

SANTA CRUZ PUBLIC LIBRARIES  
A CITY-COUNTY SYSTEM

LIBRARY JOINT POWERS BOARD

MINUTES

May 11, 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 MAY 11, 2009

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

**that the Board approve the agenda of May 11, 2009 with the following changes:  
move agenda item #9 Other Business up on the agenda to proceed item #5 Oral  
Communications. Also to hear item #9B before item #9A.**

**UNAN**

III. APPROVE MINUTES OF APRIL 6, 2009

**Councilmember Reed moved, seconded by Councilmember Rotkin**

**that the Board approve the minutes of April 6, 2009.**

**UNAN**

IV. CONSENT AGENDA

None

V. ORAL COMMUNICATIONS

A. Susan Heinlein announced legislative advocacy postcards asking the legislature not to take 8% of property tax away from counties. Postcards are available through the Friends and will be available at the library branches.

B. Announcement of the New Library Director

VI. OTHER BUSINESS

#### A. Elimination of Library Positions

Susan Elgin summarized the financial state of the library system as well as the scenarios proposed by library staff. She reported that the budget shortfall for this year is due partially to falling sales and property tax revenues. The revenue shortfall amounts to approximately \$1.077 million. The FY 2008-09 Budget expected a 5% savings in personnel and a 2% savings in supplies, these savings have not been realized. The projected budget gap for FY 2009-2010 is \$1.269 million. In November the Board realized budget problems and in January library staff agreed to furlough, taking a 10% cut in pay for full time employees. Also in January, the book budget and other items were cut in an effort to bring savings to this year's budget. The library budget continues to experience a shortfall and does not have a cash reserve.

The proposed scenarios are:

##### Scenario 1

- 1) Make the changes at Garfield Park, La Selva Beach, and BC as previously proposed. Continue furloughing library staff at a 10% reduction in salary, plus
  - Keep BC as is
  - Close Felton
  - Cut staff and hours at B40 and Capitola. They would share remaining staff with B40 open Tues and Thur 11-7 and Cap open Mon and Wed 11-7 and Sat 12-5
  - Cut Outreach program by eliminating 50% of a librarian I
  - Cut Cataloging and Central Ref staff by eliminating one full time SLA
  - Central, LO, SV, and Aptos all close at 7pm rather than 8 pm (to concentrate staff to handle the extra business they will take on)

##### Scenario 2

- 2) Make the changes at Garfield Park, La Selva Beach, and BC as previously proposed. Continue furloughing library staff at a 10% reduction in salary, plus
  - Cut staff and hours at Felton and BC. They would share remaining staff  
BC open Tues and Thur 11-7 and Sat 12-5  
Felton open Mon and Wed 11-7
  - Cut staff and hours at B40 and Capitola. They would share remaining staff  
B40 open Tues & Thur 11-7 and Cap open Mon & Wed 11-7 and Sat 12-5
  - Outreach goes from 25 to 18 Bookmobile stops, still do homebound service  
Jail service, assisted living, Hope Services, and nursing homes  
Cut one full time driver to 20 hours  
Cut one fulltime Lib to 20 hours
  - Cut one Senior Library Asst, in cataloging
  - Central, LO, SV, and Aptos all close at 7pm rather than 8 pm (to concentrate staff to handle the extra business they will take on)

##### Scenario 3

- 3) Make the changes at Garfield Park, La Selva Beach, and BC as previously proposed. Continue furloughing library staff at a 10% reduction in salary, plus cut the larger, regional branches
  - Live Oak cut to 36 hours from 45 hours by eliminating staff

Mon-Tues 11-6:30, Thurs 10-6:30 Fri closed Sat 12-5  
Cut 1 LA, 1 20 LA, 1 25 SLA

- Scotts Valley cut to 37 hours from 43 hours by eliminating staff  
Mon 12-6, Tues 10-6, Wed 12-6, Thurs 10-6, Fri Closed, Sat 11-5  
Cut 1 SLA, cut 30 HR LA to 20 hours, cut 40 hour clerk to 20 hours
- Aptos cut to 38 hours from 47 hours by eliminating staff  
Mon-Thur 11-7, Fridays closed, Sat 12-5  
Cut 1 clerk, 1 20 hr LA, reduce 2 25 hour SLAs to 20 hr, cut 30 hour clerk to 20 hours
- Central cut to 47 hours from 58 hours by eliminating staff and  
Shortening evening hours to concentrate staff at busier times. TS staff who work at  
Central reduced in next 2 cuts as well
- Cut 1 Senior Library Asst in Cataloging
- Cut 20 hours from one fulltime processing clerk
- Cut one 24 Admin Asst. at HDQ

#### Scenario 4

- 4) Cut all branches. And continuing furloughing staff at 10%
- BC and Felton staff cuts and share remaining staff. Cut  
1 SLA, 1 LA, 1 26 hour clerk
    - BC cut from 32 to 21 hours  
Open Mon 12-7, Wed 11-7, and Sat 11-5
    - Felton cut from 32 ours to 12 hours  
Open Tues 12-7 and Thurs 12-7
  - SV goes from 43 hours to 34 hours
    - Tues, Wed, Thurs 10-7, Sat 10-5  
Cut 1 clerk, reduce 30 LA to 20 hours
  - Cap, B40, and GP share staff and reduce hours
    - Cap from 37 hours to 21 hours  
Mon 12-7, Wed 11-7, Sat 11-5
    - B40 from 37 hours to 24 hours  
Tues, Wed, Thur 11-7
    - GP from 28 hours to 12 hours  
Tues, Wed, Thurs 3-7Cut 2 SLAs, 1 clerk, 1 20 hour clerk, 2 25 hours Las
  - Outreach bookmobile stop cut to 18 stops and some services  
Cut 1 clerk to 20 hours, cut 1 driver to 20 hours, cut 1 Lib to 30 hours
  - LO goes from 45 hours to 34 hours
    - Tues, Wed, Thur 10-7, Sat 10-5  
Cut 1 clerk, 1 20 hour clerk, cut 5 hours for two part time SLAs
  - Aptos goes from 47 hours to 34 hours
    - Tues, Wed, Thurs 10-7, Sat 10-5  
Cut 1 clerk, 1 20 hour LA, cut 20 hours of Lib clerk time from other clerk positions.
  - LSB goes from 28 hours to 14 hours  
Open Tues 1-7 and Thurs 10-6  
Cut 1 SLA and 1 20 hour clerk, (1 LA and 1 20 hour clerk from Aptos would come to LSB to cover)
  - Cut one SLA from Cataloging
  - Cut one clerk in TS processing
  - Cut 24 hour Admin Asst at HDQ
  - Central goes from 51 to 46 hours  
Sunday 1-5, Mon 12-7, Tues, Wed, Thur 10-7, Sat 10-5  
Cut one 20 hour Lib II, cut one 20 hour circ aide

#### Scenario 5

- 5) Furlough no staff. Increase the regional libraries Aptos, LO, and SV to 7 days a week service. Move Young Adult services into Central from GP and Genealogy to GP, Close Fel, Cap, B40, LSB  
Keep service to the most geographically isolated branch (BC) and service to those unable to use traditional library service---the outreach program. Both with some reductions
- BC open Tues and Thurs 2-7 and Sat 1-5
  - Outreach. No changes from existing services
  - Aptos Mon-Fri 11-7, Sat and Sun 1-5
  - LO Mon-Fri 11-7, Sat and Sun 1-5
  - SV Mon-Fri 11-7, Sat and Sun 1-5
  - Central Mon-Fri 11-7, Sat 10-5, Sun 1-5
- Some staff from closed Tier Is are transferred to Aptos, LO, and SV  
Staffing for LO, Aptos, SV:  
4 Las, 2 SLAs & one 20 hour SLA, 4 clerks, and 4 part time clerks,  
2 Lib IIs, and 1 Lib III
- New staffing pattern at BC plus 1 20 hour SLA and 1 20 hour LA
  - Cut in TS, One SLA in cataloging,
  - Cut one 24 hour Admin Asst. II

Subsequently 54 members of the public spoke, 15 of them being children and teens, for 2 minutes each regarding the proposed closure of the Garfield Park and La Selva Beach branch libraries. Fifty-one of the 54 speakers were in favor of keeping the branches open. There were also several petitions signed by residents and students in support of keeping the branches open. **A list of the speakers and petitions is available upon request at the Library Administrative offices.**

Councilmember Rotkin thanked the public for their concern and the tone of the meeting. Rotkin commented that all options should be available for the Board to discuss and that all county residents should be notified that other scenarios are going to be proposed in order to give them the opportunity to speak on behalf of their branch/community. Councilmember Rotkin would like to see the effects of a one year cut in the book budget at different levels. Rotkin stated he would like to see a balanced level of library service but is not in favor of keeping branches open at the expense of not having the ability to offer higher quality information in a centralized location. Councilmember Rotkin concluded by stating that he would like the Acting Director to return to the Board with scenarios of how to close the budget gap so that the Board has ample information to make difficult decisions.

Councilmember Beiers also thanked the public who came to show support of the libraries and spoke publicly. Beiers stated she would like to see specific proposals come back to the Board in June in order to make a final decision about the budget. She also reiterated a public comment that was made which was "prune to recover". Councilmember Beiers stated she would like to assume there is going to be recovery and ask that drastic measures not be taken in order for the Board to reverse decisions when/if the appropriate time presents itself.

Supervisor Stone stated that he would also like to narrow down the budget options and is not in favor of closing branches. He would like the Board to be conservative in their decisions so that there is some place to build back from when the time is right. If branches are cut and

the financial situation becomes brighter, the library system will have come out of the experience a much different library system, which is not his intention. Stone would like to find a way to hold on to branches and spread the cuts. He would also like the Acting Director to look at the employee ranks and make sure appropriate cuts are made for the services provided and size of the library. Supervisor Stone's final comment was to have the Acting Director come back with more detail on the scenarios and to better understand the implications on staff in providing library services at the branches.

Citizenmember Gerdt commented that she also likes the phrase "prune to recover". Gerdt believes that a regional system would take many discussions and community input in order to be properly implemented. She does not feel this is something that can be achieved in the short term. Gerdt would like to see cuts spread across all branches and the book budget cut in order to give branches the opportunity to be open more.

Councilmember Storey stated that he came to the meeting in order to narrow the focus and drill down the direction in which the Board would like to go. He also commented that he would like the focus to be on spreading cuts across the system so that branch libraries can be maintained. In addition, he commented that the process should be a community effort so that particular neighborhoods do not feel targeted and disenfranchised. Mr. Storey does not feel that strategic decisions need to be made now and would like the discussions regarding strategic planning to be made with the new Library Director. Councilmember Storey concluded his comments by recognizing the need to make sure library staff are not burdened by decisions made that will increase library branch traffic with less open hours.

Supervisor Leopold commented that he sees the library branch system as developing important relationships with families and communities. Leopold also stated that he has always had the philosophy that it is best to trim wherever possible to let something grow back when the budget gets better. He is concerned that if branch libraries are closed the doors could reopen but the community it serves would take much longer to restore. He also does not favor cutting employee hours resulting in lost benefits or reducing pay to the point where employees struggle financially. Leopold would be in favor of looking at a portion of the book budget to help fill the budget gap as well as looking at the level of on-call staffing. Supervisor Leopold would like the Board to consider looking at a shared burden across the system rather than restructuring the library system.

Citizenmember Poitinger thanked the public and library staff. She also reiterated a comment she heard during public testimony, which was to not let a crisis dictate a philosophical change. Ms. Poitinger is also in favor of spreading cuts across the system and thinks it is the best option to explore. However, she feels that the community and the Board need to have a discussion on whether the cuts will be long term and whether they will be sustainable. The long-term goals of the library need to be discussed but do not need to be discussed at this crucial time. Poitinger was also impressed by the level of volunteerism and hopes that people do follow up with the library. In addition, Poitinger believes the book budget should take minimal cuts and would like to re-visit restoring the ILL system because it does benefit the whole system.

Councilmember Reed thanked the public for their passion and commitment to the library system. He believes the new director will have the opportunity to make future decisions for the library system as a whole. At that time, the Board can discuss the attributes of having

neighborhood libraries and how that will effect the rest of the library system. Reed reported that nine months ago, in June 2008, the system had just come off the two best years the system had in terms of sales tax revenue. The budget passed for FY 2007-08 was barely balanced and no reserves were budgeted. A common budgetary practice is to budget for a 5-10% reserve. The library has no reserve. Councilmember Reed stated that a library's new materials budget should be between 14-15% but that our library system is budgeting only 8% for new materials. The budget is currently set far below what is optimal among the following library services: ILL System, library technology, staff training, and library programming. Mr. Reed also commented that there are not too many models with our population, population density, and small size that have as many library branches as we currently have in the system. If the Board decides to go ahead and have a large number of neighborhood libraries then there will have to be decisions made to accommodate for this financial decision. Mr. Reed concluded his remarks by stating that the budget adopted nine months ago that was relatively heavy on branches and not on other library services was actually not a balanced budget. Before this downturn in the current economy, the library was spending more than it was bringing in and living beyond its means. Mr. Reed is in favor of pruning to minimize staff layoffs in order to grow and build a strong library system for the future.

Citizenmember Gorson thanked the public for their comments. She values libraries and the service they provide but believes that going forward the library structure will need to be revisited. This discussion may not happen in time for this budget but will need to take place in the near future. The library system has been living on the financial edge for quite some time and because of that reason small changes in the economy make it very hard for the library to cope financially. Ms. Gorson stated that she has been on the Board for five years and has seen the Board take action to close small budget gaps. These savings have been realized through shutting down the system during the holidays in order to save on staffing costs and reducing library branch hours throughout the system. Ms. Gorson believes we have an unstable system where library staff and residents are jerked around from year to year to achieve costs savings for the library. She would like to see the Board stabilize the system. Currently the personnel costs for the system are around 70% and the materials budget has been around 8% so cuts are hard to make without looking at personnel costs. A neighborhood branch costs the system more in personnel compared to larger branches due to economies of scale. The Board needs to have a philosophical discussion about what library services are important to the system. The Board has adopted system-wide standards but the system has failed to achieve staffing standards, open hour standards, and materials budget standards for the system as a whole. The Board needs to decide how the library should move into the future and how to position the system to serve all county residents. Gorson concluded by saying that the last thing she would be in favor of cutting is Outreach. She stated that the Outreach services truly provide for the people who need the system the most. She is in favor of keeping as many options open as possible and having the new library director engage in long term strategic planning.

Councilmember Reed commented that citizens could develop special districts, which would help establish dedicated funds for neighborhood branches. California code §53313, Community Facilities District, which may be established to finance any one or more of the following types of services within an area: police protection services, criminal justice services, recreation program services, and library services. Councilmember Reed has

spoken with John Barisone, City Attorney, and has asked that he be available to speak to any resident who would be interested in pursuing this for his or her own area.

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

**that the Board move to direct library management to return with a plan that does not close a branch and meets the current budget gap of \$1.25 million.**

**AYES: Beiers, Storey, Stone, Gerdt, Rotkin, Leopold**

**NAYES: Poitinger, Reed, Gorson**

**B. Consider Draft Budget FY 2009-2010 Budget**

Susan Elgin, Acting Director, summarized the draft budget for FY 2009-2010.

Supervisor Leopold commented that he would like to have the City's Finance Department revisit the debt interest charged to the library for a loan the City provided in order to cover the library's negative cash balance. The finance department should bare some responsibility for the financial oversight of the library system.

Jack Dilles, City Finance Director, will bring Supervisor Leopold's proposal back to the City for discussion.

Councilmember Reed still has questions about fiscal control and the oversight that is in place to make sure the library can achieve better financial policies.

Citizenmember Poitinger would like to see KOHA fully funded and monies taken out of the book budget if necessary.

Dan Landry, Network Access Administrator, reported to the Board the current technology challenges that the library faces. The library will be the last library system in the country still using DRA Classic and the library is approaching a challenge in hosting the system on the current hardware. Mr. Landry commented that the ILS system and the website are positioned in the system as another branch library. If we were to purchase an ILS system in a more normal fashion, the costs would be between \$400,000 and \$500,000. The choice has been made to develop an open source system that is less costly overall but the money spent so far, \$25,000-\$30,000, is not sufficient. The vendor that the library is working with has been extremely accommodating in agreeing to re-write the library contract in order to spread initial development costs over a five year period. In order to move forward with this project the library needs to be able to contribute to the development of this project. His recommendation to the Board is that a minimum of \$25,000 be budgeted in order to contribute to this project and participate in a system that will work for the library. Mr. Landry hopes the Board does not underestimate the contribution that the technology provides to the library system. If the library does not migrate over to the new system, there will not be a platform to deliver any library services.

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

**that the Board authorize library staff to budget \$25,000 for the development of the KOHA project for FY 2009-2010.**

**AYES: Stone, Leopold, Rotkin, Beiers, Gerdt,  
Gorson, Poitinger, Reed  
NAYES: Storey**

C. Re-instate the Request No Pick-up Fee

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

**that by motion the Library Joint Powers Authority Board authorize the re-instatement of the \$2.50 Request No Pick-up fine to begin on June 15, 2009.**

**UNAN**

D. Public Library Staff Education Program Grant Award

**Councilmember Beiers moved, seconded by Supervisor Leopold**

**that the Library Joint Powers Board by motion authorize staff to file an LSTA Public Library Staff Education Program grant application to provide tuition reimbursement for regular employees Diane Cowen and Elizabeth Henry.**

**UNAN**

E. Continuation of May 11, 2009 Agenda Items

**Councilmember Rotkin moved, seconded by Supervisor Leopold**

**that the Board move to continue all the unfinished agenda items.**

**UNAN**

XI. NEXT MEETING

June 1, 2009

XII. ADJOURN

The regular meeting adjourned at 11:25 p.m.

Respectfully submitted,

Kira Henifin, Clerk of the Board

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