

Original: May 26, 2009

5/28/09: Typos corrected & the 8% property tax “take” by the State up-dated figures shown in blue

TO: LIBRARY JOINT POWERS AUTHORITY BOARD

FR: ACTING DIRECTOR OF LIBRARIES

RE: FY 2009-2010 OPERATING BUDGET

Recommendation: That the Library Joint Powers Authority Board approve resolutions adopting a FY 2009-2010 operating budget based on the appropriations for supplies and services shown in Table 2, transferring trust and other funds for the 2009/10 budget; changing branch hours, and eliminating positions as outlined in either Scenario 6 or Scenario 7.

DISCUSSION

The 2009-2010 Budget is a budget of cuts. Cuts to supplies, cuts to services, cut to programs, cuts to the book and media budget, cuts to staff, cuts to branch hours.

The problem is not the current services offered; they are basic public library services. The problem is not too much staff for current service. The problem is not the community—the community uses their local libraries—all ages; and they have supported them; passing the temporary ¼ % sales tax for local libraries in 1996 when local property tax was not sufficient for the library service they deserved. Then in 2008, they voted to make the ¼ % sales tax permanent.

The problem is a budget that has no place to grow, while demand for service (and use of existing service) has been up all year, and this is coupled with a dramatic decline in sales tax; a smaller local decline in property tax, and now the very real threat that the state will take 8% of the library’s remaining property tax.

FY 2008-2009 Budget Summary

For the 2008-2009 Budget year, the LJPB cut 2 fulltime positions from the budget and adopted a budget that assumed that the Library could save 5% in personnel and 2% in supplies and services

In January 2009, The LJPAB made \$624,960 worth of cuts to the 2008-2009 budget as it realized that revenues (sales tax) would fall this year to a then unknown amount, that the fees and fines were coming in lower than expected, that the state had cut the public library fund once again, and that the 5% savings in personnel and 2% savings supplies and services had been overly optimistic. Regular library staff were furloughed 10% for the last 21 weeks of the fiscal year, (and some employees took additional time off in voluntary leave), \$240,000 was cut from the supplies and services budget, \$190,000 was cut from the Book and Media Budget, and one and half months of substitute hours and shelving staff were also cut.. At that time, the Board also raised fees for meeting rooms (from \$10 to \$20 an hour) for test proctoring. (DMV exams--\$10, academic exams,--\$40 and commercial exams--\$60) and changed the fee from \$10 to \$20 for those who ignore late notices and are then referred to a collection service.

In February 2009, the LJPAB

- Raised Library late fees from 25 cents per day per item to 50 cents per day.
- Eliminated interlibrary loan service.

In April 2009, the LJPAB eliminated 3 positions from the Library Budget

- Lib III—Full-time Lead Cataloger/Central Reference/Collection/Development
- Lib II----25 Hour Librarian II/Central Reference/Collection Development
- Library Assistant—20 Hour Library Assistant, Central Youth Services

The Library ends 2008-2009

- Anticipating an estimated \$236,509 drop in sales tax revenues and a \$46,829 drop in property tax for the current year.
- With a projected negative fund balance of \$62,000. The projected deficit of \$370,000 for 2008-2009 has been partially offset by a beginning fund balance of \$308,000. The result is the projected negative fund balance of \$62,000.
- With no cash reserve. The projects promised the voters when the ¼ % sales tax for local libraries was first passed in 1996 have almost all been completed. The Aptos Parking Lot expansion was completed this year. The remaining project would be the remodel to the Felton Branch, but the community now desires a new building on land that has been donated for that purpose.

It would now be financially prudent for the Library System to begin to build a cash reserve to handle unexpected emergencies, short downturns in the economy, and to help with the monthly cash flow between revenues and expenses. The Board has stated that building a cash reserve of 5% is one of its goals, or \$566,815 for 2009-2010.

FY 2009-2010 Background Information

Table 1
Anticipated Revenue for 2009-2010

The sales tax revenue shown below for 2009-2010 reflects the anticipated 12% decrease expected for July-December 2009 as well as zero growth January-June 2010.

The property tax revenue for 2009-2010 reflects the anticipated additional decrease of \$120,412 now expected.

Revenue	May Estimates
McCaskill Local History for books	\$5,000
McCaskill Visually Impaired for books and media	\$10,000
Finkeldey for music	\$755
Richardson for books	\$16,000
Felton Contingency Fund	\$18,018
LSTA Grant for MLS	\$6,762
Public Library fund	\$70,000
Sales Tax as of 5/15	\$5,612,255
Maintenance of Effort/Property Tax as of 5/15	\$5,174,769
Interest	\$3,871
Grants—Read to Me, etc	0
Late Erate and Calnet credits from 2008-2009 expected to be received in 2009-2010	\$60,000
Fees & Fines—estimated increase in fees and fines. Low estimate for doubling of late fees	\$320,000
Internet Use Fee	\$7,000
Meeting Room bookings. May go up in 2009/10 as Aptos meeting room re-opened	\$1,890
Photocopy fee	\$10,000
Request non-pick-up fee (18,000 x \$2.50). Estimating less than half collected.	\$20,000
Fund Balances from 2008-2009 not to considered until 2008/09 books are closed	0
Carryover	0
Estimated Fund Balance	0
Miscellaneous revenues	0
Encumbered funds for ILS Migration	0
TOTAL	\$11,336,320.00

Table 2
Anticipated Expenses for 2009-2010

System Services	Financial Outside	\$6,200.00
	Professional Services Other	\$18,018.00
	Office Equipment O & M	\$4,620.00
	Other Equipment O & M	\$400.00
	Travel	\$2,000.00
	Training	\$10,910.00
	LSTA Tuition	\$6,762.00
	Telecom Internal	\$82,224.00
	Telecom Out	\$21,794.00
	Insurance Out	\$13,167.00
	Advertising	\$3,000.00
	Dues and Memberships	\$2,720.00
	Printing	\$7,500.00
	Postage	\$17,000.00
	Office Supplies	\$16,500.00
	Misc. Supplies	\$3,480.00
Facilities	Water, sewer, refuse	\$64,706.00
	Janitorial Services	\$180,928.00
	Vehicle O & M	\$38,103.00
	Building O & M	\$141,611.00
	Landscape Maintenance	\$21,145.00
	Rents	\$401,232.00
	Travel	\$250.00
	Insurance Internal	\$15,500.00
	Insurance Outside	\$33,187.00
	Safety Clothing and Equipment	\$3,690.00
	Janitorial Supplies	\$18,000.00
	Electricity	\$152,710.00
	Natural Gas	\$25,200.00
Public Services	Other Equipment Maintenance	\$3,000.00
	Travel	\$2,915.00
	Printing Outside	\$9,000.00
	Books, Media	\$832,000.00
	Copier supplies	\$7,248.00
	Misc. Supplies and Services	\$7,275.00

Network Access Services	Professional. Services Other	\$22,000.00
	Software Maintenance Services	\$66,051.00
	Hardware Maintenance Services	\$60,300.00
	Travel	\$1,430.00
	Telcom Outside	\$58,423.00
	Computer Supplies	\$18,000.00
Technical Services	Claims Management	\$16,000.00
	Other Equipment O & M	\$2,500.00
	Software Maintenance	\$17,588.00
	Printing Outside	\$10,000.00
	Library Functional Supplies	\$150,276.00
Temporary Employees	Pages	\$310,122.00
	On-Call Clerk	\$131,630.00
	On-Call Librarian	\$55,410.00
	On-Call Courier	\$12,924.00
Regular Employees	Admin	\$998,602.00
	Facilities	\$239,664.00
	Public Services Minus 2 April cuts	\$5,656,879.00
	Network Access	\$594,364.00
	Technical Services Minus 1 April cut	\$1,283,526.00
		\$599,526
Professional Services Fiscal	City 5.5%	
Library Loan Last payment due 2017-2018	Principal	\$39,022.00
Library Loan & 2% over portfolio	Interest	\$41,508.00
Watsonville Debt Last payment due 2012-2013	Watsonville Principal	\$40,293.00
	Watsonville Interest	\$8,500.00
		\$12,608,533.00

Table 3
Current Difference Between Income & Expenditures for 2009-2010

2009-2010 Expenses	\$12,608,533
Revenue estimates as of May 12, 2009	\$11,336,320
Remaining cuts needed	\$1,272, 213

Table 4
Other Budget Issues for 2009-2010

Issues	Amount
Budget Deficit from 2008-2009	\$62,000
Preliminary estimate of the anticipated 8% State Property Tax <i>*Estimate lowered on 5/27 to \$447,892</i>	\$578,000*
Goal of a 5% cash reserve	\$566,816
Subtotal of other budget Issues <i>Subtotal changed on 5/27 to \$1,066,708</i>	\$1,206,816

THE LIBRARY SYSTEM BUDGET FOR 2009-2010

While the Library has anticipated a lower revenue base of **\$11,336,320**, that revenue estimate may still be overly optimistic. The State may take back 8% of the Library's property tax revenue (estimated to help balance its budget. If the Library System is closed more hours, income from meeting rooms, **proctoring** tests, and internet fees may also drop. Shorter Library hours may lead to more requests to waive the no request pick-up fee. Reduced hours may also result in fewer items borrowed, and a corresponding drop in overdue fines.

SUPPLES AND SERVICES

At its May 2009 meeting the Board went over the supplies and services sections of the budget and made the changes they deemed necessary. The supplies and services detail presented to the Board with this budget packet reflect all the changes made at that meeting. The costs given are based on the 2008-2009 expenditures and include the cost saving measures we have in place.

The Book and Media Budget has been cut again to \$832,000. Staff is not recommending a further cut at this time. Staff would propose an additional cut only if it were a one time cut to cover the State taking 8% of the Library's property tax income. A library system cannot survive long term without current information. Cutting the materials budget to save hours on an ongoing basis cannot be sustained. Cutting the book and media budget for one year only to cover funds lost to the state could be handled if the community joined staff in a committed effort to offset the loss by a strong

drive for monetary donations. The community already strongly supports the library with donated books and media they no longer wish to own---approximately one quarter of the items added to our collection each year come through the donation of those materials. However, the majority of these items are not time/date sensitive.

With an expected cut in open hours costs for electricity and janitorial supplies and services quite likely will be lower than currently budgeted. However, the new staffing patterns for our branches in 2009-2010 require staff to move between buildings. This will increase travel costs. As the 2009-2010 year progresses the staff and Board should watch for changes in the costs of utilities, janitorial supplies and services, as well as travel.

CAPITAL EQUIPMENT.

The 2009-2010 proposed budget has no capital equipment requests

CLOSING THE LIBRARY SYSTEMS OVER THE DECEMBER/JANUARY HOLIDAYS

At its August or September 2009 meeting, The Board may wish to consider closing the library system for 9 days or more. Two of the days are full holidays and one is a half holiday, the other days would mean furloughing staff on a voluntary basis (allowing employees to use their banked vacation or taking leave without pay. For the December 2008 closure the potential savings were estimated to be \$29,000. However, with the reductions in staff being proposed for 2009/2010 as well as a 10% furlough already in place, a closure that was based on voluntarily taking leave without pay, would bring in a much lower amount of savings.

BRANCH HOURS, SERVICES, AND PERSONNEL

With the \$1,272,213 cuts to the 2009-2010 budget still to be made (see Table 3) and the other budget issues still looming (see Table 4), the one remaining place to find the funds to balance the budget is in personnel cuts. Based on direction from the Board, the staff is presenting two different scenarios for cutting hours and services to bring in a balanced budget.

The staff currently does not know how the Library's on-call budget (long term, temporary employees who work as substitutes to cover public desk shifts when regular staff is ill or on vacation) will fare in the budget process. This is still to be negotiated with the regular and temporary service units. Staff does know that cutting 18% of the on-call and shelving budget in 2008-2009 had a large, negative impact on the remaining staff. Injuries rise when staff has to face large increases in the amount of materials they handle each day. The Library safety committee has worked diligently these last 4 years to reduce staff injuries. Our lower insurance premiums reflect their efforts. At every branch, there is concern that if on-call staff and student shelvers are cut, not only will work injuries increase, but branches may be forced to have unannounced closures if the substitute budget is cut to the point that there are not enough on-call hours remaining to cover absences for public desk workers.

Why are we proposing cuts to all branches?

In May the staff presented the Joint Powers Authority Board (JPB) with several plans to deliver library services in the current economic crisis. Some plans proposed scattered branch closings and reduced hours; one plan proposed a regional restructuring of the system by closing smaller branches and delivering full library service for everyone in the county through four branches plus the remotest small branch and Outreach; and one plan proposed keeping all branches open by large cuts to open hours, staff, and services.

The JPB asked that staff return with options for keeping all branches open with at least some hours during the week while still achieving significant budget savings.

How much money do we have to cut?

The staff has developed two scenarios. One of the challenges in developing these scenarios is that we do not know how much the final budget cut (s) will be. Our projected revenues depend on many variables:

- property tax in a declining economy
- sales tax in a declining economy
- anticipated take-back of property tax revenue by the state

Both scenarios depend on library staff continuing to furlough at the 10% level for another twelve months, all of 2009-2010.

Scenario 6 developed \$1.3 million in savings with cuts to personnel and open hours.

Scenario 7 developed \$1.6 million in savings with cuts to personnel and open hours.

Both scenarios assume that the state 8% property take-back will result in a combination of cuts from the book and media budget as well as any cash reserve that is established.

How will the library system be different under these scenarios?

The most efficient way to keep all branches open while seeking significant budget savings through staff reductions is to create partnerships among larger branches and smaller branches. A larger branch will share staff with one or two smaller branches and will be responsible for service at each location. Both scenarios are built on these partnerships:

- Aptos – LaSelva Beach
- Central – Branciforte, Garfield Park
- Live Oak – Capitola
- Scotts Valley – Boulder Creek, Felton

These partnerships will allow all branches the most flexibility in scheduling and efficiency.

Users of the smaller branches may not see the same staff whenever the branches are open, but they will always find a trained and skilled library assistant and library clerk ready to serve them.

What library services can the community expect?

The staff will do as much as possible, but in both Scenario 6 and Scenario 7, the library system will be offering substandard library service to the community. Fewer open hours limits access to information needed to complete school assignments, apply for a job, trace tax codes, use small business tools, find health advice, or support families.

The differences in open hours between the two scenarios reflect the depth of the cuts.

Scenario 7 is a more drastic cut than Scenario 6 (see the accompanying charts at the end of this narrative).

In both scenarios, there is minimal staffing at **Branciforte, Garfield Park, Felton, Boulder Creek, LaSelva Beach, and Capitola**. That means that the primary service at these branches will be **circulation and management of materials**---checking items in and out, handling book drops, shelving materials, sending materials to other branches. These are some of the most physically demanding jobs in the Library and cannot all be completed only during open hours.

Aptos, Live Oak, Scotts Valley, and Central are open more hours than the smaller branches in both scenarios. These branches would have the same **circulation and materials management** tasks as the smaller branches. In Scenario 6, these branches would have separate service desks for **asking questions and receiving information assistance (reference service)** and checking out books. In Scenario 7, with fewer staff, Aptos, Live Oak, and Scotts Valley would each have one service desk to provide both functions. The physical layout of the Central Branch building makes it impossible to reduce the number of service desks without compromising the ability to monitor activities in the branch.

Both Scenario 6 and 7 include reductions in staffing and hours to **Outreach**. Saturday service would be cut, but the staff would continue to visit **75% of its current Bookmobile stops** and would continue to **include service to geographically remote locations as well senior residences**.

The **Library website** (<http://www.santacruzpl.org>), the system's **e-branch**, offers online databases, the library catalog, the community information database, and the ability for individuals to place requests and check their library accounts. It would continue to be online 7 days a week.

What library services will be suspended?

Interlibrary loan services will remain suspended under both scenarios.

Programming will be suspended during the implementation period for the selected scenario. Programming includes storytimes, class visits, book discussion groups, film documentary screenings, early childhood literacy, computer literacy, internet and database research classes, summer reading programs for children, young adults, and adults, and special events.

We consider programming to be essential community-building information services.

Many details of library operation must be settled immediately as the budget cuts take effect: staff scheduling, task assignments, building operations at each branch. Some staff will be in new positions with new duties and we will need time to retrain them.

We anticipate changes in usage patterns as the community adjusts to the new system-wide hours. We need flexibility in staff assignments to accommodate these changes. As patterns emerge and schedules become more settled, we will consider whether programming such as storytimes, book discussion groups, class visits, and computer/database classes, etc. can be restored.

Are there other concerns?

We are very concerned about the effects of the **increased workload** on staff and whether we can maintain a **safe working environment** over time. In our current system, after a branch has been closed for a weekend or holiday, the book drop is overflowing and a lot of time is spent catching up. With branches closed days in a row on a regular basis, will “extra” work be a daily requirement? What will that mean for staff as the months go on?

All branches depend on **pages**, high school or college student workers who shelve books, retrieve magazines and other materials, and help move materials around the branch. We have not been able to include pages in the scenario staffing or budgets pending bargaining unit discussions regarding their status as temporary workers. The loss of pages would significantly increase the workloads of remaining staff.

We are concerned about our ability to sustain the minimal staffing proposed in both of these scenarios. What do we do when staff needs to take medical or vacation leave or has a family emergency? While we will cover each other as best we can, we do not have the depth to staff branches if there is, for instance, a flu epidemic. In the past we have been able to depend on our **trained on-call staff** (clerks and librarians) but their status as temporary workers is also in question pending bargaining unit discussions. Without them, branches may be forced to close for the day when regular staff is unavailable.

How will we handle **requests**? If some branches are open a few days a week, should we extend the ten-day pick-up period and leave materials in heavy demand in limbo for two weeks or more? Should we restrict request pick-ups to branches that are open more frequently?

We will keep our current **technology network**. As long as every branch is still open and every branch is circulating materials, we have to keep the cable lines and t-1 lines. If none of the small branches circulated materials, we could cancel these lines and realize a 12-month savings of \$12,336. Staff is not recommending this action now but it is important to remember if cuts deepen. The budget as presented has little to no funds to replace or repair equipment.

Is there a place for volunteers?

Yes. The Library system already benefits from 16,000 hours of volunteer time per year. Once a scenario has been chosen by the JPB, staff will identify the tasks that can be done

by volunteers. It is important to remember that staff time will be needed to train and supervise volunteers. The Library will let the community know about volunteer opportunities as the new plan is implemented.

From the Staff

The staff of the Santa Cruz Public Libraries takes great pride in the services it provides to library users. We appreciate the sense of community at our branches as evidence that we are doing our job well.

Developing these scenarios has been painful. We have done our best, but we fear that these scenarios are not sustainable. Stretching drastically reduced resources over an unchanged structure shortchanges **all** branches, and our entire community.

These extraordinary times demand the collaboration and cooperation of the Library staff, the Joint Powers Board, and the community to solve the problems that confront us. Our community has always demanded, and supported excellent library service, and in the 2009/2010 budget year, the staff wants to deliver the highest quality possible with the resources available to us...

The savings on both scenarios are based on the cuts to staff occurring on July 1st. While hours will change on July 1st, it will take several months for all the staff savings to occur as lay-off notices are issued and seniority bumping will occur in numerous cases.

Scenario 6 is set up to have branches in every region open every day of the week, except Friday (the day staff will continue to furlough). For the first time in its history, the Library System would have open two branches on Sunday afternoons—both Central and Live Oak.

In both scenarios, **staff is cut beyond the levels of a direct correlation of staff per open hour.** A portion of the staff that has been there before the branch opened to handle all the work related that is not one on one staff to public contact, have also been cut.

Scenario 6--Minimum Open Hours

Open Hours for the four Supervisor Branches and their Service Branches
(minimum hours listed below, expanded as final staffing/scheduling allows)

The Library E-branch will continue to be on-line 7 days a week. This includes the online databases, library catalog, community information database and more.

Outreach/Bookmobile will operate Monday-Thursdays retaining 75% of their stops, and continuing to emphasize service to seniors, nursing homes, children, and those with limited mobility.

	Central (58 to 40 hours)	Branciforte (41 to 14)	Garfield Park (32 to 12 hours)
Saturday	11-5	1-5	
Sunday	1-5		
Monday	1-7	1-5	2-6
Tuesday	11-7		2-6
Wednesday	11-7		2-6
Thursday	11-7	1-7	
Friday			

	Scotts Valley (48 to 32 hours)	Boulder Creek (37 to 12 hours)	Felton (37 to 8 hours)
Saturday	1-5	1-5	
Sunday			
Monday	1-5	1-5	
Tuesday	11-7		1-5
Wednesday	11-7	3-7	
Thursday	11-7		1-5
Friday			

	Aptos (54 to 32 hours)	La Selva Beach (31 to 8 hours)
Saturday	1-5	
Sunday		
Monday	11-7	
Tuesday	11-7	1-5
Wednesday	11-7	
Thursday	1-5	1-5
Friday		

	Live Oak (50 to 28 hours)	Capitola (42 to 20 hours)
Saturday		1-5
Sunday	1-5	
Monday	11-7	
Tuesday	1-5	11-7
Wednesday	11-7	
Thursday	1-5	11-7
Friday		

Scenario 6—Minimum Staffing (to be expanded as final staffing/scheduling allows)

Desk shift staffing for the four Supervisor Branches and their Service Branches

Staffing at smaller branches would be a minimum of LA + LC

Examples:

- Branciforte on Saturday. Open 1-5, 1 open desk shift, 1 service point staffed by 3 people
- Boulder Creek on Wednesday. Open 3-7. 1 open desk shifts, 1 service point, 2 staff people

- Aptos on Saturday. Open 1-5, 2 desk shifts (1 preparation shift and 1 open shift). 3 service points. 2 staff people for each
- Central on Sunday. Open 1-5. 2 desk shifts (1 preparation shift and 1 open shift), 4 services points—4 people between Ref, Telref and YS, and 4 at Circ)\

C=Circulation staff R=Reference Staff T=Telephone Reference Y=Youth Services
 HC=Homework Center

	Central Open 40 hrs	Branciforte open 14 hrs	Garfield Park open 12 hrs
Saturday	11-5 2x4C + 4(RTY)	1-5 1x3	
Sunday	1-5 2x4C + 4(RTY)		
Monday	1-7 2x4C + 4(RTY)	1-5 1x3	2-6 1x2
Tuesday	11-7 3x4C + 4(RTY)		2-6 1x2
Wednesday	11-7 3x4C + 4(RTY)		2-6 1x2
Thursday	11-7 3x4C + 4(RTY)	1-7 1x3	
Friday			

	Scotts Valley Open 32 hrs	Boulder Creek open 12 hrs	Felton open 8 hrs
Saturday	1-5 2x1C + 1R1HC	1-5 1x2	
Sunday			
Monday	1-5 2x1C + 1R1HC	1-5 1x2	
Tuesday	11-7 3x1C + 1R1HC		1-5 1x2
Wednesday	11-7 3x1C + 1R1HC	3-7 1x2	
Thursday	11-7 3x1C + 1R1HC		1-5 1x2
Friday			

	Aptos open 32 hrs	La Selva Beach open 8 hrs
Saturday	1-5 2x3(CRY)	
Sunday		
Monday	11-7 3x3(CRY)	
Tuesday	11-7 3x3(CRY)	1-5 1x2
Wednesday	11-7 3x3(CRY)	
Thursday	1-5 2x3(CRY)	1-5 1x2
Friday		

	Live Oak open 28 hrs	Capitola open 20 hrs
Saturday		1-5 1x3
Sunday	1-5 2x3(CRY)	
Monday	11-7 3x3(CRY)	
Tuesday	1-5 2x3(CRY)	11-7 2x3
Wednesday	11-7 3x3(CRY)	
Thursday	1-5 2x3(CRY)	11-7 2x3
Friday		

Scenario 6 -- Personnel Changes

- 1 position moved from Public Services to Technical Services
- 3 fulltime positions cut to 20 hours
- 9 filled fulltime positions eliminate, 4 open fulltime positions eliminated
- 5 filled part time positions eliminated, 2 open part time positions

Total: 6 open and 14 filled positions eliminated, 3 fulltime positions cut to half time

Estimated savings: \$1,347,140

- Positions eliminated in July 2009
 - One Lib IV, Head of Technical Services
 - One Lib III, Facilities Development Librarian
 - Five 40 hour senior library assistant
 - One 25 hour senior library assistant
 - Two 40 hour library assistants
 - One 30 hour library assistant
 - One 25 hour library assistant
 - Three 40 hour library clerks
 - Two 30 hour library clerks
 - One 20 hour library clerk
 - One 24 hour admin. asst.

- Three fulltime positions cut to 20 hours in July 2009
 - One 40 hour courier driver cut to 20 hours
 - One 40 hour Lib II cut to 20 hours
 - One Library clerk cut to 20 hours

- One Transferred position on July 1st
 - One Lib II from PS to Technical Services

- On January 1st 2010 eliminate
 - One Asst. Director of Libraries

**If Scenario 6 is a adopted
Scenario 6 & the 2009-2010 Budget**

Table 6—Budget Savings for Scenario 6

Projected Income for 2009-2010	\$11,336,320
Projected Expenses for 2009-2010	(\$12,608,533)
Difference	(\$1,272,213)
<ul style="list-style-type: none"> • Estimated savings in personnel by Scenario 6 	\$1,347,141
<ul style="list-style-type: none"> • Estimated savings by continuing 10% furlough of library staff all of 2009-2010 	\$386,664
Subtotal after Personnel Cuts and 10% savings thru furlough	\$461,592
Projected Budget deficit from 2008-2009	(\$62,000)
Subtotal after covering Projected budget deficit	\$399,592

Remaining Budget Issues for 2009-2010

Issues	Amount
Preliminary estimate of the anticipated 8% State Property Tax <i>Estimate lowered on 5/27 to \$447,892</i>	(\$578,000)
Goal of a 5% cash reserve	(\$566,816)
Subtotal of other budget Issues <i>Subtotal changed on 5/27 to \$1,014,708</i>	(\$1,144,816)
Savings from Scenario 6 that could go to the cash reserve	\$399,592
Funds still needed for cash reserve and possible 8% property tax from state	(\$745,224) <i>(\$615,116)</i>

Still needed is \$745,224 . *Changed to \$615, 116 on 5/27*

- To achieve the full 5% cash reserve—another \$167,224 is needed, and
- To compensate for the state 8% property tax “take” (\$578,000)- *(\$447,892)*

Scenario 7—Minimum Open Hours

Open Hours for the four Supervisor Branches and their Service Branches
(minimum hours listed below, expanded as final staffing/scheduling allows)

The Library E-branch will continue to be on-line 7 days a week. This includes the online databases, library catalog, community information database and more

Outreach/Bookmobile will operate Monday-Thursdays retaining 75% of their stops, and continuing to emphasize service to seniors, nursing homes, children, and those with limited mobility.

	Central (58 to 36 hours)	Branciforte (41 to 8 hours)	Garfield Park (32 to 8 hours)
Saturday	10-6		
Sunday	1-5		
Monday		1-5	2-6
Tuesday	11-7		
Wednesday	11-7		2-6
Thursday	11-7	1-5	
Friday			

	Scotts Valley (48 to 24 hours)	Boulder Creek (37 to 8 hours)	Felton (37 to 8 hours)
Saturday	10-6		
Sunday			
Monday	11-7	1-5	
Tuesday			1-5
Wednesday	11-7	1-5	
Thursday			1-5
Friday			

	Aptos (54 to 24 hours)	La Selva Beach (31 to 8 hours)
Saturday	10-6	
Sunday		
Monday		1-5
Tuesday	11-7	
Wednesday		1-5
Thursday	11-7	
Friday		

	Live Oak (50 to 24 hours)	Capitola (42 to 8 hours)
Saturday	10-6	
Sunday		
Monday	11-7	
Tuesday		1-5
Wednesday	11-7	
Thursday		1-5
Friday		

Scenario 7—Minimum Staffing (to be expanded as final staffing/scheduling allows)
 Desk shift staffing for the four Supervisor Branches and their Service Branches
 Staffing at smaller branches would be a minimum of LA + LC

Examples:

- Telephone Reference has been eliminated at Central
- Aptos & LO now choosing between covering either Ref and YS; Scotts Valley now choosing to cover either Reference or Homework Center
- Scotts Valley on Saturday. Open 2 shifts, 2 staff at Circ each open shift and 1 person going between Ref And the Homework Center each shift.

C=Circulation staff R=Reference Staff T=Telephone Reference Y=Youth Services HC=Homework Center

	Central open 36 hrs	Branciforte open 8 hrs	Garfield Park open 8 hrs
Saturday	10-6 2X(4C+3RY)		
Sunday	1-5 1X(4C+3RY)		
Monday		1-5 1X3C	2-6 1X2C
Tuesday	11-7 2X(4C+3RY)		
Wednesday	11-7 2X(4C+3RY)		2-6 1X2C
Thursday	11-7 2X(4C+3RY)	1-5 1X3C	
Friday			

	Scotts Valley open 24 hrs	Boulder Creek open 8 hrs	Felton open 8 hrs
Saturday	10-6 2X(2C+1R/HC)		
Sunday			
Monday	11-7 2X(2C+1R)=1HC	1-5 1X2C	
Tuesday			1-5 1X2C
Wednesday	11-7 2X(2C+1R)=1HC	1-5 1X2C	
Thursday			1-5 1X2C
Friday			

	Aptos open 24 hrs	La Selva Beach open 8 hrs
Saturday	10-6 2X(3C+1R/Y)	
Sunday		
Monday		1-5 1X2C
Tuesday	11-7 2X(3C+1R/Y)	
Wednesday		1-5 1X2C
Thursday	11-7 2X(3C+1R/Y)	
Friday		

	Live Oak open 24 hrs	Capitola open 8 hrs
Saturday	10-6 2X(2C+1R/Y)	
Sunday		
Monday	11-7 2X(2C+1R/Y)	
Tuesday		1-5 1X3C
Wednesday	11-7 2X(2C+1R/Y)	
Thursday		1-5 1X3C
Friday		

Scenario 7 -- Personnel Changes

- 1 position moved from Public Services to Technical Services
 - 3 filled full-time positions cut to half time
 - 10 filled full-time positions eliminated, 4 open full-time positions eliminated
 - 13 filled part-time positions eliminated, 2 open part-time positions would remain and
- Total: 4 open positions and 23 filled positions eliminated (10 full-time and 13 part-time) and 3 full-time positions cut to half time

Estimated savings: \$1,571,610

- Positions eliminated July 2009
 - One Lib IV, Head of Technical Services
 - One Lib III, Facilities Development Librarian
 - One Lib II 25 hours
 - Five 40 hour senior library assistant
 - Two 25 hour senior library assistant
 - Four 40 hour library assistants
 - Two 25 hour library assistant
 - Two 40 hour library clerks
 - One 26 hour clerk
 - One 25 hour clerk
 - Two 20 hour library clerk
 - One 24 hour admin. Asst
 - Three 20 hour library assistants
- Three fulltime positions cut to 20 hours in July 2009
 - One 40 hour courier driver cut to 20 hours
 - One 40 hour Lib II cut to 20 hours
 - One Library clerk cut to 20 hours
- One Transferred position on July 1st
 - One Lib II from PS to Technical Services
- On January 1st 2010---- One Asst. Director of Libraries

**If Scenario 7 is adopted
Scenario 7 & the 2009-2010 Budget**

**TABLE 7
Scenario 7 & the 2009-2010 Budget**

Projected Income for 2009-2010	\$11,336,320
Projected Expenses for 2009-2010	(\$12,608,533)
Difference	(\$1,272,213)
<ul style="list-style-type: none"> • Estimated savings in personnel by Scenario 7 	\$1,571,610
<ul style="list-style-type: none"> • Estimated savings by continuing 10% furlough of library staff all of 2008-2009 	\$371,793
Subtotal after Personnel Cuts and 10% savings thru furlough	\$671,190
Projected Budget deficit from 2008-2009	(\$62,000)
Subtotal after covering Projected budget deficit	\$609,190

Remaining Budget Issues for 2009-2010

Issues	Amount
Preliminary estimate of the anticipated 8% State Property Tax <i>On 5/27 estimate lowered to \$447,892</i>	(\$578,000)
Goal of a 5% cash reserve	(\$566,816)
Subtotal of other budget Issues Subtotal lowered on 5/27 to \$1,014,708	(\$1,144,816)
Applying \$566,816 from the Savings of \$609,190 toward the 5% cash reserve –leaving a balance of \$42,274	\$566,816
\$42,274 applied to 8% property tax	\$42,274
Funds still needed for cash reserve and for the possible 8% property tax from state <i>*Lowered on 5/27 to \$490,166 needed still to compensate for the state 8% property tax back.</i>	(\$535,726)*

Wrote on 5/26: Still needed is \$535,726 to fully compensate for the state 8% property tax “take (\$578,000-\$47,274)

On 5/27 the estimate of the State 8% property tax “take back” was adjusted down to \$447, 892) As of 5/27 to fully compensate for the State 8 % Property “take back”: \$405,892 is still needed (\$447,892-\$42,274=\$405,618)