

FY 2024

Santa Cruz Public Libraries Budget



Santa Cruz Public Libraries

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May 4, 2023

Santa Cruz Public Libraries
Joint Powers Authority Board
117 Union Street
Santa Cruz, CA 95060

Dear Board Members:

Santa Cruz Public Libraries brings people, information, and resources together to enrich lives and strengthen our communities. We strive to be inclusive so that every Santa Cruz County community member can connect, collaborate and learn through our information and educational resources, programs, and staff support. We develop programs to support the broad community while addressing the needs of students, seniors, and the most vulnerable, including the unhoused and incarcerated. Our specialty collections on local history and collaborations with the Friends of the Library, the Genealogical Society of Santa Cruz County, local history museums, and community partners help us provide beneficial resources unique to Santa Cruz County.

Over the last year, we completed various projects, including reopening five branches, relocating our Collection Management and Information Technology teams to the administration building, finalizing the new Strategic Plan, and moving our Integrated Library System to a hosted solution.

After hearing from community members, we worked to place a Librarian in every branch to provide community-based youth, teen, adult, and partner programming and outreach. We added 8.5 full-time equivalent staff enabling us to open most of our branches at least six days per week. Adding a Community Relations Specialist improved our ability to tell our story and provide updates to our web pages and social media on our construction projects and programming.

We aspire and look forward to completing recruitments and filling vacancies in 2024, allowing us to better meet the community's needs and provide excellent service. The vacancy rate average over the past seven years was calculated at 10%. As a precautionary measure, we reviewed the pre-pandemic rates and found them to be higher at 11%. Our goal in 2024 is to fill vacancies to operate effectively. Our 2024 Workplan includes a goal to partner with the human resources department to perform desk audits, review and revise job descriptions, duties, minimum qualifications and educational requirements in an effort to recruit and retain staff.

The Capitola Library branch currently offers Sunday hours. The opening is possible because the closure of Aptos placed extra staff at the Capitola branch. When Aptos Library reopens in the fall of 2024, Capitola Library will need to eliminate Sunday hours or fund additional staff members to cover the extra day of service. Included in this budget is temporary staff for six months. The six-month pilot should allow time to collect visitor statistics after Aptos reopens and solicit community input.

In 2023, we began reviewing insurance coverage for our facilities and worked with risk management to align our policies with the coverage needed, resulting in increased costs. The cost of administrative support established through the City of Santa Cruz Services Agreement increased by 4.5%. These costs are anticipated to double in 2026 with the new Maintenance of Effort (MOE) negotiation due to the recalculation of the City of Santa Cruz cost allocations.

The City of Santa Cruz has used the same formula since 2012, which does not reflect current expenses. It adjusted its cost allocations formula for 2024, resulting in the library expense for these services doubling from approximately \$500,000 to almost \$1 million per year for the library system. The City of Santa Cruz agreed to honor the existing *Agreement Between the Library Joint Powers Authority and the City of Santa Cruz for Support Services* established in 2016 for the next two years until the MOE agreement renews at the end of the fiscal year 2025.

In preparation for the increased cost of administrative services, the Library is partnering with the City of Santa Cruz on a Request for Proposals (RFP) to hire a consultant to perform an analysis and make recommendations. It would include an analysis of the current administrative support model for the library system and other potential models. Recommendations include:

- Remaining under the current model through the City.
- Creating a standalone administrative support model.
- Providing the associated staffing within the library system.

Key considerations include staying with the City for Public Employees' Retirement System (PERS) purposes or creating a standalone PERS entity. An analysis of the service delivery for administrative, finance, and human resource services is required to determine a solution for long-term sustainability.

Measure S is entering the final phase with the completion of the new Aptos Library in the fall and the groundbreaking of the new Downtown Santa Cruz Library Affordable Housing project in late 2024. As we wrap up these projects, our County leases help us to maintain the infrastructure that allows us to meet our strategic goal of providing safe and friendly places. One accomplishment we hope to achieve in 2024 is to secure leases for all City of Santa Cruz facilities ensuring that Branciforte and Garfield Park infrastructures are resilient.

The 2024 proposed budget for the Santa Cruz Public Libraries reflects the first phase of priorities that align with our Strategic Plan while maintaining service and programs at our ten locations and the Live Oak Annex. The management team reviewed individual spending and made cuts to reflect a 2.6% decrease in non-personnel costs.

Sales tax and maintenance of effort (MOE) revenues are projected to increase by 3.5% over last year's total. Operationally, we anticipate increases in expenditures as we fully open all locations and absorb price increases due to rising inflation and utility costs.

We are grateful for the support and guidance of our Friends of the Santa Cruz Public Libraries, Library Advisory Commission, and Joint Powers Authority Board as we navigate the next phase of building and strategic direction.

I want to thank everyone on the library team, including our temporary and on-call members, for their tremendous commitment to the people of Santa Cruz County. Our team is the reason for every success and sustainability of our organization.

Respectfully,

Yolande Wilburn
Director of Libraries



Mission – Vision – Values

Mission

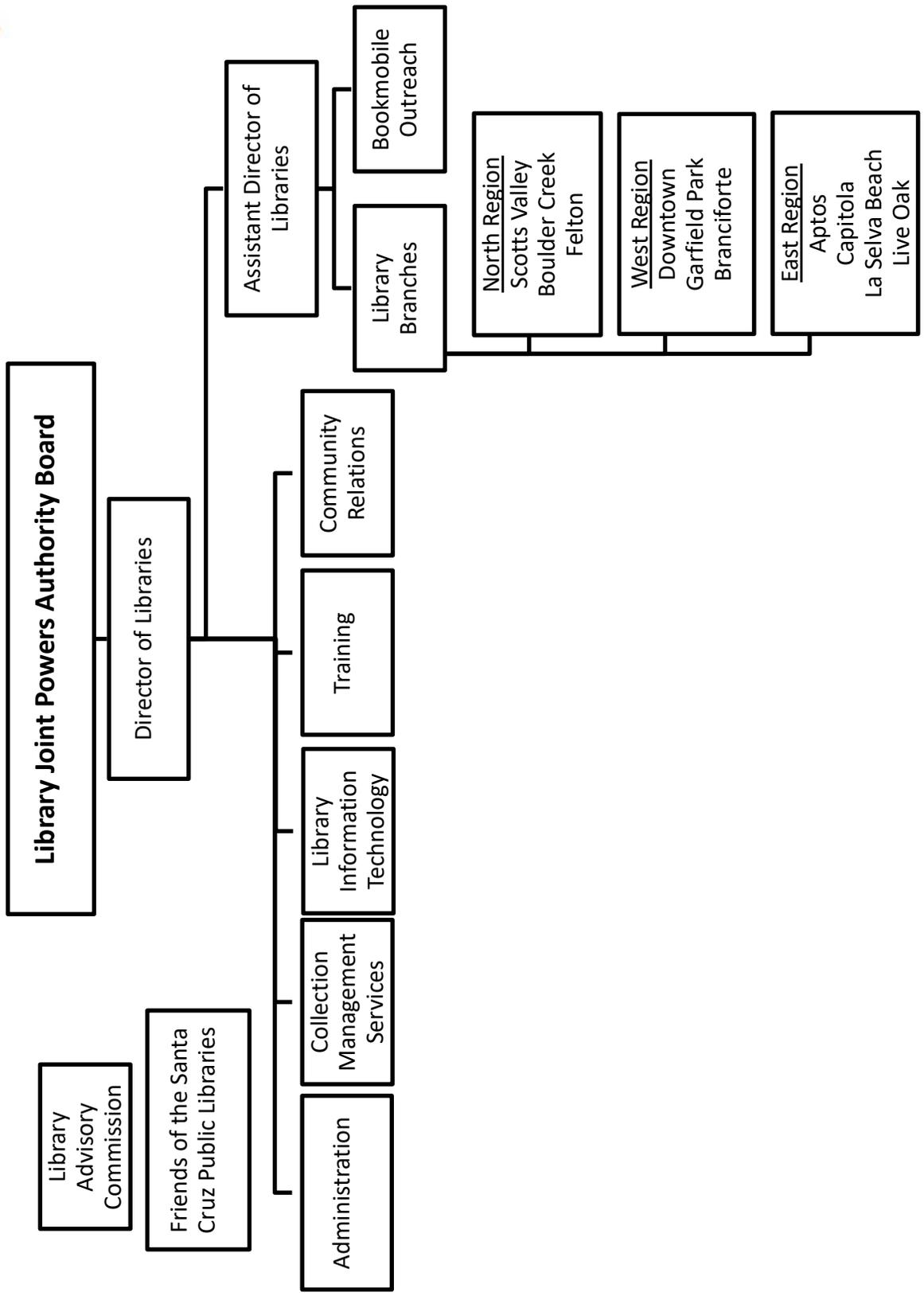
Inclusion, Connection, Collaboration

Our Vision

Empower people to transform their lives and strengthen communities

Values

Lifelong Learning
Intellectual Freedom
Social Responsibility
Respectfulness
Professional Competence



Library Overview

The Santa Cruz Public Libraries provide resources and services to residents and visitors through a network of ten neighborhood branches, the Live Oak Annex, a bookmobile, and an online digital library. Branch locations include Aptos, Boulder Creek, Branciforte, Capitola, Downtown Santa Cruz, Felton, Garfield Park, La Selva Beach, Live Oak, the Live Oak Annex at the Simpkins Swim Center, and Scotts Valley. The Downtown Santa Cruz branch maintains the genealogical and Santa Cruz local history collections.

Core Services

Life Long Learning

Provide inclusive programs, services, and collections that nurture literacy and the love of learning.

Digital Inclusion

Ensure that all residents have access to the training, devices, and internet to participate fully in community life.

Community Connections

Connect residents to educational, economic, and health opportunities to strengthen relationships, promote civic engagement, and foster community well-being.

Transformative Spaces

Provide inclusive and inspirational spaces to support multipurpose learning zones, resiliency, and emergency response.

Organizational Capacity

Develop highly skilled staff to ensure excellent customer service and fiscal sustainability.

FY 2023 Accomplishments

1. Expanded Service Hours and Organizational Capacity
 - a. Increased open hours from 240 to 422 across nine locations.
 - b. Added 8.5 full-time equivalent (FTE) positions.
 - c. Received a \$12,000 grant from the Pacific Library Partnership and implemented NEOGOV Perform and Onboard modules.
 - d. Established quarterly meetings with the County to manage facilities and maintenance items.

2. Transformative Spaces
 - a. Opened Live Oak, Scotts Valley, Branciforte and Garfield Park branch libraries and the Live Oak Annex.
 - b. Collaborated with the City of Santa Cruz to support the approval of the Downtown Library Affordable Housing Project.
 - c. Forged partnerships with Dignity Health and Optimum Serve to bring health services to the San Lorenzo Valley.
 - d. Replaced EV charging stations at the Felton and Capitola branch libraries to improve services to patrons.
 - e. Partnered with the County Office of Response, Recovery, and Resilience to establish the Felton and Scotts Valley Library branches as Community Resource Centers.
 - f. Provided space for a Federal Emergency Management Agency (FEMA) Disaster Recovery Center (DRC) at the Felton Library after the atmospheric river emergency.

3. Learning
 - a. Established a Community Led Learning Program with the Felton Friends.
 - b. Received a \$20,000 California State Library grant to purchase laptops for youth STEAM programming.
 - c. Received \$23,525 from the California State Library to conduct Summer Lunch at the Library programming.
 - d. Collaborated with the Friends of the Aptos Library on the 2023 Our Community Reads (Mary Coin, by Marisa Silver) program.

4. Digital Inclusion
 - a. Provided technology support through Tech Talks and in-person tech help programming.
 - b. Received a \$114,625 California Library Connect grant to upgrade wiring at La Selva Beach, replace all network switches and branch servers.
 - c. Collaborated with the Southern California Library Cooperative (SCLC) to bring the Digital Navigators program to Santa Cruz County.
 - d. Migrated to a cloud-hosted Integrated Library System (ILS).

5. User Experiences
 - a. Completed 2022-2025 Strategic Plan
 - b. Completed the Diversity Equity and Inclusion (DEI) plan.
 - c. Completed a new Communications Plan.

- d. Established the 2024 Technology Plan to support Library Operations.
- e. Installed SenSource people counters at all open locations.
- f. Relocated the Collection Management Services and the Library Information Technology to the Administration building.

FY 2022-2025 Strategic Goals:

- Diversity, Equity and Inclusion
Create an organizational culture of equity and inclusion and provide equitable and relevant services to all.
- Santa Cruz County Community
Create and support safe and friendly places. Foster inclusion. Support all members of society.
- Library Services
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. Strengthen and support learning, and measure the impact. Support and prepare staff to meet organizational needs and ensure excellent customer service.



FY 2024 Workplan

1. Diversity Equity and Inclusion (DEI)

- a. Collaborate with the County Office of Education on early childhood literacy pilot.
- b. Develop targets for measuring success of the literacy pilot.
- c. Identify and conduct programming and services based on input from community partners that support DEI.
- d. Identify, analyze and implement best practice DEI methodologies for building a diverse and inclusive collection of materials.
- e. Identify organizational development need for successful shift to a DEI culture for all staff.
- f. Identify staff training needs around DEI.
- g. Identify tools for best practices in evaluation of all policies through a DEI lens.
- h. Reinstate community conversations with staff on the topic of DEI.
- i. Identify funding sources for paid internships.
- j. Develop an onboarding program for new employees and volunteers that incorporate DEI.

2. The Santa Cruz Community

- a. Open the Aptos branch Library.
- b. Establish collaboration with the Aptos History Museum for display case exhibits.
- c. Partner with the County Office of Response, Recovery and Resilience to establish the Aptos Library branch as Community Resource Center.
- d. Complete Ground breaking for the new Downtown Santa Cruz Library and Affordable Housing project.
- e. Identify the threshold for adding additional bi-lingual signage based on demographic changes and need.
- f. Develop a Library Sustainability Plan.
- g. Collaborate with partners to provide programs and services which address community health outcomes.
- h. Establish a partnership with the County of Santa Cruz to provide a social worker in the Downtown Library.
- i. Develop marketing campaigns and rebrand to raise community awareness of the library.

3. Library Services

- a. Augment collection resources through alternative sources such as Link+ and Zip Books.
- b. Develop customer service surveys that assess library performance, hours and services.
- c. Recruit and hire 1.0 FTE Librarian to provide adult services and history programming at the Aptos Branch Library.
- d. Recruit and hire a 1.0 Library Specialist to provide support for the marketing, rebranding and volunteer services.
- e. Review administrative services provided by the City of Santa Cruz and present alternative options and cost analysis.

- f. Partner with human resources to perform desk audits, review and revise job descriptions, duties, minimum qualifications and educational requirements.
- g. In collaboration with City of Santa Cruz review the process for recruitment, hiring, onboarding and off-boarding and establish a plan for improved efficiency and effectiveness.
- h. Set aside funds for ongoing maintenance at library branches.
- i. Complete La Selva Beach branch back door awning, and HVAC installation project.
- j. Establish leases with the City of Santa Cruz on the Garfield Park, Branciforte and Downtown Library branches.

Performance Indicators

DEI:

- Enhanced communication with community partners around literacy and inclusion.
- Percent increase of collection materials available in international languages.
- Increase in reading levels among participants in the Early Childhood Literacy pilot.
- Number of staff members completing DEI Training.

Santa Cruz County Community:

- A deeper understanding of service ecosystems and gaps at the neighborhood level.
- Obtain patron feedback on library spaces and use.
- Survey the community to determine their perspective on the library support and nurturing of life-long learners.

Library Services:

- Cardholders, circulation, visits, database use, computer use, program attendance.
- Staff competence based on performance evaluation input, and feedback.
- Staff capacity based on strategic goals.



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 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:

- Measure R, a quarter cent permanent sales tax approved in 2008 designated for public library service is collected throughout the County. The Library Financing Authority divides these revenues between the Santa Cruz Public Libraries 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.

- Maintenance of Effort (MOE) contributions from the County Library Fund which includes Capitola and Scotts Valley based on the MOE agreement approved in June 2022. The County Board of Supervisors is responsible for allocating any excess property taxes in the fund for the exclusive use on library improvements or services at County Library Fund Branches.
- The Cities of Santa Cruz and Watsonville contribute money from their general funds based on the (MOE) agreement.

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.

Budget

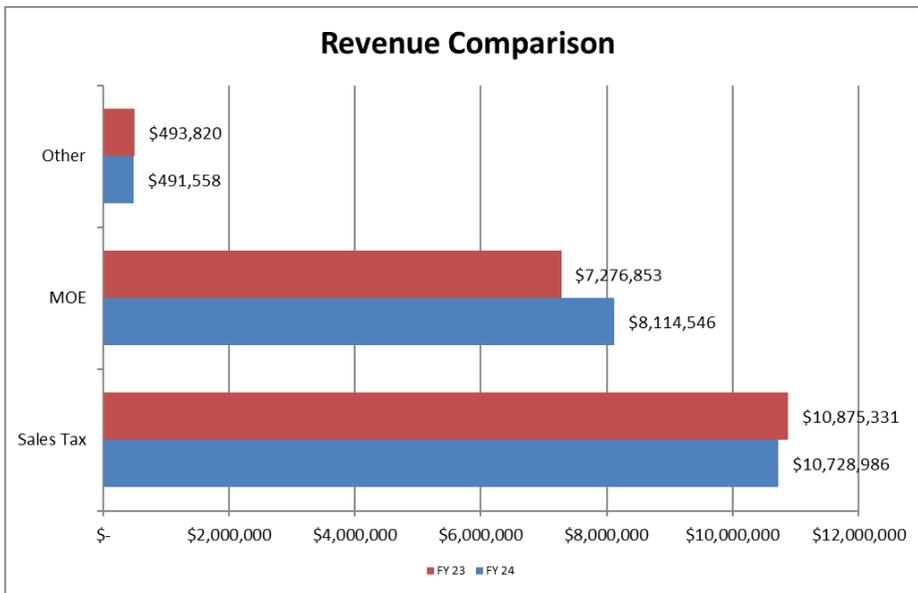
The Budget process begins no later than March 31st of each year with the Board providing service and budgetary priorities leading to the development of the Director of Libraries' proposed operating and capital budget. A Public Hearing on the proposed budget shall be held no later than May 31st with copies 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).

Budget in Brief

The Santa Cruz Public Libraries (SCPL) continues to emerge from the pandemic with a new strategic plan and with-it new goals, priorities and vision for the library system.

The library’s two main sources of revenue are projected to take opposite trajectories. The sales tax estimates are projected to come in slightly lower than originally estimated earlier this calendar year. The estimates are being projected to decline \$200K or -1.3%. However, maintenance of effort is projected to

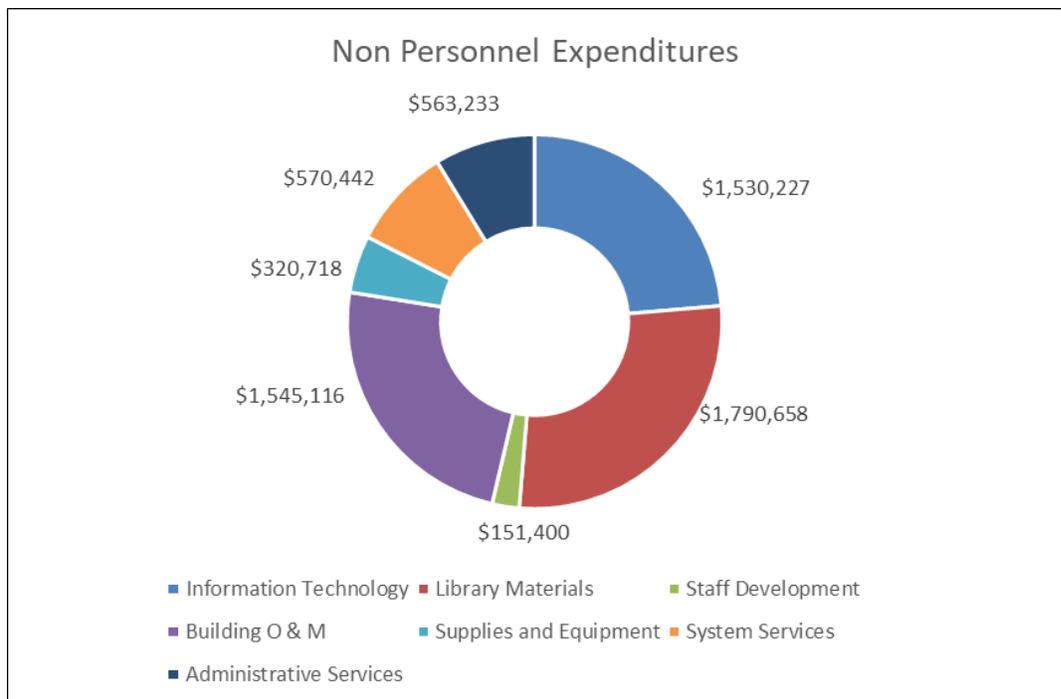
increase 11.5% over last year which leaves total revenues estimated at an increase of 3.5% over last year.



Operationally the Library increased costs for the Branciforte and Aptos branch libraries that will be fully operational and providing services to the community in FY 24. Other increases to the non-personnel expenditure budget, based on increased rates and contract increases, are electricity, gas and janitorial services. The

Library has also done an analysis on insurance coverage for the library system and has had to increase annual premium costs where the library will need to provide insurance for itself rather than rely on jurisdictions for coverage.

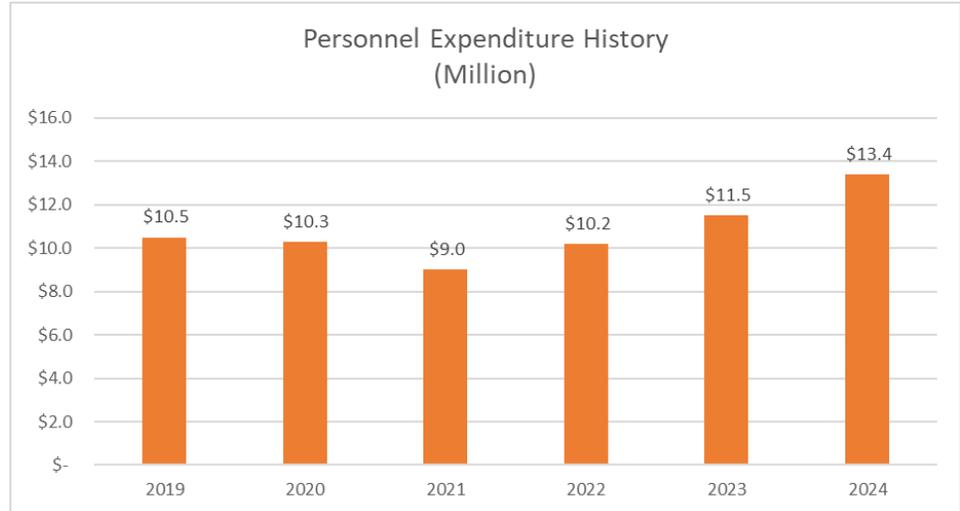
Additionally, the City of Santa Cruz’s Services Agreement has increased 4.5% or \$23,750 after the City conducted a cost allocation plan for all its departments. In tandem with the cost allocation study, the Library would like to include the study of an organizational assessment focused



on classification and compensation of the roles at the library. In addition, the Library would like to secure professional services to conduct a long-term financial plan. The addition of these one-time costs will raise the non-personnel operating costs by 3.5% compared to last year.

Over the past year the library system has re-envisioned staffing. The reliance on temporary staff was decreased by using permanent staff in a more flexible way when covering absences. SCPL also decided to deploy librarians by branch instead of by region.

Larger branches will now have a dedicated youth and adult librarian staffing those branches. The smaller branches will benefit from having a generalist librarian serving their community. The new distribution of librarians throughout the system leaves the library in need of one (1.00) additional FTE for the Aptos Branch



Library. The costs associated with this additional FTE are part of the proposed FY 24 budget. These changes in staffing will help focus services by branch and build a stronger branch community between the staff and the public. In addition, the Library would like to reclassify the current part-time (20 hour) Volunteer Assistant Coordinator to a Library Specialist (40 hours). This change will help support the Community Relations Specialist with managing volunteers as well as helping with marketing library programs. The savings from the Volunteer Coordinator Assistant position proposed to be deleted will help to offset the cost of the new full-time Library Specialist position.

SCPL’s proposed FY 24 operating budget is being presented as a balanced budget with the use of funds from the uncommitted fund balance in the amount of \$580,810 to cover one-time expenses scheduled this year.

Budget Overview

	2022	2023		2023	2024	Growth/Loss From Adjusted	2025
	Actual	Adopted Budget	Adjusted Budget	Year End Estimate	Proposed Budget		Projected Budget
Expenditures by Activity:							
Personnel Services	\$ 10,159,185	\$ 12,301,023	\$ 12,831,706	\$ 11,240,072	\$ 13,444,105	\$ 612,399	\$ 13,847,428
Services, Supplies & Other Charges	\$ 3,071,084	\$ 3,720,641	\$ 4,103,836	\$ 4,008,282	\$ 4,256,515	\$ 152,679	\$ 4,469,341
Books & Materials	\$ 1,216,096	\$ 1,415,456	\$ 1,656,105	\$ 1,656,105	\$ 1,667,281	\$ 11,176	\$ 1,534,859
Capital Outlay	\$ 148,897	\$ 458,000	\$ 604,115	\$ 565,753	\$ 493,000	\$ (111,115)	\$ 493,000
Intra-entity fund transfer out	\$ 324,000	\$ 54,999	\$ 54,999	\$ 54,999	\$ 54,999	\$ 0	\$ 54,999
<i>Subtotal Supplies and Services</i>	\$ 4,760,077	\$ 5,649,096	\$ 6,419,055	\$ 6,285,139	\$ 6,471,795	\$ 252,738	\$ 6,497,200
Total Expenditures	\$ 14,919,262	\$ 17,950,119	\$ 19,250,761	\$ 17,525,211	\$ 19,915,900	\$ 665,139	\$ 20,344,628
Activity Resources:							
Taxes	\$ 10,677,936	\$ 10,666,565	\$ 10,875,331	\$ 10,775,331	\$ 10,728,986	\$ (47,350)	\$ 10,879,192
Member Contributions	\$ 5,938,706	\$ 6,115,273	\$ 7,276,853	\$ 7,276,853	\$ 8,114,546	\$ 837,693	\$ 8,114,546
State/Federal/Local Grants	\$ 136,983	\$ -	\$ 62,468	\$ 63,998	\$ 13,998	\$ (48,470)	\$ -
Fines and Forfeits	\$ 20,124	\$ 12,000	\$ 12,000	\$ 18,428	\$ 12,000	\$ (6,428)	\$ 12,000
Donations & Trusts	\$ 318,448	\$ 141,816	\$ 134,576	\$ 134,576	\$ 245,792	\$ 111,216	\$ 60,000
Other Financing Sources	\$ 186,093	\$ 154,980	\$ 320,225	\$ 327,955	\$ 219,768	\$ (107,457)	\$ 120,000
Total Resources	\$ 17,278,290	\$ 17,090,634	\$ 18,681,453	\$ 18,597,141	\$ 19,335,090	\$ 653,637	\$ 19,185,738
Sub Total Operational Savings or (Cost)	\$ 2,359,028	\$ (859,485)	\$ (569,308)	\$ 1,071,930	\$ (580,810)	\$ 1,652,740	\$ (1,158,890)
Uncommitted Fund Balance Applied	\$ -	\$ 859,485	\$ 569,308	\$ -	\$ 580,810	\$ 580,810	\$ 1,158,890
Total	\$ 2,359,028	\$ -	\$ -	\$ 1,071,930	\$ -	\$ -	\$ -
Committed Fund Balance (20% Reserve)	\$ 1,982,478	\$ -	\$ -	\$ 3,719,428	\$ 3,867,018	\$ 144,590	\$ -
Uncommitted Fund Balance	\$ 7,314,955	\$ -	\$ 6,649,935	\$ 5,921,535	\$ 9,788,553	\$ 3,867,018	\$ -
Total Fund Balance	\$ 9,297,433	\$ -	\$ 10,369,363	\$ 9,788,553	\$ 9,788,553	\$ 491,120	\$ -
Trust Balances							
		Clays	\$ 18,327				
		Finkeldey	\$ 9,233				
		Hale	\$ 48,605				
		Leet-Corday	\$ 101,316				
		McCaskill-Local History	\$ 227,358				
		McCaskill-Visually Impaired	\$ 191,240				
		Morley	\$ 14,018				
		Richardson	\$ 337,564				
		Utter	\$ 278,167				

Personnel Authorization

	FY 2021 Amended Budget	FY 2022 Amended Budget	FY 2023 Adopted Budget	FY 2023 Amended Budget	FY 2024 Proposed Budget
Accounting Assistant I	1.50	1.50	1.50	1.50	1.50
Administrative Assistant II	3.53	2.91	2.91	2.91	2.91
Assistant Director of Libraries	1.00	1.00	1.00	1.00	1.00
Bookmobile Library Assistant II	1.80	2.80	2.80	2.80	2.80
Building Maintenance Worker II	2.00	2.00	2.00	2.00	2.00
Community Relations Specialist				1.00	1.00
Courier Driver	1.00				
Director of Libraries	1.00	1.00	1.00	1.00	1.00
Information Tech Specialist I	1.00	1.00	1.00	1.00	1.00
Information Tech Specialist III	2.00	2.00	2.00	2.00	2.00
Librarian I/II	20.01	20.01	20.01	21.01	22.00
Librarian III	4.00	4.00	4.00	4.00	4.00
Library Assistant I	1.00				
Library Assistant II	31.50	37.12	36.12	44.62	44.62
Library Assistant III	10.00	10.00	11.00	11.00	11.00
Library Assistant IV	2.00	2.00	2.00	2.00	2.00
Library Information Specialist	5.00	5.00	5.00	4.00	4.00
Library IT Manager	1.00	1.00	1.00	1.00	1.00
Library Specialist	2.00	2.00	2.00	1.00	2.00
Management Analyst		1.00	1.00	1.00	1.00
Network & Systems Administrator	2.00	2.00	2.00	2.00	2.00
Principal Management Analyst	1.00	1.00	1.00	1.00	1.00
Programmer Analyst II	1.00	1.00	1.00	1.00	1.00
Service Field Crew Leader	1.00	1.00	1.00	1.00	1.00
Systems Coordinator	1.00	1.00	1.00	1.00	1.00
Volunteer Coordinator Assistant	0.50	0.50	0.50	0.50	
FTE Total	97.84	102.84	102.84	111.34	112.83

Library Revenue

The 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.
- A quarter cent sales tax designated for public library service is collected throughout the County.

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.

Early estimates regarding sales tax are projected to decrease. The decrease is being estimated at \$200k less than projections from earlier this calendar year. Revenues overall for FY 24 will increase 3.5% over last year due in part to increased maintenance of effort (MOE) projections.

The library is also increasing the use of trust funds to help balance the budget. This year the increase in library private trust fund transfer will be from the McCaskill Visually Impaired trust fund. The use of these funds will exhaust the trust completely.

Budget Development Revenue Balances

Acct	Title	FY 2022 Actual	2023 Ado Budget	2023 Adj Budget	2023 Year End Est.	2024 Proposed	Growth/Loss from Adj.
Fund 951 – Library Joint Powers Authority							
41211	Sales and use tax	\$ 10,677,936	\$ 10,666,565	\$ 10,875,331	\$ 10,775,331	\$ 10,728,986	-1.3%
41993	Libraries parcel tax	\$ -	\$ 110,000	\$ 110,000	\$ 110,000	\$ 110,000	
43110	Federal operating grants & contributions	\$ 110,791	\$ -	\$ 30,000	\$ 30,000	\$ -	
43199	Other federal revenues	\$ 118,757	\$ -	\$ -	\$ -	\$ -	
43210	State operating grants and contributions	\$ 26,192	\$ -	\$ 24,468	\$ 25,998	\$ 13,998	-42.8%
43310	Local operating grants and contributions	\$ -	\$ -	\$ 8,000	\$ 8,000	\$ -	
43311	Maintenance of effort contributions	\$ 5,938,706	\$ 6,115,273	\$ 7,276,853	\$ 7,276,853	\$ 8,114,546	11.5%
43354	County of SC - reimbursements	\$ -	\$ -	\$ -	\$ 1,230	\$ -	
44630	Room rentals-library JPA	\$ 2,320	\$ 4,640	\$ 4,640	\$ 4,640	\$ 4,640	
45131	Library fines	\$ 20,124	\$ 12,000	\$ 12,000	\$ 18,428	\$ 12,000	
46110	Pooled cash and investment interest	\$ 25,838	\$ 92,840	\$ 92,840	\$ 92,840	\$ 92,840	
46190	Interest earnings - other	\$ 5,519	\$ 5,253	\$ 5,558	\$ 12,309	\$ 12,288	121.1%
46303	Donations - library	\$ 22,842	\$ 13,100	\$ 36,350	\$ 36,350	\$ 13,100	-64.0%
46309	Donations - library - Friends of the Lib	\$ 295,606	\$ 26,773	\$ 98,226	\$ 98,226	\$ 27,923	-71.6%
46910	Miscellaneous operating revenue	\$ 23,346	\$ 22,000	\$ 22,000	\$ 22,000	\$ -	
46990	Miscellaneous non-operating revenue	\$ (1,099)	\$ -	\$ -	\$ (252)	\$ -	
49122	From Library Private Trust Fund	\$ 10,530	\$ 22,190	\$ 55,443	\$ 55,443	\$ 204,769	269.3%
49191	Intra-entity fund transfer in	\$ -	\$ -	\$ 29,745	\$ 29,745	\$ -	
49201	Sales of surplus equipment	\$ 883	\$ -	\$ -	\$ -	\$ -	
Total		\$ 17,278,290	\$ 17,090,634	\$ 18,681,453	\$ 18,597,141	\$ 19,335,090	3.5%

NOTE for FY 24: The adjusted FY 23 budget represents grants and donations received throughout the year.

Library Operating Expenditures and Capital Outlay

The Santa Cruz Public Libraries system operates 10 branches, 1 bookmobile, and 1 headquarters facility. The library system does not own any of the facilities but leases from the governing board jurisdictions for use as public libraries. The Library operating budget supports the day to day operations of running a public library from these spaces.

As a public library, apart from personnel costs, our largest expenditure is books and materials. Books and materials represent both the physical and digital collections the library offers to its patrons. The breakdown of how these monies are spent is roughly 40% for the physical collection and 60% for the digital collection. The digital collection includes not only audio books but access to databases and other digital platforms that provide audio visual content.

The proposed FY 24 non-personnel expenditures are 2.6% lower than last year in an effort to achieve a balanced budget.

Line item increases greater than \$10K:

- **Financial Services-Outside**

The City of Santa Cruz's Services Agreement has been increased by 4.5% due to a recent cost allocation study the City conducted. This cost, in addition to the increased cost in the annual audit charge, represents the overall increase in this budget line.

Increase (from FY 23 Adjusted): \$14,132

- **Professional Services Other**

The City of Santa Cruz raised its cost allocation formula this year. The cost allocations are related to the services the Library receives from the City associated with finance, human resources, and other administrative services. The City agreed to honor the existing service agreement for the next two years. Preliminary information indicates that costs will more than double at that time from approximately \$500,000 to over a million dollars. In preparation for that shift and to ensure the Library is fiscally responsible while getting the services it needs for it to operate efficiently and effectively, the Library is partnering with the City to issue a Request for Proposals to perform an analysis to help determine the best path forward. The Library will explore the costs of remaining with the City provided service, the cost of the Library hiring additional staff to perform these services, and the possibility of the Library forming an administrative Joint Powers Authority for services.

In addition to the work being done on the cost allocation plan, the Library would like to also take this time to conduct an organizational assessment focused on classification and compensation. As well as conduct a long year financial plan. These studies will help to inform the Library and it's Board on the health and long term vitality of the library system.

Increase (from FY 23 Adjusted): \$270,000

- **Building O & M/Utilities/ & Janitorial Services**

Branciforte and Aptos will be fully operational in FY 24 so increases in building operations, utilities and janitorial services has increased in these lines.

Also adding to the increase are higher rates for electricity/water/gas utilities.

Janitorial services have also increased due to adjustments in services based on library use of the facilities.

Increase in Bldg O & M (from FY 23 Adjusted): \$26,247

Increase in Water/Electricity/Gas (from FY 23 Adjusted): \$72,697

Increase in Janitorial Services (from FY 23 Adjusted): \$50,975

- **Software Maintenance**

A new ILS contract and increased G Suite costs have driven this budget line item.

Increase (from FY 23 Adjusted): \$49,357

- **Equipment Lease**

Additional Multi-Function Printers (MFP) will be needed for the branches re-opening in FY 24. These MFPs are used by the public.

Increase (from FY 23 Adjusted): \$10,000

- **Training**

Additional funds have been added for all staff trainings, quarterly management training and LIT trainings. These trainings are vital to staff growth and organization effectiveness. Additionally, funds from travel have been moved into this line item to better track travel to meetings and conferences.

Increase (from FY 23 Adjusted): \$40,690

- **Liability Insurance**

The Library has done a full analysis of insurance coverage over the past year for the system, branch materials and functions of the library. This budget line has increased in anticipation of strengthening the library's insurance coverage needs in the upcoming year.

Increase (from FY 23 Adjusted): \$10,000

- **Books and Periodicals**

In the past the Library has budgeted for books and materials by allocating 8% of total revenues (minus grants, donations and debt). This year the Library has subsidized this calculation with the use of private trust funds in order to still fully fund this line item. This year the Library has chosen to use the McCaskill Visually Impaired trust to help subsidize this line item. Funds from this trust are earmarked for visually impaired materials and will support the purchase of audio books and playaways.

Increase (from FY 23 Adjusted): \$200,134

- **Other Capital Outlay**

The Library continues to honor the agreement made to increase the capital outlay budget line by \$50K per year until FY 28 when the capital outlay will be fully funded at \$450K annually.

Increase (from FY 23 Adjusted): \$50,000

Budget Development Expenditure Balances

Acct	Title	2022 Actual	2023 Ado Budget	2023 Adj Budget	2023 YEE	2024 Proposed	% Change from Adjusted
Fund 951 – Library Joint Powers Authority							
52131	Claims management services - outside	\$ 2,545	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	0.0%
52135	Financial services - outside	\$ 509,838	\$ 527,783	\$ 537,401	\$ 537,401	\$ 561,233	4.4%
52139	Medical services	\$ 3,037	\$ 1,000	\$ 1,000	\$ 2,700	\$ 2,000	100.0%
52150	Merchant bank fees	\$ 562	\$ 600	\$ 600	\$ 600	\$ 600	0.0%
52155	Courier services	\$ 2,466	\$ 2,000	\$ 2,692	\$ 2,692	\$ 2,000	-25.7%
52199	Other professional & technical services	\$ 100,789	\$ 205,000	\$ 234,000	\$ 214,000	\$ 479,007	104.7%
52201	Water, sewer and refuse	\$ 72,211	\$ 81,985	\$ 81,985	\$ 81,985	\$ 92,235	12.5%
52202	Hazardous materials disposal	\$ -	\$ 500	\$ 500	\$ 500	\$ 500	0.0%
52211	Janitorial services	\$ 278,588	\$ 321,525	\$ 393,525	\$ 393,525	\$ 444,500	13.0%
52223	Equip annual inventory charge - internal	\$ 4,950	\$ 1,725	\$ 1,725	\$ -	\$ 3,600	108.7%
52226	Vehicle work order charges - internal	\$ 14,740	\$ 11,795	\$ 11,795	\$ -	\$ 9,000	-23.7%
52227	Vehicle fuel island charges - internal	\$ 18,978	\$ 18,163	\$ 18,163	\$ -	\$ 20,794	14.5%
52240	Office equipment operation/maint	\$ 6,378	\$ 7,590	\$ 7,590	\$ 8,390	\$ 7,690	1.3%
52241	Vehicle maintenance costs - outside	\$ 3,081	\$ 6,500	\$ 6,500	\$ 6,500	\$ 1,500	-76.9%
52244	Other equipment operation/maintenance	\$ 7,571	\$ 10,975	\$ 10,975	\$ 11,825	\$ 11,900	8.4%
52246	Building and facility o & m - outside	\$ 302,793	\$ 290,761	\$ 290,761	\$ 293,748	\$ 317,008	9.0%
52247	Landscaping maintenance services	\$ 47,805	\$ 55,950	\$ 55,950	\$ 55,950	\$ 55,950	0.0%
52248	Software maintenance services	\$ 264,611	\$ 409,019	\$ 412,019	\$ 412,019	\$ 461,376	12.0%
52249	Hardware maintenance services	\$ -	\$ 30,000	\$ 45,000	\$ 45,000	\$ 15,000	-66.7%
52261	Equipment, building and land rentals	\$ 283,536	\$ 283,844	\$ 283,844	\$ 283,844	\$ 284,204	0.1%
52269	Equipment lease-outside	\$ 29,115	\$ 18,000	\$ 18,000	\$ 18,000	\$ 28,000	55.6%
52302	Travel and meetings	\$ 2,465	\$ 19,800	\$ 13,800	\$ 13,800	\$ 5,950	-56.9%
52304	Training	\$ 51,023	\$ 98,760	\$ 104,760	\$ 104,760	\$ 145,450	38.8%
52403	Telecommunications service - outside	\$ 184,641	\$ 354,085	\$ 354,085	\$ 354,085	\$ 349,845	-1.2%
52932	Liability insurance/surety bonds-interna	\$ 43,170	\$ 43,170	\$ 43,170	\$ 43,170	\$ 43,170	0.0%
52933	Liability insurance/surety bonds-outside	\$ 63,140	\$ 93,000	\$ 93,000	\$ 93,000	\$ 103,000	10.8%
52960	Advertising	\$ 16,525	\$ 31,570	\$ 31,570	\$ 31,570	\$ 26,570	-15.8%
52961	Dues and memberships	\$ 32,317	\$ 37,453	\$ 37,453	\$ 37,453	\$ 38,503	2.8%
52972	Printing and binding-outside	\$ 11,072	\$ 32,600	\$ 32,600	\$ 32,600	\$ 32,600	0.0%
53101	Postage charges	\$ 5,698	\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,000	0.0%
53102	Office supplies	\$ 22,888	\$ 25,650	\$ 25,650	\$ 26,533	\$ 28,150	9.7%
53108	Safety clothing and equipment	\$ 10,736	\$ 16,510	\$ 16,510	\$ 17,760	\$ 16,525	0.1%
53109	Copier supplies	\$ -	\$ 6,680	\$ 6,680	\$ 6,680	\$ 8,530	27.7%
53112	Library functional supplies	\$ 135,287	\$ 171,500	\$ 171,500	\$ 171,500	\$ 121,377	-29.2%
53113	Janitorial supplies	\$ 18,044	\$ 33,500	\$ 33,500	\$ 33,578	\$ 39,500	17.9%
53311	Electricity	\$ 169,477	\$ 205,275	\$ 205,275	\$ 135,275	\$ 241,475	17.6%
53312	Natural gas	\$ 41,871	\$ 39,950	\$ 39,950	\$ 40,450	\$ 46,350	16.0%
54990	Miscellaneous supplies and services	\$ 251,770	\$ 205,423	\$ 181,720	\$ 198,801	\$ 190,423	4.8%
56960	Loans and grants	\$ 57,000	\$ -	\$ 277,588	\$ 277,588	\$ -	-100.0%
56995	Refunded fees and fines	\$ 365	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	0.0%
	Subtotal: Services, Supplies and Other Charge	\$ 3,071,084	\$ 3,720,641	\$ 4,103,836	\$ 4,008,282	\$ 4,256,515	3.7%
53106	Books and periodicals	\$ 1,175,548	\$ 1,393,533	\$ 1,471,997	\$ 1,471,997	\$ 1,656,131	12.5%
53107	Books and periodicals-grants & donations	\$ 40,548	\$ 21,923	\$ 184,108	\$ 184,108	\$ 11,150	-93.9%
	Subtotal: Books & Materials	\$ 1,216,096	\$ 1,415,456	\$ 1,656,105	\$ 1,656,105	\$ 1,667,281	0.7%
57401	Office furniture/equipment	\$ 32,871	\$ 18,000	\$ 18,000	\$ 18,000	\$ 18,000	0.0%
57402	Vehicle equipment	\$ -	\$ -	\$ 83,499	\$ 83,499	\$ -	-
57409	Computer equipment	\$ 20,209	\$ 240,000	\$ 260,000	\$ 260,000	\$ 225,000	-13.5%
57990	Other capital outlay	\$ 95,817	\$ 200,000	\$ 242,616	\$ 204,254	\$ 250,000	3.0%
	Subtotal: Capital Outlay	\$ 148,897	\$ 458,000	\$ 604,115	\$ 565,753	\$ 493,000	-18.4%
59191	Intra-entity fund transfer out	\$ 324,000	\$ 54,999	\$ 54,999	\$ 54,999	\$ 54,999	0.0%
Total		\$ 4,760,077	\$ 5,649,096	\$ 6,419,055	\$ 6,285,139	\$ 6,471,795	0.8%

Library Personnel Expenditures

The Santa Cruz Public Libraries staff 10 branches, 1 bookmobile and 1 headquarters facility where system operations are housed. The library system is open in some capacity 7 days a week. The Library also offers programming after hours and off site.

FY 24 personnel cost assumptions include:

- All COLA's per ratified MOU's.
- New/Vacant positions are budgeted at bottom step and PEPRA (Management budgeted at top step).
- Rising PERS and other employee costs are reflected.
- New/Vacant positions are budgeted at employee+1 for Health.
- Medical costs increased 5%.
- Workers compensation increased 55% (after being reduced the past several years).
- Vacancy factor estimate has been updated by the City of Santa Cruz and is based on a 7-year average of salaries and benefits comparing the adjusted budget to the actual.

FY 24 FTE changes include:

- Addition of 1.00 FTE Librarian at Aptos.
- Deletion of .50 FTE Volunteer Assistant Coordinator.
- Addition of 1.00 FTE Library Specialist.

FY 24 Temporary Budget includes:

- \$360,000 for Library Aide hours at the branches.
- \$50,000 for Library Aide hours for system functions (ie: outreach and collections mgmt.).
- \$60,000 for On-Call staff. These are the staff who are called when internal help cannot be found.
- \$10,000 for Capitola Sunday Open Hours Pilot.

The plan when the Aptos Library opens was to shift the Library being open on Sundays from Capitola to Aptos. Since Capitola's use on Sunday has been steady, when the Aptos Branch opens the library plans to fund Sunday hours at Capitola temporarily (6 months) while staff can analyze the use and public needs at Capitola.

Budget Development Expenditure Balances

Acct	Title	FY 2022 Actual	2023 Ado Budget	2023 Adj Budget	2023 Year End Est.	2024 Proposed	% Change from Adjusted
Fund 951 -- Library Joint Powers Authority							
51110	Regular full time	\$ 5,286,882	\$ 6,484,822	\$ 6,988,385	\$ 6,110,370	\$ 7,701,794	10.2%
51111	Regular part time	\$ 976,773	\$ 1,237,074	\$ 1,637,074	\$ 943,984	\$ 1,233,990	-24.6%
51114	Overtime	\$ 1,796	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	0.0%
51115	Termination pay	\$ 72,895	\$ -	\$ -	\$ 32,300	\$ -	
51122	Temporary	\$ 604,759	\$ 825,000	\$ 452,120	\$ 452,120	\$ 480,000	6.2%
51130	Other pay	\$ 3,618	\$ -	\$ -	\$ 1,674	\$ -	
51132	Special vacation pay	\$ 15,857	\$ -	\$ -	\$ 18,476	\$ -	
51150	Vehicle-phone-data allowance	\$ 1,513	\$ 1,260	\$ 1,260	\$ 3,065	\$ 2,544	101.9%
51199	Salary savings	\$ -	\$ (770,000)	\$ (770,000)	\$ -	\$ (1,035,597)	34.5%
51201	Retirement contribution	\$ 398,162	\$ 469,005	\$ 469,005	\$ 422,349	\$ 656,268	39.9%
51202	F.I.C.A.	\$ 30,166	\$ 63,113	\$ 63,113	\$ 21,073	\$ 36,720	-41.8%
51203	PERS unfunded liability	\$ 1,056,899	\$ 1,396,809	\$ 1,396,809	\$ 1,261,107	\$ 1,615,358	15.6%
51210	Group health insurance	\$ 1,205,417	\$ 1,943,867	\$ 1,943,867	\$ 1,425,493	\$ 1,927,365	-0.8%
51212	Group dental insurance	\$ 77,152	\$ 116,535	\$ 116,535	\$ 82,733	\$ 113,169	-2.9%
51213	Vision insurance	\$ 12,957	\$ 18,732	\$ 18,732	\$ 14,121	\$ 18,535	-1.0%
51214	Medicare insurance	\$ 97,813	\$ 108,708	\$ 108,708	\$ 106,166	\$ 123,475	13.6%
51215	Employee assistance program	\$ 3,316	\$ 4,356	\$ 4,356	\$ 5,738	\$ 4,688	7.6%
51220	Group life insurance	\$ 1,537	\$ 1,969	\$ 1,969	\$ 1,776	\$ 2,071	5.2%
51221	Disability insurance	\$ 40,546	\$ 86,241	\$ 86,241	\$ 44,864	\$ 89,248	3.5%
51222	SDI	\$ 29,964	\$ 39,084	\$ 39,084	\$ 30,627	\$ 42,420	8.5%
51230	Unemployment insurance	\$ 56,689	\$ 66,005	\$ 66,005	\$ 63,348	\$ 77,638	17.6%
51240	Workers' compensation	\$ 184,474	\$ 203,443	\$ 203,443	\$ 193,688	\$ 349,419	71.8%
Total		\$ 10,159,185	\$ 12,301,023	\$ 12,831,706	\$ 11,240,072	\$ 13,444,105	4.8%

Appendix A: Authorized Personnel by Individual Position

Position Title	Position No.	Library FTE
Accounting Assistant I	101-005	1.00
Accounting Assistant I	101-009	0.50
Administrative Assistant II	106-007	1.00
Administrative Assistant II	106-008	1.00
Administrative Assistant II	106-009	0.90
Assistant Director of Libraries	830-001	1.00
Bookmobile Library Assistant II	284-001	1.00
Bookmobile Library Assistant II	284-002	0.80
Bookmobile Library Assistant II	284-004	1.00
Building Maintenance Worker II	118-007	1.00
Building Maintenance Worker II	118-011	1.00
Community Relations Specialist	757-006	1.00
Director of Libraries	808-001	1.00
Information Tech Specialist I	145-009	1.00
Information Tech Specialist III	232-004	1.00
Information Tech Specialist III	232-005	1.00
Librarian I/II	750-028	1.00
Librarian I/II	750-029	1.00
Librarian II	750-001	1.00
Librarian II	750-002	1.00
Librarian II	750-003	1.00
Librarian II	750-004	1.00
Librarian II	750-005	1.00
Librarian II	750-006	1.00
Librarian II	750-007	1.00
Librarian II	750-008	1.00
Librarian II	750-009	1.00
Librarian II	750-010	1.00
Librarian II	750-011	1.00
Librarian II	750-012	1.00
Librarian II	750-013	1.00
Librarian II	750-014	1.00
Librarian II	750-015	1.00
Librarian II	750-017	1.00
Librarian II	750-021	1.00
Librarian II	750-026	1.00
Librarian II	750-030	1.00
Librarian II	750-xxx	1.00

Position Title	Position No.	Library FTE
Librarian III	831-001	1.00
Librarian III	831-002	1.00
Librarian III	831-003	1.00
Librarian III/CMS Manager	831-004	1.00
Library Assistant II	283-002	1.00
Library Assistant II	283-003	1.00
Library Assistant II	283-004	1.00
Library Assistant II	283-005	1.00
Library Assistant II	283-006	1.00
Library Assistant II	283-007	1.00
Library Assistant II	283-009	1.00
Library Assistant II	283-010	0.50
Library Assistant II	283-011	1.00
Library Assistant II	283-012	1.00
Library Assistant II	283-013	0.75
Library Assistant II	283-014	0.50
Library Assistant II	283-015	1.00
Library Assistant II	283-016	1.00
Library Assistant II	283-017	1.00
Library Assistant II	283-018	1.00
Library Assistant II	283-019	1.00
Library Assistant II	283-020	1.00
Library Assistant II	283-021	1.00
Library Assistant II	283-022	1.00
Library Assistant II	283-023	0.75
Library Assistant II	283-024	0.50
Library Assistant II	283-026	1.00
Library Assistant II	283-041	0.75
Library Assistant II	283-042	0.50
Library Assistant II	283-043	0.50
Library Assistant II	283-046	0.50
Library Assistant II	283-047	0.75
Library Assistant II	283-050	1.00
Library Assistant II	283-055	0.50
Library Assistant II	283-056	1.00
Library Assistant II	283-063	1.00
Library Assistant II	283-064	1.00

Position Title	Position No.	Library FTE
Library Assistant II	283-065	0.50
Library Assistant II	283-068	0.50
Library Assistant II	283-069	0.50
Library Assistant II	283-072	1.00
Library Assistant II	283-073	0.50
Library Assistant II	283-074	0.50
Library Assistant II	283-075	1.00
Library Assistant II	283-076	0.63
Library Assistant II	283-077	0.75
Library Assistant II	283-082	1.00
Library Assistant II	283-084	0.50
Library Assistant II	283-085	0.75
Library Assistant II	283-086	0.75
Library Assistant II	283-087	0.75
Library Assistant II	283-088	1.00
Library Assistant II	283-089	1.00
Library Assistant II	283-090	1.00
Library Assistant II	283-091	1.00
Library Assistant II	283-078	1.00
Library Assistant II	283-079	0.50
Library Assistant II	283-081	0.50
Library Assistant II (Tel Info)	283-083	0.50
Library Assistant III	363-001	1.00
Library Assistant III	363-002	1.00
Library Assistant III	363-003	1.00
Library Assistant III	363-004	1.00
Library Assistant III	363-005	1.00
Library Assistant III	363-007	1.00
Library Assistant III	363-008	1.00
Library Assistant III	363-009	1.00
Library Assistant III	363-010	1.00
Library Assistant III	363-011	1.00
Library Assistant III	363-012	1.00
Library Assistant IV	364-001	1.00
Library Assistant IV	364-003	1.00
Library Information Specialist	285-002	1.00
Library Information Specialist	285-003	1.00

Position Title	Position No.	Library FTE
Library Information Specialist	285-004	1.00
Library Information Specialist	285-006	1.00
Library IT Manager	832-003	1.00
Library Specialist/Training Coordinator	740-002	1.00
Library Specialist/Volunteer Coordinator	740-xxx	1.00
Management Analyst	702-011	1.00
Network & Systems Administrator	726-012	1.00
Network & Systems Administrator	726-013	1.00
Principal Management Analyst	729-018	1.00
Programmer Analyst II	706-006	1.00
Service Field Crew Leader	330-011	1.00
Systems Coordinator	793-002	1.00
<i>Total</i>		112.83

Appendix B: Trust Fund Details

CAROLYN VIRGINIA CLAEYS CHARITY TRUST

Donor: Carolyn Virginia Claeys died in 2017 leaving the Library a bequest.

Terms: The Carolyn Virginia Claeys charity does not have any restrictions on its use.

Balance of
Trust as of
3/1/23: \$18,327

Income: Interest earned is added to principal

Management: Held by the City Finance Department in Fund 962.

FINKELDEY TRUST

Donor: Stella A. H. Finkeldey, a teacher and principal in the Santa Cruz City School System, left her estate to the Santa Cruz Public Library in 1949.

Terms: "...the net income there from, plus the annual sum of \$100.00 from the principal, [shall] be used and expended solely for the purchase of musical literature for and to be kept in the music department of the Santa Cruz Public Library."

Balance of
Trust as of
3/1/23: \$9,233

Income: Interest earned is added to principal

Management: Held by the City Finance Department in Fund 962. Complete record is reflected in Library budget. CMS Manager manages the funds.

DOROTHY A. HALE TRUST

Donor: Dorothy A. Hale died in 2011 leaving the Library a bequest.

Terms: The Dorothy A. Hale Trust specifies that the Library use the funds for "the Scotts Valley Branch of the Santa Cruz Public Library System".

Balance of
Trust as of
3/1/23: \$48,605

Income: Interest earned is added to principal

Management: Held by the City Finance Department in Fund 937. Facilities Manager, Laura Whaley, manages funds.

LEET-CORDAY TRUST

Donor: Robert Leet-Corday

Terms: The Leet-Corday Trust specifies that the Library use the funds for the Downtown (Central) Branch of the Santa Cruz Public Library System for “providing vibrant physical and virtual public spaces”.

Balance of
Trust as of
3/1/23: \$101,316

Income: Interest earned is added to principal

Management: Held by the City Finance Department in Fund 935. Facilities Manager manages funds.

MCCASKILL TRUST – LOCAL HISTORY

Donor: Annie McCaskill, who died in 1981, named the City of Santa Cruz as one of the two residual legatees for her estate. The other was the First Presbyterian Church. Upon the death of her sister, Francis McCaskill, the City’s share of the estate was to be divided into two equal parts: one for local history and the other for providing materials and services to people who are visually impaired. Francis McCaskill died in 1986, and the Library received its distribution during the summer.

Terms: Half the City’s share is to be used “in establishing and maintaining a department in the City of Santa Cruz Public Library System devoted to the preservation of historical documents and objects and promulgation of the local history of the City of Santa Cruz and of the State of California.” No limitations on only spending income.

Balance of
Trust as of
3/1/23: \$227,358

Income: Interest earned is added to principal

Management: Held by the City Finance Department in Fund 931. Asst. Director manages funds.

MCCASKILL TRUST – VISUALLY IMPAIRED

Donor: See above

Terms: Half the City’s share of the McCaskill Trust is to be used “in establishing and maintaining a Braille department in the City of Santa Cruz Public Library System and for the purpose of providing Braille books, materials, records, and tapes for use of persons with defective sight.”

Anticipating major cuts in the Library’s 1986-87 materials budget, the Library Board agreed in July that \$15,000 in income from this Trust should be used to support the purchase of large print and talking book tapes for adults and children during the current fiscal year. It has been approved that continuing after this, the money could be spent in any way that benefitted the visually impaired and was not limited to the purchase of Braille materials.

Balance of Trust as of 3/1/23: \$191,240 (**Balance of this trust is scheduled to be spent in FY 24**)

Income: Interest earned is added to principal

Management: Held by the City Finance Department in Fund 932. CMS Manager manages funds.

JAMES MORLEY TRUST

Donor: James Morton Morley died on February 1, 2011, leaving the Library a bequest.

Terms: The James Morton Morley Trust specifies that the Library use the funds for “improvements or enhancements to the La Selva Beach Library Branch or the Aptos Branch if the La Selva Beach Branch has been or is scheduled to close”.

Balance of Trust as of 3/1/23: \$14,018

Income: Interest earned is added to principal

Management: Held by the City Finance Department in Fund 936. Facilities Manger manages funds.

RICHARDSON TRUST

Donor: Dr. James B. Richardson died in 1979, leaving the Library a Testamentary Trust for book purchases. His other legatees were the Cornell University Veterinary School and a personal friend.

Terms: The Richardson Will specifies that the Library use the funds “for the purchase of nonfiction books written for the general public, and not to include textbooks, technical or statistical books, or religious or sociological studies.”

Balance of
Trust as of
3/1/23: \$337,564

Income: Distribution schedule is set for November of each year. No specific date is attached to the distribution. The Trust distributes out 5% of the market value each year and the Santa Cruz Library receives 80% of the amount.

In 1981 the Superior Court ruled that all net income be distributed annually, one-fifth to Cornell (for research on dogs) and four-fifths to the Library.

Management: Held by Comerica Bank. Check is received annually and is appropriated into the Library’s annual budget. Grantor wanted the trust to continue in perpetuity and made the trust irrevocable.

UTTER TRUST

Donor: Herman A. Utter and Ruth H. Utter Fourth Restatement of Trust Agreement dated May 7, 1992 restatement dated August 6, 2004

Terms: “To support the purchase of library materials and special library programs.” (March 2017)

Balance of
Trust as of
3/1/22: \$278,167

Income: Interest Only

Management: Friends of the Santa Cruz Public Library (FSPCL) holds this trust. Held at Community Foundation of Santa Cruz County. Asst. Director manages these funds.

Appendix C: Vehicle Replacement Schedule

Library FY 24 Vehicle Replacement Schedule						
#	Department	Description	Replacement Cost	Year Acquired	Year of Replacement	Savings Need/Yr to Meet Replacement Date
434	Courier	Ford Transit	\$45,000	2020	2030-31	\$4,500
528	Bldg Maint	Ford Truck	\$45,000	2022	2032-33	\$5,833
527	Bldg Maint	Ford Transit	\$35,000	2015	2024-25	\$3,500
529	Bldg Maint	Ford Transit	\$45,000	2019	2029-30	\$4,500
151	Outreach	Ford Transit	\$35,000	2022	2032-33	\$5,833
178	Outreach	Ford Escape Hybrid	\$35,000	2015	2024-25	\$3,500
531	Outreach	Freightliner	\$350,000	2016	2030-31	\$23,333
546	LIT	Ford Transit	\$35,000	2018	2028-29	\$3,500
	Programs	Pedal Library	\$2,500	2016	2021-22	\$500
279	Bldg Maint	Trailer				
TOTAL SAVINGS NEEDS PER YEAR						\$54,999
Savings Began in FY 11/12						
**The Library System has chosen to abide by the City's vehicle replacement schedule which is defined as replacing vehicles every 100,000 miles or every 10 years.						

Appendix D: Fines and Fees Schedule

Description	Current	Proposed FY 2022-2023
Overdue Item Fine	\$0	No Change
Lost/Replacement Fine	Varies Based on Item	No Change
Collection Agency Fee	\$20.00	No Change
Damaged Item Fine	Varies Based on Item	No Change
Flashdrive Fee	\$5.00	No Change
Headphone Fee	\$4.00	No Change
Library Card Replacement Fee	\$2.00	No Charge
Meeting Room Fee	\$0	No Change
Missing Parts Fine	Varies Based on Item	No Change
Photocopying Fee	15¢per page	No change
Test Proctoring Fee	\$40.00	No change
Inter Library Loan	\$0	No Change

Appendix E: History of Open Hours by Branch

Weekly Open Hours								
Beginning Each Fiscal Year	FY 24	FY 23	FY 22	FY 21	FY 20	FY 19	FY 18	FY 17
Aptos	closed	closed	closed	20	56	56	50	44
Boulder Creek	46	closed	closed	closed	38	38	38	32
Branciforte	46	closed	closed	closed	36	36	36	32
Capitola	50	47	47	closed	closed	closed	41	36
Downtown	50	46	46	24	58	58	58	54
Felton	46	40	40	20	36	36	36	27
Garfield Park	46	closed	closed	closed	51	51	42	27
La Selva Beach	38	31	31	closed	36	36	36	27
Live Oak	46	36	36	20	54	54	44	36
Scotts Valley	46	closed	25	20	50	50	50	44
Total	414	200	225	104	415	415	431	359

Appendix F: History of Collection Spending

Fiscal Year	Physical Expenditures	Digital Expenditures
FY 17/18	74.2%	25.8%
FY 18/19	69.3%	30.7%
FY 19/20	64.1%	35.9%
FY 20/21	55.3%	44.7%
FY 21/22	64.7%	35.3%

Physical = books, DVDs, audio CDs, Playaways, lendable tech, telescopes, magazines

Digital = reference databases, ebooks, eaudiobooks, streaming video, digital magazines
