

FY 2027

# Santa Cruz Public Libraries Budget



# Santa Cruz Public Libraries

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May 7, 2026

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

Dear Board Members:

I am pleased to present the 2026-2027 proposed budget for the Santa Cruz Public Libraries. This proposal reflects the mission, vision and values that fuel the goals outlined in our new strategic plan. Indeed the workplan and KPIs in this proposal are organized in alignment with our mission of Access, Information, Connection and Inclusion, as well as the flourishing team culture necessary to support those goals. With an eye toward maintaining a stable and sustainable foundation of services, programs and collections, our workplan reflects a trajectory that is evolutionary in nature, building on and innovating within work that in many cases has already begun.

### Accomplishments

In addition to our new strategic plan, Santa Cruz Public Libraries accomplished numerous initiatives in the 2025-2026 fiscal year:

- We expanded library hours at Aptos, Capitola, Felton and Scotts Valley libraries in February. Expanding hours was the single most popular request from our community needs surveying during the strategic planning process.
- We also expanded Outreach efforts to include bilingual library services at Via Del Paraiso and Schapiro Knolls, two affordable housing communities designed to support farmworker families. Outreach also provides bilingual book collections to three affordable early childhood education centers operated by Community Bridges and delivers books and resources to the Beach Flats neighborhood using Gonzo the Book bike.
- We continued planning and preparation for the new Downtown Santa Cruz Library, the final of the major Measure S facilities projects and supported the Friends of Santa Cruz Public Libraries in their capital campaign for the project.
- The new generator has been installed at the headquarters building shared with the City of Santa Cruz' Water Department. This allows us to relocate the remainder of central server hardware from the current Downtown Library into Headquarters. This also allows us initiate the remaining generator move from Downtown to Boulder Creek Library, giving that facility a power backup system for the first time.
- The local Friends of Capitola Library raised funds to install rooftop solar with battery backup on that location including a public information kiosk inside the branch that shows real time energy usage.
- A team of local volunteers have been systematically reviewing and scanning materials from historic files at the Downtown Library into an online database, helping uncover previously forgotten treasures while making them accessible to users online.

- Our flagship Summer Reading Program in 2025 reached 4,105 participants, up 9% from the previous year.
- We finalized an MOU with the County’s Office of Response, Recovery & Resilience to allow for the Boulder Creek, Felton, Scotts Valley and Aptos facilities to be opened as resiliency centers during extreme weather or other related situations.
- We updated protocols and training to increase the sense of safety for our staff, particularly in the Downtown Library. In the first few calendar months of 2026, the number of incidents and suspensions systemwide are down over 50% compared to the same period in 2025.
- We launched a website migration project that has allowed us to migrate our program calendar and allow for remote booking of library meeting and study rooms.
- We hired 7 new library staff.

For the next fiscal year, we look forward to investing time and resources to launch the new strategic projects under the goals listed in the Workplan portion of this document. For some of the projects, such as program and collections evaluations or outreach expansion, the groundwork has already begun. Because we strive to provide a diversity of services and programs, it is important that we are mindful to align our work with community needs and invest in what we can best accomplish as a library or what we can accomplish in partnership with other organizations. Some of these projects have already begun including:

- Continued migration of the website to launch the new public facing app and website design.
- Upgrading our Wi-Fi infrastructure to better accommodate increased internet traffic.
- Install solar and power backup to our Felton Library.
- Design the program for the new Teen Center at the upcoming Downtown Library.
- Establish sustained relationships with Spanish speaking community members and partner organizations to deepen Library engagement and better shape services.
- Build on work begun with our Life Literacies Center to deepen engagement with constituents who need assistance navigating and connecting with social safety net resources, including finding resources and creating a plan for partnering with a social service agency to provide onsite social worker services.
- Reviewing our organizational structure to best position ourselves to be successful in achieving our strategic goals over the next three years.
- Implement a systemwide print management solution to better manage our printing and copy service and cost recovery.
- Assess outfitting space at the Live Oak Library to house select historical collection materials from the current Downtown Library.

To help launch the above, we are proposing the use of fund balance resources to pay one-time costs associated with the following:

- \$433,747 to bolster the books and materials fund to 10% of revenue
- \$175,000 for new Downtown Library Security System
- \$95,000 for consultants to assist with the organizational model and library social worker model
- \$50,000 to implement a systemwide print management system.
- \$126,957 as SCPL’s portion of the City of Santa Cruz’s updated HR and Finance software implementation.

We are proposing using an additional \$1,296,589 from the fund balance to cover operational costs, which continues the downward trajectory of using fund balance to close that gap.

In addition to my staff colleagues in SCPL, I am grateful to the LJPA Board, the Library Advisory Commission, the Friends of the Santa Cruz Public Libraries and our partner programming organizations for the support and continued opportunity to serve as Director of Libraries for this dynamic, beloved library system.

Respectfully,

Christopher Platt  
Director of Libraries



## **Mission – Vision – Values**

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### **Mission**

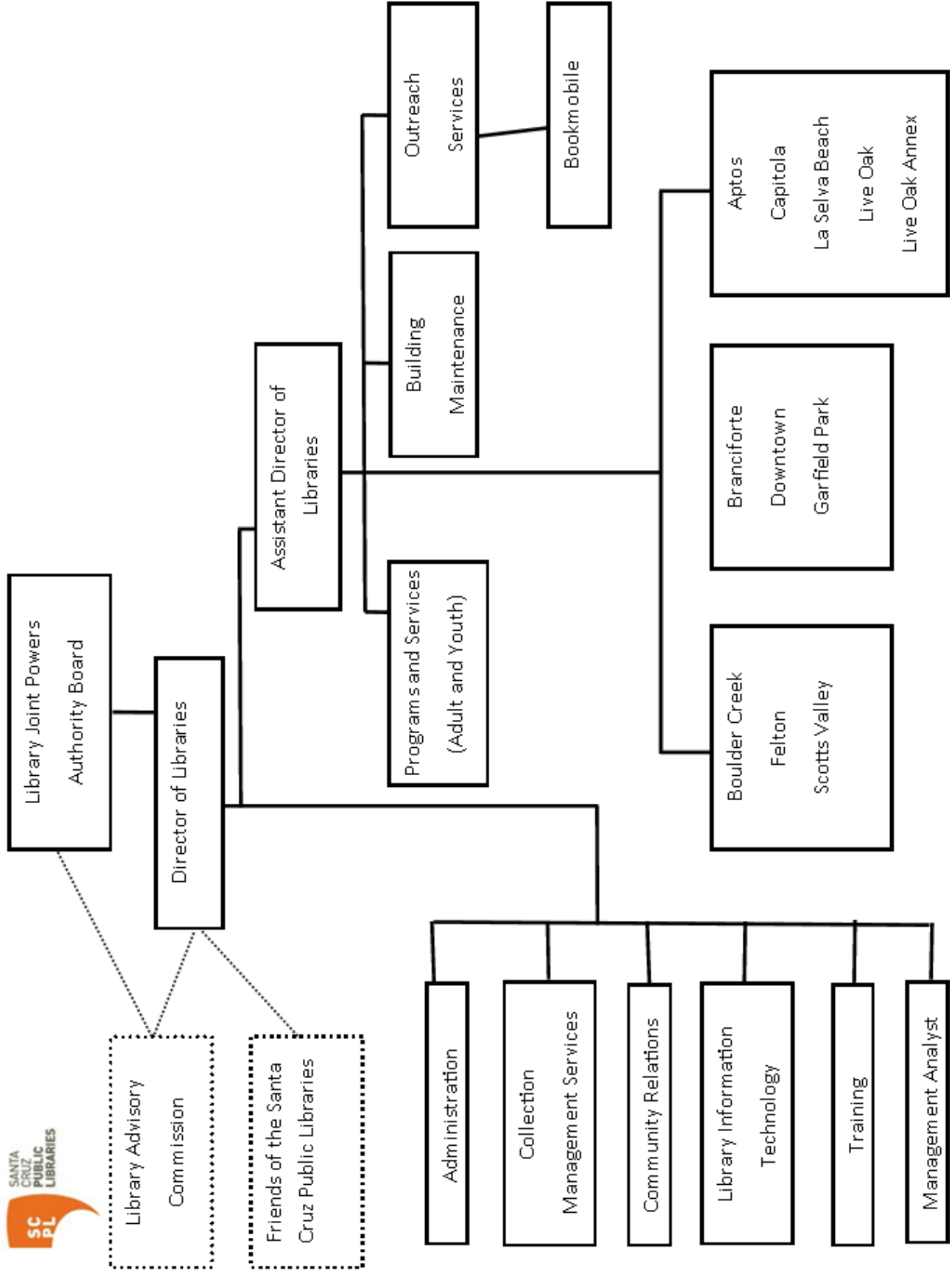
Access, Information, Connection, Inclusion

### **Our Vision**

Transforming lives and strengthening communities

### **Values**

Lifelong Learning  
Intellectual Freedom  
Public Good



## Library Overview

The Santa Cruz Public Libraries provide resources and services to residents and visitors through a network of ten neighborhood branches, including Live Oak Branch's associated space, the Annex, a bookmobile, jail services and an online digital library. Branch locations include Aptos, Boulder Creek, Branciforte, Capitola, Downtown Santa Cruz, Felton, Garfield Park, La Selva Beach, Live Oak, 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 27 Workplan & Key Performance Indicators (KPIs)**

## ACCESS

Improve and foster a welcoming environment at the Downtown Library. KPIs include:

- Downtown Library visits
- Downtown Library Social Worker Proposal Developed
- All staff trained in customer service, de-escalation, and trauma-informed care
- Decrease in Library incidents
- Patron and staff feedback

## INFORMATION

Develop a robust and sustainable digital library. KPIs include:

- Digital circulation and patron holds ratios that serve patrons needs while remaining financially sustainable.
- An articulated strategy for the entire suite of digital materials, both circulating and reference.
- Resources for frontline staff to engage with the digital collections in work with patrons.

Evaluate physical collections for alignment and optimization. KPIs include:

- Physical circulation and patron holds ratios that serve patrons needs while remaining financially sustainable.

## CONNECTION

Program priorities & alignment. KPIs include:

- Number of programs per librarian.
- Number and diversity of new programs for strategically important constituencies
- Participant feedback
- Reference service model review and implementation
- Create “propose a program” form on website

Program evaluation process. KPIs include:

- Define and articulate criteria for program outcomes
- Diversity of programs
- Program attendance and participant survey feedback

Partner collaboration enhancement. KPIs include:

- Number of active partnerships
- Partner program attendance and survey feedback
- Programs support strategically important constituencies

Future Downtown Teen Center plan. KPIs include:

- Articulated Teen program plan for the new Downtown Library to be implemented on opening

Newsletters tailored to individual interests. KPIs include:

- Newsletter open rate
- Email subscriptions
- Correlating program attendance

## INCLUSION

Spanish first outreach service expansion. KPIs include:

- Update site service schedule
- New registrations/account updates at outreach sites
- Circulation of Spanish and Bilingual items at outreach sites
- Feedback from patrons, staff and partner organizations

Spanish speakers programming engagement. KPIs include:

- Spanish speaker program attendance
- Feedback from patrons, staff and partner organizations
- Enhanced or expanded program partnerships with relevant partner organizations

Spanish readers collection engagement. KPIs include:

- Spanish or bilingual materials circulation

Institutional engagement with Spanish speakers. KPIs include:

- Create Spanish speakers cultural advisory group to help inform programs, services and collections.
- Participate in relevant community engagement events

Life Literacies Center partnership expansion. KPIs include:

- Hire librarian to coordinate Life Literacies Center
- Increased number of participating partner organizations
- Increased number of hours of partner availability
- Coordination with vulnerable patrons' social worker
- Coordination of unhoused patron advisory group

Unhoused patron advisory group. KPIs include:

- Establishment of period focus group of unhoused individuals and/or related partner organizations to inform library programs and services.
- Attendance rate at related programs and services such as Life Literacies Center offerings.
- Feedback from participants and staff.

Vulnerable patrons' library-based social worker. KPIs include:

- Solicit recommendation from library social worker expert to outline need, feasibility and structure for re-implementing a library social worker based at the Downtown Library.
- Vulnerable patrons are better served, staff supported, and incidents mitigated.

## TEAM CULTURE

Stronger communications = better outcomes. KPIs include:

- Staff communication and engagement satisfaction scores
- Implementation of training resources suite focusing on effective communication.
- Related training offerings from partner organizations.

Organizational assessment & refinement. KPIs include:

- Organizational consultant analysis for refinements to organizational structure to better achieve strategic goals
- Staff communication and engagement satisfaction scores



# **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 January 2026, all four jurisdictions approved the Fifth Amendment to the Joint Powers Agreement which is the governing document for the Santa Cruz Public Libraries. This agreement is set to expire June 30, 2032.

## **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 reviews programs and services and makes necessary recommendations as they pertain to the provision of these programs and services.

The Commission consists of the following Commissioners who are 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.

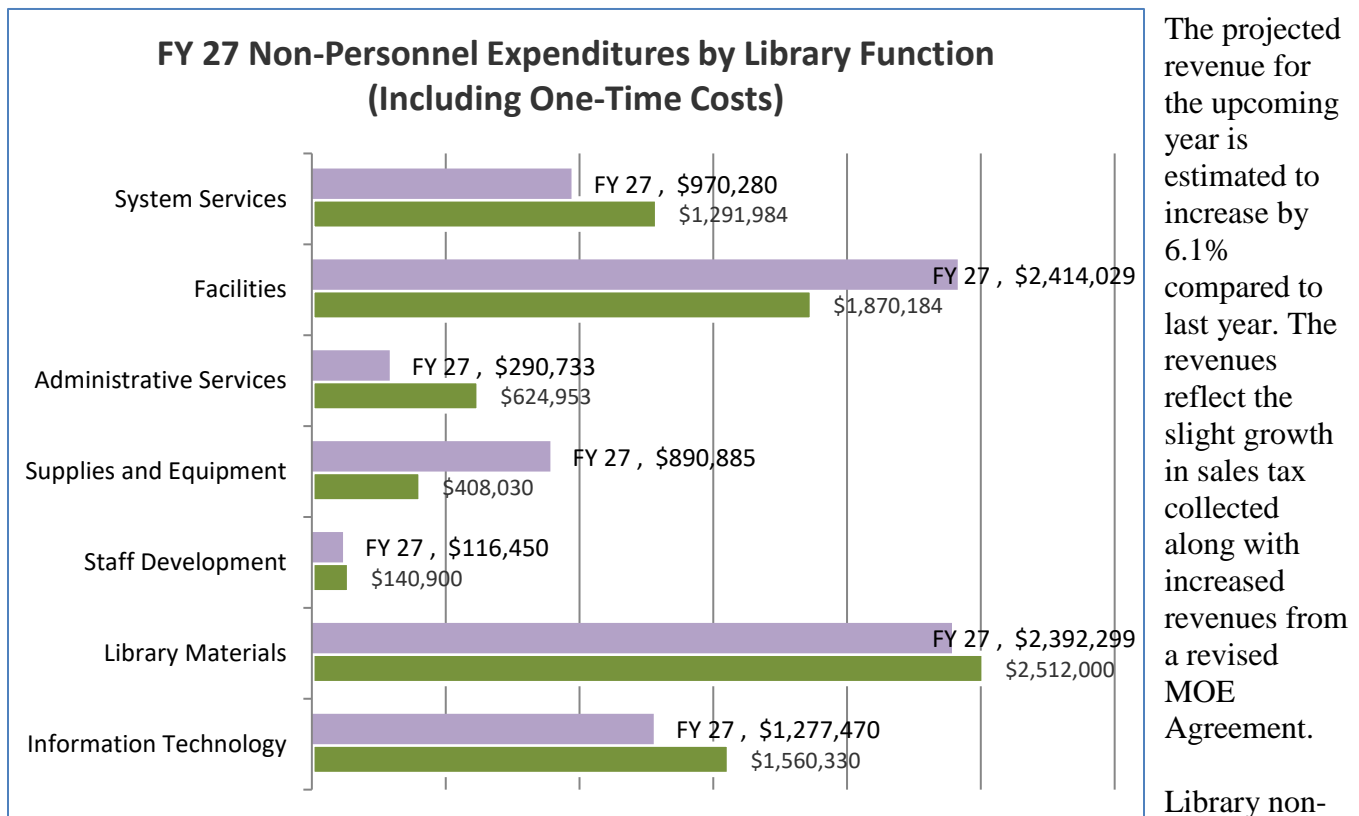
### **Budget**

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 (Fifth Amendment to the JPA; Section 8).

## Budget in Brief

The FY 27 Library Operating Budget outlines the projected income and expenditures for the upcoming year. The Library’s primary goal is to ensure that the library remains a vibrant, accessible, and sustainable resource for the community, offering services that promote literacy, lifelong learning, and cultural enrichment.

This budget reflects the Library’s commitment to maintaining core library operations, expanding digital resources, supporting staff development, and improving outreach initiatives. Funding is sourced through a combination of sales tax and maintenance of effort support. Strategic decisions have been made to align with the Library’s mission while addressing both current needs and future opportunities.



The projected revenue for the upcoming year is estimated to increase by 6.1% compared to last year. The revenues reflect the slight growth in sales tax collected along with increased revenues from a revised MOE Agreement.

Library non-personnel expenditures have increased by 14.7% compared to last year. These increases reflect increased costs to utilities and annual increases to library contracts already in place.

Personnel costs have grown by 5.3% which captures annual merit increases, increased medical costs, and ratified MOU agreements.

SCPL’s proposed FY27 Library Operating Budget is presented as a balanced budget, made possible through the strategic use of \$2,167,050 from the uncommitted fund balance. Of this amount, \$880,704 will be used to cover one-time expenses, while \$1,295,346 will support library operating costs. This allocation ensures the library can maintain essential services and initiatives while achieving a balanced budget for the fiscal year.



# Personnel Authorization

	FY 24	FY 25	FY 26	FY 27 Proposed
Accounting Assistant I	1.50	1.00		
Accounting Assistant II		1.00	1.00	1.00
Administrative Assistant II	2.90	2.90	2.90	2.90
Assistant Director of Libraries	1.00	1.00	1.00	1.00
Bookmobile Library Assistant II	2.80	3.30	2.50	2.50
Building Maintenance Worker II	2.00	2.00	2.00	2.00
Community Relations Specialist	1.00	1.00	1.00	1.00
Director of Libraries	1.00	1.00	1.00	1.00
Facilities Maintenance Supervisor			1.00	1.00
Information Tech Specialist I	1.00	1.00	1.00	1.00
Information Tech Specialist III	2.00	2.00	2.00	2.00
Librarian I/II	22.00	23.00	25.00	26.00
Librarian III	4.00	5.00	4.00	4.00
Library Assistant II	44.625	44.625	47.625	47.625
Library Assistant III	11.00	12.00	12.00	12.00
Library Assistant IV	2.00	2.00	2.00	2.00
Library Information Specialist	4.00	4.00	3.00	2.00
Library IT Manager	1.00	1.00	1.00	1.00
Library Specialist	2.00	2.00	2.00	2.00
Management Analyst	1.00	1.00	1.00	1.00
Network & Systems Administrator	2.00	2.00	2.00	2.00
Principal Management Analyst	1.00	1.00	1.00	1.00
Programmer Analyst II	1.00	1.00	1.00	1.00
Service Field Crew Leader	1.00	1.00		
Systems Coordinator	1.00			
<b>FTE Total</b>	<b>112.825</b>	<b>115.825</b>	<b>117.025</b>	<b>117.025</b>

FTE reported higher this year due to recruitments being conducted before position savings could be reported.

# 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.

## Budget Development Revenue Balances

Title	FY 2025 Actual	FY 2026 Ado Budget	FY 2026 Adj Budget	FY 2026 Year End Estimate	2027 Proposed
Sales and use tax	\$ 10,564,180	\$ 10,540,417	\$ 10,540,417	\$ 10,540,417	\$ 10,736,685
Maintenance of effort contributions	\$ 8,937,842	\$ 9,653,267	\$ 9,653,267	\$ 9,653,267	\$ 10,741,391
State operating grants and contributions	\$ 28,602	\$ 5,500	\$ 13,330	\$ 13,330	\$ 4,435
Library fines	\$ 38,221	\$ 12,000	\$ 12,000	\$ 32,500	\$ 12,000
Donations - library	\$ -	\$ 13,100	\$ 13,100	\$ 20,500	\$ 13,100
Donations - library - Friends of the Lib	\$ 59,779	\$ 112,423	\$ 112,423	\$ 112,423	\$ 109,300
From Library Private Trust Fund	\$ (4,147)	\$ 16,321	\$ 16,321	\$ 16,321	\$ 12,190
Other federal revenues	\$ 93,066	\$ 90,000	\$ 90,000	\$ 90,000	\$ 90,000
Room rentals-library JPA	\$ -	\$ 4,640	\$ 4,640	\$ -	\$ -
Pooled cash and investment interest	\$ 426,028	\$ 125,000	\$ 128,481	\$ 128,481	\$ 125,000
Interest earnings - other	\$ 68,804	\$ 64,679	\$ 64,679	\$ 64,679	\$ 65,767
Miscellaneous operating revenue	\$ 3,263	\$ 4,500	\$ 4,500	\$ 4,500	\$ 6,500
Recovery of prior year expenses	\$ -	\$ -	\$ -	\$ 13,225	\$ -
From Carbon Reduction Fund	\$ 7,000	\$ -	\$ -	\$ -	\$ -
Libraries parcel tax	\$ 73,359	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ 20,295,997</b>	<b>\$ 20,641,847</b>	<b>\$ 20,653,158</b>	<b>\$ 20,689,643</b>	<b>\$ 21,916,368</b>

# Library Operating Expenditures

The Santa Cruz Public Libraries system operates 10 branches, 1 annex, 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, Santa Cruz Public Libraries 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 45% for the physical collection and 55% 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 27 non-personnel operating expenditures are 13.4% higher than last year.

Line item increases greater than \$10K:

- **Building O& M**

The former capital outlay budget line item was moved to building O & M to align more closely to the expenditures being applied to costs associated with repairs and maintenance to library facilities. This line also represents the onetime costs for the new Downtown Library Security System.

Increased Line Item: \$541,125

- **Software Maintenance**

SCPL's ILS 5-year contract price increased costs from the previous contract. The Library also plans to implement print service software to help the staff manage patron print jobs at all 10 branches.

Increased Line Item: \$111,650

- **Vehicle Lease-Outside**

The Library will be retiring a few vehicles this year and their replacements will be leased vehicles offered through the City's negotiated vehicle lease contract.

Increased Line Item: \$77,000

- **Electricity**

SCPL is estimating increased electricity costs to run the 10 branches, 1 annex, and 1 headquarter facility. This estimate includes the increased open hours approved earlier this year.

Increased Line Item: \$32,680

**Budget Development Expenditure Balances**

Title	FY 2025 Actual	FY 2026 Ado Budget	FY 2026 Adj Budget	FY 2026 Year End Estimate	FY 2027 Dept Request
Claims management services - outside	\$ 8,473	\$ 8,950	\$ 8,950	\$ 8,950	\$ 8,950
Financial services - outside	\$ 586,652	\$ 613,875	\$ 613,875	\$ 613,875	\$ 814,650
Medical services	\$ 198	\$ -	\$ -	\$ 348	\$ -
Security patrols - City Hall	\$ -	\$ 173,475	\$ 173,475	\$ 173,475	\$ 175,000
Merchant bank fees	\$ 458	\$ 650	\$ 650	\$ 650	\$ 650
Courier services	\$ 1,719	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
Other professional & technical services	\$ 80,095	\$ 265,000	\$ 311,909	\$ 311,909	\$ 167,250
Water, sewer and refuse	\$ 110,512	\$ 134,460	\$ 134,460	\$ 134,460	\$ 134,460
Hazardous materials disposal	\$ -	\$ 50	\$ 50	\$ 50	\$ 50
Janitorial services	\$ 496,394	\$ 540,180	\$ 540,180	\$ 540,180	\$ 550,180
Equip annual inventory charge - internal	\$ 5,605	\$ 5,670	\$ 5,670	\$ 3,780	\$ 7,010
Vehicle work order charges - internal	\$ 16,129	\$ 13,000	\$ 13,000	\$ 8,000	\$ 15,685
Vehicle fuel island charges - internal	\$ 21,193	\$ 25,366	\$ 25,366	\$ 18,916	\$ 23,935
Vehicle pool car charges - internal	\$ 438	\$ 500	\$ 500	\$ 500	\$ 500
Office equipment operation/maint	\$ 1,676	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000
Vehicle maintenance costs - outside	\$ 1,411	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500
Other equipment operation/maintenance	\$ 38,520	\$ 15,000	\$ 15,000	\$ 19,118	\$ 20,400
Building and facility o & m - outside	\$ 339,304	\$ 222,971	\$ 246,785	\$ 252,600	\$ 589,096
Landscaping maintenance services	\$ 45,921	\$ 77,850	\$ 77,850	\$ 77,850	\$ 77,850
Software maintenance services	\$ 395,559	\$ 600,531	\$ 547,070	\$ 547,070	\$ 608,720
Hardware maintenance services	\$ 4,460	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
Equipment, building and land rentals	\$ 240,978	\$ 282,248	\$ 240,484	\$ 282,248	\$ 237,285
Vehicle lease - outside	\$ -	\$ -	\$ -	\$ -	\$ 77,000
Equipment lease-outside	\$ 25,892	\$ 28,000	\$ 28,000	\$ 28,000	\$ 30,000
Travel and meetings	\$ 2,736	\$ 5,450	\$ 5,450	\$ 5,400	\$ 9,500
Training	\$ 50,193	\$ 135,450	\$ 135,450	\$ 135,450	\$ 106,950
Telecommunications service - outside	\$ 159,097	\$ 348,260	\$ 391,403	\$ 391,403	\$ 336,500
Liability insurance/surety bonds-interna	\$ -	\$ 43,170	\$ -	\$ -	\$ -
Liability insurance/surety bonds-outside	\$ 120,435	\$ 123,000	\$ 123,000	\$ 43,170	\$ 123,000
Advertising	\$ 11,023	\$ 39,200	\$ 39,200	\$ 39,200	\$ 47,800
Dues and memberships	\$ 37,165	\$ 42,050	\$ 42,050	\$ 42,050	\$ 42,300
Printing and binding-outside	\$ 12,645	\$ 33,100	\$ 33,100	\$ 33,100	\$ 33,200
Postage charges	\$ 10,542	\$ 9,500	\$ 9,500	\$ 9,500	\$ 9,500
Office supplies	\$ 14,690	\$ 30,300	\$ 30,300	\$ 30,300	\$ 30,400
Safety clothing and equipment	\$ 7,289	\$ 20,950	\$ 20,950	\$ 20,950	\$ 27,400
Copier supplies	\$ 9,942	\$ 8,530	\$ 8,530	\$ 12,730	\$ 15,500
Library functional supplies	\$ 119,251	\$ 135,900	\$ 135,900	\$ 135,900	\$ 132,840
Janitorial supplies	\$ 38,532	\$ 50,500	\$ 50,500	\$ 50,000	\$ 51,000
Software licenses	\$ -	\$ -	\$ 53,461	\$ 53,461	\$ 53,461
Electricity	\$ 344,803	\$ 398,200	\$ 393,075	\$ 399,075	\$ 430,755
Natural gas	\$ 44,439	\$ 40,750	\$ 42,875	\$ 38,075	\$ 44,353
Office furniture/equipment - non capital	\$ -	\$ -	\$ -	\$ -	\$ 18,000
Computer equipment - non capital	\$ -	\$ -	\$ -	\$ -	\$ 180,000
Miscellaneous supplies and services	\$ 223,532	\$ 255,750	\$ 265,750	\$ 268,740	\$ 288,430
Capital outlay expensed (periods 13/14)	\$ 944	\$ -	\$ -	\$ -	\$ -
Loans and grants	\$ 8,467	\$ -	\$ 42,280	\$ 42,280	\$ -
Refunded fees and fines	\$ 725	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
<b>Subtotal: Services, Supplies and Other Charges</b>	<b>\$ 3,638,036</b>	<b>\$ 4,762,336</b>	<b>\$ 4,840,549</b>	<b>\$ 4,807,263</b>	<b>\$ 5,554,060</b>
Books and periodicals	\$ 1,015,430	\$ 1,068,438	\$ 1,712,363	\$ 1,712,363	\$ 1,805,277
Books and periodicals-grants & donations	\$ 18,062	\$ 17,650	\$ 17,650	\$ 17,650	\$ 18,435
<b>Subtotal: Books and Materials</b>	<b>\$ 1,033,492</b>	<b>\$ 1,086,088</b>	<b>\$ 1,730,013</b>	<b>\$ 1,730,013</b>	<b>\$ 1,823,712</b>
Office furniture/equipment	\$ 9,942	\$ 18,000	\$ 18,000	\$ 18,000	\$ -
Vehicle equipment	\$ 1,104	\$ -	\$ -	\$ -	\$ -
Computer equipment	\$ 83,557	\$ 180,000	\$ 180,000	\$ 180,000	\$ -
Other capital outlay	\$ 101,209	\$ 300,000	\$ 458,400	\$ 458,400	\$ -
<b>Subtotal: Capital Outlay</b>	<b>\$ 195,811</b>	<b>\$ 498,000</b>	<b>\$ 656,400</b>	<b>\$ 656,400</b>	<b>\$ -</b>
Intra-entity fund transfer out	\$ 54,999	\$ 23,333	\$ 23,333	\$ 23,333	\$ 23,333
<b>Subtotal: Supplies and Services</b>	<b>\$ 4,922,339</b>	<b>\$ 6,369,757</b>	<b>\$ 7,250,295</b>	<b>\$ 7,217,009</b>	<b>\$ 7,401,105</b>
Books and Materials Increase	\$ 395,820	\$ 394,087	\$ 394,087	\$ 394,087	\$ 433,747
Consultant for Organization Model & Social Worker Consultant				\$	\$ 95,000
Digital Resources		\$ 250,000	\$ 250,000	\$ 250,000	
Generator for System Back Up	\$ 150,000				
New Downtown Security System				\$	\$ 175,000
New ERP System	\$	\$ 604,073	\$ 604,073	\$ 604,073	\$ 126,957
Print Management Software				\$	\$ 50,000
R.F.I.D. Consultant	\$ 20,000				
Strategic/Workplan	\$ 75,000				
Web Migration	\$ 45,000				
Wireless Infrastructure		\$ 200,000	\$ 200,000	\$ 200,000	
<b>Subtotal: One Time Costs</b>	<b>\$ 685,820</b>	<b>\$ 1,448,160</b>	<b>\$ 1,448,160</b>	<b>\$ 1,448,160</b>	<b>\$ 880,704</b>
<b>Total</b>	<b>\$ 5,608,159</b>	<b>\$ 7,817,917</b>	<b>\$ 8,698,455</b>	<b>\$ 8,665,169</b>	<b>\$ 8,281,809</b>

## **Library Personnel Expenditures**

The Santa Cruz Public Libraries staff 10 branches, 1 bookmobile, 1 annex 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.

### *Benefited Personnel*

Full time and part time budgetary salary projection assumptions include the following:

- COLAs from ratified MOUs are incorporated
- Updated PERS rates
- Vacant positions are budgeted at an employee-only for health plans
- Medical costs have a 5.5% increase embedded

### *Temporary Personnel*

Temporary staff are used throughout the library system in a number of key ways. They to help continue branch operations when regular staff are out due to either illness, other work commitments that take them away from the branch, or personal planned absences. Temporary personnel are also needed in the capacity of an aide who helps organize and re-shelve books and materials. Temporary personnel also help to provide programs at the Library which support targeted audiences such as Spanish story time and tutoring programs. These personnel costs are recovered through financial assistance from the Friends of the Library.

The FY 27 temporary budget includes services for the following operations and programs in the library:

- \$402,533 for Library Aide hours at the branches.
- \$81,411 for Library Aide hours for system functions including outreach.
- \$124,907 for On-Call staff. These are the staff who are called when internal help cannot be found.
- \$40,500 for Spanish Storytime/Homework Help/R.E.A.D. programs

### *FY 27 Proposed Personnel Changes*

No personnel changes are being requested.

**Budget Development Personnel Balances**

Title	FY 2025 Actual	FY 2026 Ado Budget	FY 2026 Adj Budget	FY 2026 Year End Estimate	FY 2027 Dept Request
Regular full time	\$ 7,472,040	\$ 8,142,535	\$ 8,142,535	\$ 7,500,000	\$ 8,814,494
Regular part time	\$ 1,217,785	\$ 1,842,565	\$ 1,842,565	\$ 1,500,000	\$ 1,756,858
Overtime	\$ 2,625	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
Termination pay	\$ 38,004	\$ -	\$ -	\$ 14,030	\$ 40,000
Temporary	\$ 603,037	\$ 622,966	\$ 622,966	\$ 622,966	\$ 649,351
Other pay	\$ 4,078	\$ -	\$ -	\$ 5,189	\$ -
Special vacation pay	\$ 16,807	\$ -	\$ -	\$ 14,958	\$ -
Special sick leave pay	\$ 808	\$ -	\$ -	\$ 123	\$ -
Vehicle-phone-data allowance	\$ 1,253	\$ 3,828	\$ 3,828	\$ 3,828	\$ 1,284
Vacancy adjustment	\$ -	\$ (907,372)	\$ (907,372)	\$ -	\$ (952,604)
Retirement contribution	\$ 608,419	\$ 631,820	\$ 631,820	\$ 620,000	\$ 748,345
F.I.C.A.	\$ 29,492	\$ 56,566	\$ 56,566	\$ 35,000	\$ 64,937
PERS unfunded liability	\$ 1,707,564	\$ 1,727,883	\$ 1,727,883	\$ 1,610,000	\$ 1,601,592
PERS prepay adjustment	\$ (314,143)	\$ -	\$ -	\$ -	\$ -
PERS retirement adjustment	\$ (40,246)	\$ -	\$ -	\$ -	\$ -
Group health insurance	\$ 1,796,479	\$ 2,164,224	\$ 2,164,224	\$ 2,050,000	\$ 2,462,634
Group dental insurance	\$ 95,179	\$ 98,799	\$ 98,799	\$ 98,799	\$ 102,197
Vision insurance	\$ 16,256	\$ 17,035	\$ 17,035	\$ 17,035	\$ 18,208
Medicare insurance	\$ 134,027	\$ 136,820	\$ 136,820	\$ 136,820	\$ 151,968
Employee assistance program	\$ 4,456	\$ 4,773	\$ 4,773	\$ 4,773	\$ 4,980
Group life insurance	\$ 2,033	\$ 2,127	\$ 2,127	\$ 2,127	\$ 2,290
Disability insurance	\$ 55,736	\$ 91,546	\$ 91,546	\$ 91,546	\$ 94,376
SDI	\$ 100,311	\$ 109,647	\$ 109,647	\$ 80,000	\$ 82,644
Unemployment insurance	\$ 88,818	\$ 91,207	\$ 91,207	\$ 90,000	\$ -
Workers' compensation	\$ 144,331	\$ 178,745	\$ 178,745	\$ 178,745	\$ 162,059
<b>Total</b>	\$ 13,785,147	\$ 15,020,714	\$ 15,020,714	\$ 14,680,940	\$ 15,810,613

## Appendix A: Authorized Personnel by Individual Position No.

<b>Position Title</b>	<b>Position No.</b>	<b>Union</b>	<b>Library FTE</b>
Accounting Assistant II	102-018	SEIU	1.000
Administrative Assistant II	106-007	SEIU	0.900
Administrative Assistant II	106-008	SEIU	1.000
Administrative Assistant II	106-009	SEIU	1.000
Assistant Director of Libraries	830-001	Mid Mgmt	1.000
Bookmobile Library Assistant II	284-002	SEIU	1.000
Bookmobile Library Assistant II	284-004	SEIU	1.000
Bookmobile Library Assistant II	284-006	SEIU	0.500
Building Maintenance Worker II	118-007	SEIU	1.000
Building Maintenance Worker II	118-011	SEIU	1.000
Community Relations Specialist	757-006	Mid Mgmt	1.000
Director of Libraries	808-001	Executive	1.000
Facilities Maintenance Supervisor	350-002	Supervisor	1.000
Information Tech Specialist I/II	145-009	SEIU	1.000
Information Tech Specialist III	232-004	SEIU	1.000
Information Tech Specialist III	232-005	SEIU	1.000
Librarian I/II	750-001	Mid Mgmt	1.000
Librarian I/II	750-002	Mid Mgmt	1.000
Librarian I/II	750-003	Mid Mgmt	1.000
Librarian I/II	750-004	Mid Mgmt	1.000
Librarian I/II	750-005	Mid Mgmt	1.000
Librarian I/II	750-006	Mid Mgmt	1.000
Librarian I/II	750-007	Mid Mgmt	1.000
Librarian I/II	750-008	Mid Mgmt	1.000
Librarian I/II	750-009	Mid Mgmt	1.000
Librarian I/II	750-010	Mid Mgmt	1.000
Librarian I/II	750-011	Mid Mgmt	1.000
Librarian I/II-Tel Info Supervisor	750-012	Mid Mgmt	1.000
Librarian I/II	750-013	Mid Mgmt	1.000
Librarian I/II	750-015	Mid Mgmt	1.000
Librarian I/II	750-017	Mid Mgmt	1.000
Librarian I/II	750-021	Mid Mgmt	1.000
Librarian I/II	750-026	Mid Mgmt	1.000
Librarian I/II	750-028	Mid Mgmt	1.000
Librarian I/II	750-029	Mid Mgmt	1.000
Librarian I/II	750-030	Mid Mgmt	1.000
Librarian I/II	750-031	Mid Mgmt	1.000

<b>Position Title</b>	<b>Position No.</b>	<b>Union</b>	<b>Library FTE</b>
Librarian I/II	750-032	Mid Mgmt	1.000
Librarian I/II	750-033	Mid Mgmt	1.000
Librarian I/II	750-034	Mid Mgmt	1.000
Librarian I/II	750-035	Mid Mgmt	1.000
Librarian I/II- Adult Librarian	750-036	Mid Mgmt	1.000
Librarian III	831-001	Mid Mgmt	1.000
Librarian III	831-003	Mid Mgmt	1.000
Librarian III-CMS Manager	831-004	Mid Mgmt	1.000
Librarian III-Outreach Manager	831-005	Mid Mgmt	1.000
Library Assistant II	283-002	SEIU	1.000
Library Assistant II	283-003	SEIU	1.000
Library Assistant II	283-004	SEIU	1.000
Library Assistant II	283-005	SEIU	1.000
Library Assistant II	283-006	SEIU	1.000
Library Assistant II	283-007	SEIU	1.000
Library Assistant II	283-009	SEIU	1.000
Library Assistant II	283-010	SEIU	0.500
Library Assistant II	283-011	SEIU	1.000
Library Assistant II	283-012	SEIU	1.000
Library Assistant II	283-013	SEIU	0.750
Library Assistant II	283-014	SEIU	0.500
Library Assistant II	283-015	SEIU	1.000
Library Assistant II	283-016	SEIU	1.000
Library Assistant II	283-017	SEIU	1.000
Library Assistant II	283-018	SEIU	1.000
Library Assistant II	283-019	SEIU	1.000
Library Assistant II	283-020	SEIU	1.000
Library Assistant II	283-021	SEIU	1.000
Library Assistant II	283-022	SEIU	0.750
Library Assistant II	283-023	SEIU	0.750
Library Assistant II	283-024	SEIU	0.500
Library Assistant II	283-026	SEIU	1.000
Library Assistant II	283-041	SEIU	0.750
Library Assistant II	283-042	SEIU	0.750
Library Assistant II	283-043	SEIU	0.500
Library Assistant II	283-046	SEIU	0.500
Library Assistant II	283-047	SEIU	0.750
Library Assistant II	283-055	SEIU	0.500

<b>Position Title</b>	<b>Position No.</b>	<b>Union</b>	<b>Library FTE</b>
Library Assistant II	283-056	SEIU	1.000
Library Assistant II	283-063	SEIU	1.000
Library Assistant II	283-064	SEIU	1.000
Library Assistant II	283-065	SEIU	0.500
Library Assistant II	283-069	SEIU	0.500
Library Assistant II	283-072	SEIU	1.000
Library Assistant II	283-073	SEIU	0.500
Library Assistant II	283-074	SEIU	0.500
Library Assistant II	283-075	SEIU	1.000
Library Assistant II	283-076	SEIU	0.625
Library Assistant II	283-077	SEIU	0.750
Library Assistant II	283-082	SEIU	1.000
Library Assistant II	283-084	SEIU	1.000
Library Assistant II	283-085	SEIU	0.750
Library Assistant II	283-086	SEIU	0.750
Library Assistant II	283-087	SEIU	0.750
Library Assistant II	283-088	SEIU	1.000
Library Assistant II	283-089	SEIU	1.000
Library Assistant II	283-090	SEIU	1.000
Library Assistant II	283-091	SEIU	1.000
Library Assistant II	283-078	SEIU	1.000
Library Assistant II	283-079	SEIU	0.500
Library Assistant II	283-081	SEIU	0.500
Library Assistant II	283-xxx	SEIU	0.750
Library Assistant II	283-xxx	SEIU	0.500
Library Assistant II	283-xxx	SEIU	0.750
Library Assistant II	283-xxx	SEIU	1.000
Library Assistant II (Tel Info)	283-050	SEIU	1.000
Library Assistant II (Tel Info)	283-083	SEIU	0.500
Library Assistant III	363-001	Supervisor	1.000
Library Assistant III	363-002	Supervisor	1.000
Library Assistant III	363-003	Supervisor	1.000
Library Assistant III	363-004	Supervisor	1.000
Library Assistant III	363-005	Supervisor	1.000
Library Assistant III	363-007	Supervisor	1.000

<b>Position Title</b>	<b>Position No.</b>	<b>Union</b>	<b>Library FTE</b>
Library Assistant III	363-008	Supervisor	1.000
Library Assistant III	363-009	Supervisor	1.000
Library Assistant III	363-010	Supervisor	1.000
Library Assistant III	363-011	Supervisor	1.000
Library Assistant III	363-012	Supervisor	1.000
Library Assistant III	363-013	Supervisor	1.000
Library Assistant IV	364-001	Supervisor	1.000
Library Assistant IV	364-003	Supervisor	1.000
Library Information Specialist	285-003	SEIU	1.000
Library Information Specialist	285-004	SEIU	1.000
Library IT Manager	832-003	Mid Mgmt	1.000
Library Specialist /Volunteer Coordinator	740-004	Mid Mgmt	1.000
Library Specialist/Training Coordinator	740-002	Mid Mgmt	1.000
Management Analyst	702-011	Mid Mgmt	1.000
Network & Systems Administrator	726-012	Mid Mgmt	1.000
Network & Systems Administrator	726-013	Mid Mgmt	1.000
Principal Management Analyst	729-018	Mid Mgmt	1.000
Service Field Crew Leader	330-011	Supervisor	
			117.025

## **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: \$18,350

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: \$9,230

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: \$35,000

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: \$105,500

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: \$230,000

Income: Interest earned is added to principal

Management: Held by the City Finance Department in Fund 931. Asst. Director 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: \$15,600

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: \$337,700

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.

## Appendix C: Library Vehicle List

Library FY 27 Vehicle Replacement Schedule							
City #	Department	Description	License Plate	Replacement Cost	Year Acquired	Year of Replacement	Savings Need/Yr to Meet Replacement Date
151	Outreach	Ford Transit Connect	1658355		2022	2032-33	
178	Outreach	Ford Escape Hybrid	1408320		2015	2024-25	
434	Courier	Ford Transit	1520583		2020	2030-31	
527	Bldg Maint	Ford Transit	1408340		2015	2024-25	
528	Bldg Maint	Ford F350 Truck	1654593		2022	2032-33	
529	Bldg Maint	Ford Transit	1520774		2019	2029-30	
531	Outreach	Freightliner	1436091	\$350,000	2016	2030-31	\$23,333
546	LIT	Ford Transit	1496547		2018	2028-29	
	Programs	Pedal Library			2016		
279	Bldg Maint	Trailer	1488912		2016		
							<b>\$23,333</b>
<b>Savings Began in FY 11/12</b>							
<p>**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.</p> <p>***Beginning FY 26 the Library will lease vehicles with the exception of the Bookmobile since this is a custom vehicle. Monies remaining in this fund will be used for capital needs.</p>							

## Appendix D: Fines and Fees Schedule

Description	Current	Proposed FY 27
Overdue Item Fine	\$0	No Change
Lost/Replacement Fine	Varies Based on Item: \$1 processing fee for items that do not have a replacement charge.	No Change
Collection Agency Fee	\$20.00	No Change
Damaged Item Fine	Varies Based on Item	No Change
Flash drive Fee	\$3.00	No Change
Headphone Fee	\$3.00	No Change
Library Card Replacement Fee	\$0	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 26	FY 25	FY 24	FY 23	FY 22
Aptos	50	46	closed	closed	closed
Boulder Creek	46	46	46	closed	closed
Branciforte	46	46	46	closed	closed
Capitola	50	46	50	47	47
Downtown	50	50	50	46	46
Felton	50	46	46	40	40
Garfield Park	46	46	46	closed	closed
La Selva Beach	38	38	38	31	31
Live Oak	46	46	46	36	36
Scotts Valley	50	46	46	closed	25
<b>Total</b>	<b>472</b>	<b>456</b>	<b>414</b>	<b>200</b>	<b>225</b>

## Appendix F: History of Collection Spending

Fiscal Year	Physical Expenditures	Digital Expenditures
FY 26	45.0%	55.0%
FY 25	55.0%	45.0%
FY 24	56.6%	42.8%
FY 23	57.7%	42.3%
FY 22	64.7%	35.3%

Physical = books, DVDs, audio CDs, Playaways, lendable tech, telescopes, magazines  
Digital= reference databases, ebooks, eaudiobooks, streaming video, digital magazines