CONDITIONS, SEISMIC REQUIREMENTS, GENERAL REQUIREMENTS AND INCIDENTALS REQUIRED TO COMPLETE THE WORK ON THE PROJECT IN ITS ENTIRETY AS DESCRIBED IN THE CONTRACT DOCUMENTS.

CITY OF CAPITOLA  
CAPITOLA  
BRANCH  
LIBRARY

2005 WHARF ROAD  
CAPITOLA, CA 95010

PERMIT SET

ISSUE DATE	03/15/18
N&T JOB #	21637
REVISIONS	
<div>Δ</div>	DATE   DESCRIPTION

SHEET TITLE  
COVER SHEET

SHEET NUMBER  
G0.00

Signage

MWD  
1450 4th Street Studio 9  
Berkeley CA 94710  
Tel: (415) 205-0412

Waterproofing

WJE Associates, Inc.  
2000 Powell St Suite 1650  
Emeryville CA 94608  
Tel: (510) 428-2907

Cost Estimator

TBD Consultants Inc.  
111 Pine Street Suite 1315  
San Francisco CA 94112  
Tel: (415) 981-9430

MEP

Glumac  
151 California St. 3rd Floor  
San Francisco CA 94111-4525  
Tel: (415) 398-7667

Structural

Mar Structural Design  
2630 7th St Suite C  
Berkeley CA 94710  
Tel: (510) 991-1101

Landscape

Joni L Janecki & Assoc  
515 Swift St  
Santa Cruz, CA 95060  
Tel: (831)423-6040

Civil

BKF Engineers  
256 Shoreline Drive Suite 200  
Redwood City CA 94065  
Tel: (650) 482-6300

Architect

Noll & Tam Architects  
729 Heinz Ave  
Berkeley, CA 94710  
Tel: 510.542.2200  
Fax: 510.542.2201

Client

City of Capitola  
420 Capitola Ave  
Capitola, CA 95010  
Tel: (831)479.7300  
Owner's Project Mgr.:  
Bogard Construction, Inc.  
Tel: (831)426-8191

## CURRENT DESIGN



Attachment: Capitola Branch Library Plans (Review Library Design and Project Timelines)

## VIEW OF ENTRY



Attachment: Capitola Branch Library Plans (Review Library Design and Project Timelines)

## VIEW AT FROM CLARES STREET



Attachment: Capitola Branch Library Plans (Review Library Design and Project Timelines)

## VIEW OF PORCH



Attachment: Capitola Branch Library Plans (Review Library Design and Project Timelines)

# SITE PLAN



Attachment: Capitola Branch Library Plans (Review Library Design and Project Timelines)

# FLOOR PLAN



# INTERIOR VIEW - ENTRY



## INTERIOR VIEW – READING ROOM



## INTERIOR VIEW



## INTERIOR VIEW – CHILDREN'S



Attachment: Capitola Branch Library Plans (Review Library Design and Project Timelines)



## City of Capitola - Capitola Branch Library

## Project Budget Analysis

Updated 04/09/18

APPROVED Updated Budget for 11,700 sf City Council (1/26/2017)										Updated Costs		Costs vs Budget Over / (Under)			
1. Construction															
TOTAL		\$	9,706,000	73.81%	\$	9,990,130	\$	284,130							
2. Contingency															
TOTAL		\$	954,700	7.26%	\$	730,000	\$	(224,700)							
3. Architectural and Engineering Fees															
TOTAL		\$	1,295,000	9.85%	\$	1,332,432	\$	37,432							
4. Permits /Special Inspections															
TOTAL		\$	140,000	1.06%	\$	130,000	\$	(10,000)							
5. PM and Other Fees															
TOTAL		\$	319,300	2.43%	\$	298,608	\$	(18,292)							
6. Miscellaneous															
TOTAL		\$	35,000	0.27%	\$	26,000	\$	(9,000)							
7. Total Costs (items 1 through 6 above)															
TOTAL		\$	12,450,000	94.68%	\$	12,507,170	\$	59,570							
8. Furniture, Fixtures and Equipment															
TOTAL		\$	700,000	5.32%	\$	637,300	\$	(62,700)							
9. Total Project Cost															
TOTAL		\$	13,150,000	100.00%	\$	13,144,470	\$	(3,130)							

Building / Site Analysis (as approved)

Square Feet (Building)	11,700	
Building (New Construction)	\$	8,160,100
Per Square Cost (Building)	\$	697.44
Square Feet (Site)	30,000	
Site Work	\$	1,495,900
Per Square Cost (Site)	\$	49.86
Construction Cost (Building + Site)	\$	9,656,000
<b>REVISED CONSTRUCTION BUDGET</b>	<b>\$</b>	<b>9,938,330</b>
Demolition Existing Library (Separate Work)	\$	50,000
Revised TOTAL Construction	\$	9,988,330

Bid Day

(Estimate) Separate Contract



## CAPITOLA LIBRARY ADVISORY COMMITTEE AGENDA REPORT

**MEETING OF MAY 8, 2018**

FROM: City Manager Department

SUBJECT: Update on the Capitola Library Project Fundraising Campaign

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RECOMMENDED ACTION: Receive update and review opportunities for the Library Advisory Committee to participate in fundraising events.

BACKGROUND: Members of the Capitola Friends and Library Campaign will provide a verbal presentation regarding fundraising activities.

Report Prepared By: Chloe Woodmansee

**Reviewed and Forwarded by:**

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Jamie Goldstein, City Manager

5/4/2018



## CAPITOLA LIBRARY ADVISORY COMMITTEE AGENDA REPORT

**MEETING OF MAY 8, 2018**

FROM: City Manager Department

SUBJECT: Review of the JPA Draft Budget

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**RECOMMENDED ACTION:** Receive presentation by City Manager on the Santa Cruz County Joint Powers Agreement's draft budget.

**BACKGROUND:** Below is a link to the Santa Cruz County Joint Powers Authority draft budget. For the full report, please use the following link and refer to pages 97-142 of the Santa Cruz County JPA Board's May 3rd Agenda Packet:

[www.santacruzpl.org/files/library\\_boards/documents/LJPB/LJPB\\_2018-05-03\\_agenda.pdf](http://www.santacruzpl.org/files/library_boards/documents/LJPB/LJPB_2018-05-03_agenda.pdf)

**ATTACHMENTS:**

1. budget excerpt

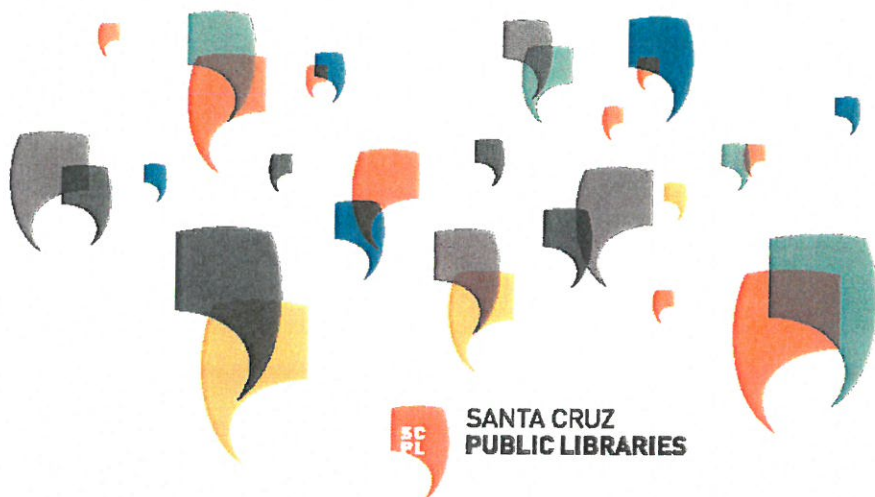
Report Prepared By: Chloe Woodmansee

**Reviewed and Forwarded by:**

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Jamie Goldstein, City Manager

5/4/2018



## **Purpose – Vision – Mission**

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### **Our Purpose**

Connect, Inspire, Inform

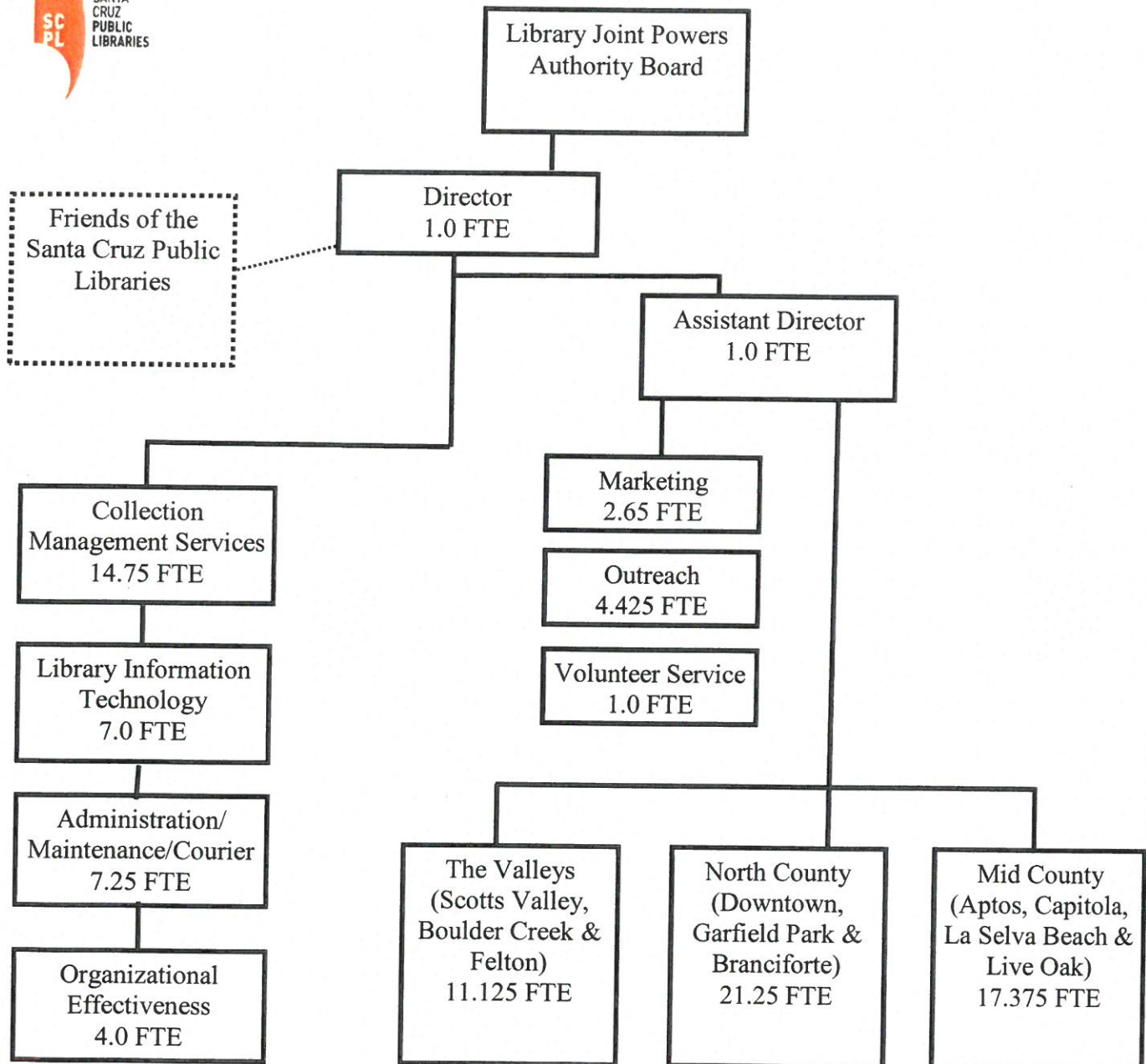
### **Our Vision**

Transform lives & strengthen communities

### **Mission Statement**

The Santa Cruz Public Libraries enhance Santa Cruz County's quality of life by providing vibrant physical and virtual public spaces where people connect, discover, and engage the mind. All ages have the opportunity to nurture their love of reading, find diverse and relevant resources for entertainment and enrichment, and strengthen community networks.

# Santa Cruz Public Libraries



Attachment: budget excerpt (JPA Budget)

## 2019 Goals

- Learning  
Develop programs, services, and collections that nurture the learning goals of children and adults
- Digital Inclusion  
Ensure that all residents have access to the training, devices, and internet they need to participate fully in community life.
- Transformative Spaces  
Create enticing and inspiring multipurpose learning zones that support community needs and interests.
- User Experiences  
Offer patron-centered services designed with input from residents so that each branch reflects its community.
- Organizational Capacity  
Enhance skills of staff, provide thoughtful stewardship of public resources, and pursue strategic partners in the community.



# Santa Cruz Public Libraries

## Benchmarks

**Increase In:** cardholders, circulation, visits, database use, computer use, and program attendance.

**Capacity Increase In:** number of public access computer, hours of computer and wireless use, type and number of technology programs.

**Measure Success:** Analyze findings and amend functions to improve patron satisfaction.

**Increase Partnerships:** Maintain current strategic partnerships and identify additional partners.



Attachment: budget excerpt (JPA Budget)

# Santa Cruz Public Libraries

## Governance, Funding, and Budget Overview

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

### Governance

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

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

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

### Library Advisory Commission

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

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

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

### Funding

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

## Santa Cruz Public Libraries

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

A Library Financing Authority divides these revenues between the City-County Library System and the Watsonville Public Library, based on a population formula which gives Watsonville credit for serving people who live in the unincorporated area close to that city.

SCPL library services are provided through the Fourth Amendment of the Library Joint Powers Agreement with the funds made available by the Santa Cruz County Library Financing Authority.

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

### **Budget**

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

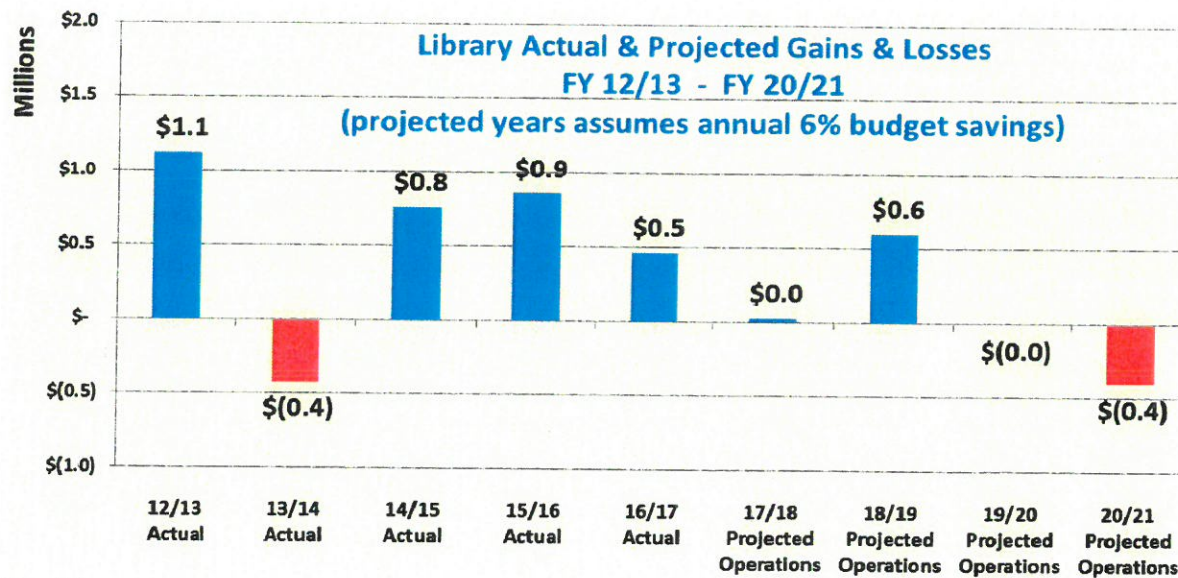
Attachment: budget excerpt (JPA Budget)

# Santa Cruz Public Libraries

## Chief Financial Officer Message

The Santa Cruz Public Libraries is not alone with facing an unstable financial future where the highest probable outcomes are: current cost increases outpacing revenue growth; revenue growth is threatened from a probable economic slowdown; and service expectation will increase as new and remodeled branches are brought online.

Provide below are the most recent, updated long-term financial forecast for the system that includes the proposed \$14.4 million FY 2018-2019 Budget with a potential, projected surplus up to \$600 K (assumes 94% of the budget is actually used). This forecast is influenced by the probability of a moderate economic slowdown, the continued shrinking of the sales tax base, the known and projected increases in State Pension fund payment to make up for the State's investment shortfalls, moderate increases in health care, and minimal operating changes.

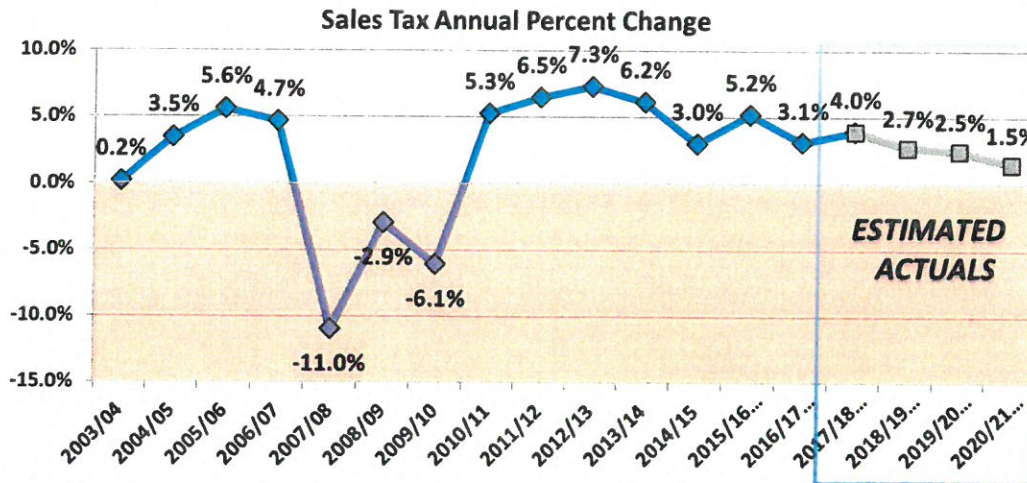


Significant components of the Santa Cruz Public Libraries FY 2018-2019 Budget were based on the following assumptions provided by the City of Santa Cruz's Finance Department. The City is contracted by the system to provide administrative services, including financial services.

Key Growth Assumptions	Prior Actual	Current Projected	FY 2019	FY 2020	FY 2021
Sales Tax	3.1%	4.0%	2.75%	2.5%	2.0%
Budgetary Personnel Vacancy	8.6%	0%	3.0%	3.0%	3.0%
Pension- normal & shortfall	17.7%	16.5%	19.1%	16.5%	23.0%
Health Care	5.3%	<2.7%>	4.0%	2.0%	2.0%
Total Budget savings	9.4%	6.0%	6.0%	6.0%	6.0%

# Santa Cruz Public Libraries

**Sales tax.** Prior sales tax projections were more pessimistic for FY 2019 and beyond, but were recently upgraded based on recent actual results. While we are still predicting a decline in the rate of growth, we continue to feel a little bullish for overall tax growth in the next few years. Our major concerns with sales tax are (1) the level in which it will be impacted by a looming, projected economic slowdown; and (2) the continued deterioration of the taxable sales base. Our models assumes a slowdown impacting sales tax towards the end of FY2019 and continues through FY2022; and the continued deterioration of the taxable sales base. The table below shows the annual change in sales tax revenue and is a reminder of fluid nature of sales tax and the speed it is impacted by a slowdown.



## Declining & Eroding Revenues



- Online sales non-taxable
- Tangible items now a download
- Pressure on limited consumer dollars
- Aging baby-boomers shifting spending to non-taxable health care & services

### Sales Tax

Demographics & new economic models are permanently eroding our revenue

### Gas sales

- Ride sharing reduces fuel sales
- Fuel efficiency & electric cars reducing fuel sales



This illustration highlights the major actions that are shrinking the taxable sales base. With the threats from an economic slowdown and the declining sales tax base, it continues to be important to reiterate that the system is currently entirely reliant on sales tax growth to offset all cost increases. That is unless members agree to increase their own contributions.

**Staffing, Pension & Health costs.** Another critical element of the forecast is the growth in base compensation and benefit costs. In recent years, the Library has enjoyed budgetary savings for salary and benefits in the 3% range. However, in the current year, the Library is on a pace to consume their entire budget for salary driven by increases in temporary staffing.

Nonetheless, our model includes an assumption that it will return to a 3% salary savings rate for next year and 6% overall for the entire budget. This assumption should be closely monitored by Library operations and may be adjusted downward with the uncertainty around staffing impacts from the various system construction projects.

# Santa Cruz Public Libraries

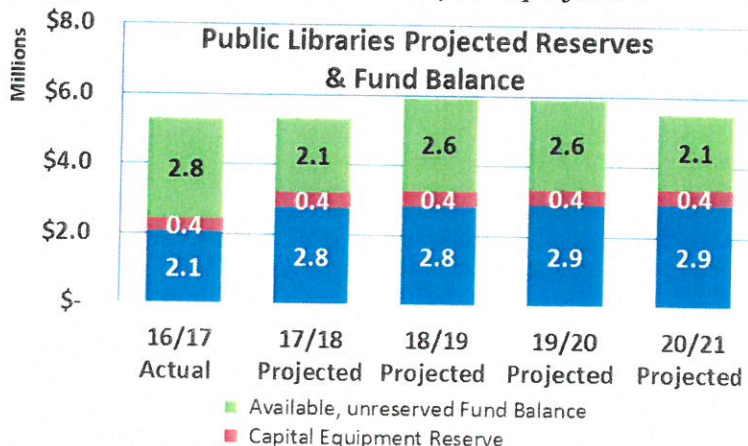
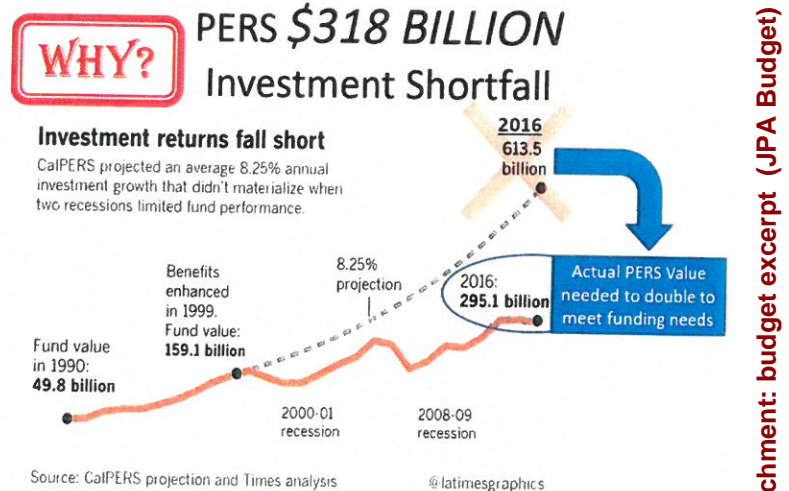
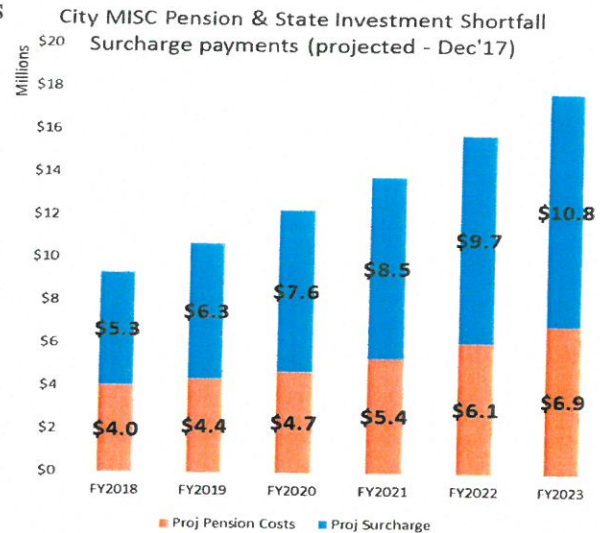
Within total employee compensation, two benefit systems are having opposite trend patterns. Pension payments to the State are projected to be on a continued, steep increase through the mid-2020s, driven by the need to backfill the State pension fund for poor investment performance and prior year investment losses.

The Library JPA employees are all employed by the City of Santa Cruz and accordingly follow the "Miscellaneous" (general non-safety employees) group costs. As the table illustrates, the normal costs for all City and Library employees (bottom & orange) are growing at reasonable rates. However, the surcharge to backfill the State fund for investment losses and shortfalls (blue) is already double the normal benefit costs, and will double again in the next 5 years.

The increases in Library JPA employee health care premiums, on the other hand, have been lower than those of general City employees, due to the differences in demographics, and/or the plans that Library employees choose. Another factor in lower health care rates were the CalPERS health plan premium reductions for 2018.

But, despite the likely 2.7% reduction in the Library JPA's current year health care costs, our projection includes an expected, annual increase between 2% to 4%. This is based on the expectation of health care costs following the longer term trends from CalPERS health and our own cost data. City staff will continue to monitor these rates. In addition, we expect to get soon from CalPERS next year's projected health care premiums.

**Fund balance.** The Board has set two reserves, a 20% stabilization operating reserve and a reserve for capital equipment. Both reserves are funded at their current levels throughout the current forecast. Beyond reserves, the system's available Fund Balance (green) is projected to peak at \$2.6 million in 2018-2019.



# Santa Cruz Public Libraries

		Fiscal Year 2019			
		2018 <u>Adopted</u> <u>Budget</u>	2018 <u>Adjusted</u> <u>Budget</u>	2018 Estimated <u>Actual</u>	2019 <u>Dept.</u> <u>Request</u>
<b>Expenditures by Activity:</b>					
Personnel Services		10,058,899	10,058,899	10,058,899	10,125,299
Services, Supplies & Other Charges		3,990,114	4,332,519	4,364,367	4,001,053
Capital Outlay		183,300	215,645	186,400	187,800
Total Expenditures		14,232,313	14,607,063	14,337,379	14,314,152
<b>Activity Resources:</b>					
Taxes		7,994,000	7,994,000	7,994,000	8,213,000
Member Contributions		5,585,273	5,585,273	6,050,712	5,655,273
Charges for Services		0	0	2,320	4,640
Fines and Forfeits		140,500	140,500	472	140,500
Rents & Misc Revenues		91,948	96,673	109,619	85,543
Other Financing Sources		39,190	0	44,283	39,190
Transfers					45,000
Total Resources		13,850,911	13,816,446	14,201,406	14,183,146
Applied Reserve		381,402			400,000
Total Operational Surplus or <Deficit>		0			268,994



## Library FAQs

Facilities: 10

Registered Users: 141,916

Items Checked Out: 1.7 M

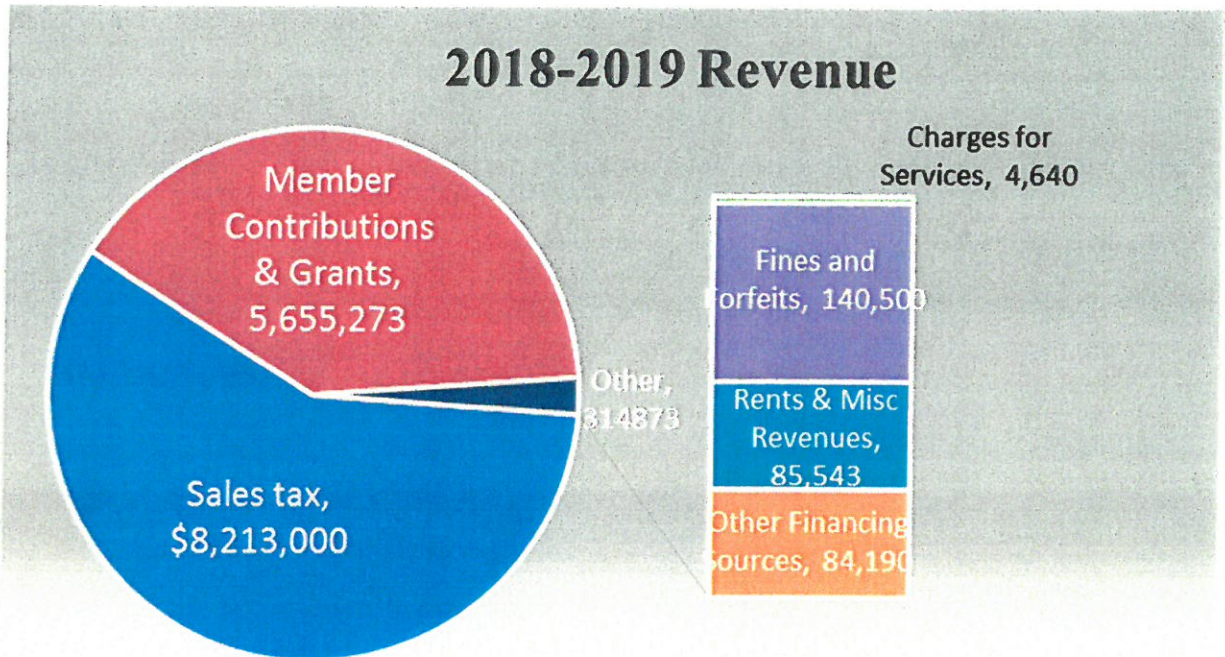
Electronic Material Check Out: 136K

Programs: 1,935

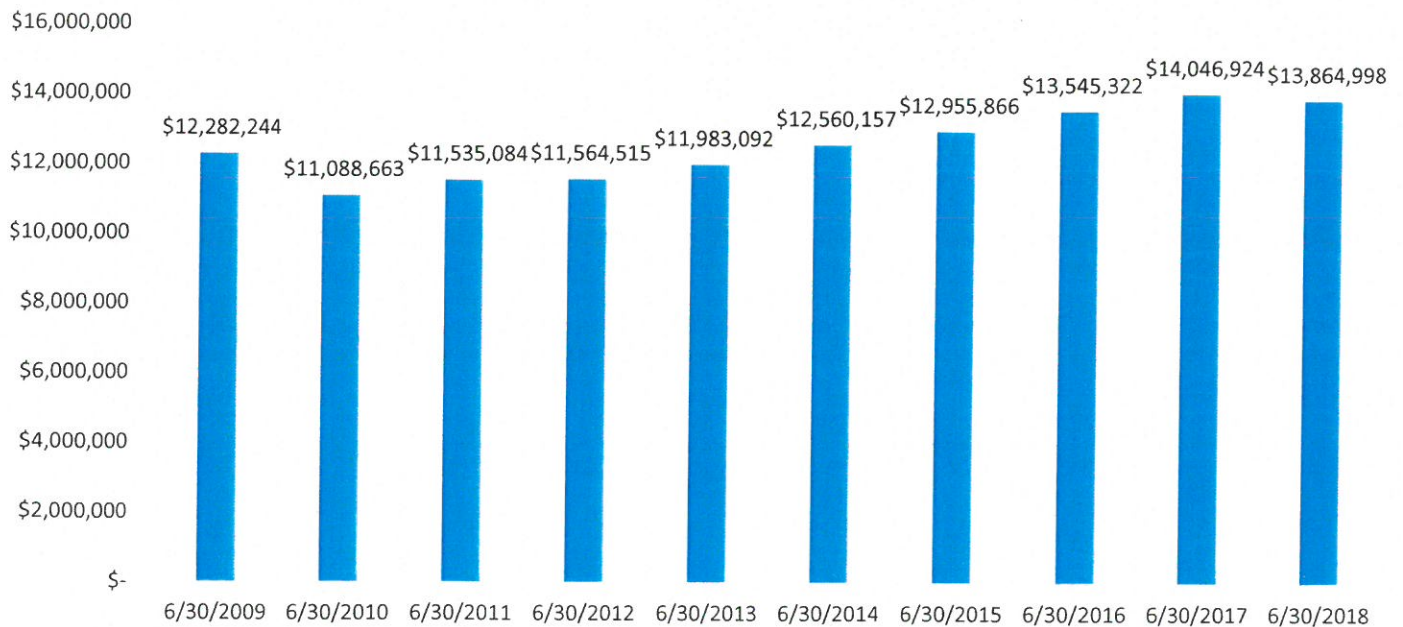
Programs Attendance: 50,745

Library Visits: 1.1M

# Santa Cruz Public Libraries



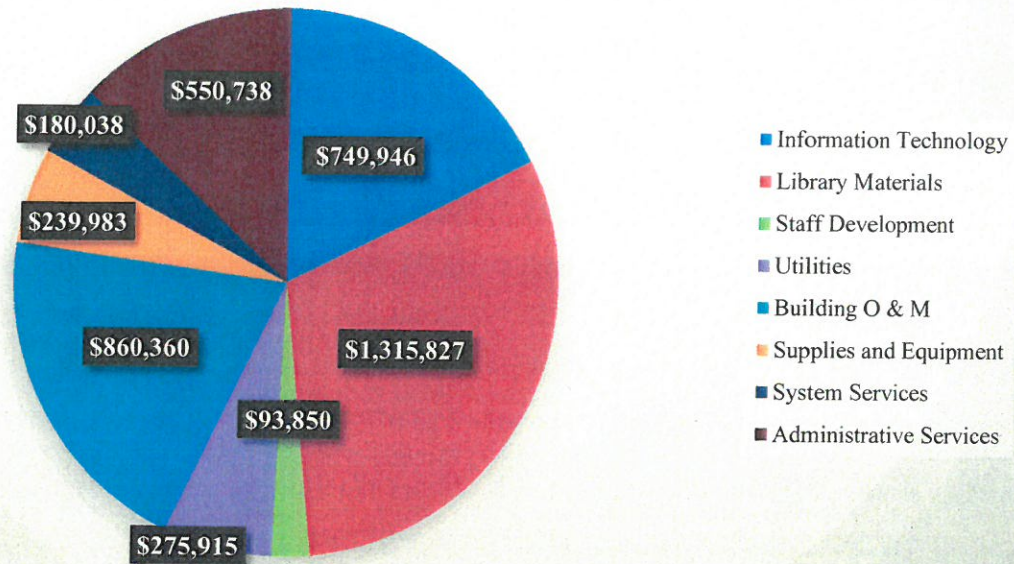
### 10 Year Revenue History



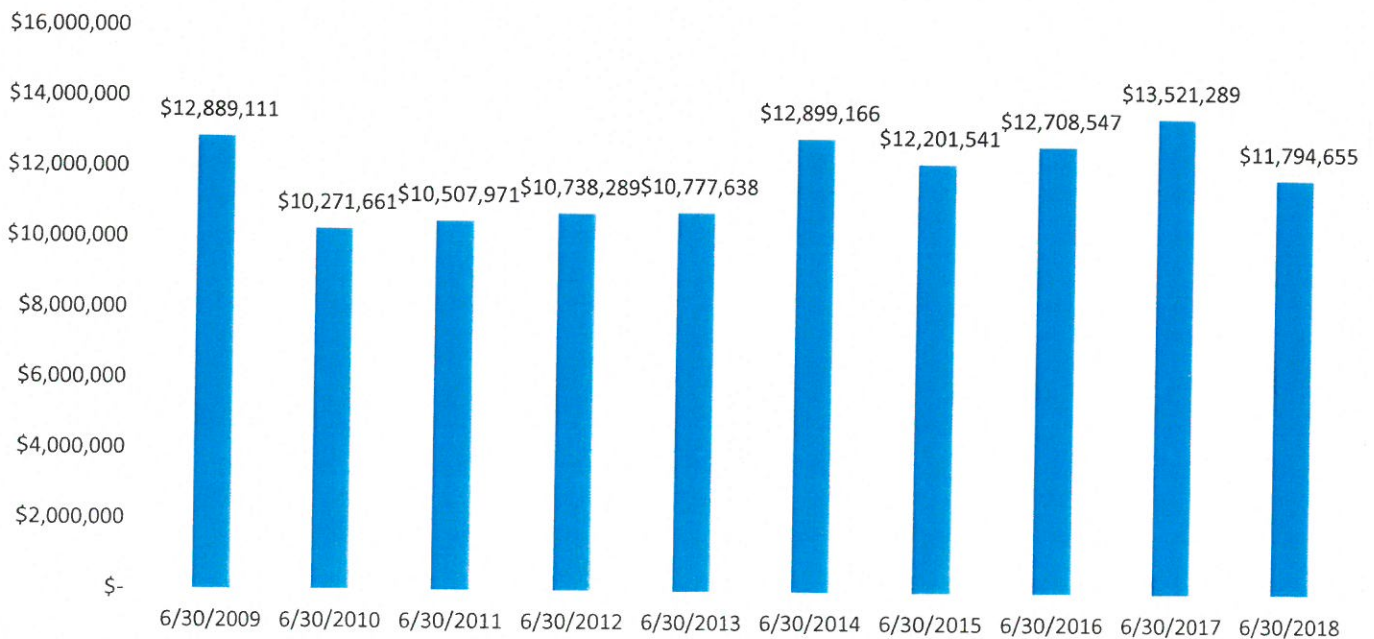
Attachment: budget excerpt (JPA Budget)

# Santa Cruz Public Libraries

## Non Personnel Expenditures by Library Function



## 10 Year Expenditure History



Attachment: budget excerpt (JPA Budget)

# Santa Cruz Public Libraries

## Library Revenue Estimates

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

- The Cities of Santa Cruz and Watsonville contribute money from their general funds.
- Property taxes allocated for library services are collected by the County in the unincorporated areas and the Cities of Capitola and Scotts Valley. The MOE is projected to grow 1.3%.
- A quarter cent sales tax designated for public library service is collected throughout the County. Sales tax is projected to grow 2.7%.

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

Budget Development Revenue Balances		Year-To-Date	Year-To-Date	Estimated	2019	
Acct	Title	Ado Budget	Adj Budget	Actual	Dept Request	Growth/Loss
<b>Fund 951 -- Library Joint Powers Authority</b>						
41211	Sales and use tax	\$ 7,994,000	\$ 7,994,000	\$ 7,994,000	\$ 8,213,000	2.7%
41993	Libraries parcel tax	\$ -	\$ -	\$ 32,362	\$ -	
43190	Federal grants - other	\$ -	\$ -	\$ -	\$ -	
43210	State operating grants and contributions	\$ -	\$ -	\$ -	\$ -	
43310	Local operating grants and contributions	\$ -	\$ -	\$ -	\$ -	
43311	Maintenance of effort contributions	\$ 5,585,273	\$ 5,585,273	\$ 6,050,712	\$ 5,655,273	1.3%
44630	Room rentals-library JPA	\$ -	\$ -	\$ 2,320	\$ 4,640	
45131	Library fines	\$ 140,500	\$ 140,500	\$ 472	\$ 140,500	0.0%
45132	Lost library items	\$ -	\$ -	\$ -	\$ -	
46110	Pooled cash and investment interest	\$ 29,810	\$ 29,810	\$ 30,880	\$ 31,500	5.7%
46190	Interest earnings - other	\$ 9,260	\$ 9,260	\$ 14,036	\$ 13,020	40.6%
46303	Donations - library	\$ 13,100	\$ 14,906	\$ 13,100	\$ 13,100	-12.1%
46309	Donations - library - Friends of the Lib	\$ 22,778	\$ 25,697	\$ 22,778	\$ 19,423	-24.4%
46910	Miscellaneous operating revenue	\$ 17,000	\$ 17,000	\$ 30,101	\$ 8,500	-50.0%
46990	Miscellaneous non-operating revenue	\$ -	\$ -	\$ -	\$ -	
49122	From Library Private Trust Fund	\$ 39,190	\$ 48,551	\$ 48,551	\$ 39,190	-19.3%
49191	Intra-entity fund transfer in	\$ -	\$ -	\$ -	\$ 45,000	
49201	Sales of surplus equipment	\$ -	\$ -	\$ 5,093	\$ -	
<b>Total Library Joint Powers Authority</b>		\$ 13,850,911	\$ 13,864,998	\$ 14,244,405	\$ 14,183,146	2.3%
<b>Total</b>		\$ 13,850,911	\$ 13,864,998	\$ 14,244,405	\$ 14,183,146	

Attachment: budget excerpt (JPA Budget)

# Santa Cruz Public Libraries

## Library Expenditure Estimates

The Santa Cruz Public Libraries (SCPL) system delivers information, education, enrichment and inspiration through a network of 10 neighborhood library branches, a web-based digital library, a Bookmobile and community-based programs. SCPL serves children, teens and adults with innovative programming, professional services and community facilities that spark imagination and support discovery. Residents can explore a wide range of interests from academic research, book clubs and literacy programs to digital photography, locally-produced music and local history. Branch locations include Aptos, Boulder Creek, Branciforte, Capitola, Downtown Santa Cruz, Felton, Garfield Park, La Selva Beach, Live Oak and Scotts Valley.

The following lines have seen increases above/below 10%:

	% Change	\$ Change	Description for Change
Downtown Library	-45.1%	-\$6,500	Changes in city-wide contract
Security Patrols			
Vehicle Maintenance	30%	\$1,500	Increase in City fleet maintenance
Building O & M	16.8%	\$26,096	Increase in contract pricing
Landscape Maintenance	12.8%	\$9,303	Increase in contract pricing
Software Maintenance	22.2%	\$65,746	Increase in contract pricing
Hardware	30.6%	\$11,000	Dell maintenance and SV media wall contract increases
Building Rental	-22.1%	-\$69,164	Reduction in square footage of Administrative offices
Insurance	-15.7%	-\$7,956	Reduction in policy estimate
Printing	25.5%	\$5,000	Increase in summer reading costs
Books and Periodicals	-20.1%	-\$290,740	Roll over appropriations have not been made for FY19
Grants & Donations	-83.0%	-\$12,900	Fleming Trust has been exhausted
Safety Clothing/Equipment	66.1%	\$6,450	Additional ergonomic assessments scheduled

## Santa Cruz Public Libraries

	% Change	\$ Change	Description for Change
Janitorial Supplies	-33.3%	-\$10,500	Not including additional supplies needed for increase in mid-day cleaning services
Misc. Supplies	33.8%/ \$4,500		Adjusted for virtual services supplies
Office Furniture/Equip	33.8%/ \$4,500		Office chairs needed to be ordered

Attachment: budget excerpt (JPA Budget)

# Santa Cruz Public Libraries

Budget Development Expenditure Balances		Year-To-Date	Year-To-Date	Estimated	2019	% Change from
Acct	Title	Ado Budget	Adj Budget	Actual	Dept Request	Adjusted Budget
<b>Fund 951 – Library Joint Powers Authority</b>						
52131	Claims management services - outside	12,000.00	12,000.00	12,000.00	12,000.00	0.0%
52135	Financial services - outside	550,738.00	550,738.00	550,738.00	550,738.00	0.0%
52145	Security patrols - City Hall	4,399.00	14,399.00	9,000.00	7,899.00	-45.1%
52150	Merchant bank fees	2,500.00	2,500.00	2,081.00	2,500.00	0.0%
52155	Courier services	-	2,000.00	2,000.00	2,000.00	0.0%
52199	Other professional & technical services	42,899.00	52,149.00	52,149.00	47,000.00	-9.9%
52201	Water, sewer and refuse	72,215.00	72,215.00	72,215.00	69,115.00	-4.3%
52202	Hazardous materials disposal	1,000.00	1,000.00	1,000.00	1,000.00	0.0%
52211	Janitorial services	235,963.00	277,463.00	246,761.00	266,276.00	-4.0%
52223	Equip annual inventory charge - internal	4,690.00	4,690.00	4,690.00	4,690.00	0.0%
52226	Vehicle work order charges - internal	22,000.00	22,000.00	22,000.00	22,000.00	0.0%
52227	Vehicle fuel island charges - internal	15,985.00	15,985.00	15,985.00	15,985.00	0.0%
52240	Office equipment operation/maint	3,700.00	3,700.00	4,700.00	3,600.00	-2.7%
52241	Vehicle maintenance costs - outside	5,000.00	5,000.00	2,500.00	6,500.00	30.0%
52244	Other equipment operation/maintenance	8,400.00	8,400.00	7,650.00	8,050.00	-4.2%
52246	Building and facility o & m - outside	205,057.00	155,707.00	197,329.00	181,803.00	16.8%
52247	Landscaping maintenance services	35,500.00	40,500.00	36,397.00	45,700.00	12.8%
52248	Software maintenance services	345,575.00	295,575.00	345,575.00	361,321.00	22.2%
52249	Hardware maintenance services	36,000.00	36,000.00	36,000.00	47,000.00	30.6%
52261	Equipment, building and land rentals	309,507.00	313,107.00	313,107.00	243,943.00	-22.1%
52302	Travel and meetings	12,980.00	12,980.00	13,130.00	12,350.00	-4.9%
52304	Training	75,000.00	75,000.00	75,000.00	81,500.00	8.7%
52403	Telecommunications service - outside	113,147.00	163,147.00	113,147.00	169,625.00	4.0%
52932	Liability insurance/surety bonds-interna	37,442.00	37,442.00	37,442.00	37,442.00	0.0%
52933	Liability insurance/surety bonds-outside	50,680.00	50,680.00	42,724.00	42,724.00	-15.7%
52960	Advertising	16,730.00	16,730.00	17,610.00	17,610.00	5.3%
52961	Dues and memberships	35,162.00	35,162.00	35,162.00	35,162.00	0.0%
52972	Printing and binding-outside	19,600.00	19,600.00	19,600.00	24,600.00	25.5%
53101	Postage charges	6,000.00	6,000.00	6,000.00	6,000.00	0.0%
53102	Office supplies	18,600.00	18,600.00	16,725.00	18,200.00	-2.2%
53106	Books and periodicals	1,154,357.00	1,448,577.06	1,448,577.00	1,157,837.00	-20.1%
53107	Books and periodicals-grants & donations	12,005.00	15,550.20	15,550.00	2,650.00	-83.0%
53108	Safety clothing and equipment	4,710.00	7,710.00	6,360.00	12,810.00	66.1%
53109	Copier supplies	6,250.00	6,250.00	5,900.00	5,900.00	-5.6%
53112	Library functional supplies	177,200.00	133,200.00	177,200.00	141,500.00	6.2%
53113	Janitorial supplies	22,500.00	31,500.00	31,000.00	21,000.00	-33.3%
53311	Electricity	184,600.00	184,600.00	184,600.00	177,800.00	-3.7%
53312	Natural gas	28,000.00	28,000.00	28,000.00	28,000.00	0.0%
54990	Miscellaneous supplies and services	100,023.00	154,662.60	154,763.00	107,523.00	-30.5%
56995	Refunded fees and fines	2,000.00	2,000.00	2,000.00	2,000.00	0.0%
57401	Office furniture/equipment	13,300.00	13,300.00	6,400.00	17,800.00	33.8%
57402	Vehicle equipment	45,000.00	45,000.00	45,000.00	45,000.00	0.0%
57408	Building equipment	-	10,000.00	10,000.00	-	-
57409	Computer equipment	125,000.00	125,000.00	125,000.00	125,000.00	0.0%
<b>Total Library Joint Powers Authority</b>		<b>4,173,414.00</b>	<b>4,525,818.86</b>	<b>4,550,767.00</b>	<b>4,189,153.00</b>	<b>-7.4%</b>
<b>Total</b>		<b>4,173,414.00</b>	<b>4,525,818.86</b>	<b>4,550,767.00</b>	<b>4,189,153.00</b>	

Attachment: budget excerpt (JPA Budget)

# Santa Cruz Public Libraries

## Library Fund Balance

The Santa Cruz Public Libraries (SCPL) Board has designated two reserves, a 20% stabilization operating reserve and a reserve for capital equipment. Both reserves are fully funded at their current, required levels and are forecasted to remain fully funded through the current forecast period. As demonstrated in the table below, the operating and equipment reserves are projected to peak at \$3.4 million in 2020-2021. Beyond reserves, the system's available Fund Balance (green) is projected to peak at \$2.6 million in 2018-2019. This later projection is dependent upon the SCPL spending at or below just 94% of their total, appropriated budget levels (based on historical patterns of annual budget savings).

	16/17 Actual	17/18 Projected	18/19 Projected	19/20 Projected	20/21 Projected
20% Operating Reserve	2,052,770	2,770,182	2,836,629	2,892,855	2,933,255
Capital Equipment Reserve	400,000	446,252	446,252	446,252	446,252
Available, unreserved Fund Balance	<u>2,825,087</u>	<u>2,090,648</u>	<u>2,623,631</u>	<u>2,562,106</u>	<u>2,123,857</u>
Total Fund Balance	<u>5,277,857</u>	<u>5,307,082</u>	<u>5,906,512</u>	<u>5,901,213</u>	<u>5,503,364</u>

Attachment: budget excerpt (JPA Budget)

# Santa Cruz Public Libraries

## Proposed Changes

	2017-2018 Adopted	2018-2019 Proposed Budget	% Change
Revenues	\$13,850,911	\$14,183,146	1.3%
Personnel	\$10,058,899	\$10,125,299	0.7%
Expenditures	\$4,173,414	\$4,188,853	0.4%
Total Operational Surplus or <Deficit>	<\$381,402>	<\$131,006>	
Reserve Applied to Personnel	\$381,402	\$400,000	
Proposal #1 Elimination of Children's Fines		\$25,300	
Proposal #2 Personnel changes		\$28,174	
Proposal #3 Innovation Grant Funding		\$50,000	
Proposal #4 DTN & B40 Restroom Cleaning		\$15,000	
<b>Total Operational Surplus or &lt;Deficit&gt; with Proposed Changes</b>		<b>\$150,520</b>	

1. *Revenue Change:* Eliminate Overdue Fines on Materials for Kids 0-18 year old

*Cost:* <\$25,300> annually

*Discussion:*

For decades, SCPL had no overdue fines on juvenile cards. Fines were imposed during a budget crisis, and have resulted in 17% blocked juvenile accounts.

It is a foundation of our Strategic Plan to nurture the learning goals of children and adults. To enable this, we propose that fines be eliminated on materials from the Juvenile and Young Adult collections. We also propose an amnesty period to enable our young patrons to get a fresh start with clean cards.

The American Library Association promotes equal access to information for all persons, and recognizes the urgent need to respond to the increasing number of poor children, adults, and families in America. The first recommended action to implement this objective is promoting the removal of all barriers to library and information services, particularly fees and overdue charges.<sup>1</sup>

We currently have 21,415 library card-holders between 0-18 years of age. Unfortunately, outstanding fines block 3,689 young people (or 17%) from borrowing any more materials. Accounts are blocked when they reach \$10 in fines. Over 80% of these blocked patrons owe overdue fees, and less than 20% have lost any items. The revenue from juvenile fines in 2017 was \$25,300, which is only 0.19% of our budget.

## Santa Cruz Public Libraries

Our experience is that many fines will never be paid because those children don't come back to the library any more. In Santa Cruz County, 43% of students come from low-income families.<sup>2</sup> The only effect these fines have is to make a barrier that stops them from using the library.

There are many compelling reasons to eliminate fines on materials predominately used by children and teens. As stated earlier, the fines collected represent only a tiny portion of the budget. Additionally, one of the reasons children accrue fines is lack of access to the library as they seldom have their own transportation or control over their schedule. Anyone, including children, who checks out materials intends to return them on time.

The major argument against fines is that they impose a barrier to borrowing, or even to consider joining the library, for those who cannot afford to pay them. Fines disproportionately affect those that have most need of our materials.

The income generated is a very small percentage of the overall budget. The cost of collecting the fines can be high in terms of staff time and stressful patron interactions.

Patrons with \$10 or more in fines are blocked from borrowing any more items, even if they have returned everything. Only 3% of juvenile cards are blocked for lost items, but 14% are blocked due to late fees.

A study by The New York Public Library<sup>3</sup> examined the true cost of fines (2017). "For those who can afford the fines, paying a small late fee is no problem, so the fines are not a particularly strong incentive. On the other hand, for those who cannot afford the fines they have a disproportionately negative impact." They offered an amnesty period first, and found that this helped to recoup many "Lost" items. Students could get a fresh start and they saw a 10% increase in use within the first month. Their fine-free program for NYC public school students encouraged 37% more borrowing than for students not in the program. Students have to return their items before checking out new ones, and still pay for lost items.

The fine-free movement is growing. When Stark County District Library in Ohio waived fines in 2014 they saw over 10% increase in circulation and no significant increase in lost items during the first year.

In Los Angeles, district students have automatically received city library cards that accrue no overdue fees beginning in 2016. Students can check out three books at a time. About 15,000 have used the new cards.<sup>4</sup>

San Rafael Library removed fines from Youth materials in 2015, and have seen an increase of almost 40% in youth card registrations. They found no change in the number of 21 day overdue notices, so the lack of fines did not result in patrons keeping the books longer.<sup>5</sup>

## Santa Cruz Public Libraries

The Peninsula Library System eliminated fines for juvenile cards last year (2017). They had an increase in student card registrations of 61% and a 33% increase in youth circulation. "Loss of revenue was minimal given the positive impacts." <sup>6</sup>

For decades, SCPL had no overdue fines on juvenile cards. Fines were imposed during a budget crisis, and have resulted in 17% blocked juvenile accounts.

It is a foundation of our Strategic Plan to nurture the learning goals of children and adults. To enable this, we propose that fines be eliminated on the Juvenile and Young Adult collections. We also propose an amnesty period to enable our young patrons to get a fresh start with clean cards.

### Sources:

1. ALA Policy Statement: Library Services to the Poor.  
<http://www.ala.org/aboutala/offices/extending-our-reach-reducing-homelessness-through-library-engagement-7>
2. "Percentage of Students Receiving Free or Reduced-Cost Meals." Santa Cruz County Community Assessment Project, Year 23, 2017.
3. The case against library fines - according to the head of The New York Public Library, by A.W. Marx, Dec 18, 2017, <https://qz.com/1158839>
4. No more library fines for most young readers in L.A. County, by Howard Blume, Dec 25, 2017, L.A. Times.
5. Personal communication, Sarah Houghton, Director San Rafael Public Library, Aug 22, 2017.
6. Impacts of eliminating youth overdue fines, by Derek Wolfram, Peninsula Library System Administrative Council, Oct 12, 2017.

Please see Appendix D: School Superintendents letter of support.

### 2. *Expenditure*: Position Reclassifications

*Cost*: \$28,174 annually

*Discussion*:

The Library is recommending two changes to personnel for FY19.

The first is promoting a Building Maintenance Work I to a Building Maintenance Worker II. This change would allow the library to better meet the needs of the library system and its 11 facilities. The increase in this position's duties would allow the library to perform more complex tasks in-house rather than hiring outside contractors. The tasks this position could perform would be facility related functions such as HVAC maintenance, electrical, and plumbing. The anticipated savings from having the aforementioned duties performed in-house rather than hiring outside contractors is estimated at approximately \$25,000 per year.

The second position change requested is the promotion of a Management Analyst to a Principal Management Analyst. The Library has tasked this position with increased duties and responsibilities that cannot be transferred to another position within the Library. Human Resources has conducted a classification study and recommends this change.

# Santa Cruz Public Libraries

Position Title	FTE	Current Position Budget	New Position Budget	Fiscal Impact
Building Maintenance Worker I	1.0	\$81,264		\$(81,264)
Building Maintenance Worker II	1.0		\$81,493	\$81,493
Management Analyst	1.0	\$115,276		\$(115,276)
Principal Management Analyst	1.0		\$141,160	\$141,160
FY19 Total				\$28,174

### 3. Innovation Grant Funding

Cost: \$50,000

#### Discussion:

The Library would like to continue to fund the Innovation Grant project that the library launched in FY18. These grant funds are offered to staff in an effort to try out ideas to improve or introduce programs and services offered by the Santa Cruz Public Libraries. They might also be ideas that improve efficiency in our system.

### 4. Additional Restroom Cleaning for Downtown and Branciforte

Cost: \$15,000

#### Discussion:

Additional restroom cleanings for Downtown and Branciforte were ordered in FY 18 in response to the Hep A outbreak. The library would like to continue these efforts in order to keep these restrooms clean and in good working order during the day.

Attachment: budget excerpt (JPA Budget)