



**LIBRARY ADVISORY COMMISSION  
REGULAR MEETING**

**MONDAY, MAY 21, 2018**

**6:30 PM**

**DOWNTOWN BRANCH MEETING ROOM  
224 CHURCH STREET, SANTA CRUZ, CA 95060**

**1. CALL TO ORDER/ROLL CALL**

Commissioners Sean Campbell, Ellen Campos, Martha Dexter, Nancy Gerdt, Barbara Gorson, Cindy Jackson, and Deb Tracey-Proulx

**2. ADOPTION OF THE AGENDA**

**3. ORAL COMMUNICATIONS**

*Any member of the audience may address the Board on any matter either on or off the agenda that is within the Board's jurisdiction. Note, however, that the Board is not able to undertake extended discussion or act on non-agendized items. Such items can be referred to staff for appropriate action which may include placement on a future agenda. If you intend to address a subject that is on the Agenda, please hold your comments regarding that item until it is before the Board so that we may properly address all comments on that subject at the same time. In general 3 minutes will be permitted per speaker during Oral Communication; A MAXIMUM of 30 MINUTES is set aside for Oral Communications at this time.*

**4. REPORT BY LIBRARY DIRECTOR**

A. Library Director's Report

**5. MEMBER REPORTS**

**6. CONSENT CALENDAR**

*All items listed in the "Consent Calendar" will be enacted by one motion in the form listed below. There will be no separate discussion on these items prior to the time the Board votes on the action unless members of the public or the Board request specific items to be discussed for separate review. Items pulled for separate discussion will be considered following General Business.*

A. Receive Minutes of February 12, 2018 (P3-4)

RECOMMENDED ACTION: Approve Minutes

## 7. GENERAL BUSINESS

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

- A. Report on Budget for 2018-2019 (P5-57)  
RECOMMENDED ACTION: None
- B. Report of the Downtown Library Advisory Committee (P58)  
RECOMMENDED ACTION: Approve Letter
- C. Library Work Plan for 2018-2019  
RECOMMENDED ACTION: None

## 8. ADJOURNMENT

Adjourned to a Regular Meeting of the Library Advisory Commission to be held on Monday, August 20, 2018 at 6:30 PM at the Aptos Branch Meeting Room located at 7695 Soquel Drive, Aptos, CA 95003.

The Santa Cruz City-County Library System does not discriminate against persons with disabilities. Out of consideration for people with chemical sensitivities, we ask that you attend fragrance free. Upon request, the agenda can be provided in a format to accommodate special needs. Additionally, if you wish to attend this public meeting and will require assistance such as an interpreter for American Sign Language, Spanish, or other special equipment, please call the Library Administration Office at 427-7706 at least five days in advance so that we can arrange for such special assistance, or email [library\\_admin@santacruzpl.org](mailto:library_admin@santacruzpl.org).



## MINUTES

**Library Advisory Commission (LAC)**  
Monday, February 12, 2018 at 6:30pm  
Scotts Valley Branch Meeting Room  
251 Kings Village Road, Scotts Valley, CA 95066

### 1. CALL TO ORDER/ROLL CALL

**PRESENT:** Commissioners Sean Campbell, Martha Dexter (Chair), Nancy Gerdt, Barbara Gorson, and Cindy Jackson

**ABSENT:** Ellen Campos and Deb Tracey-Proulx (Vice Chair) until 6:32pm

**STAFF:** Director of Libraries Susan Nemitz and Administrative Assistant Ivan Sumano-Vargas

### 2. ADOPTION OF THE AGENDA

<b>RESULT:</b>	<b>APPROVED THE AGENDA OF FEBRUARY 12, 2018</b>
<b>MOVER:</b>	Barbara Gorson
<b>SECONDER:</b>	Nancy Gerdt
<b>AYES:</b>	Campbell, Dexter, Jackson
<b>ABSENT:</b>	Ellen Campos and Deb Tracy-Proulx

### 3. ORAL COMMUNICATIONS

A member of the public, J Gunstra, asked questions about the Commission and what its purpose is.

A member of the public, S Blair, presented himself as a member of the DLAC.

### 4. REPORT BY LIBRARY DIRECTOR

None

### 5. MEMBER REPORTS

Barbara Gorson – Provided an update on the progress of the Capitola branch development. The closure is scheduled for May 1<sup>st</sup>. The Friends group is working with the Capitola Mall to see if there are empty store kiosks to continue holding their book sales. The public phase of fundraising will start in May or June. The branch is scheduled to open in September 2019.

Nancy Gerdt – Provided an update on the progress of the Felton branch development. Currently in the construction document phase. The public phase of the campaign will kick off in the Fall. An event for May 19<sup>th</sup> has been planned, which is going to be a garden tour.

## 6. CONSENT CALENDAR

### A. Receive Minutes of November 13, 2017

<b>RESULT:</b>	<b>APPROVED CONSENT ITEM 6.A</b>
<b>MOVER:</b>	Deb Tracy-Proulx
<b>SECONDER:</b>	Nancy Gerdt
<b>AYES:</b>	Dexter, Gorson, Jackson
<b>ABSTAIN:</b>	Sean Campbell
<b>ABSENT:</b>	Ellen Campos

## 7. GENERAL BUSINESS

### A. Elect new Chair and Vice Chair

<b>RESULT:</b>	<b>ELECTED MARTHA DEXTER AS CHAIR AND DEB TRACY-PROULX AS VICE CHAIR</b>
<b>MOVER:</b>	Sean Campbell
<b>SECONDER:</b>	Nancy Gerdt
<b>AYES:</b>	Dexter, Gorson, Jackson, Tracy-Proulx
<b>ABSENT:</b>	Ellen Campos

A member of the public, J Gunstra, asked if the Commissioners had term limits. The Commission made a note to contact the jurisdictions mid-year concerning terms ending for some Commissioners.

### B. Downtown Library Advisory Committee Report

Martha Dexter presented the DLAC report to the Commission and gave a short overview of each section. Sean Campbell expressed his concern about the certainty of the City's plan to develop on all surface lots downtown. Martha explained that since they are not City owned it's not up to the City to decide whether to develop on them or not.

A member of the public, J Gunstra, commented on the DLAC report.

<b>RESULT:</b>	<b>ENDORSED THE DLAC REPORT</b>
<b>MOVER:</b>	Sean Campbell
<b>SECONDER:</b>	Deb Tracy-Proulx
<b>AYES:</b>	Dexter, Gorson, Jackson
<b>ABSTAIN:</b>	Nancy Gerdt
<b>ABSENT:</b>	Ellen Campos

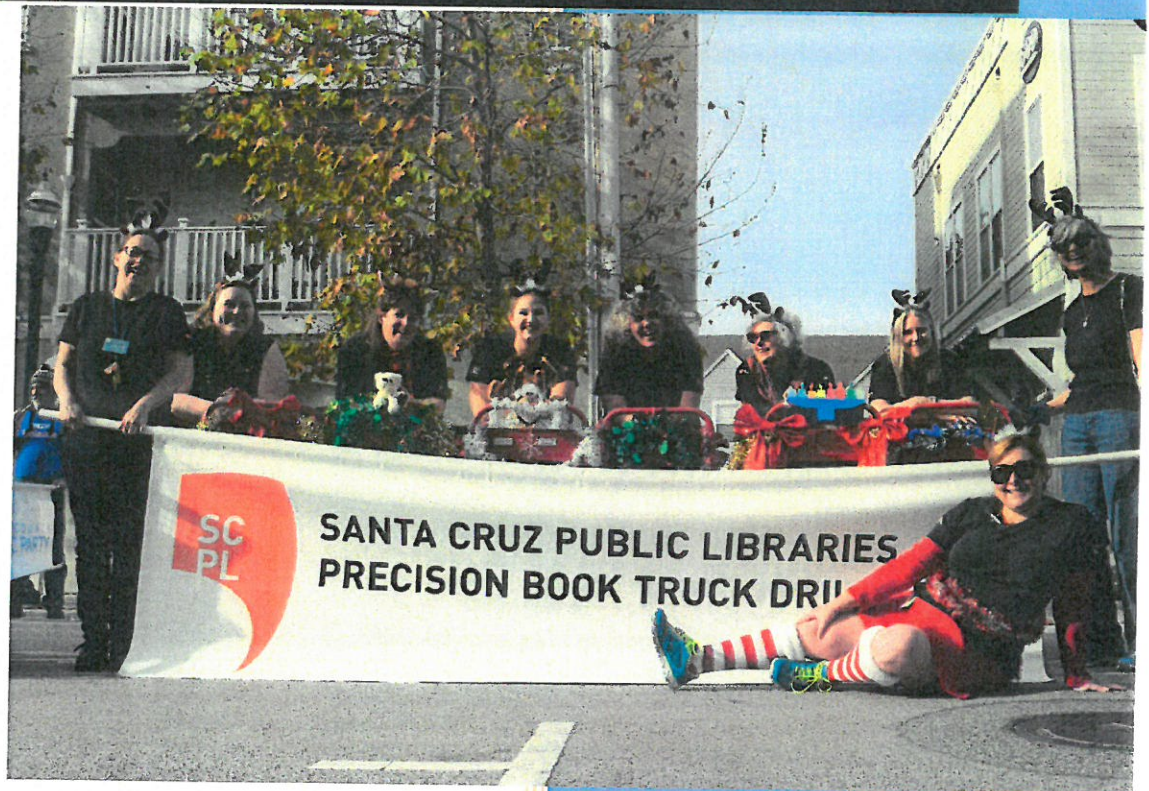
## 8. ADJOURNMENT

Final Adjournment of the Library Advisory Commission (LAC) at 7:40pm to the next Regular Meeting to be held on Monday, May 21, 2018 at 6:30pm at the Downtown Branch Meeting Room located at 224 Church Street, Santa Cruz, CA 95060.

Respectfully submitted,  
Ivan Sumano-Vargas, Clerk of the Commission

FY 2018-  
2019

# Santa Cruz Public Libraries Budget



Marcus Pimentel

# Santa Cruz Public Libraries

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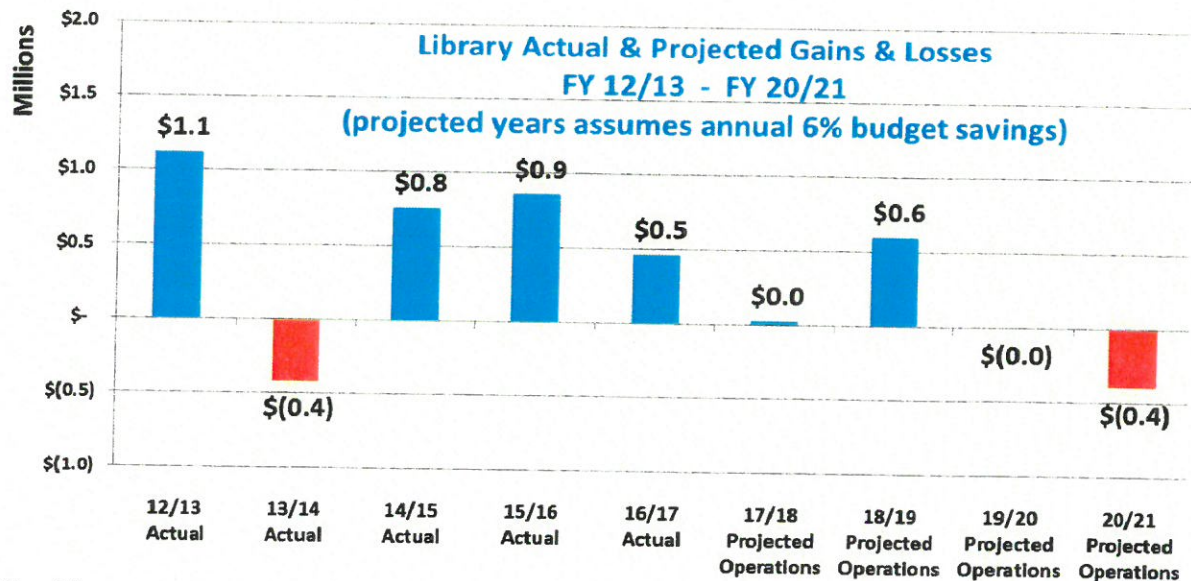
Library Directors Message Placeholder

# Santa Cruz Public Libraries

## Chief Finance Officer Message Placeholder

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

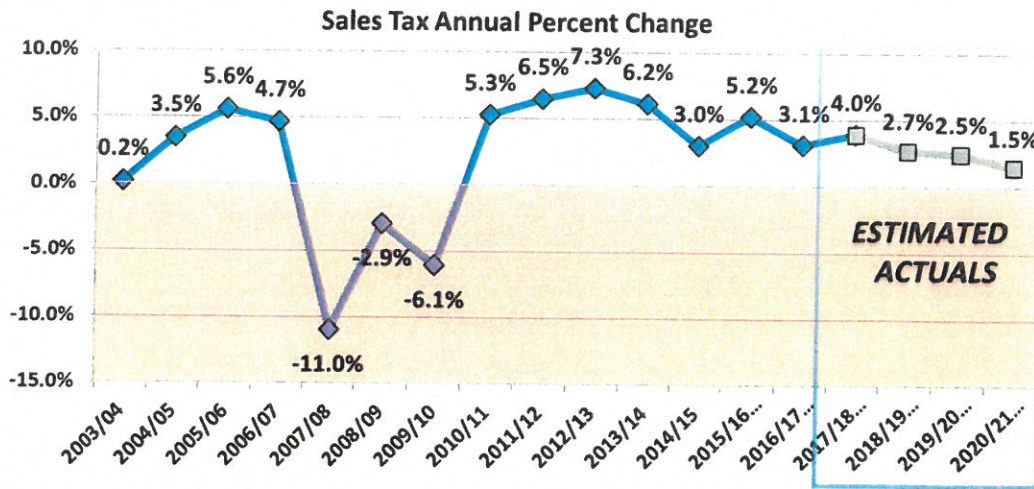
Provide below are the most recent, updated long-term financial forecast for the system that includes the proposed \$14.4 million FY 2018-2019 Budget with a potential, projected surplus up to \$600 K (assumes 94% of the budget is actually used). This forecast is influenced by the probability of a moderate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



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

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

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



## Declining & Eroding Revenues



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

**Sales Tax**

Demographics & new economic models are permanently eroding our revenue

### Gas sales

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



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

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

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

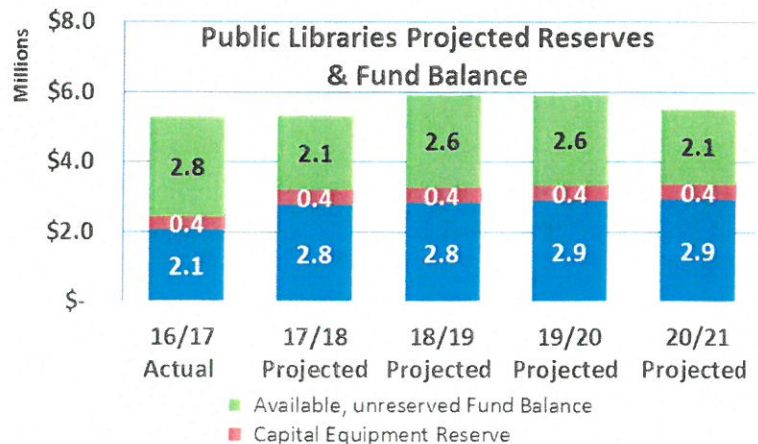
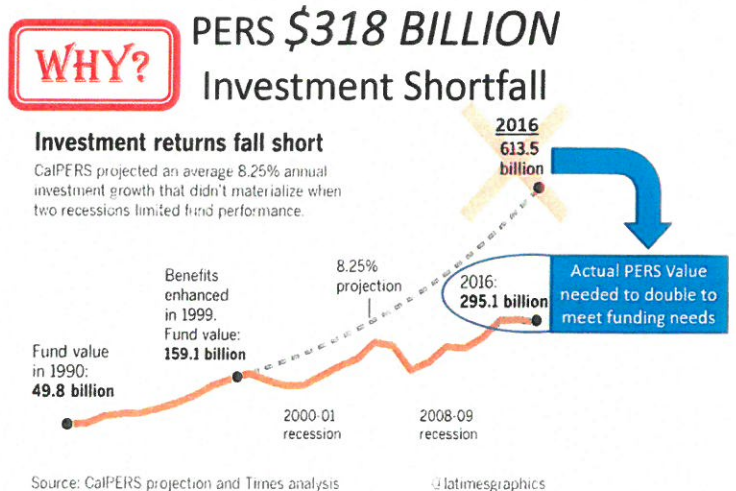
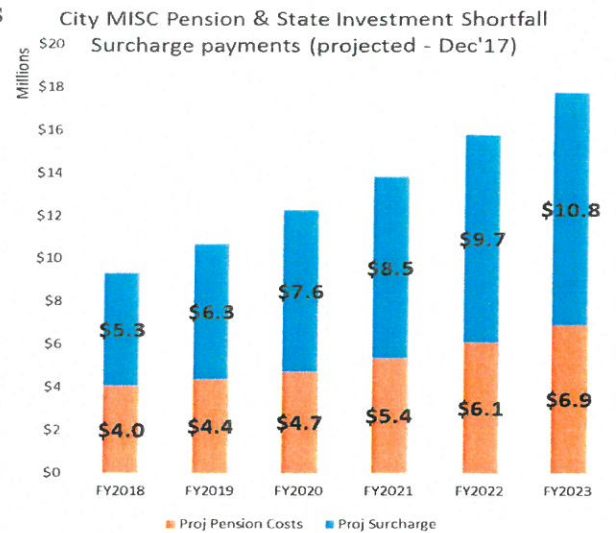
Within total employee compensation, two benefit systems are having opposite trend patterns. Pension payments to the State are projected to be on a continued, steep increase through the mid-2020s, driven by the need to backfill the State pension fund for poor investment performance and prior year investment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

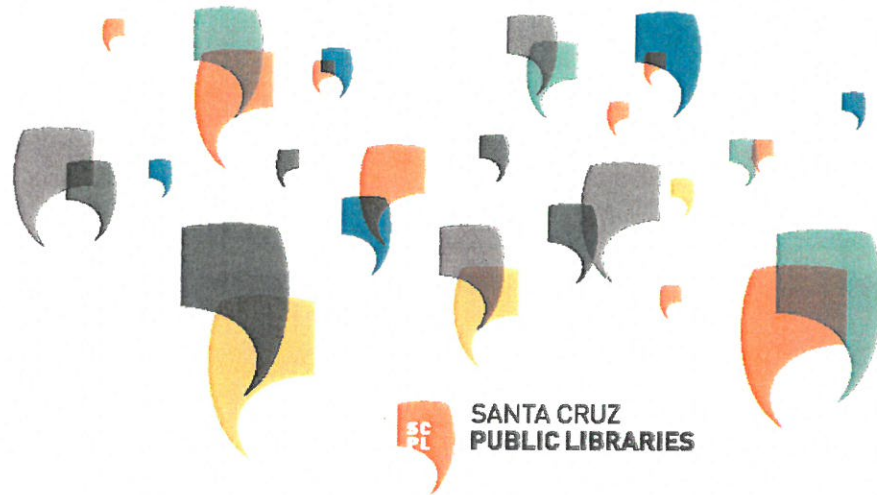
The Library JPA employees are all employed by the City of Santa Cruz and accordingly follow the “Miscellaneous” (general non-safety employees) group costs. As the table illustrates, the normal costs for all City and Library employees (bottom & orange) are growing at reasonable rates. However, the surcharge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

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

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

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





## **Purpose – Vision – Mission**

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### **Our Purpose**

Connect, Inspire, Inform

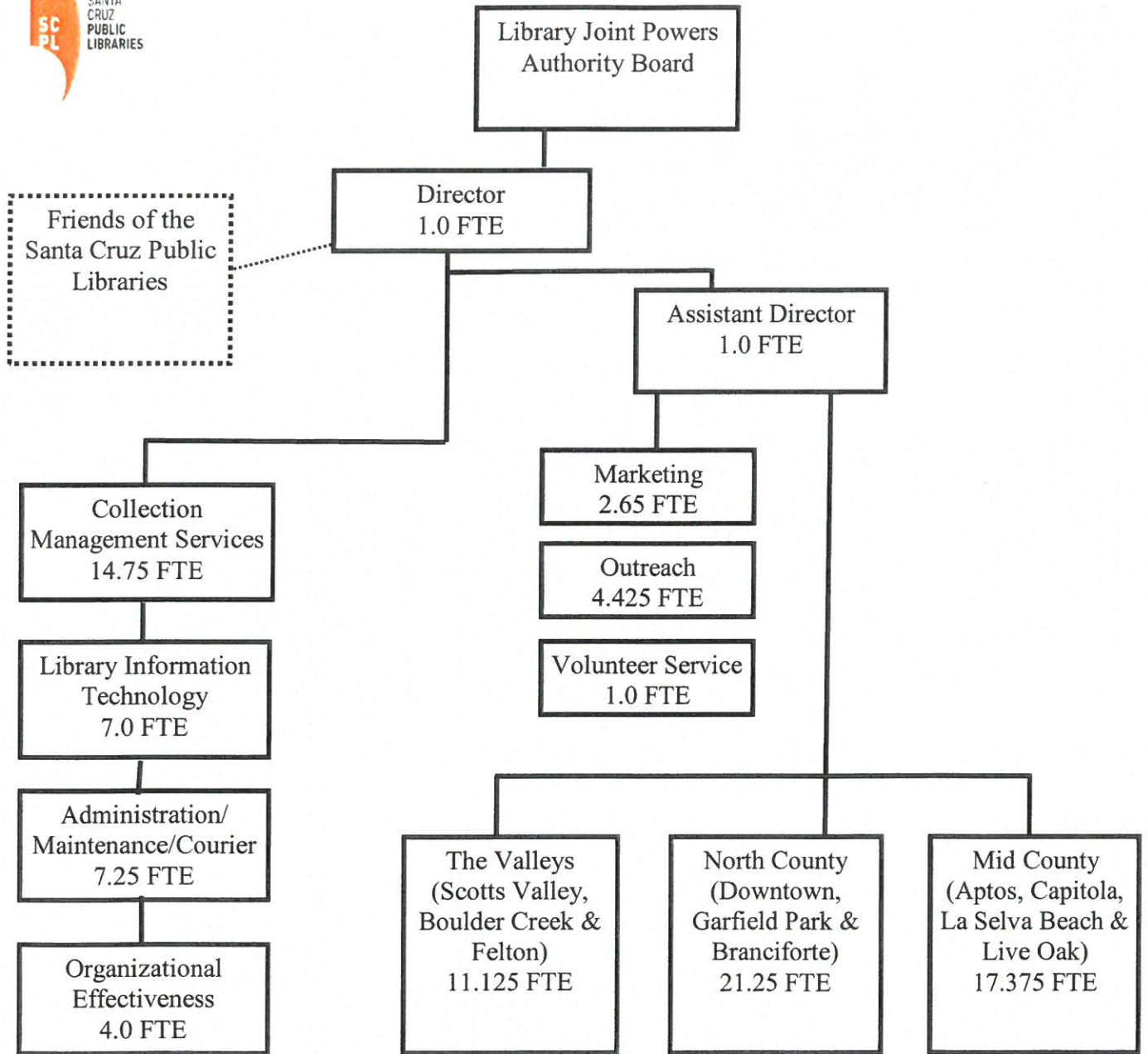
### **Our Vision**

Transform lives & strengthen communities

### **Mission Statement**

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

# Santa Cruz Public Libraries



## **Governance, Funding, and Budget Overview**

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

### **Governance**

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

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

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

### **Library Advisory Commission**

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

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

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

### **Funding**

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

# Santa Cruz Public Libraries

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

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

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

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

## **Budget**

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



## **Library Joint Powers System Wide Stabilization Arrangements**

It is in the best interest of the citizens of Santa Cruz County who rely upon the Library System that a portion of the Library's Fund Balance be set aside in a Library System Wide Stabilization Arrangement in order to provide a reserve against certain specified conditions listed herein that are sudden and unexpected drop in revenues and/or unforeseen emergencies including unanticipated expenditures of a nonrecurring nature or unanticipated adverse financial or economic circumstances that would lead to operating shortfalls.

Therefore, the Library Board shall by Resolution authorize the establishment of a continuing and non-lapsing Stabilization Arrangement as an amendment to the Board's Fund Balance Policy.

Note that included in the specific use circumstances below is the ability to temporarily, for pure timing situations, fall below this arrangements funding level. This provides cash-flow flexibility when the timing of a revenue source or prepayment of a large expenditure would cause, for example, the reserve to be temporarily reduced.

**System Wide Stabilization Arrangement amount.** The funding level shall be equal to but can exceed the equivalent of 15% (20% temporary adoption on 11/2/17) of the current fiscal year's Adopted Total General Fund Operating Revenue Budget.

**Contributions and immediate funding of the System Wide Stabilization Arrangement.** The Library Board shall authorize the Library Director to maintain a minimum balance defined above through transfers of available ending Fund Balance after the Budget is adopted for upcoming year but before the end of the current fiscal year.

**Conditions under which the System Wide Stabilization Arrangement may be spent.**

Appropriations shall require a Resolution from the Library Board approved by a majority of the Board. However, if there is an urgent safety need, the Library Director can authorize expenditures of this fund provided it be brought back to the board at its next Board meeting.

Under either case, the Library Director, shall within 6 months, present to the Board a plan and timeline for replenishing the Arrangement to its minimum funding level. Requests for appropriations shall occur only after exhausting current year's budgetary flexibility and spending of the current year's appropriated contingency, if any.

Circumstances where the Stabilization Arrangement can be spent are:

1. Within a 12-month period, funding can be used for cash-flow purposes when timing requires a one-time reduction in cash that will be 100% restored within 12-months.

2. Unanticipated Library revenues in total are expected to decline more than 1 percent of total projected, and actual revenues for one of the following major revenue sources are projected in the current year to fall below the actual amount from the prior year:
  - a.) Sales Taxes
  - b.) Maintenance of effort contributions
  
3. If any one of the unforeseen and non-recurring events listed below occur that create significant financial difficulty for the Library and are in excess of the current year's appropriated contingency:
  - a.) Sudden and unexpected significant facility failures that threaten the immediate safety of Library patrons, staff or the community;
  - b.) Declaration of a State of Emergency by the Governor;
  - c.) Unanticipated expenditures as a result of legislative changes from State/Federal governments in the current fiscal year;
  - d.) Acts of Terrorism declared by the Governor or the President of the United States;
  - e.) Acts of Nature which are infrequent in occurrence.

[Adopted/Amended: 4/06/09; 6/03/13; 9/01/16; 11/02/17]

## Library Capital Stabilization Arrangements

It is in the best interest of the citizens of Santa Cruz County who rely upon the Library System that a portion of the Library's Fund Balance be set aside in a Capital Stabilization Arrangement in order to provide a reserve for future replacement of essential Library vehicles, against certain specified conditions listed herein that are sudden and unexpected, unforeseen emergencies including unanticipated expenditures of a nonrecurring nature.

Therefore, the Library Board shall authorize the establishment of a continuing and non-lapsing Capital Stabilization Arrangement.

**Capital Stabilization Arrangement amount.** The funding level shall be determined by the Library Board.

**Contributions and immediate funding of the Capital Stabilization Arrangement.** The Library Board shall authorize the Library Director to maintain a minimum balance defined above through transfers of available ending Fund Balance after the Budget is adopted for upcoming year but before the end of the current fiscal year.

**Conditions under which the Capital Stabilization Arrangement may be spent.**

Appropriations shall require approval from the Library Board by a majority of the Board. However, if there is an urgent safety need, the Library Director can authorize expenditures of this fund provided it be brought back to the board at its next Board meeting.

Under either case, the Library Director, shall within 6 months, present to the Board a plan and timeline for replenishing the Arrangement to any minimum funding level designated by the Board. Requests for appropriations shall occur only after exhausting current year's budgetary flexibility and spending of the current year's appropriated contingency, if any.

Circumstances where the Capital Stabilization Arrangement can be spent are:

1. Funding can be used for the replacement costs of new vehicles provided that the funding is restored to the Board determined level and within the Board determined time frame.
2. If any one of the unforeseen and non-recurring events listed below occur that create significant financial difficulty for the Library and are in excess of the current year's appropriated contingency:
  - a.) Immediate need for facility improvements to mitigate risk of future liabilities.
  - b.) Sudden and unexpected significant facility failures that threaten the health or safety of Library patrons, staff or the community;
  - c.) Declaration of a State of Emergency by the Governor;
  - d.) Acts of Terrorism declared by the Governor or the President of the United States;

e.) Acts of Nature which are infrequent in occurrence.

[Adopted/Amended: 9/01/16]

## Library Surplus Policy

It is in the best interest of the citizens of Santa Cruz County who rely upon the Library System that the Board makes prudent use of one-time resources to provide stability and sustainability to the Library's operations.

Therefore, the Library Board shall by Resolution authorize that beginning with the results of Fiscal Year 2013-14, any future amounts attributed to one-third (1/3) of the Library's last year's audited General Fund surplus (defined as "Net Change in Fund Balance" as contained within the annual Basic Financial Statements "State of Revenues, Expenditures and Changes in Fund Balance-Governmental Fund") shall be used for the purposes as outlined below in priority order:

1. To take advantage of prepayment, one-time operating discounts such as CalPERS Employer Retirement Obligations.
2. To pay down outstanding debt
3. To build up "available Fund Balance" for future, one-time operational purposes
4. To, if after three (3) consecutive years of surplus, increase the operating budget by one-third of the lowest surplus within any single year of the past the three (3) surplus years.

This policy could supplement future policies to allocate one-third (1/3) of any prior year's surplus to fund Materials and another one-third (1/3) to be transferred to the Facility Capital Project reserve.

[Adopted/Amended: 6/03/13]

## 2018 ACCOMPLISHMENTS

Over the last year, the Libraries have:

Piloted the addition of 66 hours per week of additional open hours across ten library branches providing day/evening/weekend hours in all regions and establishing minimum expectations of 36 open hours per week at all sites. The number of visitors in the building has increased and program room use is up by 23%

Worked closely with JPA jurisdictions and community members to: develop design and construction documents for new libraries in Felton and Capitola; create remodeling programs for La Selva Beach, Boulder Creek, and Live Oak; and lead a process to define the scope of services and siting recommendation for the Downtown Branch Library.

Transitioned the libraries to CENIC 10 GB internet connection with 1 GB interconnects (fiber), expanded traditional computing and developed laptop check out program, upgraded Wi-Fi networks and added wireless printing. Hours of public computer use is up by 27% overall and up by 50% at the Downtown Branch

Developed an employee innovation program and funded seventeen local projects focusing on transforming programs and services and empowering staff.

Worked closely with the City of Santa Cruz and local nonprofits to create seamless services for individual experiencing homelessness.

Created consistent behavioral expectations by implementing a new, employee designed code of conduct and suspension process while working with the City on security issues and with staff on training. Reported incidents are down by 35% over the same period last year.



## 2019 Goals

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



## Benchmarks

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

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

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

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





# Santa Cruz Public Libraries

	2016-2017 Actual	2017-2018 Adopted Budget	2017-2018 Adjusted Budget	2017-2018 Estimated Actual	2018-2019 Recommended Budget
<b>Expenditures by Activity:</b>					
Personnel Services	\$ 8,907,964	\$ 10,058,899	\$ 10,058,899	\$ 10,058,899	\$ 10,125,298
Services, Supplies & Other Charges	4,167,512	3,990,114	4,332,519	4,364,367	4,040,618
Capital Outlay	501,978	183,300	215,645	186,400	187,800
Total Budget - Expenditures	13,577,455	14,232,313	14,607,063	14,337,379	14,353,716
Estimated Budgetary Savings	n/a	(620,000)	(620,000)	(620,000)	(770,000)
Projected Actual Expenditures	<u>\$ 13,577,455</u>	<u>\$ 13,612,313</u>	<u>\$ 13,987,063</u>	<u>\$ 13,717,379</u>	<u>\$ 13,583,716</u>
<b>Activity Resources:</b>					
Sales tax	\$ 7,689,227	\$ 7,994,000	\$ 7,994,000	\$ 7,994,000	\$ 8,213,000
Member Contributions & Grants	5,613,417	5,585,273	5,585,273	5,585,273	5,655,273
Charges for Services	-	-	-	2,320	4,640
Fines and Forfeits	23	140,500	140,500	472	140,500
Rents & Misc Revenues	289,041	91,948	96,673	110,895	85,543
Other Financing Sources	455,262	39,190	-	53,644	84,190
Total Resources	<u>\$ 14,046,970</u>	<u>\$ 13,850,911</u>	<u>\$ 13,816,446</u>	<u>\$ 13,746,604</u>	<u>\$ 14,183,146</u>
<b>Projected Actual Surplus or (Deficit)</b>	<b>\$ 469,515</b>	<b>\$ 238,598</b>	<b>\$ (170,617)</b>	<b>\$ 29,225</b>	<b>\$ 599,430</b>



## Library FAQs

Facilities: 10

Registered Users: 141,916

Items Checked Out: 1.7 M

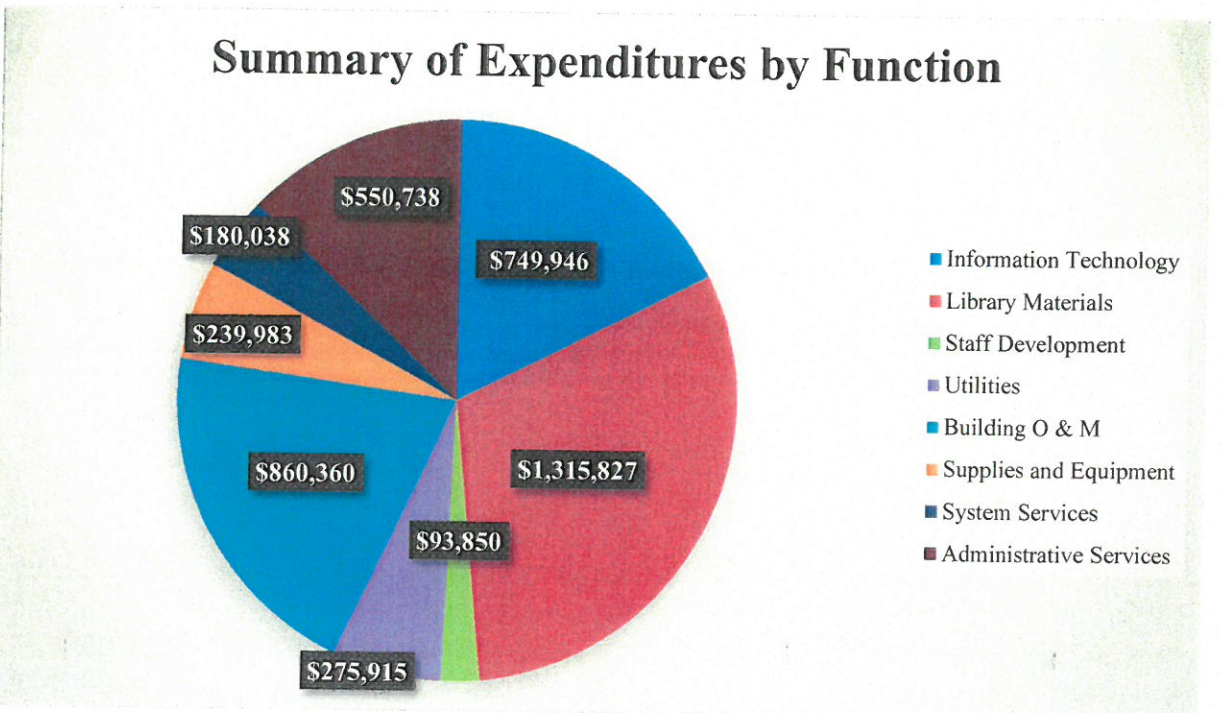
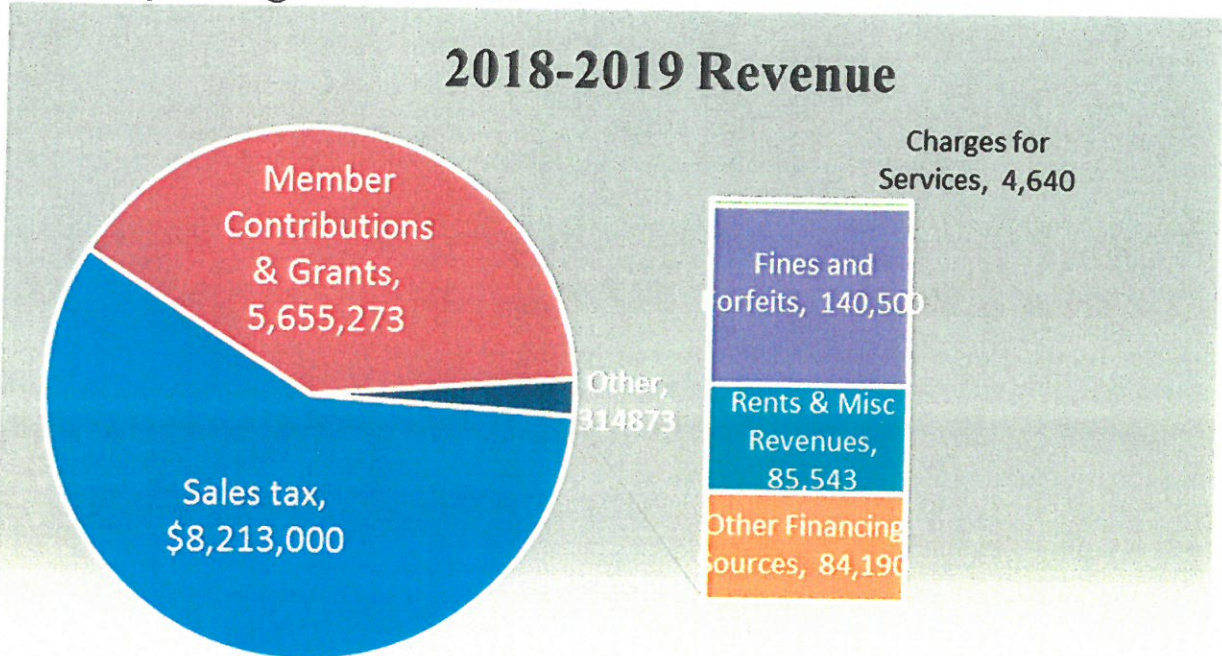
Electronic Material Check Out: 136K

Programs: 1,935

Attendance: 50,745

Library Visits: 1.1M

Library Budget Overview



## Library Revenue

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.

	2016-2017 Actual	2017-2018 Adopted Budget	2017-2018 Adjusted Budget	2017-2018 Estimated Actual	2018-2019 Recommended Budget	Growth over 2017- 2018 Estimated Actual
SALES AND USE TAX	7,689,227	7,994,000	7,994,000	7,994,000	8,213,000	2.7%
OTHER TAXES	422,370	-	-	-	-	
FEDERAL	2,400	-	-	-	-	
STATE	3,753	-	-	-	-	
LOCAL	5,607,264	5,585,273	5,585,273	5,585,273	5,655,273	1.3%
LIBRARY	-	-	-	2,320	4,640	100.0%
MISCELLANEOUS CHARGES FOR SERVICE	-	-	-	-	-	
FINES AND FORFEITS	23	140,500	140,500	472	140,500	29666.9%
INVESTMENT EARNINGS	42,444	39,070	39,070	44,916	44,520	-0.9%
CONTRIBUTIONS & DONATIONS-PRIVATE	48,848	35,878	40,603	35,878	32,523	-9.4%
OTHER MISCELLANEOUS REVENUES	197,749	17,000	17,000	30,101	8,500	-71.8%
INTERFUND TRANSFERS IN	32,892	39,190	48,551	48,551	84,190	73.4%
PROCEEDS OF ASSET DISPOSITIONS	-	-	-	5,093	-	-100.0%
<b>TOTAL REVENUE</b>	<b>\$ 14,046,970</b>	<b>\$ 13,850,911</b>	<b>\$ 13,864,998</b>	<b>\$ 13,746,604</b>	<b>\$ 14,183,146</b>	<b>3.2%</b>

## Library Expenditures

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

### Operating Expenditures

The following operating expenditure lines have increased/decreased greater than 10% from the previous fiscal year:

	2017-2018 Adopted	2018-2019 Draft Budget	% Change	Reason for Change
Security patrols-City Hall Complex/Library	\$ 4,399	\$ 7,899	79.6%	Increase in Contract Pricing
Janitorial Services	\$ 235,963	\$ 266,276	12.8%	Increase in Contract Pricing
Vehicle Maintenance Costs-Outside	\$ 5,000	\$ 6,500	30.0%	Increase in Pricing from Fleet Maintenance
Building O&M	\$ 205,057	\$ 181,803	-11.3%	Reduced due to the reclassification of the BMW I to BMW II
Landscape Maint Serv	\$ 35,500	\$ 45,700	28.7%	Increase in Services Needed
Hardware Maint Serv	\$ 36,000	\$ 47,000	30.6%	Dell Maintenance and SV Media Wall Contracts have increased
Telecomm-Outside	\$ 113,147	\$ 169,625	49.9%	Increased costs for CENIC
	2017-2018 Adopted	2018-2019 Draft Budget	% Change	Reason for Change

## Santa Cruz Public Libraries

Insurance-Outside	\$ 50,680	\$ 42,724	-15.7%	Policy Estimate was Reduced through City Risk Management
Printing-Outside	\$ 19,600	\$ 24,600	25.5%	Increase for Summer Reading
Grants & Donations-Books & Periodicals	\$ 12,005	\$ 2,650	-77.9%	Fleming Trust has been exhausted
Safety Cloth/Equip	\$ 4,710	\$ 12,510	165.6%	Budgeted for More Ergonomic Assessments and Supply Orders
Library Func Supplies	\$ 177,200	\$ 141,500	-20.1%	No New Library Cards Need to be Ordered
Office Furniture/Equip	\$ 13,300	\$ 17,800	33.8%	Reduced due to Measure S projects

### Library Fund Balance

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

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

**Proposed Changes**

	2017-2018 Adopted	2018-2019 Proposed Budget	% Change
Revenues	\$13,850,911	\$14,183,146	2.4%
Personnel	\$10,058,899	\$10,125,299	0.7%
Expenditures	\$4,173,414	\$4,188,853	0.4%
Total Operational Surplus or <Deficit>	<\$381,402>	<\$284,595>	
Reserve Applied to Personnel	\$381,402	\$400,000	
<b>Total Operational Surplus or &lt;Deficit&gt;</b>	<b>\$0</b>	<b>\$115,405</b>	
<hr/>			
Proposal #1 Elimination of Children's Fines		<\$25,300>	
Proposal #2 Personnel changes		<\$28,174>	
Proposal #3 Changes in Hours		\$0	
Proposal #4 Innovation Grant Funding		\$<50,000>	
Proposal #5 DTN & B40 Restroom Cleaning		<\$15,000)	
<b>Total Operational Surplus or &lt;Deficit&gt; with Proposed Changes</b>		<b>&lt;\$3,069&gt;</b>	

1. *Revenue Change:* Eliminate Overdue Fines on Materials for Kids 0-18 year old  
Cost: <\$25,300> annually

*Discussion:*

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

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

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

We currently have 21,415 library card-holders between 0-18 years of age. Unfortunately, outstanding fines block 3,689 young people (or 17%) from borrowing any more materials. Accounts are blocked when they reach \$10 in fines. Over 80% of these blocked patrons owe

overdue fees, and less than 20% have lost any items. The revenue from juvenile fines in 2017 was \$25,300, which is only 0.19% of our budget.

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

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

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

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

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

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

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

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

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

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

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

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

Sources:

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

2. *Expenditure*: Position Reclassifications

*Cost*: \$28,174 annually

*Discussion*:

The Library is recommending two changes to personnel for FY19.

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

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



FY 2019 Costs					
Position Title	Position #	FTE	Current Position Budget	New Position Budget	Fiscal Impact
Building Maintenance Worker I	117-018	1.0	\$81,264		\$(81,264)
Building Maintenance Worker II	118-xxx	1.0		\$81,493	\$81,493
Management Analyst	702-011	1.0	\$115,276		\$(115,276)
Principal Management Analyst	729-xxx	1.0		\$141,160	\$141,160
FY19 Total					\$28,174

3. *Changes to Open Hours*

*Cost:* \$0

*Discussion:*

The Capitola Branch Library will be closing May 1, 2018 in order to start construction on the current site. The Library is recommending a change in hours for the Aptos and Live Oak Branch libraries as a result.

The Library is also recommending a change to the Garfield Park open hours as a result of an analysis done of the usage and traffic patterns of the branch. The overall weekly hours are not changing but the Tuesday through Thursday open hours have been amended.

# Santa Cruz Public Libraries

Below is the current open hours by branch and the proposed open hours by branch.

Current Hours	BRANCH	SUN	MON	TUE	WED	THURS	FRI	SAT	TOTAL # OF HRS
	Aptos	closed	10-7	10-7	10-7	10-7	10-5	10-5	50
	Boulder Creek	closed	closed	10-6	10-6	10-6	10-5	10-5	38
	Branciforte	closed	closed	10-6	10-6	10-6	11-5	11-5	36
	Capitola	closed	closed	10-7	10-7	10-7	10-5	10-5	41
	Downtown	1-5	10-8	10-8	10-8	10-8	10-5	10-5	58
	Felton	12-5	closed	11-6	11-6	11-6	12-5	12-5	36
	Garfield Park	closed	10-5	1-7	10-7	1-7	1-5	10-2	42
	La Selva Beach	closed	closed	10-7	10-7	10-6	12-5	12-5	36
	Live Oak	1-5	10-7	10-7	10-7	10-7	1-5	closed	44
	Scotts Valley	closed	10-7	10-7	10-7	10-7	10-5	10-5	50
									431
Proposed Hours	BRANCH	SUN	MON	TUE	WED	THURS	FRI	SAT	TOTAL # OF HRS
	Aptos	closed	10-8	10-8	10-8	10-8	10-5	10-5	54
	Boulder Creek	closed	closed	10-6	10-6	10-6	10-5	10-5	38
	Branciforte	closed	closed	10-6	10-6	10-6	11-5	11-5	36
	Capitola	closed	closed	closed	closed	closed	closed	closed	0
	Downtown	1-5	10-8	10-8	10-8	10-8	10-5	10-5	58
	Felton	12-5	closed	11-6	11-6	11-6	12-5	12-5	36
	Garfield Park	closed	10-5	11-6	11-6	11-6	1-5	10-2	42
	La Selva Beach	closed	closed	10-7	10-7	10-6	12-5	12-5	36
	Live Oak	1-5	10-7	10-7	10-7	10-7	10-5	10-5	54
	Scotts Valley	closed	10-7	10-7	10-7	10-7	10-5	10-5	50
									404

\*The hours in yellow are the proposed changes with regards to the closure of Capitola

\*The hours in blue are the proposed changes to Garfield Park's hours.

#### 4. Innovation Grant Funding

Cost: \$50,000

Discussion:

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

5. *Additional Restroom Cleaning for Downtown and Branciforte*

Cost: \$15,000

*Discussion:*

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

# Santa Cruz Public Libraries

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## LIBRARY TRUST FUND ACCOUNTS

### ANNA GRUBER BEQUEST

- Donor: Anna Gruber died in 2012 leaving the Library a bequest
- Terms: The Anna Gruber Trust gave the bequest to the Library for library materials for Branciforte with the understanding items do not stay in any one branch.
- Balance of Trust as of 3/31/17: \$17,159
- Income: Interest earned is added to principal
- Management: Held by the City Finance Department. CMS Manager manages the funds.
- Plans: Spend out trust.

### FINKELDEY TRUST

- Donor: Stella A. H. Finkeldey, a teacher and principal in the Santa Cruz City School System, left her estate to the Santa Cruz Public Library in 1949.
- Terms: "...the net income there from, plus the annual sum of \$100.00 from the principal, [shall] be used and expended solely for the purchase of musical literature for and to be kept in the music department of the Santa Cruz Public Library."
- Balance of Trust as of 3/31/17: \$9,002
- Income: Interest earned is added to principal
- Management: Held by the City Finance Department. Complete record is reflected in Library budget. CMS Manager manages the funds.

### DOROTHY A. HALE TRUST

- Donor: Dorothy A. Hale died in 2011 leaving the Library a bequest.
- Terms: The Dorothy A. Hale Trust specifies that the Library use the funds for "the Scotts Valley Branch of the Santa Cruz Public Library System.

Balance of  
Trust as of  
3/31/17: \$45,977

Income: Interest earned is added to principal

Management: Held by the City Finance Department. Regional Manager, Laura Whaley, manages funds.

## LEET-CORDAY TRUST

Donor: Robert Leet-Corday

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

Balance of  
Trust as of  
3/31/17: \$95,838

Income: Interest earned is added to principal

Management: Held by the City Finance Department. DTN Regional 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.

# Santa Cruz Public Libraries

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Balance of  
Trust as of  
3/31/17: \$215,257

Income: Interest earned is added to principal

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

## MCCASKILL TRUST – VISUALLY IMPAIRED

Donor: See above

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

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

Balance of  
Trust as of  
3/31/17: \$204,381

Income: Interest earned is added to principal

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

## JAMES MORLEY TRUST

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

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

Balance of  
Trust as of  
3/31/17: \$13,260

# Santa Cruz Public Libraries

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Income: Interest earned is added to principal

Management: Held by the City Finance Department. Regional Manger manages funds.

## RICHARDSON TRUST

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

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

Balance of  
Trust as of  
3/31/17: \$VIVIAN

Income: 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 in May and that is appropriated into the Library’s annual budget. CMS Manager manages this trust.

## WILLIAM COX SULZNER TRUST

Donor: William Cox Sulzner, also known as Lee Cox Sulzner, gave his estate to FSCPL to establish an endowment in his name.

Terms: “The net income of this fund shall be used to purchase mystery books, mystery tapes or other media, all of which shall bear my name as the donor.”

Balance of  
Trust as of  
3/31/17: \$141,579

Income: Interest only.

Management: FSCPL holds this trust. CMS Manager manages this trust.

## UTTER TRUST

## Santa Cruz Public Libraries

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

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

Balance of  
Trust as of  
3/31/17: \$293,783

Income: Interest Only

Management: FSCPL holds this trust. Held at Community Foundation of Santa Cruz County. Asst. Director manages these funds.

### WHALEN TRUST

Donor: Family Trust of Kenneth H. Whalen and Shirley M. Whalen. Kenneth Whalen died on December 1, 2008, leaving the Felton Branch of the Library a Trust for capital improvements and book purchases.

Terms: The Whalen Trust specifies that the Library use the funds for the Felton Branch "for capital improvements and/or new books".

Balance of  
Trust as of  
3/31/17: \$95,332

Income: Interest earned is added to principal

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

Plans: Felton opening day collection TBD.



**Position Listing**

	FY 19 Position FTE	
Administration (Admin, CMS, LIT)		
Accounting Assistant I	1.50	
Administrative Assistant II	2.90	
Building Maintenance Worker I	1.00	
Building Maintenance Worker II	1.00	
Courier Driver	1.00	
Information Tech Specialist I	1.00	
Information Tech Specialist III	2.00	
Library Assistant II	8.25	
Library Information Specialist	2.50	
<b>Volunteer Coordinator Assistant</b>	<b>0.50</b>	
Service Field Crew Leader	1.00	
Library Assistant IV	1.00	
Management Analyst	1.00	
Programmer Analyst II	1.00	
Network & Systems Administrator	2.00	
Library Specialist/Volunteer Coordinator	2.00	
Librarian II	4.00	
<b>Librarian III/CMS Manager</b>	<b>1.00</b>	
Systems Coordinator	1.00	
Director of Libraries	1.00	
Assistant Director of Libraries	1.00	
Library IT Manager	1.00	
<i>FTE</i>		
<i>Subtotal</i>		<i>38.65</i>
Aptos		
Library Assistant II	3.93	
Library Assistant III	1.00	
Librarian II	1.50	
Librarian III	0.25	
<i>FTE</i>		
<i>Subtotal</i>		<i>6.68</i>
Boulder Creek		
Library Assistant II	0.50	
Library Assistant III	1.00	

# Santa Cruz Public Libraries

	Librarian II	1.02
	Librarian III	0.34
<i>FTE</i>		
<i>Subtotal</i>		2.86
<b>Branciforte</b>		
	Library Assistant II	1.50
	Library Information Specialist	0.25
	Library Assistant III	1.00
	Librarian II	0.50
	Librarian III	0.34
<i>FTE</i>		
<i>Subtotal</i>		3.59
<b>Capitola</b>		
	Library Assistant II	1.50
	Library Assistant III	1.00
	Librarian II	0.50
	Librarian III	0.25
<i>FTE</i>		
<i>Subtotal</i>		3.25
<b>Downtown</b>		
	Library Assistant I	1.00
	Library Assistant II	4.75
	Library Information Specialist	2.00
	Library Assistant III	1.00
	Library Assistant IV	1.00
	Librarian II	3.50
	Librarian I	0.50
	Librarian II	1.00
	Librarian III	0.33
<i>FTE</i>		
<i>Subtotal</i>		15.08
<b>Felton</b>		
	Library Assistant II	0.50
	Library Assistant III	1.00
	Librarian II	0.99
	Librarian III	0.33
<i>FTE</i>		
<i>Subtotal</i>		2.82
<b>Garfield Park</b>		
	Library Assistant II	0.50

# Santa Cruz Public Libraries

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	Library Information Specialist	0.25	
	Library Assistant III	1.00	
	Librarian II	0.50	
	Librarian III	0.33	
<i>FTE</i>			
<i>Subtotal</i>			2.58
La Selva Beach			
	Library Assistant II	0.70	
	Library Assistant III	1.00	
	Librarian II	0.50	
	Librarian III	0.25	
<i>FTE</i>			
<i>Subtotal</i>			2.45
Live Oak			
	Library Assistant II	2.25	
	Library Assistant III	1.00	
	Librarian II	1.50	
	Librarian III	0.25	
<i>FTE</i>			
<i>Subtotal</i>			5.00
Scotts Valley			
	Library Assistant II	3.13	
	Library Assistant III	1.00	
	Librarian II	0.99	
	Librarian III	0.33	
<i>FTE</i>			
<i>Subtotal</i>			5.45
Outreach			
	Administrative Assistant II	0.63	
	Library Assistant II	1.00	
	Bookmobile Library Assistant	1.80	
	Librarian II	0.50	
	Librarian I	0.50	
<i>FTE</i>			
<i>Subtotal</i>			4.43
<b>FTE Total</b>			<b>92.83</b>

**Appendix A:**

**Expenditures by Branch**

The following reports are expenditures broken down by branch.

# Santa Cruz Public Libraries

Acct	Title	Year-To-Date Ado Budget	Year-To-Date Adj Budget	Estimated Actual	2019 Dept Request
<b>Fund 951 – Library Joint Powers Authority</b>					
<b>Activity 3601 – Administration</b>					
51110	Regular full time	\$ 2,507,946	\$ 2,507,946	\$ 2,563,605	\$ 2,879,022
51111	Regular part time	\$ 199,123	\$ 199,123	\$ 153,039	\$ 173,443
51114	Overtime	\$ 6,500	\$ 6,500	\$ 3,142	\$ 6,500
51115	Termination pay	\$ -	\$ -	\$ 5,127	\$ -
51122	Temporary	\$ 42,000	\$ 42,000	\$ 692,490	\$ 35,000
51130	Other pay	\$ -	\$ -	\$ 1,139	\$ -
51132	Special vacation pay	\$ -	\$ -	\$ 5,825	\$ -
51150	Vehicle-phone-data allowance	\$ 3,384	\$ 3,384	\$ 3,384	\$ 3,384
51201	Retirement contribution	\$ 521,764	\$ 526,335	\$ 152,502	\$ 194,369
51202	F.I.C.A.	\$ 5,876	\$ 5,876	\$ 33,082	\$ -
51203	PERS unfunded liability	\$ -	\$ -	\$ 323,055	\$ 406,313
51210	Group health insurance	\$ 618,543	\$ 616,938	\$ 570,408	\$ 609,033
51212	Group dental insurance	\$ 41,484	\$ 41,612	\$ 41,977	\$ 45,447
51213	Vision insurance	\$ 6,793	\$ 6,825	\$ 6,829	\$ 7,338
51214	Medicare insurance	\$ 34,084	\$ 34,411	\$ 44,430	\$ 38,939
51215	Employee assistance program	\$ 1,515	\$ 1,515	\$ 1,514	\$ 1,775
51220	Group life insurance	\$ 782	\$ 789	\$ 786	\$ 870
51221	Disability insurance	\$ 28,690	\$ 28,690	\$ 16,552	\$ 30,845
51230	Unemployment insurance	\$ 21,422	\$ 21,268	\$ 28,267	\$ 23,294
51240	Workers' compensation	\$ 118,118	\$ 119,046	\$ 128,776	\$ 114,703
51250	Temp Employee Benefits - Budget Only	\$ -	\$ -	\$ -	\$ 4,900
51910	Intrafund labor - credit	\$ -	\$ -	\$ -	\$ -
52131	Claims management services - outside	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000
52135	Financial services - outside	\$ 550,738	\$ 550,738	\$ 550,738	\$ 550,738
52150	Merchant bank fees	\$ 2,500	\$ 2,500	\$ 2,081	\$ 2,500
52155	Courier services	\$ -	\$ 2,000	\$ 2,000	\$ 2,000
52199	Other professional & technical services	\$ 42,899	\$ 52,149	\$ 52,149	\$ 47,000
52201	Water, sewer and refuse	\$ 7,600	\$ 7,600	\$ 7,600	\$ 7,600
52202	Hazardous materials disposal	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
52211	Janitorial services	\$ 25,098	\$ 25,098	\$ 25,098	\$ 25,776
52223	Equip annual inventory charge - internal	\$ 4,690	\$ 4,690	\$ 4,690	\$ 4,690
52226	Vehicle work order charges - internal	\$ 16,250	\$ 16,250	\$ 16,250	\$ 16,250
52227	Vehicle fuel island charges - internal	\$ 12,500	\$ 12,500	\$ 12,500	\$ 12,500
52240	Office equipment operation/maint	\$ 2,700	\$ 2,700	\$ 3,000	\$ 2,700
52241	Vehicle maintenance costs - outside	\$ 5,000	\$ 5,000	\$ 2,500	\$ 6,500
52244	Other equipment operation/maintenance	\$ 3,500	\$ 3,500	\$ 1,500	\$ 3,500
52246	Building and facility o & m - outside	\$ 129,345	\$ 32,995	\$ 97,995	\$ 23,607
52247	Landscaping maintenance services	\$ 35,500	\$ 8,000	\$ 8,000	\$ 9,500
52248	Software maintenance services	\$ 345,575	\$ 295,575	\$ 345,575	\$ 361,321
52249	Hardware maintenance services	\$ 21,000	\$ 21,000	\$ 21,000	\$ 32,000
52261	Equipment, building and land rentals	\$ 284,306	\$ 284,306	\$ 284,306	\$ 215,142
52302	Travel and meetings	\$ 11,480	\$ 11,480	\$ 11,480	\$ 11,000
52304	Training	\$ 75,000	\$ 75,000	\$ 75,000	\$ 81,500
52403	Telecommunications service - outside	\$ 110,122	\$ 160,122	\$ 110,122	\$ 166,600
52932	Liability insurance/surety bonds-interna	\$ 37,442	\$ 37,442	\$ 37,442	\$ 37,442
52933	Liability insurance/surety bonds-outside	\$ 50,680	\$ 50,680	\$ 42,724	\$ 42,724
52960	Advertising	\$ 16,730	\$ 16,730	\$ 17,610	\$ 17,610
52961	Dues and memberships	\$ 35,162	\$ 35,162	\$ 35,162	\$ 35,162
52972	Printing and binding-outside	\$ 19,600	\$ 19,600	\$ 19,600	\$ 24,600
53101	Postage charges	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000
53102	Office supplies	\$ 4,900	\$ 4,900	\$ 4,900	\$ 6,400
53106	Books and periodicals	\$ 1,154,357	\$ 1,448,577	\$ 1,448,577	\$ 1,157,837
53107	Books and periodicals-grants & donations	\$ 12,005	\$ 15,550	\$ 15,550	\$ 2,650
53108	Safety clothing and equipment	\$ 4,710	\$ 7,710	\$ 5,250	\$ 4,710
53112	Library functional supplies	\$ 177,200	\$ 133,200	\$ 177,200	\$ 141,500
53113	Janitorial supplies	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
53311	Electricity	\$ 5,650	\$ 5,650	\$ 5,650	\$ 5,650
53312	Natural gas	\$ 550	\$ 550	\$ 550	\$ 550
54990	Miscellaneous supplies and services	\$ 36,250	\$ 36,250	\$ 36,250	\$ 52,750
56995	Refunded fees and fines	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
57401	Office furniture/equipment	\$ 13,300	\$ 6,400	\$ 6,400	\$ 17,800
57402	Vehicle equipment	\$ 45,000	\$ 45,000	\$ 45,000	\$ 45,000
57409	Computer equipment	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000
<b>Total Administration</b>		<b>\$ 7,605,363</b>	<b>\$ 7,746,862</b>	<b>\$ 8,455,378</b>	<b>\$ 7,897,984</b>

# Santa Cruz Public Libraries

ctivity 3602 – Aptos					
51110	Regular full time	248,590.00	248,590.00	197,168.00	238,578.00
51111	Regular part time	107,214.00	107,214.00	103,250.00	146,289.00
51122	Temporary	100,000.00	100,000.00	54,552.00	127,391.00
51132	Special vacation pay	-	-	911.00	-
51201	Retirement contribution	69,112.00	74,618.00	16,616.00	24,818.00
51202	F.I.C.A.	13,990.00	13,990.00	1,757.00	-
51203	PERS unfunded liability	-	-	34,651.00	51,230.00
51210	Group health insurance	128,496.00	134,992.00	101,815.00	117,851.00
51212	Group dental insurance	6,780.00	7,052.00	6,765.00	7,326.00
51213	Vision insurance	1,119.00	1,183.00	1,115.00	1,233.00
51214	Medicare insurance	4,930.00	5,237.00	4,582.00	5,188.00
51215	Employee assistance program	280.00	322.00	286.00	322.00
51220	Group life insurance	120.00	125.00	118.00	134.00
51221	Disability insurance	4,196.00	4,650.00	1,821.00	5,103.00
51230	Unemployment insurance	2,434.00	2,804.00	2,040.00	2,429.00
51240	Workers' compensation	16,118.00	17,369.00	12,992.00	14,702.00
51250	Temp Employee Benefits - Budget Only	-	-	-	17,835.00
51910	Intrafund labor - credit	-	-	-	-
52201	Water, sewer and refuse	7,400.00	7,400.00	7,400.00	7,750.00
52211	Janitorial services	17,961.00	15,461.00	15,461.00	20,000.00
52240	Office equipment operation/maint	100.00	100.00	100.00	100.00
52244	Other equipment operation/maintenance	350.00	350.00	700.00	350.00
52246	Building and facility o & m - outside	11,929.00	11,929.00	11,929.00	22,929.00
52247	Landscaping maintenance services	-	9,800.00	4,800.00	7,300.00
52302	Travel and meetings	150.00	150.00	150.00	150.00
53102	Office supplies	1,500.00	1,500.00	1,525.00	1,500.00
53108	Safety clothing and equipment	-	-	-	1,500.00
53109	Copier supplies	350.00	350.00	350.00	350.00
53113	Janitorial supplies	2,500.00	2,500.00	2,500.00	2,500.00
53311	Electricity	13,000.00	13,000.00	13,000.00	13,000.00
53312	Natural gas	2,000.00	2,000.00	2,000.00	2,000.00
54990	Miscellaneous supplies and services	17,000.00	17,000.00	17,000.00	14,000.00
<b>Total Aptos</b>		<b>777,619.00</b>	<b>799,686.00</b>	<b>617,354.00</b>	<b>853,858.00</b>

# Santa Cruz Public Libraries

Acct	Title	Year-To-Date Ado Budget	Year-To-Date Adj Budget	Estimated Actual	2019 Dept Request
<b>ctivity 3603 – Boulder Creek</b>					
51110	Regular full time	163,190.00	163,190.00	165,065.00	170,388.00
51111	Regular part time	27,607.00	27,607.00	19,354.00	18,792.00
51122	Temporary	32,000.00	32,000.00	19,178.00	36,775.00
51132	Special vacation pay	-	-	199.00	-
51201	Retirement contribution	35,607.00	39,470.00	9,193.00	11,442.00
51202	F.I.C.A.	4,477.00	4,477.00	237.00	-
51203	PERS unfunded liability	-	-	21,119.00	25,182.00
51210	Group health insurance	35,196.00	41,692.00	33,698.00	37,703.00
51212	Group dental insurance	3,185.00	3,457.00	3,068.00	3,177.00
51213	Vision insurance	528.00	592.00	502.00	528.00
51214	Medicare insurance	2,632.00	2,819.00	2,705.00	2,679.00
51215	Employee assistance program	140.00	182.00	123.00	119.00
51220	Group life insurance	30.00	35.00	32.00	35.00
51221	Disability insurance	2,846.00	3,300.00	1,108.00	2,846.00
51230	Unemployment insurance	1,286.00	1,546.00	1,255.00	1,222.00
51240	Workers' compensation	8,643.00	9,520.00	7,418.00	7,226.00
51250	Temp Employee Benefits - Budget Only	-	-	-	5,149.00
51910	Intrafund labor - credit	-	-	-	-
52201	Water, sewer and refuse	6,060.00	6,060.00	6,060.00	6,060.00
52211	Janitorial services	12,996.00	14,996.00	14,996.00	16,500.00
52240	Office equipment operation/maint	100.00	100.00	100.00	100.00
52244	Other equipment operation/maintenance	350.00	350.00	350.00	350.00
52246	Building and facility o & m - outside	3,736.00	3,736.00	4,500.00	12,736.00
52247	Landscaping maintenance services	-	4,800.00	4,800.00	7,300.00
52302	Travel and meetings	150.00	150.00	150.00	150.00
53102	Office supplies	800.00	800.00	800.00	800.00
53108	Safety clothing and equipment	-	-	-	500.00
53109	Copier supplies	350.00	350.00	350.00	350.00
53113	Janitorial supplies	1,500.00	1,500.00	1,500.00	1,500.00
53311	Electricity	7,800.00	7,800.00	7,800.00	7,800.00
53312	Natural gas	1,300.00	1,300.00	1,300.00	1,300.00
57408	Building equipment	-	10,000.00	10,000.00	-
<b>Total Boulder Creek</b>		<b>352,509.00</b>	<b>381,829.00</b>	<b>336,960.00</b>	<b>378,709.00</b>

# Santa Cruz Public Libraries

Acct	Title	Year-To-Date Ado Budget	Year-To-Date Adj Budget	Estimated Actual	2019 Dept Request
<b>ctivity 3604 – Branciforte</b>					
51110	Regular full time	196,281.00	196,281.00	196,833.00	204,227.00
51111	Regular part time	26,291.00	26,291.00	24,874.00	26,803.00
51122	Temporary	63,000.00	63,000.00	20,719.00	49,840.00
51132	Special vacation pay	-	-	334.00	-
51201	Retirement contribution	43,300.00	43,300.00	12,104.00	15,672.00
51202	F.I.C.A.	8,814.00	8,814.00	386.00	-
51203	PERS unfunded liability	-	-	25,568.00	30,753.00
51210	Group health insurance	59,398.00	59,398.00	54,518.00	54,511.00
51212	Group dental insurance	3,589.00	3,589.00	3,590.00	3,590.00
51213	Vision insurance	606.00	606.00	606.00	606.00
51214	Medicare insurance	3,126.00	3,126.00	3,224.00	3,230.00
51215	Employee assistance program	149.00	149.00	150.00	149.00
51220	Group life insurance	75.00	75.00	75.00	75.00
51221	Disability insurance	2,824.00	2,824.00	1,359.00	2,824.00
51230	Unemployment insurance	1,247.00	1,247.00	1,316.00	1,290.00
51240	Workers' compensation	10,083.00	10,083.00	8,982.00	8,826.00
51250	Temp Employee Benefits - Budget Only	-	-	-	6,978.00
51910	Intrafund labor - credit	-	-	-	-
52201	Water, sewer and refuse	5,260.00	5,260.00	5,260.00	5,260.00
52211	Janitorial services	14,452.00	32,452.00	16,750.00	20,000.00
52240	Office equipment operation/maint	100.00	100.00	100.00	100.00
52244	Other equipment operation/maintenance	350.00	350.00	350.00	350.00
52246	Building and facility o & m - outside	5,689.00	8,689.00	5,689.00	14,689.00
52247	Landscaping maintenance services	-	4,000.00	4,250.00	2,500.00
52302	Travel and meetings	150.00	150.00	150.00	150.00
53102	Office supplies	1,500.00	1,500.00	1,500.00	1,500.00
53108	Safety clothing and equipment	-	-	-	500.00
53109	Copier supplies	350.00	350.00	350.00	350.00
53113	Janitorial supplies	2,000.00	2,000.00	2,000.00	2,000.00
53311	Electricity	10,000.00	10,000.00	10,000.00	10,000.00
53312	Natural gas	800.00	800.00	800.00	800.00
<b>Total Branciforte</b>		<b>459,434.00</b>	<b>484,434.00</b>	<b>401,837.00</b>	<b>467,573.00</b>



# Santa Cruz Public Libraries

Acct	Title	Year-To-Date Ado Budget	Year-To-Date Adj Budget	Estimated Actual	2019 Dept Request
<b>Activity 3605 – Capitola Branch</b>					
51110	Regular full time	170,845.00	170,845.00	177,801.00	
51111	Regular part time	24,257.00	24,257.00	24,872.00	
51122	Temporary	53,000.00	53,000.00	35,591.00	
51132	Special vacation pay	-	-	532.00	
51201	Retirement contribution	37,806.00	39,499.00	11,045.00	
51202	F.I.C.A.	7,415.00	7,415.00	-	
51203	PERS unfunded liability	-	-	23,315.00	
51210	Group health insurance	47,348.00	41,628.00	39,676.00	
51212	Group dental insurance	3,189.00	3,189.00	3,189.00	
51213	Vision insurance	585.00	457.00	463.00	
51214	Medicare insurance	2,739.00	2,907.00	2,951.00	
51215	Employee assistance program	156.00	156.00	152.00	
51220	Group life insurance	58.00	58.00	58.00	
51221	Disability insurance	2,608.00	2,608.00	1,229.00	
51230	Unemployment insurance	889.00	926.00	927.00	
51240	Workers' compensation	9,003.00	11,016.00	10,085.00	
52201	Water, sewer and refuse	3,450.00	3,450.00	3,450.00	
52211	Janitorial services	7,017.00	7,017.00	7,017.00	
52240	Office equipment operation/maint	100.00	100.00	100.00	
52244	Other equipment operation/maintenance	350.00	350.00	350.00	
52246	Building and facility o & m - outside	3,477.00	3,477.00	3,477.00	
52302	Travel and meetings	150.00	150.00	150.00	
52403	Telecommunications service - outside	-	1,585.00	1,585.00	
53102	Office supplies	1,500.00	1,500.00	1,500.00	
53108	Safety clothing and equipment	-	-	10.00	
53109	Copier supplies	350.00	350.00	-	
53113	Janitorial supplies	1,500.00	1,500.00	1,500.00	
53311	Electricity	6,800.00	6,800.00	6,800.00	
54990	Miscellaneous supplies and services	-	-	100.00	
<b>Total Capitola Branch</b>		<b>384,592.00</b>	<b>384,240.00</b>	<b>357,925.00</b>	

# Santa Cruz Public Libraries

Acct	Title	Year-To-Date Ado Budget	Year-To-Date Adj Budget	Estimated Actual	2019 Dept Request
<b>Activity 3606 – Downtown Branch</b>					
51110	Regular full time	828,247.00	828,247.00	730,975.00	746,596.00
51111	Regular part time	113,754.00	113,754.00	118,375.00	157,450.00
51115	Termination pay	-	-	8,031.00	-
51122	Temporary	262,000.00	262,000.00	161,513.00	275,652.00
51130	Other pay	-	-	35.00	-
51132	Special vacation pay	-	-	2,223.00	-
51201	Retirement contribution	183,092.00	176,828.00	46,499.00	57,501.00
51202	F.I.C.A.	36,654.00	36,654.00	3,376.00	-
51203	PERS unfunded liability	-	-	97,819.00	120,337.00
51210	Group health insurance	190,993.00	198,318.00	173,091.00	185,281.00
51212	Group dental insurance	11,847.00	11,719.00	11,047.00	11,679.00
51213	Vision insurance	1,947.00	2,043.00	1,944.00	2,106.00
51214	Medicare insurance	13,250.00	12,755.00	13,038.00	12,706.00
51215	Employee assistance program	636.00	636.00	564.00	615.00
51220	Group life insurance	268.00	261.00	257.00	277.00
51221	Disability insurance	12,509.00	12,509.00	5,178.00	12,282.00
51230	Unemployment insurance	5,454.00	5,571.00	6,271.00	6,295.00
51240	Workers' compensation	44,319.00	41,378.00	36,004.00	34,534.00
51250	Temp Employee Benefits - Budget Only	-	-	-	38,591.00
51910	Intrafund labor - credit	-	-	-	-
52145	Security patrols - City Hall	4,399.00	14,399.00	9,000.00	7,899.00
52201	Water, sewer and refuse	26,050.00	26,050.00	26,050.00	26,050.00
52211	Janitorial services	114,897.00	129,897.00	114,897.00	125,000.00
52240	Office equipment operation/maint	100.00	100.00	800.00	100.00
52244	Other equipment operation/maintenance	1,750.00	1,750.00	2,200.00	1,750.00
52246	Building and facility o & m - outside	23,630.00	48,630.00	38,000.00	43,630.00
52247	Landscaping maintenance services	-	-	600.00	2,500.00
52302	Travel and meetings	150.00	150.00	150.00	150.00
53102	Office supplies	2,000.00	2,000.00	2,000.00	2,000.00
53108	Safety clothing and equipment	-	-	300.00	1,500.00
53109	Copier supplies	3,100.00	3,100.00	3,100.00	3,100.00
53113	Janitorial supplies	3,500.00	12,500.00	12,000.00	3,500.00
53311	Electricity	80,000.00	80,000.00	80,000.00	80,000.00
53312	Natural gas	7,500.00	7,500.00	7,500.00	7,500.00
54990	Miscellaneous supplies and services	27,773.00	82,412.60	82,413.00	24,773.00
<b>Total Downtown Branch</b>		<b>1,999,819.00</b>	<b>2,111,161.60</b>	<b>1,795,250.00</b>	<b>1,991,354.00</b>

# Santa Cruz Public Libraries

Acct	Title	Year-To-Date Ado Budget	Year-To-Date Adj Budget	Estimated Actual	2019 Dept Request
<b>Activity 3607 – Felton Branch</b>					
51110	Regular full time	157,531.00	157,531.00	159,351.00	162,983.00
51111	Regular part time	27,607.00	27,607.00	30,609.00	20,263.00
51122	Temporary	22,500.00	22,500.00	16,861.00	30,762.00
51132	Special vacation pay	-	-	193.00	-
51201	Retirement contribution	34,563.00	29,057.00	9,629.00	11,087.00
51202	F.I.C.A.	3,148.00	3,148.00	23.00	-
51203	PERS unfunded liability	-	-	21,756.00	24,392.00
51210	Group health insurance	40,231.00	33,735.00	38,208.00	49,412.00
51212	Group dental insurance	3,144.00	2,872.00	2,328.00	2,640.00
51213	Vision insurance	521.00	457.00	430.00	473.00
51214	Medicare insurance	2,541.00	2,234.00	2,732.00	2,585.00
51215	Employee assistance program	138.00	96.00	118.00	117.00
51220	Group life insurance	49.00	44.00	55.00	54.00
51221	Disability insurance	2,801.00	2,347.00	1,159.00	2,801.00
51230	Unemployment insurance	1,255.00	885.00	1,327.00	1,202.00
51240	Workers' compensation	8,387.00	7,136.00	7,519.00	7,000.00
51250	Temp Employee Benefits - Budget Only	-	-	-	4,307.00
51910	Intrafund labor - credit	-	-	-	-
52201	Water, sewer and refuse	280.00	280.00	280.00	280.00
52211	Janitorial services	961.00	6,061.00	6,061.00	6,250.00
52240	Office equipment operation/maint	100.00	100.00	100.00	100.00
52244	Other equipment operation/maintenance	350.00	350.00	350.00	350.00
52246	Building and facility o & m - outside	4,039.00	4,039.00	4,039.00	5,000.00
52247	Landscaping maintenance services	-	-	47.00	250.00
52261	Equipment, building and land rentals	18,000.00	21,600.00	21,600.00	21,600.00
52302	Travel and meetings	150.00	150.00	150.00	150.00
53102	Office supplies	800.00	800.00	400.00	400.00
53108	Safety clothing and equipment	-	-	-	500.00
53109	Copier supplies	350.00	350.00	350.00	350.00
53113	Janitorial supplies	1,500.00	1,500.00	1,500.00	1,500.00
53311	Electricity	1,525.00	1,525.00	1,525.00	1,525.00
53312	Natural gas	550.00	550.00	550.00	550.00
<b>Total Felton Branch</b>		<b>333,021.00</b>	<b>326,954.00</b>	<b>329,250.00</b>	<b>358,883.00</b>

# Santa Cruz Public Libraries

Acct	Title	Year-To-Date Ado Budget	Year-To-Date Adj Budget	Estimated Actual	2019 Dept Request
<b>Activity 3608 – Garfield Park Branch</b>					
51110	Regular full time	147,822.00	147,822.00	148,452.00	153,213.00
51111	Regular part time	27,607.00	27,607.00	24,165.00	20,263.00
51122	Temporary	28,000.00	28,000.00	16,665.00	32,775.00
51132	Special vacation pay	-	-	334.00	-
51201	Retirement contribution	33,171.00	37,034.00	8,984.00	11,004.00
51202	F.I.C.A.	3,917.00	3,917.00	-	-
51203	PERS unfunded liability	-	-	19,890.00	23,092.00
51210	Group health insurance	27,592.00	34,088.00	20,541.00	21,017.00
51212	Group dental insurance	1,566.00	1,838.00	1,553.00	1,558.00
51213	Vision insurance	330.00	394.00	327.00	330.00
51214	Medicare insurance	2,401.00	2,588.00	2,466.00	2,461.00
51215	Employee assistance program	128.00	170.00	87.00	86.00
51220	Group life insurance	50.00	55.00	52.00	55.00
51221	Disability insurance	2,358.00	2,812.00	1,050.00	2,358.00
51230	Unemployment insurance	1,044.00	1,304.00	789.00	790.00
51240	Workers' compensation	7,015.00	7,892.00	5,691.00	5,481.00
51250	Temp Employee Benefits - Budget Only	-	-	-	4,589.00
51910	Intrafund labor - credit	-	-	-	-
52201	Water, sewer and refuse	2,865.00	2,865.00	2,865.00	2,865.00
52211	Janitorial services	4,741.00	5,541.00	5,541.00	5,750.00
52240	Office equipment operation/maint	100.00	100.00	100.00	100.00
52244	Other equipment operation/maintenance	350.00	350.00	350.00	350.00
52246	Building and facility o & m - outside	1,184.00	1,184.00	3,500.00	5,000.00
52247	Landscaping maintenance services	-	3,600.00	3,600.00	5,000.00
52302	Travel and meetings	150.00	150.00	150.00	150.00
53102	Office supplies	800.00	800.00	800.00	800.00
53108	Safety clothing and equipment	-	-	200.00	500.00
53109	Copier supplies	350.00	350.00	350.00	350.00
53113	Janitorial supplies	1,500.00	1,500.00	1,500.00	1,500.00
53311	Electricity	4,000.00	4,000.00	4,000.00	4,000.00
53312	Natural gas	1,000.00	1,000.00	1,000.00	1,000.00
<b>Total Garfield Park Branch</b>		<b>300,041.00</b>	<b>316,961.00</b>	<b>275,002.00</b>	<b>306,437.00</b>

# Santa Cruz Public Libraries

Acct	Title	Year-To-Date Ado Budget	Year-To-Date Adj Budget	Estimated Actual	2019 Dept Request
<b>Activity 3609 – La Selva Beach Branch</b>					
51110	Regular full time	122,350.00	122,350.00	122,416.00	126,358.00
51111	Regular part time	27,607.00	27,607.00	27,484.00	19,620.00
51122	Temporary	23,000.00	23,000.00	15,259.00	32,775.00
51132	Special vacation pay	-	-	540.00	-
51201	Retirement contribution	28,074.00	28,074.00	7,694.00	9,059.00
51202	F.I.C.A.	3,218.00	3,218.00	182.00	-
51203	PERS unfunded liability	-	-	17,260.00	19,431.00
51210	Group health insurance	54,948.00	54,948.00	51,499.00	52,290.00
51212	Group dental insurance	2,933.00	2,933.00	2,984.00	2,933.00
51213	Vision insurance	457.00	457.00	471.00	457.00
51214	Medicare insurance	1,971.00	1,971.00	2,132.00	2,001.00
51215	Employee assistance program	114.00	114.00	111.00	114.00
51220	Group life insurance	44.00	44.00	48.00	44.00
51221	Disability insurance	2,155.00	2,155.00	906.00	2,155.00
51230	Unemployment insurance	928.00	928.00	974.00	839.00
51240	Workers' compensation	6,793.00	6,793.00	6,033.00	5,577.00
51250	Temp Employee Benefits - Budget Only	-	-	-	4,589.00
51910	Intrafund labor - credit	-	-	-	-
52211	Janitorial services	1,665.00	5,665.00	5,665.00	6,000.00
52240	Office equipment operation/maint	100.00	100.00	100.00	100.00
52244	Other equipment operation/maintenance	350.00	350.00	350.00	350.00
52246	Building and facility o & m - outside	48.00	48.00	200.00	1,548.00
52261	Equipment, building and land rentals	7,200.00	7,200.00	7,200.00	7,200.00
52302	Travel and meetings	150.00	150.00	150.00	150.00
53102	Office supplies	800.00	800.00	800.00	800.00
53108	Safety clothing and equipment	-	-	200.00	350.00
53109	Copier supplies	350.00	350.00	350.00	350.00
53113	Janitorial supplies	1,500.00	1,500.00	1,500.00	1,500.00
53311	Electricity	1,825.00	1,825.00	1,825.00	1,825.00
53312	Natural gas	300.00	300.00	300.00	300.00
<b>Total La Selva Beach Branch</b>		<b>288,880.00</b>	<b>292,880.00</b>	<b>274,633.00</b>	<b>298,715.00</b>

# Santa Cruz Public Libraries

Acct	Title	Year-To-Date Ado Budget	Year-To-Date Adj Budget	Estimated Actual	2019 Dept Request
<b>ctivity 3610 – Live Oak Branch</b>					
51110	Regular full time	179,407.00	179,407.00	230,599.00	240,582.00
51111	Regular part time	97,709.00	97,709.00	60,678.00	54,156.00
51115	Termination pay	-	-	1,375.00	-
51122	Temporary	53,000.00	53,000.00	36,701.00	80,261.00
51132	Special vacation pay	-	-	532.00	-
51201	Retirement contribution	53,475.00	45,749.00	15,931.00	18,468.00
51202	F.I.C.A.	7,415.00	7,415.00	578.00	-
51203	PERS unfunded liability	-	-	33,571.00	39,233.00
51210	Group health insurance	57,454.00	44,462.00	60,133.00	65,380.00
51212	Group dental insurance	3,132.00	2,588.00	3,631.00	3,884.00
51213	Vision insurance	648.00	520.00	723.00	760.00
51214	Medicare insurance	3,723.00	3,349.00	4,409.00	4,302.00
51215	Employee assistance program	239.00	155.00	211.00	218.00
51220	Group life insurance	88.00	78.00	102.00	105.00
51221	Disability insurance	3,062.00	2,154.00	1,772.00	4,196.00
51230	Unemployment insurance	2,127.00	1,607.00	2,473.00	2,322.00
51240	Workers' compensation	12,553.00	10,799.00	11,485.00	10,895.00
51250	Temp Employee Benefits - Budget Only	-	-	-	11,237.00
51910	Intrafund labor - credit	-	-	-	-
52201	Water, sewer and refuse	10,450.00	10,450.00	10,450.00	10,450.00
52211	Janitorial services	24,201.00	24,801.00	24,801.00	27,500.00
52240	Office equipment operation/maint	100.00	100.00	100.00	100.00
52244	Other equipment operation/maintenance	350.00	350.00	350.00	350.00
52246	Building and facility o & m - outside	14,596.00	24,596.00	20,000.00	23,596.00
52247	Landscaping maintenance services	-	10,300.00	10,300.00	7,750.00
52302	Travel and meetings	150.00	150.00	150.00	150.00
52403	Telecommunications service - outside	1,585.00	-	-	1,585.00
53102	Office supplies	1,500.00	1,500.00	-	1,500.00
53108	Safety clothing and equipment	-	-	250.00	800.00
53109	Copier supplies	350.00	350.00	350.00	350.00
53113	Janitorial supplies	2,500.00	2,500.00	2,500.00	2,500.00
53311	Electricity	28,000.00	28,000.00	28,000.00	28,000.00
53312	Natural gas	7,000.00	7,000.00	7,000.00	7,000.00
54990	Miscellaneous supplies and services	-	-	-	-
57401	Office furniture/equipment	-	6,900.00	-	-
<b>Total Live Oak Branch</b>		<b>564,814.00</b>	<b>565,989.00</b>	<b>569,155.00</b>	<b>647,630.00</b>

# Santa Cruz Public Libraries

Acct	Title	Year-To-Date Ado Budget	Year-To-Date Adj Budget	Estimated Actual	2019 Dept Request
<b>Activity 3611 – Scotts Valley Branch</b>					
51110	Regular full time	206,529.00	206,529.00	207,615.00	213,584.00
51111	Regular part time	159,089.00	159,089.00	106,096.00	103,509.00
51122	Temporary	130,000.00	130,000.00	58,441.00	127,391.00
51132	Special vacation pay	-	-	193.00	-
51201	Retirement contribution	71,014.00	71,014.00	17,559.00	20,273.00
51202	F.I.C.A.	18,187.00	18,187.00	983.00	-
51203	PERS unfunded liability	-	-	36,220.00	42,209.00
51210	Group health insurance	69,082.00	69,082.00	50,820.00	57,139.00
51212	Group dental insurance	5,823.00	5,823.00	4,965.00	5,136.00
51213	Vision insurance	1,038.00	1,038.00	785.00	782.00
51214	Medicare insurance	4,876.00	4,876.00	4,794.00	4,552.00
51215	Employee assistance program	345.00	345.00	213.00	221.00
51220	Group life insurance	85.00	85.00	65.00	64.00
51221	Disability insurance	5,523.00	5,523.00	1,920.00	4,162.00
51230	Unemployment insurance	2,802.00	2,802.00	2,334.00	2,099.00
51240	Workers' compensation	16,562.00	16,562.00	13,071.00	12,113.00
51250	Temp Employee Benefits - Budget Only	-	-	-	17,835.00
51910	Intrafund labor - credit	-	-	-	-
52201	Water, sewer and refuse	2,800.00	2,800.00	2,800.00	2,800.00
52211	Janitorial services	11,974.00	10,474.00	10,474.00	13,500.00
52240	Office equipment operation/maint	100.00	100.00	100.00	100.00
52244	Other equipment operation/maintenance	350.00	350.00	800.00	350.00
52246	Building and facility o & m - outside	7,384.00	16,384.00	8,000.00	16,384.00
52247	Landscaping maintenance services	-	-	-	2,500.00
52249	Hardware maintenance services	5,000.00	5,000.00	5,000.00	5,000.00
52261	Equipment, building and land rentals	1.00	1.00	1.00	1.00
52302	Travel and meetings	150.00	150.00	300.00	150.00
53102	Office supplies	1,500.00	1,500.00	1,500.00	1,500.00
53108	Safety clothing and equipment	-	-	150.00	500.00
53109	Copier supplies	350.00	350.00	350.00	350.00
53113	Janitorial supplies	2,500.00	2,500.00	2,500.00	2,500.00
53311	Electricity	26,000.00	26,000.00	26,000.00	26,000.00
53312	Natural gas	7,000.00	7,000.00	7,000.00	7,000.00
54990	Miscellaneous supplies and services	17,000.00	17,000.00	17,000.00	14,000.00
<b>Total Scotts Valley Branch</b>		<b>773,064.00</b>	<b>780,564.00</b>	<b>588,049.00</b>	<b>703,704.00</b>

# Santa Cruz Public Libraries

Acct	Title	Year-To-Date Ado Budget	Year-To-Date Adj Budget	Estimated Actual	2019 Dept Request
<b>Activity 3612 – Outreach Services</b>					
51110	Regular full time	161,078.00	153,078.00	137,638.00	156,392.00
51111	Regular part time	69,194.00	69,194.00	44,447.00	77,307.00
51122	Temporary	17,500.00	25,500.00	37,413.00	10,736.00
51132	Special vacation pay	-	-	233.00	-
51201	Retirement contribution	45,956.00	45,956.00	10,759.00	16,192.00
51202	F.I.C.A.	2,449.00	2,449.00	1,094.00	-
51203	PERS unfunded liability	-	-	21,049.00	31,108.00
51210	Group health insurance	47,287.00	47,287.00	38,930.00	51,570.00
51212	Group dental insurance	3,377.00	3,377.00	3,141.00	3,641.00
51213	Vision insurance	628.00	628.00	572.00	691.00
51214	Medicare insurance	3,272.00	3,272.00	2,848.00	3,248.00
51215	Employee assistance program	145.00	145.00	156.00	208.00
51220	Group life insurance	66.00	66.00	72.00	87.00
51221	Disability insurance	2,949.00	2,949.00	1,126.00	3,402.00
51230	Unemployment insurance	2,185.00	2,185.00	1,774.00	2,208.00
51240	Workers' compensation	13,396.00	13,396.00	11,659.00	12,402.00
51250	Temp Employee Benefits - Budget Only	-	-	-	1,503.00
51910	Intrafund labor - credit	-	-	-	-
52226	Vehicle work order charges - internal	5,750.00	5,750.00	5,750.00	5,750.00
52227	Vehicle fuel island charges - internal	3,485.00	3,485.00	3,485.00	3,485.00
52249	Hardware maintenance services	10,000.00	10,000.00	10,000.00	10,000.00
52403	Telecommunications service - outside	1,440.00	1,440.00	1,440.00	1,440.00
53102	Office supplies	1,000.00	1,000.00	1,000.00	1,000.00
54990	Miscellaneous supplies and services	2,000.00	2,000.00	2,000.00	2,000.00
<b>Total Outreach Services</b>		<b>393,157.00</b>	<b>393,157.00</b>	<b>336,586.00</b>	<b>394,370.00</b>



Appendix B:

Vehicle Replacement Schedule

Library FY 18/19 Vehicle Replacement Schedule						
#	Department	Description	Replacement Cost	Year Acquired	Year of Replacement	Savings Need/Yr to Meet Replacement Date
434	Courier	Dodge Sprinter	\$45,000		2018-19	\$5,000
528	Bldg Maint	Dodge Sprinter	\$45,000		2017-18	\$5,833
527	Bldg Maint	Ford Transit	\$35,000	2015	2024-25	\$3,500
529	Bldg Maint	Ford Econoline Van	\$35,000		2017-18	\$7,000
151	Outreach	Ford Escape Hybrid	\$35,000		2017-18	\$5,833
178	Outreach	Ford Escape Hybrid	\$35,000	2015	2024-25	\$3,500
531	Outreach	Frieghtliner	\$350,000	2016	2030-31	\$23,333
	LIT	Ford Transit	\$35,000	2018	2028-2029	
	Programs	Pedal Library	\$2,500	2016	2021-22	\$500
<b>TOTAL SAVINGS NEEDS PER YEAR</b>						<b>\$54,499</b>

Savings Began in FY 11/12

\*\*The Library System has chosen to abide by the City's vehicle replacement schedule which is defined as replacing vehicles every 100,000 miles or every 10 years.

[Date]

To: Santa Cruz City Council Members  
From: Library Advisory Commission, Santa Cruz Public Libraries  
RE: Report of the Downtown Library Advisory Committee

At its meeting on February 12, 2018, the Library Advisory Commission received a presentation on the findings and recommendations of the Downtown Library Advisory Committee (DLAC), formed by the City Council in 2017 to research 21<sup>st</sup> century libraries, determine Santa Cruz needs in a new Downtown Library, and recommend its renovation, rebuild, or relocation within the context of funds available through Measure S.

The Library Advisory Commission voted to endorse the DLAC findings and recommendation to relocate the library in a mixed-use building on Cedar between Lincoln and Cathcart.

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. It is comprised of seven Commissioners, three from unincorporated Santa Cruz County, two from the city of Santa Cruz, and one each from the cities of Scotts Valley and Capitola.

Martha Dexter  
Chairman  
City of Santa Cruz

Deborah Tracy-Proulx  
Vice Chairman  
City of Santa Cruz

Barbara Gorson  
City of Capitola

Ellen Campos  
City of Scotts Valley

Sean Campbell  
Sup. District 1

Cindy Jackson  
Sup. District 2

Nancy Gerdt  
Sup. District 5