

SANTA CRUZ PUBLIC LIBRARIES  
A CITY-COUNTY SYSTEM

LIBRARY JOINT POWERS BOARD

MINUTES

April 6, 2009

Central Branch Community Meeting Room  
224 Church Street, Santa Cruz

7:30 PM PUBLIC MEETING

I. ROLL CALL

Present: Supervisor John Leopold, Citizen Nancy Gerdt, Citizen Barbara Gorson, Councilmember Katherine Beiers, Councilmember Jim Reed, Citizen Leigh Poitinger, Councilmember Mike Rotkin, Supervisor Mark Stone, Councilmember Sam Storey

Staff: Susan Elgin, Acting Director for Santa Cruz Public Libraries

II. APPROVAL OF MEETING AGENDA OF APRIL 6, 2009

**Councilmember Rotkin moved, seconded by Citizenmember Gerdt**

**that the Board approve the agenda of April 6, 2009 with the following change:  
delete item 10A Felton Branch Library Plans and Permits.**

**UNAN**

III. APPROVE MINUTES OF MARCH 2, 2009

**Councilmember Rotkin moved, seconded by Councilmember Storey**

**that the Board approve the minutes of March 2, 2009.**

**UNAN**

IV. ORAL COMMUNICATIONS

None

V. CONSENT AGENDA

None

VI. WRITTEN COMMUNICATIONS

- A. The Great Blindini
- B. WIFI access when branches are closed

## VII. REPORTS OF ADVISORY BODIES

Glenda Hastings, Board Member for the Friends of the Santa Cruz City-County Library System reported the following Friends' activities:

- Worked on FY 2009-2010 Budget
- Friends Annual Meeting on April 22<sup>nd</sup>
- Working with consultant to look at new fundraising opportunities to help the library
- Friends of the Santa Cruz Public Libraries is sponsoring Community Night at Shakespeare Santa Cruz
  - \*August 13<sup>th</sup> at 7:30pm
  - \*Donald Margulies' *Shipwrecked! An Entertainment-The Amazing Adventures of Louis de Rougemont (As Told by Himself)*
- Next "Munching with Mozart" is April 16<sup>th</sup> and features "John Orlando and Friends" performing "Dances, Epigraphs, Sonatas and Ballades". Performers are John Orlando, Michael Tierra, Anne Theirmann, and Josselyn Verruti, pianists.
- Civic Auditorium Book Sale: May 29<sup>th</sup> and 30<sup>th</sup>

Brent Gifford, Friends of the Felton Library reported the following activities:

- 5<sup>th</sup> Annual Poetry Contest
  - \* Approximately 150 poems received for 5 different categories
  - \*Contest winners will be read on April 29<sup>th</sup>, 7pm at the Felton Community Hall

## VIII. MEMBER REPORTS

### A. Felton Library Task Force

No report this month.

### B. Scotts Valley Report

Councilmember Reed reported that a meeting was held to review the 29 applications architectural firms had submitted for the Scotts Valley Branch Library design. The sub-committee consisting of Councilmember Reed, Mayor Johnson, Elizabeth Walch, Heidi Jaeger-Smith, and Stephen Ando, Scotts Valley City Manager reviewed the applications. The sub-committee was able to narrow down the field to 10 finalists pending the completion of decisions that need to be made concerning square footage, location, and the housing component. The sub-committee also agreed to hire an RDA Housing Attorney who can help advise the committee on the leveragability of housing funds that could potentially contribute to library construction. The City of Scotts Valley has a library fund that is currently growing by \$350,000 per year and the total is now at \$2.57 million. The City of Scotts Valley has also been working with Congresswoman Eshoo's office and Congressman Monning's office to help apply for federal stimulus monies available. Initially the City of Scotts Valley was thinking that there was a large potential for a housing component to help with construction costs but the Housing Attorney has scaled back these expectations.

Councilmember Reed also reported that the City of Scotts Valley is putting out requests for RFP's for construction managers at its next council meeting. The decision is to hire a

construction manager first who will assist the City in its final architect selection as well as managing all the contractors who will be working on the project.

The final report Councilmember Reed made was that the sub-committee has agreed that the new branch will focus on the importance of the branch design and make a conscious effort to minimize the staff required to operate the branch. The sub-committee is also focused on getting specific cost figures on what it will take to build this new branch in Scotts Valley and to decide on the size of the collection.

## IX. STAFF REPORTS

### A. April Launch of New Library Website

Dan Landry, Library Network Administrator, spoke of the major effort that was put forth in order to bring the new website project to completion. He commended the effort taken by staff on design, selecting the framework, and developing skills in-house in order to create the site. A combined effort by library staff contributed to the website content and tools. This project has made a large shift from a hierarchical listing to an interactive site developed by staff contributors. Dan also spoke to the efforts of one staff member in particular, Ann Young, Webmaster, who had the primary responsibility for designing the new website as well as directing all the efforts of staff in order to complete the project.

Ann Young, Webmaster, introduced the new website to the Board and pointed out the new design and features of the collaborative website design.

Janis O'Driscoll, Youth Services Coordinator, explored the children's page with the Board.

Sandi Imperio, Young Adult Librarian, explored the teen page with the Board.

Gale Farthing, Outreach Department, explored the Outreach page with the Board.

May 1<sup>st</sup> will be the launch date for the new website.

### B. Library Survey Results for February and March 2009

Acting Director Susan Elgin reported that the survey was a success and responses overwhelmingly spoke to the value of staff, and library programs.

### C. Application for Young Adult Gaming Programs

In an effort to expand library services to teens the Libraries, Literacy and Gaming Grant was applied for on March 19, 2009. The grant funds, if appropriated to our system, will be used to continue expanding our successful Young Adult programs out at the branches by creating a roaming gaming center.

### D. Felton Grant Application and Support Letters

Grant Application was submitted for funding the new Felton Library project.

E. Circulation by Branch and Borrower Residence for 2007-08

F. Circulation by Branch and Borrower Residence for January 2009

G. Total Number of Items Circulated by Branch for 2007-08

H. Total Number of Items Circulated by Branch for January 2009

I. Circulation Statistics for Self Charge Machines January 2009

J. Scotts Valley Subcommittee

This item has been postponed until the City Attorney can be consulted.

X. OTHER BUSINESS

A. Felton Branch Library Plans and Permit

This item was canceled in the motion to approve the agenda.

B. Annual Audit FY 2007-08 Review

Jack Dilles, City of Santa Cruz Finance Director, summarized the audit. He reported that the audit was clean. There were no obvious weaknesses in the financial controls and no obvious management recommendations from the audit.

Supervisor Stone commented that he would like to see the Board presented with financial updates in order to get a better picture of library finances throughout the year.

Mr. Dilles also responded to a question from the Board regarding the adopted FY 2007-08 budget. He explained that the estimates used to balance the budget included carry forward balances that were inflated. In addition, at year-end there were several hundred thousand dollars worth of expenditures with legal obligations to be paid. These obligations that were incurred in FY 2007-08 were not fully financed and were pushed into the FY 2008-09 budget.

Supervisor Leopold suggested that the Board be presented with monthly financials especially since the library is a multi-million dollar operation.

Acting Director Susan Elgin responded to Board questions about how the library has changed some procedures in order to identify financial problems as early as possible. She responded that all library mid-management now has access to the City's Financial program and are each responsible for their own part of the budget. Weekly meetings are held with the library Accountant and Office Supervisor to look at income and expenses. In addition, one of the recommendations is for the sub-committee to continue to meet this year so they can get an overview and help prepare answers for the Board.

Councilmember Reed would like to have a report back next month on the cash balance for the library.

**Councilmember Beiers moved, seconded by Councilmember Rotkin**

**That by motion the Library Joint Powers Authority Board accept the Basic Financial Statements and Independent Auditors' Report for the Year Ended June 30, 2008 prepared by Caporicci & Larson, Certified Public Accountants.**

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C. Santa Cruz Public Libraries Furlough Plan

Santa Cruz Library Furlough Plan was established to clarify for the unions the Library Joint Powers authority to declare a furlough.

D. Recommendation to Eliminate Three Positions from FY 2008-09 Library Budget

**Councilmember Storey moved, seconded by Councilmember Beiers**

**that the Library Joint Powers Board adopt Resolution #2009-03 eliminating the following vacant positions from the FY 2008-09 library budget:**  
**25 hour Central Adult Reference Librarian/Subject Selector (149-013)**  
**20 hour Central Youth Services Library Assistant (150-029)**  
**40 hour Technical Services Librarian III, Lead Cataloger/Subject Selector (313-006)**

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E. Concerns and Parameters for the Library's FY 2009-10 Budget

Acting Director Susan Elgin laid out concerns for the upcoming budget.

F. Recommendation on Guidelines for Future Library Budgets

**Supervisor Stone moved, seconded by Councilmember Storey**

**That the Library Joint Powers Board adopt the following budget guidelines:**

- The Library System will strive to establish and maintain at least 5% of its annual budget for its ongoing cash reserve**
- At least 8% of the Library's operating budget should be dedicated to the Library's book and media budget (Motion 2007-12)**
- Carry-over funds (funds encumbered but not yet spent) are not to be added into the next fiscal year's budget as new funds. Carry-overs are not to be encouraged.**

**The Board will want a report in September each year from the Library Director and the SC City Finance Director on these carry-over projects and if they have a negative effect on the new fiscal year's budget in any way.**

- **The Library Director at the Board's September meeting will report year-end fund balances approved by the City Finance Department to the Board. At that time, the Board may decide how the funds are to be used.**
- **The Board will review, at a minimum, library expenditure and revenue statements every 4 months.**
- **The Budget Subcommittee should continue to meet on a once a month basis during the 2009-10 fiscal year.**

**AMENDMENT**

- **Monthly (second preceding month) revenue, expense and cash reports**
- **3-5 year long term projections in December focused on expenses and projected projects**

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**XI. NEXT MEETING**

May 11, 2009

**XII. ADJOURN**

The regular meeting adjourned at 9:27 p.m.

Respectfully submitted,

Kira Henifin, Clerk of the Board

All documents referred to in these minutes are available in the Library Office.