

FY 2026

Santa Cruz Public Libraries Budget



Santa Cruz Public Libraries

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June 5, 2025

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

Dear Board Members:

I am pleased to present the 2025-2026 proposed budget for the Santa Cruz Public Libraries. This proposal reflects the mission, vision, and values that fuel our current strategic goals to create an organizational culture of equity and inclusion and provide equitable and relevant services to all Santa Cruz Public Libraries users, in person and digitally. It also sets the stage for us to review our priorities as we close out the existing strategic plan and develop a new one with an eye to organizational and programmatic sustainability beyond 2025.

Library staff continue to provide excellent programs and services to our constituents. Accomplishments from the past twelve months include:

- Opening the Live Oak Library Annex at the Simpkins Swim Center. Measure S funding allowed this unique partnership with County Parks & Recreation to address the lack of study rooms and program space at the nearby Live Oak Library. The Annex provides reservable study rooms, an Active Learning Room for offering library programs, an open seating area, and a small self-service collection of books for all ages.
- Creating a permanent Boundless Minds library of books and resources at Juvenile Hall with the support of the Friends of Santa Cruz Public Libraries, Santa Cruz County's Juvenile Hall team, the County Office of Education, and help from its students.
- Launching Link+, a cooperative service among a network of California libraries that allows cardholders to borrow books and media not available at Santa Cruz Public Libraries from other libraries. Library patrons have embraced this service, SCPL is processing an average of 963 transactions per month since Link+ began.
- Launching a project to migrate our SCPL website from its locally-hosted and developed environment to a vendor-hosted environment, allowing for a modern, evolvable web presence in a responsibly sustainable manner.
- Coordinating a shift in promotional marketing materials away from plastic items toward environmentally sustainable options.
- Closely supporting the Friends of the Santa Cruz Public Libraries as they launched the capital campaign for the new Downtown Library, including offering a "Meet Me At the New Downtown Library Festival" on the site where construction will begin.
- Coordinating another successful systemwide Summer Reading Program offering 348 programs attended by 7,781 people. 3,877 registered participants read a total of 52,153 hours across June and July.
- Hired 8 new regular staff members.

The staffing changes that went into effect this year with new leaders of the Outreach, Training and Volunteer units each contributing to revitalized services, better alignment with City of Santa Cruz HR

training, and revitalization of our volunteer program that is now averaging 291 volunteer hours per month.

Looking forward to this coming fiscal year 2025-2026, this budget reflects a number of priorities and new costs:

- The website migration will be completed in early August, with one-time projects costs shifting to an ongoing annual subscription thereafter.
- With the website project complete, in late Summer the Library will engage our community, staff and stakeholder in the process to create our next Strategic Plan.
- The strategic plan will help provide a framework from which to assess our organizational structure and recommend changes that will better support staff and operations, positioning SCPL to be strategically successful and sustainable. Any changes recommended from that assessment will come before the LJPA when that work is complete.
- We will expand open hours to offer Sunday afternoons at Capitola and Felton Libraries and add an extra daily hour to be open until 7 pm Monday-Thursdays at Scotts Valley and Aptos Libraries.
- We will also expand our Spanish speaking outreach services to currently underserved regions of our service area.
- We will continue to set aside 10% of our materials budget to save for an opening day collection and support processing and digitizing existing historical materials for the new Downtown Library.
- We will also contribute our share to the City of Santa Cruz' Project NATE, which upgrades the HR and Finance systems that SCPL relies on. Like the website project, this involves significant one-time costs and then is supported through an annual subscription.
- Additional budget neutral changes:
 - We are piloting an additional 20hr/week guard at the Downtown Library as part of changes to improve security for patrons and staff. This budget proposal incorporates this change from successful pilot to a regular ongoing cost.
 - We will hire a third 20 hr/week on-call LAII to assist in covering branch staff shortages. This allows us to have three dispersed through the system, further reducing the reliance on temp on-calls.

This proposed budget represents a 2.2% increase in operational costs from the prior fiscal year.

Not included in the budget are any changes that will result from union MOU negotiations commencing this year. Additionally, while the financial impact on SCPL is minimal, the uncertainties around levels of library funding support from state and federal sources remain and may impact certain services that are provided direct to our patrons by the State Library such as the Braille and Talking Book Library, free access to The New York Times, professional development training for staff, etc.

We will continue to partner with the many jurisdictional organizations and area CBO's to provide current, impactful programming to our shared constituents. Most of these partnerships involve SCPL providing space and audience while the partner provides the expertise. This allows us to attract new users to the libraries and helps partners reach their own program or service goals. Some examples of these partnerships include Aptos History Museum, Dignity Health, The Diversity Center, Encompass Community Services, Santa Cruz Genealogy Society, Project Scout, Santa Cruz County Parks

Department, Santa Cruz County Sheriff's Office, Santa Cruz Volunteer Center Literacy Program, Senior Network Services, and Volunteer Housing Navigators.

As a Director new to Santa Cruz, I am immensely grateful to the SCPL staff at all levels for their continued support and commitment to our mission. I would also like to thank the Friends of the Santa Cruz Public Libraries, the Library Advisory Commission, and the Library Joint Powers Authority Board for their support and leadership.

Respectfully
Christopher Platt
Director of Libraries



Mission – Vision –Values

Mission

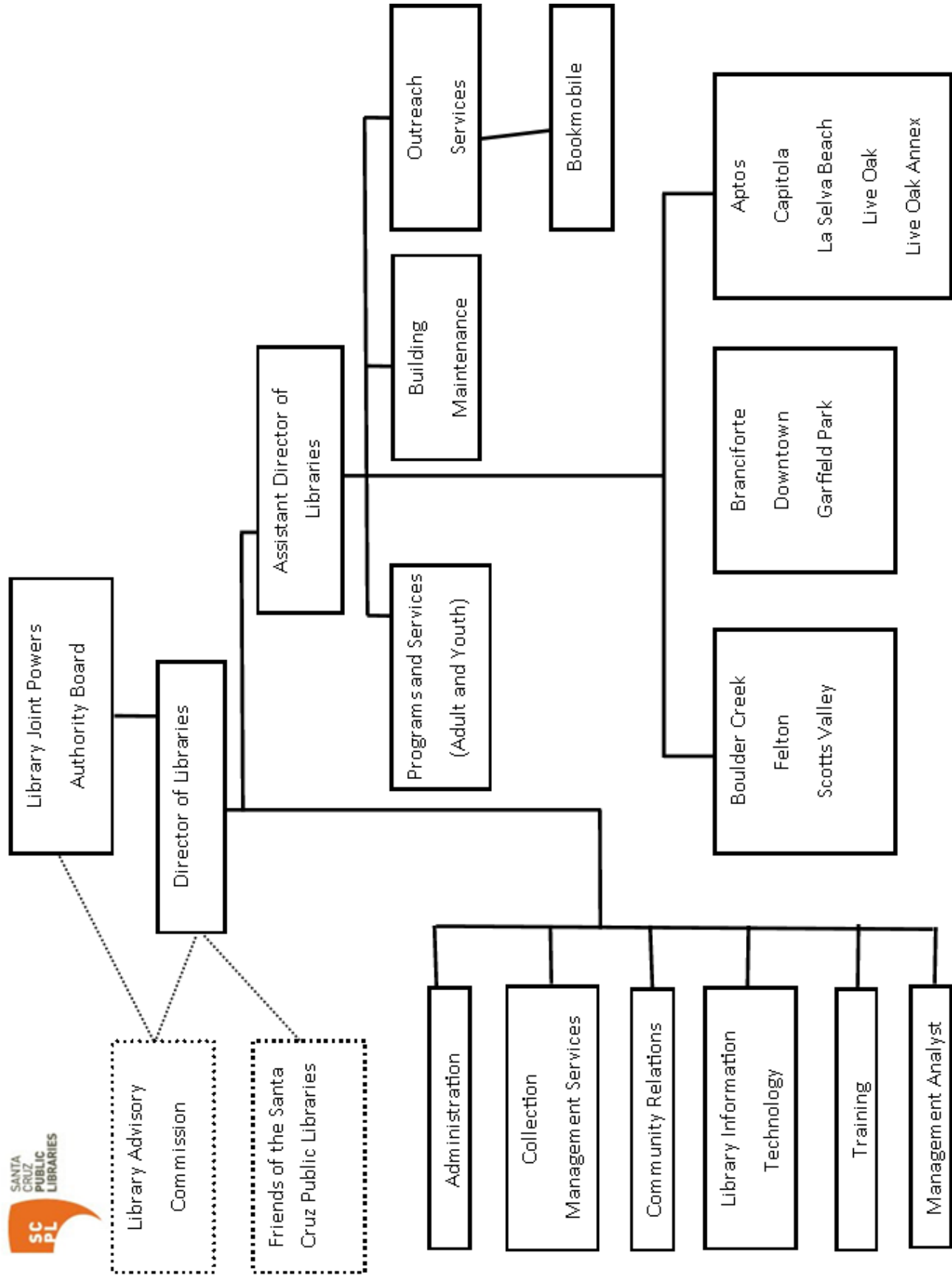
Inclusion, Connection, Collaboration

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, 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 26 Workplan

- Create an organizational culture of equity and inclusion and provide equitable and relevant services to all.
 - Identify parameters for installing bilingual signage at all branch libraries
 - Identify and evolve staff training needs around DEIA in collaboration with City of SC HR.
 - Using the work from the Library's DEI Plan and the City of SC HR definitions, apply DEIA lens to any policy or procedure updates that occur during the year.
 - Using the work from the Library's DEI Plan and the City of SC HR definitions, apply DEIA lens to programs and partnerships through the year.
- Create and support safe and friendly places.
 - Identify and plan for components of the eventual move of materials, staff and equipment to the new Downtown Library.
 - Assess the first year of operations at the Live Oak Library Annex and as necessary recommend any service adjustments.
 - Onboard a new Facilities Maintenance Supervisor to oversee facilities needs for the system.
 - Work with the County of Santa Cruz and the City of Capitola to install solar and/or generator energy saving or backup power devices for Capitola and Felton branches.
 - Install the backup generator at Boulder Creek.
- Foster Inclusion.
 - Using data from participant surveys and other sources, refine marketing and community engagement strategies to more efficiently and effectively connect with constituencies such as Spanish speakers, the homebound, and seniors.
- Support all members of society.
 - Use the strategic planning process to identify and prioritize underserved constituencies to inform growth in outreach, programming and services.
 - Expand outreach services team with the hire of a Spanish speaking librarian.
 - Expand hours at 4 locations so that 5 locations in total offer 50 open hours per week.
 - Complete website migration project.
- 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.
 - Using data from usage statistics, develop an updated collection strategy around all SCPL digital collections' subscription-based content including circulating eBooks, periodicals and databases.
 - Implement the shift in primary physical materials vendor.
- Strengthen and support learning and measure the impact.
 - Revise measurement tools for evaluating the Library's programs.
 - Develop program capacity goals for librarians and partners.
- Support and prepare staff to meet organizational needs and ensure excellent customer service.

- Use the strategic planning process and organizational review process to understand the best organizational structure for successful achievement of goals and objectives.
- Upgrade staff PCs to Windows 11.

Performance Indicators:

- Create an organizational culture of equity and inclusion and provide equitable and relevant services to all.
 - Bilingual Signage Plan is developed & costed.
 - Additional staff participate in DIEA trainings via the Library and/or City of Santa Cruz.
 - Library programs and services reflect participation by broader constituencies. Continued challenges are identified for continued improvement.
- Create and support safe and friendly places.
 - The Downtown library move plan is created and in process.
 - The Facilities team is complete and responsive to needs.
 - The energy projects at Capitola and Felton are complete.
 - Live Oak Library Annex is appropriately used and staffed.
- Foster Inclusion.
 - The identified constituencies are engaging with and using the Library more.
- Support all members of society.
 - The completed strategic plan reflects input from as broad a range of stakeholders as possible with actionable goals for each year covered.
 - The new SCPL Website is showing increased usage over the previous version.
- 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.
 - The suite of databases and digital collections offered by SCPL shows more use than the previous offering.
 - Items arriving from the new primary materials vendor are doing so in a timely fashion with less errors.
- Strengthen and support learning and measure the impact.
 - Librarians are more successful in managing workload and are better able to evolve programs as a result.
- Support and prepare staff to meet organizational needs and ensure excellent customer service.
 - Staff are able to feel and to be more successful and supported by the systems and structures of the organization. Indicators will include program goals, survey feedback, and general usage statistics.

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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 FY 26 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.

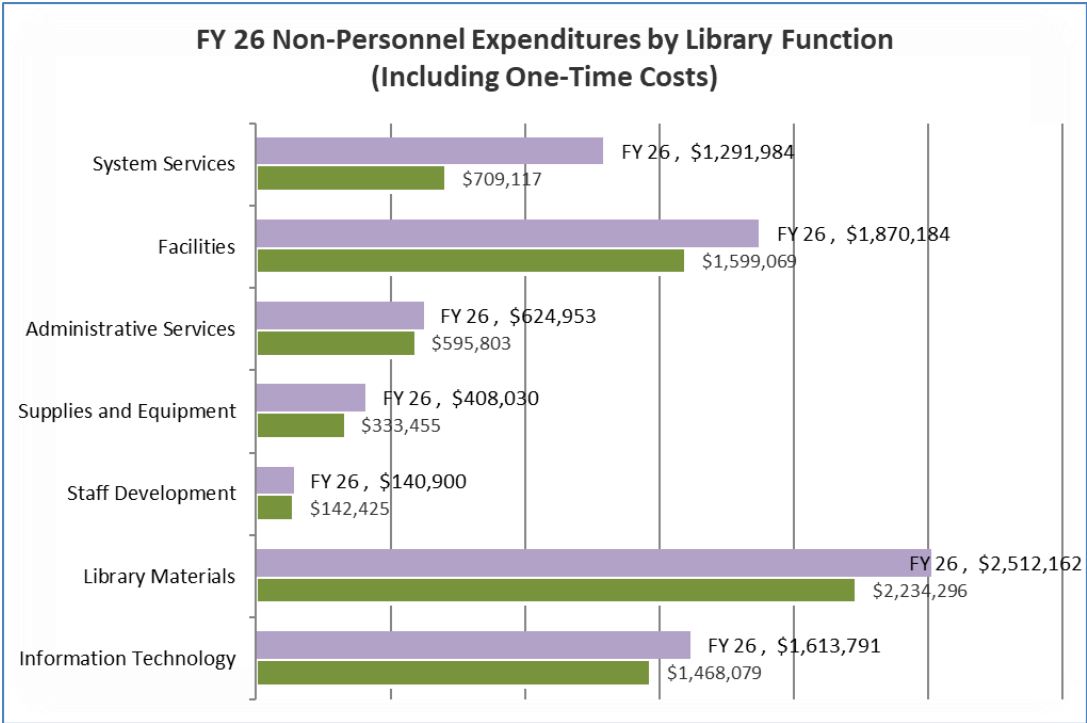
The projected revenue for the upcoming year is estimated to increase by 2.2% compared to last year. The revenues reflect the slow down projected in sales tax collected along with increased revenues from a revised MOE Agreement.

Library non-personnel expenditures have increased by 2.8% 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 5.5% which captures annual merit increases

and increased medical costs. These projections also include the changes and additional FTE’s in order to offer Sunday service hours at four of our locations. Also included, is the expansion of hours offered by the Library’s Outreach Team.

SCPL’s proposed FY26 Library Operating Budget is presented as a balanced budget, made possible through the strategic use of \$2,838,845 from the uncommitted fund balance. Of this amount, \$1,448,160 will be used to cover one-time expenses, while \$1,390,685 will support ongoing operating costs. This allocation ensures the library can maintain essential services and initiatives while achieving a balanced budget for the fiscal year.



	2024 Actual	2025 Adopted Budget	2025 Adjusted Budget	2025 Year End Estimate	2026 Proposed Budget	Growth/Loss From Adjusted	2027 Projected Budget
Expenditures by Activity:							
Personnel Services	\$ 13,057,041	\$ 14,243,849	\$ 14,243,849	\$ 13,573,876	\$ 15,020,714	\$ 776,865	\$ 15,471,335
Services, Supplies & Other Charges	\$ 3,896,610	\$ 4,186,591	\$ 4,529,036	\$ 4,420,017	\$ 4,762,336	\$ 233,300	\$ 5,000,453
Books & Materials	\$ 1,711,612	\$ 1,691,990	\$ 2,093,905	\$ 2,093,905	\$ 1,730,013		\$ 1,729,710
Capital Outlay	\$ 424,426	\$ 288,000	\$ 521,237	\$ 521,237	\$ 498,000		\$ 597,600
Intra-entity fund transfer out	\$ 54,999	\$ 54,999	\$ 54,999	\$ 54,999	\$ 23,333		\$ 23,333
<i>Subtotal Supplies and Services</i>	<i>\$ 6,087,647</i>	<i>\$ 6,221,580</i>	<i>\$ 7,199,177</i>	<i>\$ 7,090,158</i>	<i>\$ 7,013,682</i>		<i>\$ 7,351,096</i>
Total Expenditures	\$ 19,144,688	\$ 20,465,429	\$ 21,443,026	\$ 20,664,034	\$ 22,034,396	\$ 591,370	\$ 22,822,431
Activity Resources:							
Taxes	\$ 10,707,816	\$ 10,785,061	\$ 10,785,061	\$ 10,785,061	\$ 10,540,417		\$ 10,687,983
Member Contributions	\$ 8,134,196	\$ 8,952,089	\$ 8,952,089	\$ 8,952,089	\$ 9,653,267		\$ 10,741,391
State/Federal/Local Grants	\$ 157,390	\$ 13,998	\$ 43,033	\$ 43,033	\$ 5,500		\$ 5,500
Fines and Forfeits	\$ 30,828	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000		\$ 12,000
Donations & Trusts	\$ 786,811	\$ 103,713	\$ 143,128	\$ 143,128	\$ 141,844		\$ 60,000
Other Financing Sources	\$ 472,227	\$ 158,230	\$ 258,296	\$ 258,295	\$ 288,819		\$ 120,000
Total Resources	\$ 20,289,268	\$ 20,025,091	\$ 20,193,607	\$ 20,193,606	\$ 20,641,847	\$ 448,240	\$ 21,621,374
Sub Total Operational Savings or (Cost)	\$ 1,144,580	\$ (440,338)	\$ (1,249,419)	\$ (470,428)	\$ (1,392,549)		\$ (1,201,057)
One Time Costs:							
Website Migration	\$ 45,000						
Generator for System Back up	\$ 150,000						
Strategic /Work Plan	\$ 75,000						
Automated Materials Handling	\$ 20,000						
Books and Materials Increase	\$ 395,820						
NATE							
Digital Resources							
Wireless Infrastructure Replacement							
<i>Subtotal One Time Costs</i>	<i>\$ 685,820</i>	<i>\$ 560,820</i>	<i>\$ 560,820</i>	<i>\$ 560,820</i>	<i>\$ 560,820</i>		<i>\$ 560,820</i>
<i>Fund Balance Applied to Operations</i>	<i>\$ 1,144,580</i>	<i>\$ 440,338</i>	<i>\$ 1,249,419</i>	<i>\$ 470,428</i>	<i>\$ 1,392,549</i>		<i>\$ 1,201,057</i>
Total	\$ 1,144,580	\$ -	\$ -	\$ -	\$ -		\$ -
Committed Fund Balance (20% Reserve)	\$ 3,864,770		\$ 3,947,430	\$ 4,038,737			
Uncommitted Fund Balance	\$ 8,015,142		\$ 7,462,054	\$ 4,530,038			
Total Fund Balance	\$ 11,879,912		\$ 11,409,484	\$ 8,568,775			
Trust Balances							
Clayes (NO RESTRICTIONS)	\$ 18,350						
Finkeldey (MUSICAL LITERATURE)	\$ 9,230						
Hale (SV)	\$ 35,000						
Leet-Corday (DTN)	\$ 105,500						
McCaskill-Local History	\$ 230,000						
McCaskill-Visually Impaired	\$ -						
Moreley (LSB/APT)	\$ 15,600						
Richardson* (NON FICTION/ANNUAL Utter*)	\$ 337,700						
(LIBRARY MATERIALS/PROGRAMS)	\$ 278,250						
*Endowed Trust Funds							

Personnel Authorization

	FY 23 Adj Budget	FY 24 Adj Budget	FY 25 Adj Budget	FY 26 Proposed Budget
Accounting Assistant I	1.50	1.50	1.00	
Accounting Assistant II			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	2.80	3.30	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
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	21.01	22.00	23.00	25.00
Librarian III	4.00	4.00	5.00	4.00
Library Assistant II	44.625	44.625	44.625	47.625
Library Assistant III	11.00	11.00	12.00	12.00
Library Assistant IV	2.00	2.00	2.00	2.00
Library Information Specialist	4.00	4.00	4.00	3.00
Library IT Manager	1.00	1.00	1.00	1.00
Library Specialist	1.00	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	1.00	
Systems Coordinator	1.00	1.00		
Volunteer Coordinator Assistant	0.50			
FTE Total	111.335	112.825	115.825	117.025

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.

Revenue Balances						
Title	FY 24 Actual	FY 25 Ado Budget	FY 25 Adj Budget	FY 25 Year End Estimate	FY 26 Proposed	Growth/Loss from Adjusted
Fund 951 -- Library Joint Powers Authority						
Sales and use tax	\$ 10,707,816	\$ 10,785,061	\$ 10,785,061	\$ 10,785,061	\$ 10,540,417	-2.3%
Federal operating grants & contributions	\$ -				\$ -	
Other federal revenues	\$ -	\$ -	\$ 93,066	\$ 93,066	\$ 90,000	-3.3%
State operating grants and contributions	\$ 137,390	\$ 13,998	\$ 43,033	\$ 43,033	\$ 5,500	-87.2%
State capital grants - CEC	\$ 20,000				\$ -	
Maintenance of effort contributions	\$ 8,134,196	\$ 8,952,089	\$ 8,952,089	\$ 8,952,089	\$ 9,655,293	7.9%
County of SC - reimbursements	\$ 55,481				\$ -	
Room rentals-library JPA	\$ -	\$ 4,640	\$ 4,640	\$ 4,640	\$ 4,640	0.0%
Library fines	\$ 30,828	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	0.0%
Pooled cash and investment interest	\$ 313,879	\$ 92,840	\$ 92,840	\$ 92,840	\$ 125,000	34.6%
Interest earnings - other	\$ 57,048	\$ 56,250	\$ 56,250	\$ 56,250	\$ 64,679	15.0%
Donations - library	\$ 16,293	\$ 13,100	\$ 13,100	\$ 13,100	\$ 13,100	0.0%
Donations - library - Friends of the Lib	\$ 567,352	\$ 78,423	\$ 117,838	\$ 117,838	\$ 112,423	-4.6%
Miscellaneous operating revenue	\$ 15,719	\$ 4,500	\$ 4,500	\$ 4,500	\$ 4,500	0.0%
Miscellaneous non-operating revenue	\$ 1,599				\$ -	
From Library Private Trust Fund	\$ 203,166	\$ 12,190	\$ 12,190	\$ 12,190	\$ 16,321	33.9%
From Carbon Reduction Fund	\$ -	\$ -	\$ 7,000	\$ 7,000	\$ -	
Intra-entity fund transfer in	\$ 28,500				\$ -	
Sales of surplus equipment	\$ -				\$ -	
Total	\$ 20,289,268	\$ 20,025,091	\$ 20,193,607	\$ 20,193,607	\$ 20,643,873	2.2%

Library Operating Expenditures and Capital Outlay

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 55% for the physical collection and 45% 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 26 non-personnel operating expenditures are 11.6% higher than last year.

Line item increases greater than \$10K:

- **Financial Services-Outside**

The City of Santa Cruz's Services Agreement has been increased by an agreed upon amount of \$25,935 while the JPA MOE is being negotiated. The MOE agreement will be renewed in FY 26.

Increased Line Item (from FY 24 Adjusted): \$18,028

- **Utilities**

Increasing utility rates are reflected in the estimates for all locations in FY 26. Live Oak Annex costs have also been applied.

Increased Line Item for Water, Sewer & Refuse (from FY 24 Adjusted): \$30,175

Increased Line Item for Electricity (from FY 24 Adjusted): \$152,375

- **Janitorial Services**

The janitorial contract renewal has increased costs at all locations and now includes janitorial services at the Live Oak Annex location.

Increased Line Item (from FY 24 Adjusted): \$35,080

- **Equipment, building and land rentals**

Increased cost of offsite storage rental space.

Increased Line Item (from FY 24 Adjusted): \$40,603

- **Advertising**

The Library has increased advertising/marketing to create more public awareness for the programs and activities the Library provides. These increases will be partially be funded by the Friends of the Santa Cruz Public Libraries.

Increased Line Item (from FY 24 Adjusted): \$14,700

- **Misc. Supplies and Services**

The Library has increased support for programming for all ages along with incidentals like fingerprinting for volunteers who help support these programs. These increases will partially be funded by the Friends of the Santa Cruz Public Libraries.

Increased Line Item (from FY 24 Adjusted): \$49,627

- **Computer Equipment**

The Library is working to replace its wireless infrastructure. A grant is being pursued that will pay for 40% of costs which when approved the Library will work to amend this budget line item to reflect the savings.

Increased Line Item (from FY 24 Adjusted): \$232,000

Budget Development Expenditure Balances							
Title	FY 24 Actual	FY 25 Ado Budget	FY 25 Adj Budget	2025 Year End Estimate	2026 Proposed	% Change from Adj.	
Claims management services - outside	\$ 7,276	\$ 6,000	\$ 6,000	\$ 6,000	\$ 8,950	49.2%	
Financial services - outside	\$ 561,233	\$ 595,847	\$ 595,847	\$ 595,847	\$ 613,875	3.0%	
Medical services	\$ -	\$ -	\$ -	\$ -	\$ -	-	
Security patrols	\$ -	\$ -	\$ -	\$ -	\$ 173,475		
Merchant bank fees	\$ 621	\$ 600	\$ 600	\$ 600	\$ 650	8.3%	
Courier services	\$ 1,591	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	0.0%	
Other professional & technical services	\$ 150,709	\$ 151,000	\$ 393,420	\$ 389,270	\$ 265,000	-32.6%	
Water, sewer and refuse	\$ 89,234	\$ 104,285	\$ 104,285	\$ 104,285	\$ 134,460	28.9%	
Hazardous materials disposal	\$ -	\$ 500	\$ 500	\$ -	\$ 50	-90.0%	
Janitorial services	\$ 488,842	\$ 505,100	\$ 505,100	\$ 513,100	\$ 540,180	6.9%	
Equip annual inventory charge - internal	\$ 3,600	\$ 3,600	\$ 5,605	\$ 3,600	\$ 5,670	1.2%	
Vehicle work order charges - internal	\$ 17,102	\$ 6,500	\$ 6,500	\$ 6,500	\$ 13,000	100.0%	
Vehicle fuel island charges - internal	\$ 21,594	\$ 22,873	\$ 22,873	\$ 22,873	\$ 25,366	10.9%	
Vehicle pool car charges - internal	\$ 978	\$ 50	\$ 50	\$ 50	\$ 500	900.0%	
Office equipment operation/maint	\$ 2,425	\$ 9,000	\$ 9,000	\$ 5,500	\$ 9,000	0.0%	
Vehicle maintenance costs - outside	\$ -	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	0.0%	
Other equipment operation/maintenance	\$ 16,374	\$ 15,250	\$ 15,250	\$ 19,800	\$ 15,000	-1.6%	
Building and facility o & m - outside	\$ 265,115	\$ 332,897	\$ 345,793	\$ 337,752	\$ 222,971	-35.5%	
Landscaping maintenance services	\$ 27,348	\$ 73,600	\$ 73,600	\$ 74,600	\$ 77,850	5.8%	
Software maintenance services	\$ 349,899	\$ 496,584	\$ 595,584	\$ 595,854	\$ 600,531	0.8%	
Hardware maintenance services	\$ 21,332	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	0.0%	
Equipment, building and land rentals	\$ 22,102	\$ 282,116	\$ 241,645	\$ 237,577	\$ 282,248	16.8%	
Equipment lease-outside	\$ 26,810	\$ 28,000	\$ 28,000	\$ 28,000	\$ 28,000	0.0%	
Travel and meetings	\$ 1,274	\$ 5,100	\$ 5,100	\$ 5,100	\$ 5,450	6.9%	
Training	\$ 85,970	\$ 135,450	\$ 125,625	\$ 131,450	\$ 135,450	7.8%	
Telecommunications service - outside	\$ 167,203	\$ 353,260	\$ 353,260	\$ 348,260	\$ 348,260	-1.4%	
Liability insurance/surety bonds-interna	\$ -	\$ 43,170	\$ 43,170	\$ 43,170	\$ 43,170	0.0%	
Liability insurance/surety bonds-outside	\$ 109,294	\$ 123,000	\$ 123,000	\$ -	\$ 123,000	0.0%	
Advertising	\$ 18,464	\$ 24,500	\$ 24,500	\$ 24,500	\$ 39,200	60.0%	
Dues and memberships	\$ 31,525	\$ 40,238	\$ 40,238	\$ 40,238	\$ 42,050	4.5%	
Printing and binding-outside	\$ 21,682	\$ 31,600	\$ 31,600	\$ 31,600	\$ 33,100	4.7%	
Postage charges	\$ 12,707	\$ 7,000	\$ 7,000	\$ 7,000	\$ 9,500	35.7%	
Office supplies	\$ 17,026	\$ 30,100	\$ 30,100	\$ 30,100	\$ 30,300	0.7%	
Safety clothing and equipment	\$ 13,572	\$ 14,125	\$ 14,125	\$ 14,125	\$ 20,950	48.3%	
Copier supplies	\$ 4,806	\$ 8,530	\$ 8,530	\$ 10,130	\$ 8,530	0.0%	
Library functional supplies	\$ 136,459	\$ 138,391	\$ 138,391	\$ 138,391	\$ 135,900	-1.8%	
Janitorial supplies	\$ 34,826	\$ 53,000	\$ 53,000	\$ 53,000	\$ 50,500	-4.7%	
Electricity	\$ 270,514	\$ 245,825	\$ 245,825	\$ 265,825	\$ 398,200	62.0%	
Natural gas	\$ 29,450	\$ 53,550	\$ 53,550	\$ 53,550	\$ 40,750	-23.9%	
Miscellaneous supplies and services	\$ 191,746	\$ 220,450	\$ 206,123	\$ 206,123	\$ 255,750	24.1%	
Loans and grants	\$ 675,341	\$ -	\$ 50,747	\$ 50,747	\$ -	-	
Refunded fees and fines	\$ 567	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000		
Services, Supplies and Other Charges	\$ 3,896,610	\$ 4,186,591	\$ 4,529,036	\$ 4,420,017	\$ 4,762,336	5.2%	
Books and periodicals	\$ 1,687,381	\$ 1,674,342	\$ 2,070,162	\$ 2,070,162	\$ 1,712,525	-17.3%	
Books and periodicals-grants & donations	\$ 24,231	\$ 17,648	\$ 23,743	\$ 23,743	\$ 17,650	-25.7%	
Books & Materials	\$ 1,711,612	\$ 1,691,990	\$ 2,093,905	\$ 2,093,905	\$ 1,730,175	-17.4%	
Office furniture/equipment	\$ 8,864	\$ 18,000	\$ 18,000	\$ 18,000	\$ 18,000	0.0%	
Vehicle equipment	\$ -	\$ -	\$ -	\$ -	\$ -	-	
Computer equipment	\$ 195,319	\$ 170,000	\$ 148,000	\$ 148,000	\$ 180,000	21.6%	
Other capital outlay	\$ 220,243	\$ 100,000	\$ 355,237	\$ 355,237	\$ 300,000	-15.5%	
Capital Outlay	\$ 424,426	\$ 288,000	\$ 521,237	\$ 521,237	\$ 498,000	-4.5%	
Intra-entity fund transfer out	\$ 54,999	\$ 54,999	\$ 54,999	\$ 54,999	\$ 23,333		
Subtotal: Supplies, Services & Other Charges	\$ 6,087,648	\$ 6,221,580	\$ 7,199,176	\$ 7,090,158	\$ 7,013,844	-2.6%	
Website Migration		\$ 45,000					
Generator for System Back Up		\$ 150,000					
Strategic/Work Plan		\$ 75,000					
Automated Materials Handling		\$ 20,000					
Books & Materials Increase from 8% to 10%		\$ 395,820			\$ 394,087		
NATE ERP Software Implementation					\$ 604,073		
Digital Resources					\$ 250,000		
Wireless Infrastructure Replacement					\$ 200,000		
Subtotal: One Time Costs	\$ -	\$ 685,820	\$ -	\$ -	\$ 1,448,160		
Total: Supplies & Services	\$ 6,087,648	\$ 6,907,400	\$ 7,199,176	\$ 7,090,158	\$ 8,462,004	17.5%	

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:

- Only COLAs in ratified MOUs are incorporated
 - 3.0% COLA for Police Management Association
 - New top step (step K) for Police Officers' Association
- Updated PERS and PERS Unfunded Liability rates are reflected
- Vacant positions are budgeted at employee-only for health
- Medical costs increased 9.6% (beginning the first pay period in December)
- Workers Comp is added to the budget based on past actual claims to account 51240 and not distributed through Position Budgeting as in past years.

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 26 temporary budget includes services for the following operations and programs in the library:

- \$419,483 for Library Aide hours at the branches.
- \$38,076 for Library Aide hours for system functions (ie: outreach and collections mgmt.).
- \$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 26 Proposed Personnel Changes

The following changes to personnel are proposed as part of the changes made to increase library hours at four locations (Aptos, Capitola, Felton, and Scotts Valley).

- Library Assistant II .75 FTE (Aptos)
- Library Assistant II .50 FTE (Capitola)
- Library Assistant II .75 FTE (Felton)
- Library Assistant II 1.00 FTE (Scotts Valley)

In addition, changes to personnel are also being proposed as part of the expanded hours and services from the Outreach Department.

- Library Assistant II Change from .80 FTE to 1.00 FTE
- Librarian I/II 1.00 FTE

Personnel Expenditure Balances						
Title	FY 24 Actual	FY 25 Ado Budget	FY 25 Adj Budget	2025 Year End Estimate	2026 Propsoed	% Change from Adj.
Regular full time	\$ 6,909,399	\$ 7,831,168	\$ 7,831,168	\$ 7,660,509	\$ 8,142,535	4.0%
Regular part time	\$ 1,132,460	\$ 1,307,023	\$ 1,307,023	\$ 1,291,990	\$ 1,842,565	41.0%
Overtime	\$ 3,118	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	0.0%
Termination pay	\$ 35,666	\$ -	\$ -	\$ 27,592	\$ -	
Temporary	\$ 514,092	\$ 516,500	\$ 516,500	\$ 516,500	\$ 622,966	20.6%
Other pay	\$ 8,409	\$ -	\$ -	\$ 3,468	\$ -	
Special vacation pay	\$ 18,149	\$ -	\$ -	\$ 16,807	\$ -	
Special sick leave pay	\$ 313	\$ -	\$ -	\$ 808	\$ -	
Vehicle-phone-data allowance	\$ 1,324	\$ 2,964	\$ 2,964	\$ 856	\$ 3,828	29.1%
Vacancy adjustment	\$ 581,759	\$ (1,002,843)	\$ (1,002,843)	\$ (1,002,843)	\$ (907,372)	-9.5%
Retirement contribution	\$ 24,804	\$ 746,495	\$ 746,495	\$ 626,550	\$ 631,820	-15.4%
F.I.C.A.	\$ 1,495,325	\$ 36,720	\$ 36,720	\$ 29,687	\$ 56,566	54.0%
PERS unfunded liability	\$ (12,307)	\$ 1,823,005	\$ 1,823,005	\$ 1,761,100	\$ 1,727,883	-5.2%
Group health insurance	\$ 1,574,756	\$ 2,247,532	\$ 2,247,532	\$ 1,947,504	\$ 2,164,224	-3.7%
Group dental insurance	\$ 91,460	\$ 123,776	\$ 123,776	\$ 102,061	\$ 98,799	-20.2%
Vision insurance	\$ 15,550	\$ 20,993	\$ 20,993	\$ 17,442	\$ 17,035	-18.9%
Medicare insurance	\$ 122,447	\$ 139,118	\$ 139,118	\$ 137,538	\$ 136,820	-1.7%
Employee assistance program	\$ 4,259	\$ 6,050	\$ 6,050	\$ 6,493	\$ 4,773	-21.1%
Group life insurance	\$ 1,953	\$ 3,244	\$ 3,244	\$ 2,176	\$ 2,127	-34.4%
Disability insurance	\$ 51,466	\$ 94,337	\$ 94,337	\$ 57,088	\$ 91,546	-3.0%
SDI	\$ 65,096	\$ 79,009	\$ 79,009	\$ 103,416	\$ 109,647	38.8%
Unemployment insurance	\$ 78,257	\$ 92,546	\$ 92,546	\$ 90,919	\$ 91,207	-1.4%
Workers' compensation	\$ 339,287	\$ 171,214	\$ 171,214	\$ 171,214	\$ 178,745	4.4%
Total	\$ 13,057,041	\$ 14,243,849	\$ 14,243,849	\$ 13,573,876	\$ 15,020,715	5.5%

Appendix A: Authorized Personnel by Individual Position No.

Position Title	Position No.	Union	Library FTE
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-xxx	Supervisor	1.000
Information Tech Specialist I	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

Position Title	Position No.	Union	Library FTE
Librarian I/II	750-032	Mid Mgmt	1.000
Librarian I/II	750-xxx	Mid Mgmt	1.000
Librarian I/II	750-xxx	Mid Mgmt	1.000
Librarian I/II	750-xxx	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

Position Title	Position No.	Union	Library FTE
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

Position Title	Position No.	Union	Library FTE
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	285-002	SEIU	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
Programmer Analyst II	706-006	Mid Mgmt	1.000
			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 Manager 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.

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: \$278,250

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: Library Vehicle List

Library FY 26 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						\$23,333
Savings Began in FY 11/12						
<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 26
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
Total	472	456	414	200	225

Appendix F: History of Collection Spending

Fiscal Year	Physical Expenditures	Digital Expenditures
FY 24	56.60%	42.80%
FY 23	57.7%	42.3%
FY 22	64.7%	35.3%
FY 21	55.3%	44.7%
FY 20	64.1%	35.9%
FY 19	69.3%	30.7%
FY 18	74.2%	25.8%

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