

Chair Carlos Palacios
Vice Chair Jamie Goldstein
Board Member Martin Bernal
Board Member Tina Shull



STAFF REPORT

DATE: June 6, 2019
TO: Library Joint Powers Authority Board
FROM: Susan Nemitz, Library Director
RE: FY 19/20 Budget

RECOMMENDATION

Approve FY 19/20 Library Budget.

DISCUSSION

Last month, the Joint Powers Authority Board requested that staff review the budget assumptions and reduce the FY202 projected excess expenditures by half. Staff is recommending:

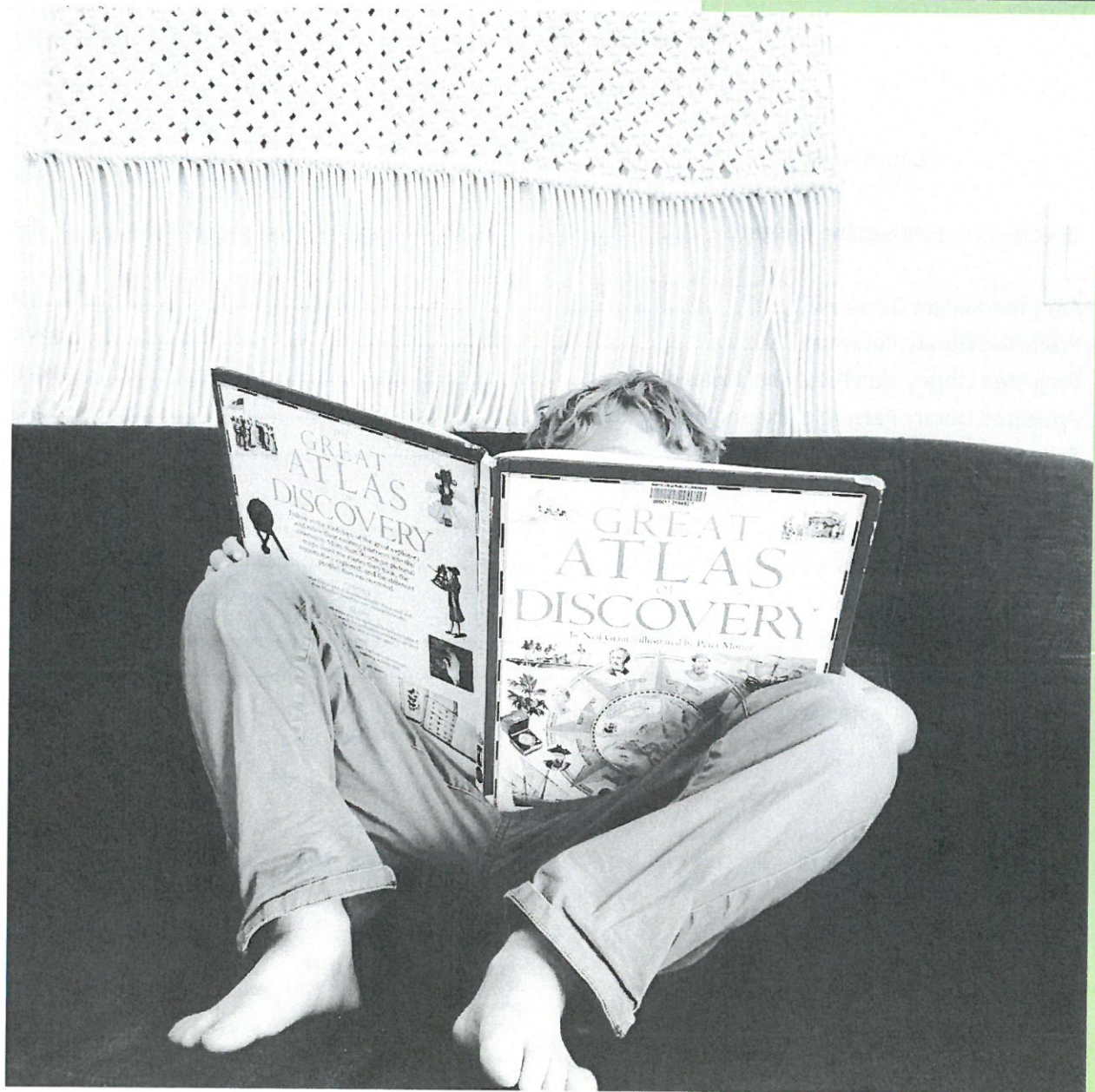
- Withdrawal of request for PERS unfunded liability (\$336,000)
- Reduction of nonpersonnel budget (\$50,000)
- Postponement of the hiring of 5 new staff until September for Felton and March for Capitola (\$175,000).

These proposals would require the use of \$632,655 of unrestricted fund balance in FY2020.

The Board also requested further conversations around public service hours over the next year. Because of the closure of six branches within the next year, public services hours will vary. Hours by branch were developed by looking at public use, staffing and work rules, and geographical access by region. Over the several months, most adjacent, open branches will receive additional staff and public hours in an attempt to service patrons whose branch is temporarily closed.

FY 2019-
2020

Santa Cruz Public Libraries Budget



Santa Cruz Public Libraries

Library Directors Budget Message

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June 6, 2019

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

Dear Board Member:

Thank you for giving the Santa Cruz Public Libraries the opportunity to convey the fiscal year 2019-2020 budget request. Measure S funds and strategic investments in operations will provide the opportunity for SCPL to transform its building and services to meet the changing needs of the residents of Santa Cruz County and inspire the next generation to grow and prosper in this community.

Library staff have been working diligently to improve programs and services over the last twelve months in anticipation of the upcoming physical changes. Over that period of time, they have:

- Worked closely with JPA jurisdictions and community members to design and begin construction of new libraries in Felton and Capitola and create remodeling programs for La Selva Beach, Boulder Creek, Garfield Park, Branciforte and Live Oak.
- Led a citizen committee process to define the scope of services and siting recommendation for the Downtown Branch Library and received Council endorsement.
- Assisted in the development of scope documents and partnership agreements with County Parks and Recreation for the creation of a Live Oak Annex at the Simpson Swim Center.
- Participated in the development of criteria documents for a design/build process at the Aptos Branch.
- Eliminated fines on children's materials and developed a new summer reading program, partnership with the schools, STEAM activities, and kids programs for underserved populations.
- Replaced all VOIP hardware.
- Completed a Digital Skills refresh program for staff.
- Completed the LibAnswers software deployment to support a redesigned reference service model, created a customer service commitment and a finished a Collections Development plan. All in support of a new service model.
- Completed Round II of an employee innovation program and funded seventeen local projects focusing on transforming programs and services and empowering staff.

Santa Cruz Public Libraries

- Worked with the friends on infrastructure development, strategic planning, work planning and budgeting. Between the Friends and the chapters, over \$3 million has been raised or pledged for the benefit of SCPL in the last 18 months.

The revenue outlook for the Santa Cruz Public Libraries remains mixed. The libraries rely heavily on sales tax revenue, an increasingly volatile revenue in environments with a declining sales tax base and potential for an economic slowdown. The libraries also utilize property tax revenue that is not being allocated to SCPL based upon a prior five-year agreement between the LFA Board Members. In FY2022, at the end of this agreement, there is likely to be an additional \$1.6 million annually in this fund.

The expenditure outlook is also of concern as staffing, pension and health care costs are expected to grow significantly in the near future. Two years ago, the Library recommended just under 5 FTE be added to fund a pilot program that added 72 hours a week in additional public service hours. The plan was to absorb this cost using the fund balance. This has been unnecessary as fund balances have grown even with the additional staff, a higher budgeted reserve, and prepayments of pensions. The Library would like to call the pilot a success and move on to explore future needs.

A recent history of conservative budget assumptions has resulted in a large fund balance. The JPA Board increased the budget reserve from 15% to 20% of revenue. They have assumed a \$400k annual capital equipment reserve account. Projections still estimate an unreserved fund balance for this system of over \$1 million.

Because of the increased revenue projected for FY22, SCPL is requesting a significant investment in 5 FTE to fill the expanded hours and services needed at the Felton and Capitola branches when they open this fiscal year. Staff needs to be hired and trained in advance of the grand openings. The library recommends the strategic use of fund balance for two years until MOE funds become available in FY 2022.

SCPL would also like to add \$50,000 a year for eight years to the facility maintenance budget again using fund balance to bridge until FY 2022.

- | | |
|--|------------------------------|
| 1. The Library needs an additional 5.0 FTE staff | \$175,000 (\$350,000 annual) |
| 2. Capital Maintenance (Year 1) | \$ 50,000 |

The next two years are likely to be a period of chaos as the construction of buildings require a constant shifting of staffing and public service hours. The JPA has agreed to annually review public service hours by branch and allocate staffing by use. This proposal requires three changes in hours over the fiscal year as four branches close for construction and two branches open.

The full 2019-2020 Work Plan goals are being completed and will be provided in the August JPA Board packet. Broadly, the work plan will focus on reframing the Library's service model and improving the user experience while making progress on the system's building and remodeling plans.

Thank you for giving me the opportunity to serve the Santa Cruz Public Libraries. The system has made huge strides and is poised for even greater success.

Thank you,

Susan M. Nemitz
Director, Santa Cruz Public Libraries



Mission – Vision

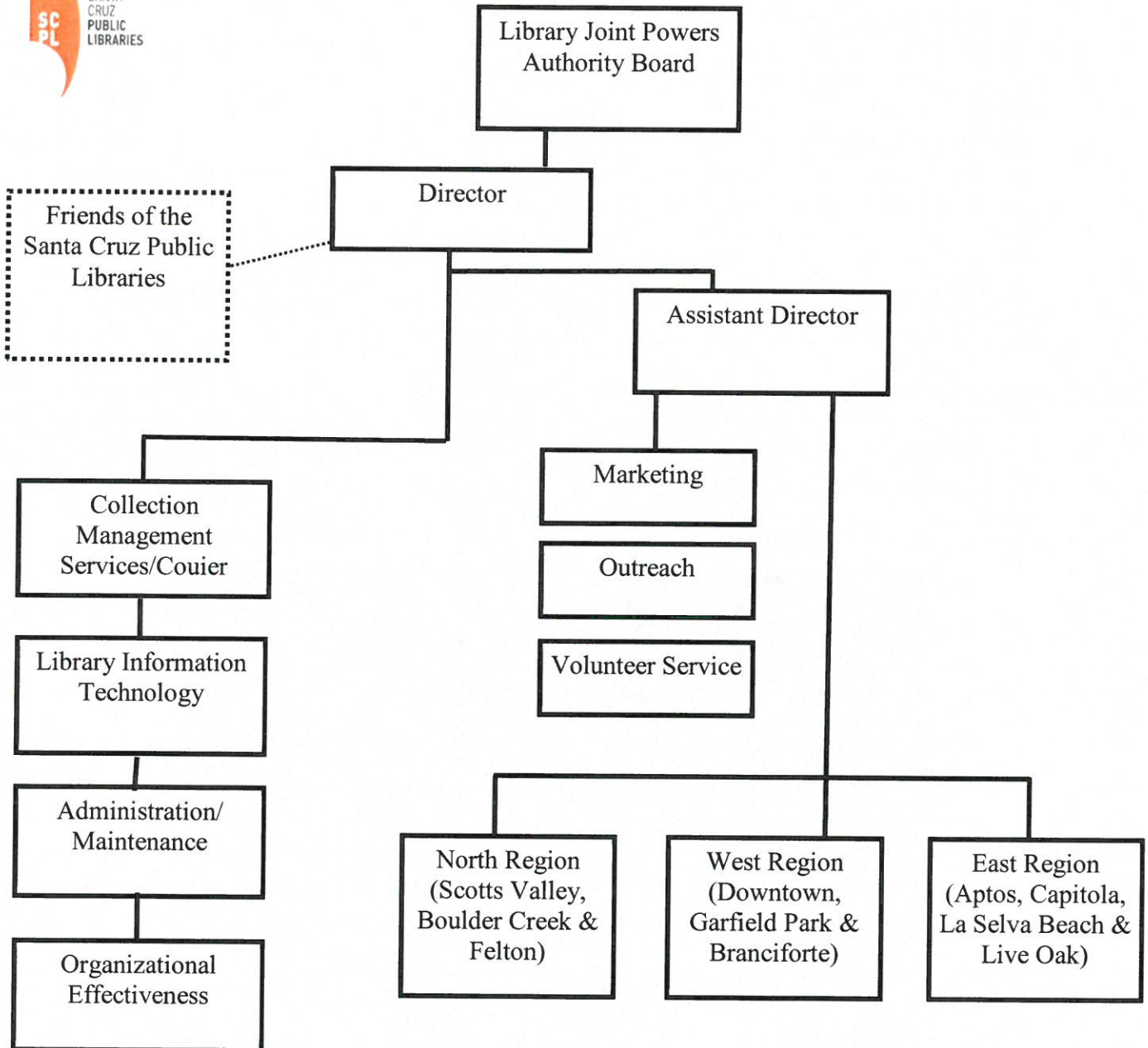
Mission

Connect, Inspire, Inform

Our Vision

Transform lives & strengthen communities

Santa Cruz Public Libraries



2020 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.



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

- 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 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.

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.

Budget

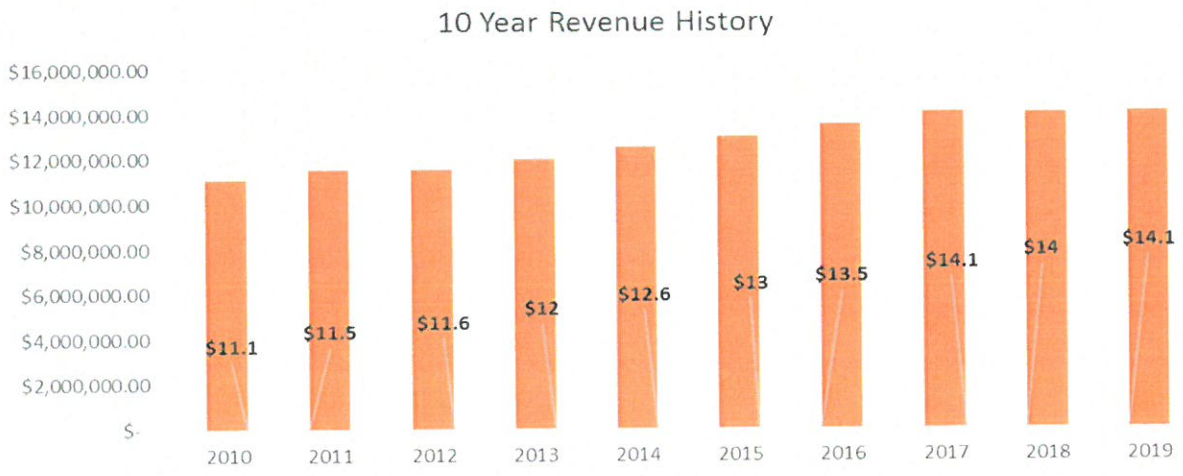
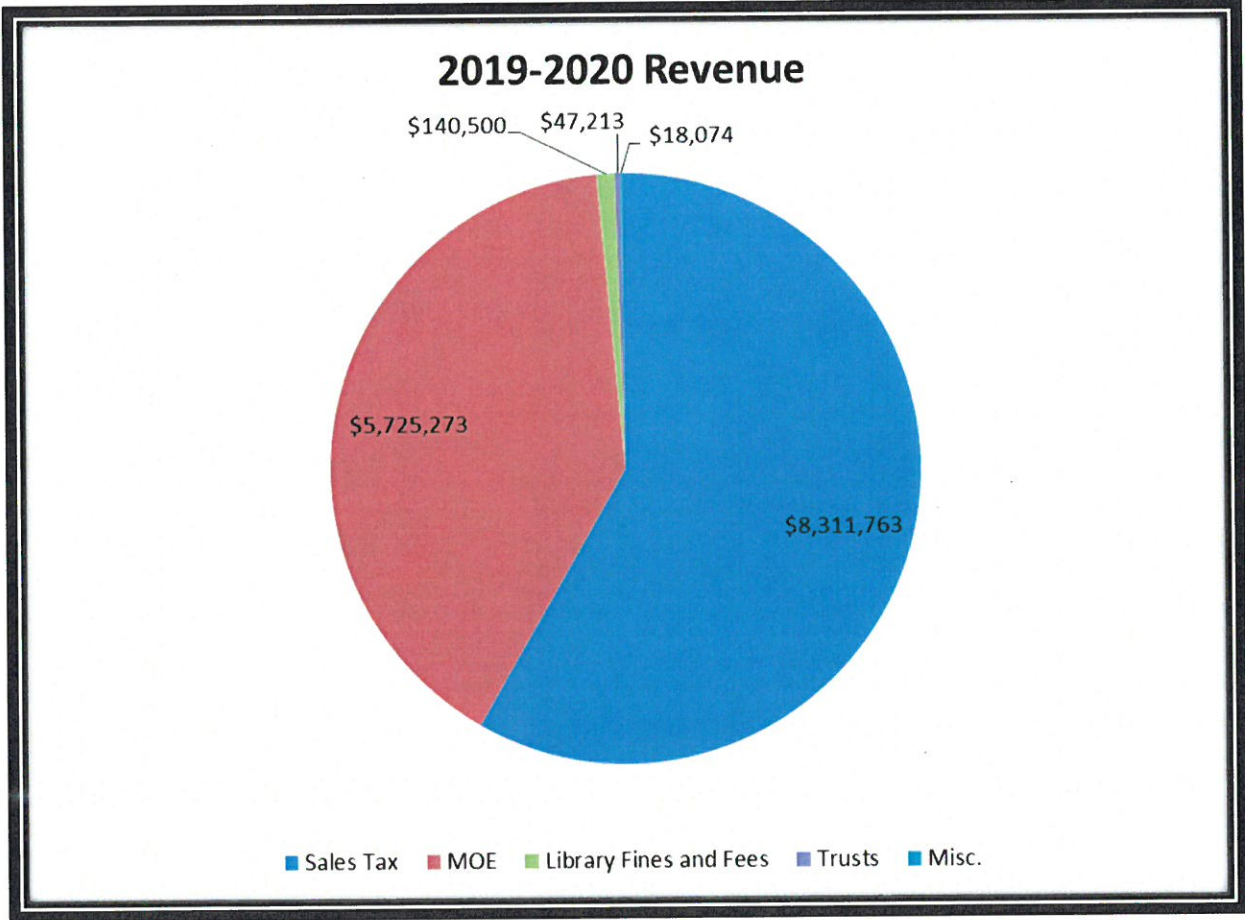
The Budget process begins no later than March 31st of each year with the Board providing service and budgetary priorities leading to the development of the Director of Libraries proposed operating and capital budget. A Public Hearing on the proposed budget shall be held no later than May 31st with copies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

Santa Cruz Public Libraries

Budget Overview

	2018 <u>Actual</u>	2019 <u>Adjusted Budget</u>	2019 <u>Estimated Actual</u>	2020 <u>Requested Budget</u>	2021 <u>Projected Budget</u>
Expenditures by Activity:					
Personnel Services	9,464,611	10,133,492	10,835,485	11,480,842	11,825,267
Services, Supplies & Other Charges	4,051,769	4,502,931	4,436,960	4,570,532	4,571,797
Capital Outlay	181,410	257,299	257,299	218,000	218,000
Total Budget - Expenditures	13,697,790	14,123,722	15,529,744	16,269,374	16,615,064
Estimated Budgetary Savings (Not Adopted)		(770,000)	(770,000)	(770,000)	(770,000)
Projected Actual Expenditures	\$13,697,790	\$14,123,722	\$14,759,744	\$15,499,374	\$15,845,064
Activity Resources:					
Taxes	8,038,819	8,113,910	8,238,827	8,262,750	8,378,429
Member Contributions	5,582,224	5,655,273	5,655,273	5,725,273	5,725,273
Charges for Services	4,640	4,640	4,640	4,640	4,640
Fines and Forfeits	193,649	140,500	140,463	140,500	140,500
Donations & Trusts	59,831	103,195	110,202	54,713	35,000
Other Financing Sources	123,247	103,020	234,232	117,843	120,000
Total Resources	\$14,002,410	\$14,120,538	\$14,383,637	\$14,305,719	\$14,403,842
Sub Total Operational Savings or (Cost)	\$304,620	(\$3,184)	(\$376,107)	(\$1,193,655)	(\$1,441,222)
Proposed Savings (PG.24)				\$561,000	
Fund Balance Applied			\$376,107	\$632,655	\$1,441,222
Total	\$304,620	(\$3,184)	\$0	\$0	
Reserve Funds					
Fund Balance	\$2,361,083		\$1,984,976	\$1,352,321	\$0
20% Restricted Reserve	\$2,770,182		\$2,879,655	\$2,870,946	\$2,880,768
Capital Reserve	\$446,252		\$452,418	\$458,669	\$465,006

Revenue



Santa Cruz Public Libraries

Projected Library Revenues

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. The MOE is projected to grow 1.2%.
- A quarter cent sales tax designated for public library service is collected throughout the County. Sales tax is projected to grow 2.4%.
- The MOE agreement ends June 30, 2021 which at that time is expected to produce an excess of \$1.6M.

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

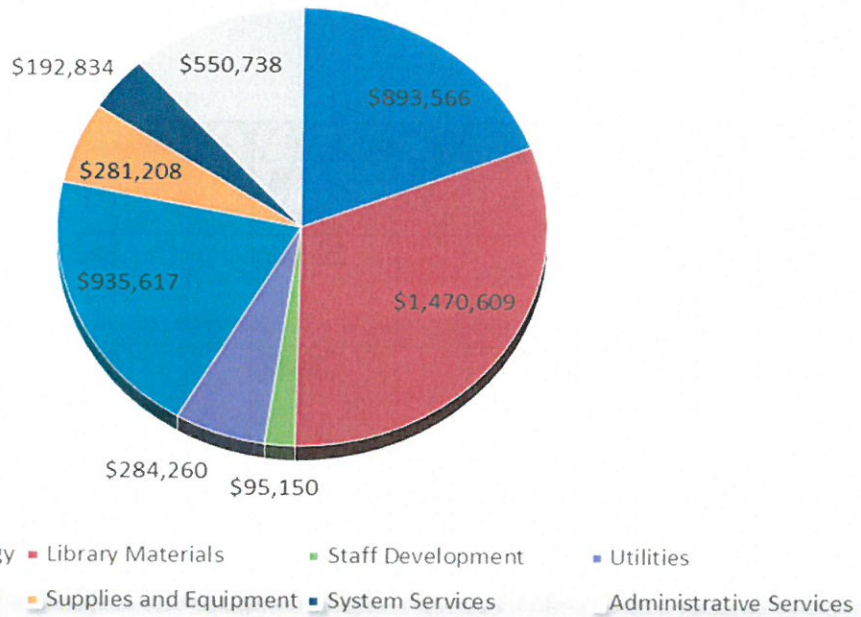
Budget Development Revenue Balances

Title	2019 Ado Budget	2019 Adj Budget	2019 Estimated Actual	2020 Dept Request	Growth/Loss
Fund 951 – Library Joint Powers Authority					
Sales and use tax	8,113,910	8,113,910	8,238,827	8,262,750	0.3%
Libraries parcel tax	0	0	0	0	
Federal grants - other	0	5,000	4,000	0	
FEMA disaster relief	0	0	0	0	
State operating grants and contributions	0	0	0	0	
OES disaster relief	0	0	0	0	
Local operating grants and contributions	0	0	0	0	
Maintenance of effort contributions	5,655,273	5,655,273	5,655,273	5,725,273	1.2%
Room rentals-library JPA	4,640	4,640	4,640	4,640	0.0%
Library fines	140,500	140,500	140,463	140,500	0.0%
Pooled cash and investment interest	31,500	31,500	91,310	91,910	0.7%
Interest earnings - other	13,020	13,020	13,750	17,433	26.8%
Donations - library	13,100	16,764	23,098	13,100	-43.3%
Donations - library - Friends of the Lib	19,423	29,395	21,623	19,423	-10.2%
Miscellaneous operating revenue	8,500	8,500	79,997	8,500	-89.4%
Cash over/short	0	0	0	0	
Miscellaneous non-operating revenue	0	0	175	0	
From Library Private Trust Fund	39,190	57,036	65,481	22,190	
Intra-entity fund transfer in	45,000	45,000	45,000	0	
Sales of surplus equipment	0	0	0	0	
Total Library Joint Powers Authority	14,084,056	14,120,538	14,383,637	14,305,719	-0.5%
Total	14,084,056	14,120,538	14,383,637	14,305,719	

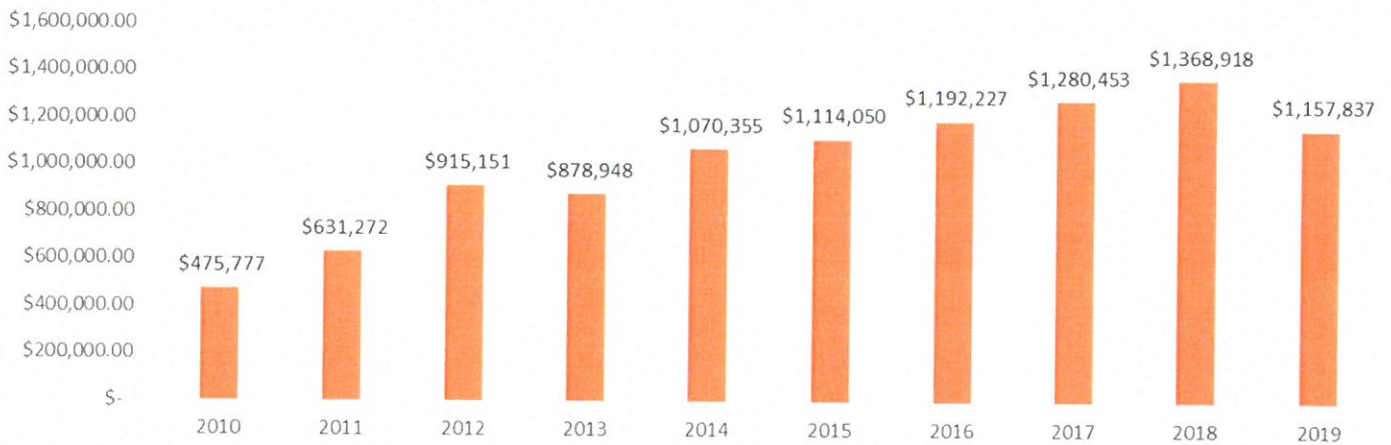
Non Personnel Expenditures

Santa Cruz Public Libraries

Non Personnel Expenditures by Library Function



Collection Spending History



Base Level Change to Non Personnel Expenditures

The following are major changes to the operating budget but do not affect service levels. These changes maintain service levels and including the opening of the Capitola and Felton Branches mid-year.

	% Change	\$ Change	Description for Change
Janitorial Services	22.1%	\$58,750	Increase in Contract Pricing
Misc. Supplies and Services	29.8%	\$52,853	Technology & Programming Supplies and Services
Computer Equipment	20%	\$25,000	Increase to accommodate the opening of FEL and CAP
Other Professional and Technical Services	One Time Expense	\$52,740	Technical assistance for the various Measure S building projects, to ensure the same building controls are used in each facility.

System Operating Expenditures

Budget Development Expenditure Balances

Title	2019 Ado Budget	2019 Adj Budget	2019 Estimated Actual	2020 Dept Request	% Change from Actual
Fund 951 – Library Joint Powers Authority					
Claims management services - outside	12,000	12,000	12,000	17,000	41.7%
Financial services - outside	550,738	550,738	462,438	486,438	5.2%
Security patrols - City Hall	7,899	7,899	7,899	0	
Merchant bank fees	2,500	2,500	2,500	2,500	0.0%
Courier services	2,000	2,000	2,000	2,000	0.0%
Other professional & technical services	47,000	85,260	60,260	113,000	87.5%
Water, sewer and refuse	69,115	69,115	69,335	74,910	8.0%
Hazardous materials disposal	1,000	1,000	1,000	1,000	0.0%
Janitorial services	266,276	266,276	266,276	325,026	22.1%
Equip annual inventory charge - internal	4,690	4,690	4,690	4,690	0.0%
Vehicle work order charges - internal	22,000	22,000	10,000	22,000	120.0%
Vehicle fuel island charges - internal	15,985	15,985	13,751	16,485	19.9%
Office equipment operation/maint	3,600	3,600	5,108	3,600	-29.5%
Vehicle maintenance costs - outside	6,500	6,500	6,500	6,500	0.0%
Other equipment operation/maintenance	8,050	8,050	8,167	8,050	-1.4%
Building and facility o & m - outside	181,803	259,803	259,803	343,303	32.1%
Landscaping maintenance services	45,700	45,700	45,700	45,450	-0.5%
Software maintenance services	361,321	348,719	373,719	422,181	13.0%
Hardware maintenance services	47,000	47,000	37,000	32,000	-13.5%
Equipment, building and land rentals	243,943	243,943	243,943	237,163	-2.8%
Travel and meetings	12,350	12,350	12,860	15,925	23.8%
Training	81,500	81,500	81,500	79,300	-2.7%
Telecommunications service - outside	169,625	169,625	169,625	176,385	4.0%
Liability insurance/surety bonds-interna	37,442	37,442	37,442	37,442	0.0%
Liability insurance/surety bonds-outside	42,724	42,724	47,171	68,000	44.2%
Advertising	17,610	17,610	17,610	19,130	8.6%
Dues and memberships	35,162	35,162	35,162	35,162	0.0%
Printing and binding-outside	24,600	24,600	24,600	24,600	0.0%
Postage charges	6,000	6,000	6,000	7,000	16.7%
Office supplies	18,200	18,200	19,400	23,550	21.4%
Books and periodicals	1,157,837	1,519,231	1,519,231	1,324,459	-12.8%
Books and periodicals-grants & donations	2,650	5,272	5,272	2,650	-49.7%
Safety clothing and equipment	12,810	12,810	12,810	12,560	-2.0%
Copier supplies	5,900	5,900	5,900	6,075	3.0%
Library functional supplies	141,500	141,500	141,500	141,500	0.0%
Janitorial supplies	21,000	21,000	25,500	25,250	-1.0%
Electricity	177,800	177,800	178,618	190,275	6.5%
Natural gas	28,000	28,000	34,000	29,450	-13.4%
Miscellaneous supplies and services	107,523	141,427	143,670	186,523	29.8%
Loans and grants	0	0	25,000	0	
Refunded fees and fines	2,000	2,000	2,000	2,000	0.0%
Office furniture/equipment	17,800	32,800	32,800	18,000	-45.1%
Vehicle equipment	45,000	45,000	45,000	0	-100.0%
Building equipment	0	0	0	0	
Computer equipment	125,000	125,000	125,000	150,000	20.0%
Other capital outlay	0	0	0	50,000	
Intra-entity fund transfer out	54,499	54,499	54,499	0	-100.0%
Total Library Joint Powers Authority	4,243,652	4,760,230	4,694,259	4,788,532	2.0%
Total	4,243,652	4,760,230	4,694,259	4,788,532	

Personnel Expenditures

Personnel Expenditures

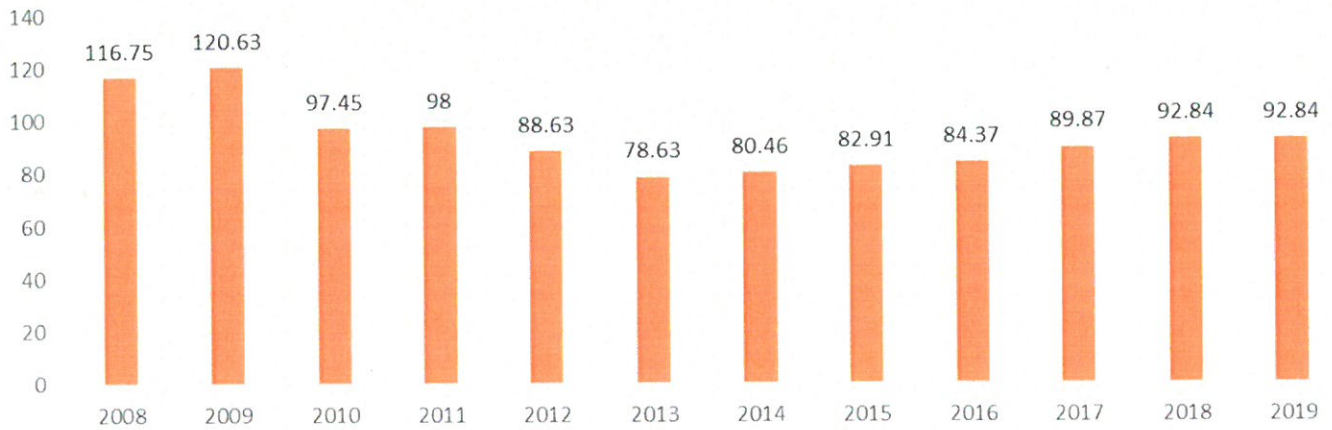
Budget Development Expenditure Balances					
Title	2019 Ado Budget	2019 Adj Budget	2019 Estimated Actual	2020 Dept Request	% Change from Estimated Actual
Fund 951 – Library Joint Powers Authority					
Regular full time	5,303,814.00	5,303,814.00	4,876,686.00	5,771,198.00	18.3%
Regular part time	817,895.00	817,895.00	751,126.00	935,597.00	24.6%
Overtime	6,500.00	6,500.00	1,671.00	-	
Termination pay	-	-	2,468.00	-	
Temporary	839,358.00	839,358.00	1,377,816.00	826,000.00	-40.1%
Other pay	-	-	947.00	947.00	0.0%
Special vacation pay	-	-	15,399.00	15,399.00	0.0%
Special sick leave pay	-	-	3,592.00	3,592.00	0.0%
Vehicle-phone-data allowance	3,384.00	3,384.00	3,384.00	3,384.00	0.0%
Retirement contribution	391,233.00	391,233.00	383,483.00	441,806.00	15.2%
F.I.C.A.	-	-	44,717.00	-	
PERS unfunded liability	814,743.00	814,743.00	810,253.00	1,036,465.00	27.9%
PERS Unfunded payment	-	-	689,912.00	336,636.00	-51.2%
Group health insurance	1,295,081.00	1,295,081.00	1,270,419.00	1,401,982.00	10.4%
Group dental insurance	89,026.00	89,026.00	96,389.00	96,279.00	-0.1%
Vision insurance	15,110.00	15,110.00	16,015.00	16,403.00	2.4%
Medicare insurance	82,119.00	82,119.00	102,486.00	90,888.00	-11.3%
Employee assistance program	3,944.00	3,944.00	4,492.00	4,237.00	-5.7%
Group life insurance	1,839.00	1,839.00	1,853.00	1,889.00	1.9%
Disability insurance	72,974.00	72,974.00	39,060.00	75,924.00	94.4%
Unemployment insurance	44,942.00	44,942.00	56,650.00	50,186.00	-11.4%
Workers' compensation	234,017.00	234,017.00	286,667.00	256,390.00	-10.6%
Temp employee benefits - budget only	117,513.00	117,513.00	-	115,640.00	
Intrafund labor - credit	-	-	-	-	
Total Library Joint Powers Authority	10,133,492.00	10,133,492.00	10,835,485.00	11,480,842.00	6.0%
Total	10,133,492.00	10,133,492.00	10,835,485.00	11,480,842.00	

Santa Cruz Public Libraries

10 Year Personnel Expenditure History



FTE History



Proposed Changes to May Draft Budget

	2018-2019 Estimated Actual	2019-2020 Proposed Budget
Revenues	\$14,383,637	\$14,305,719
Personnel	\$10,835,485	\$11,480,842
Expenditures	\$4,694,259	\$4,788,532
Budgetary Savings	\$770,000	\$770,000
Total Operational Savings or <Cost>	<\$376,107>	<\$1,193,655>
Proposal #1 Postponed Recruitment of Felton and Capitola Positions <ul style="list-style-type: none"> • \$131,250 (2.5 FTE at FEL) • \$43,750 (2.5 FTE at CAP) 		\$175,000
Proposal #2 Withdrawal PERS Unfunded Liability Proposal		\$336,000
Proposal #3 Reduction to Non Personnel Budget		\$50,000
Total Use of Unrestricted Fund Balance	<\$376,107>	<\$632,655>

Explanation of Proposed Changes to May Draft Budget

Proposal #1

Postpone Recruitment of Additional Staffing at Felton and Capitola

Savings: \$175,000

Discussion:

SCPL is still recovering from the great recession. Before the financial downturn, the Library 120.63 FTE staff people system-wide. Currently, SCPL staffs all 10 branches and its administrative functions with 92.84 FTE (down 30%)

SCPL needs an addition of 2.0 FTE Librarian I/II and 3.0 FTE Library Assistant IIs in FY2020.

The Capitola and Felton libraries will both finish their new buildings adding additional square footage. Capitola will become 52% larger, adding 7,380 square feet, and Felton will become 89% larger, adding 7,650 square feet. These facilities have also planned for new amenities including teen, study, community gathering and programming rooms as well as outdoor spaces. The additional square footage and amenities will require more staff supervision and coordination to help ensure safety and security.

SCPL currently has 24.0 FTE professional librarians. This is below average professional staffing compared to peer libraries. Expanding and improving our facilities, both in size and programming, will increase the need for a greater number of librarians. These improved facilities will see an increase in demand for learning programs. The Librarian staff will be charged with providing teen programming, STEAM programming, story times, adult programs and reference service at these two locations. Previously, these services were greatly limited due to the size restraints of the old facilities.

The Library plans to postpone the recruitment of the positions needed for Felton until the Fall of 2019, and postponing the recruitment for Capitola's additional staff until March of 2019.

Proposal #2

Postpone PERS Unfunded Liability

Savings: \$336,000

Discussion:

The City of Santa Cruz has budgeted a PERS unfunded liability payment into personnel projections and the library payroll is included.

Proposal #3

Reduction to Non Personnel Budget

Cost: \$50,000

Discussion:

The Library has found some savings in order to help reduce the operating budget. These savings are largely accounted for in information technology.

Fines and Fees Schedule

The Library is recommending the following fee schedule.

Description	Current	Proposed FY 2019-2020
Overdue Item Fine	25¢per day	No change
Lost Fine	Varies Based on Item	No change
Collection Agency Fee	\$20.00	No change
Damaged Item Fine	Varies Based on Item	No change
Flashdrive Fee	\$5.00	No change
Headphone Fee	\$3.00	No change
Library Card Replacement Fee	\$2.00	No change
Meeting Room Fee	Varies	No change
Missing Parts Fine	Varies Based on Item	No change
Print/Photocopying Fee	15¢per page	No change
Test Proctoring Fee	\$40.00	No change
Inter Library Loan	None	No Change

Santa Cruz Public Libraries

2019/2020 Open Hours Proposal

Because of the closure of six branches within the next fiscal years, public service hours will vary. Hours by branch are developed by looking at public use, staffing and work rules, and geographical access by region. Over the next year, most adjacent, open branches will receive additional staff and public hours in an attempt to service patrons whose branch is temporarily closed.

DATE	BRANCH	SUN	MON	TUE	WED	THURS	FRI	SAT	TOTAL# OF HRS
Current	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	closed
	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	36
	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
									398

DATE	BRANCH	SUN	MON	TUE	WED	THURS	FRI	SAT	TOTAL# OF HRS
November 1st	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	closed
	Downtown	1-5	10-8	10-8	10-8	10-8	10-5	10-5	58
	Felton	closed	closed	closed	closed	closed	closed	closed	closed
	Garfield Park	closed	10-5	11-6	11-6	11-6	1-5	10-2	36
	La Selva Beach	closed	closed	closed	closed	closed	closed	closed	closed
	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
									326

Santa Cruz Public Libraries

DATE	BRANCH	SUN	MON	TUE	WED	THURS	FRI	SAT	TOTAL # OF HRS
February 1st	Aptos	closed	10-8	10-8	10-8	10-8	10-5	10-5	54
	Boulder Creek	closed	closed	closed	closed	closed	closed	closed	closed
	Branciforte	closed	closed	closed	closed	closed	closed	closed	closed
	Capitola	closed	closed	closed	closed	closed	closed	closed	closed
	Downtown	1-5	10-8	10-8	10-8	10-8	10-5	10-5	58
	Felton	10-5	10-7	10-7	10-7	10-7	closed	10-5	50
	Garfield Park	closed	closed	closed	closed	closed	closed	closed	closed
	La Selva Beach	closed	closed	closed	closed	closed	closed	closed	closed
	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
									266

DATE	BRANCH	SUN	MON	TUE	WED	THURS	FRI	SAT	TOTAL # OF HRS
April 1st	Aptos	closed	closed	closed	closed	closed	closed	closed	closed
	Boulder Creek	closed	closed	closed	closed	closed	closed	closed	closed
	Branciforte	closed	closed	closed	closed	closed	closed	closed	closed
	Capitola	closed	10-8	10-8	10-8	10-8	10-5	10-5	54
	Downtown	1-5	10-8	10-8	10-8	10-8	10-5	10-5	58
	Felton	10-5	10-7	10-7	10-7	10-7	closed	10-5	50
	Garfield Park	closed	closed	closed	closed	closed	closed	closed	closed
	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
									302

Appendix A: Position Listing by Classification

Library Personnel Profile	FY 2015 Amended Budget	FY 2016 Amended Budget	FY 2017 Amended Budget	FY 2018 Adopted Budget	FY 2019 Proposed Budget	FY 2020 Proposed Budget
Accounting Assistant I	1.25	1.25	1.38	1.50	1.50	1.50
Administrative Assistant I/II	3.18	3.18	3.53	3.53	3.53	3.53
Assistant Director of Libraries	-	-	1.00	1.00	1.00	1.00
Bookmobile Library Assistant	1.80	1.80	1.80	1.80	1.80	1.80
Building Maintenance Worker I	1.00	1.00	1.00	1.00	1.00	1.00
Building Maintenance Worker II	1.00	1.00	1.00	1.00	1.00	1.00
Courier/Driver	1.05	1.00	1.00	1.00	1.00	1.00
Director of Libraries	1.00	1.00	1.00	1.00	1.00	1.00
IT Specialist I/II	3.00	1.00	1.00	1.00	1.00	1.00
IT Specialist III	2.00	2.00	2.00	2.00	2.00	2.00
Librarian I/II	16.63	16.63	18.01	18.01	18.01	20.01
Librarian III	-	-	3.00	3.00	4.00	4.00
Library Assistant I	2.00	1.00	1.00	1.00	1.00	1.00
Library Assistant II	25.25	26.76	25.41	28.50	28.50	31.50
Library Assistant III	6.00	6.00	10.00	10.00	10.00	10.00
Library Assistant IV	2.00	2.00	2.00	2.00	2.00	2.00
Library Division Manager	3.00	3.00	1.00	1.00		
Library Information Specialist	5.00	5.00	5.00	5.00	5.00	5.00
Library Information Technology Manager	1.00	1.00	1.00	1.00	1.00	1.00
Library Specialist	2.00	2.00	2.00	2.00	2.00	2.00
Management Analyst	1.00	1.00	1.00	1.00	1.00	1.00
Manager System Services and Support	1.00	1.00	-	-	-	-
Network Administrator	-	-	-	-	-	-
Network & Systems Administrator	-	2.00	2.00	2.00	2.00	2.00
Programmer Analyst I/II	-	1.00	1.00	1.00	1.00	1.00
Service Field Crew Leader	1.00	1.00	1.00	1.00	1.00	1.00
Systems Administrator	-	-	-	-	-	-
Systems Coordinator	1.00	1.00	1.00	1.00	1.00	1.00
Volunteer Coordinator Assistant	0.75	0.75	0.75	0.50	0.50	0.50
	82.91	84.37	89.87	92.84	92.84	97.84

Note: In 2008 the FTE for the library system was 120.63.

Appendix B:

Trust Fund Narratives

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
3/31/19: \$902

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
3/31/19: \$9,182

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.

Santa Cruz Public Libraries

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
3/31/19: \$46,685

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
3/31/19: \$97,314

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.

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Balance of
Trust as of
3/31/19: \$226,304

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
3/31/19: \$211,585

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
3/31/19: \$13,464

Santa Cruz Public Libraries

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
3/31/19: \$325,000

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
3/31/19: \$143,000

Income: Interest only.

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

UTTER TRUST

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

Santa Cruz Public Libraries

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

Balance of
Trust as of
3/31/19: \$280,420

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
3/31/19: \$96,800

Income: Interest earned is added to principal

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

Plans: Felton opening day collection TBD.

Appendix C:

Vehicle Replacement Schedule

Library FY 19/20 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	Dodge Sprinter	\$45,000		2017-18	\$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 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
546	LIT Programs	Ford Transit Pedal Library	\$35,000	2018	2028-29	\$500
			\$2,500	2016	2021-22	\$500
TOTAL SAVINGS NEEDS PER YEAR						\$51,499

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.

