



SANTA CRUZ • PUBLIC
LIBRARIES
A City County System

LIBRARY JOINT POWERS AUTHORITY BOARD

Monday, September 12, 2005 at 7:30 PM
Community Meeting Room
224 Church Street, Santa Cruz

AGENDA

6:30 PM: CLOSED AND (CLOSED) LITIGATION SESSION
Personnel Evaluation, Director of Libraries Gov't Code 54957

7:30 PM: PUBLIC MEETING

❖ ROLL CALL

❖ APPROVE AGENDA

❖ APPROVE MINUTES OF July 11, 2005

❖ CONSENT AGENDA

1. Change Branciforte Branch Hours

2. Accept Public Library Staff Education Program Grant Award

❖ ORAL COMMUNICATIONS

❖ WRITTEN COMMUNICATIONS

Letter of August 3, 2005 from Teall R. Messer to Hon. Judge Jeff Almquist
re Grand Jury Report

❖ REPORTS OF ADVISORY BODIES

❖ MEMBER REPORTS

❖ STAFF REPORTS

1. Assistant County Administrator Quarterly Report on Measure B
Receipts

2. Read to Me 6th Quarter Report Extract
3. Year End Financial Reports
4. FY 2004-05 Annual Statistical Report
5. Director's Monthly Report (oral)

❖ OTHER BUSINESS

1. Library Financial Planning Process (Citizen Gorson)
2. Proposed Board/Staff Communications Policy (Chair Gaughan)
3. Discuss and Appropriate Additional Revenue

SCHEDULE NEXT MEETING

The next meeting is scheduled for Monday, October 3, 2005 in the Community Meeting Room of the Central Branch Library.

❖ ADJOURNMENT

The Santa Cruz City-County Library System does not discriminate against persons with disabilities. Out of consideration for people with chemical sensitivities, the Library requests that you attend fragrance free. The Central Branch Library is a fully accessible facility. If you wish to attend this public meeting, and you will require special assistance such as sign language or other special devices in order to attend and participate, please call (831) 420-5600; or TDD: (831) 420-5733 seventy-two (72) hours prior to the event to make arrangements for assistance. Upon request, agendas for public meetings can be provided in a format to accommodate special needs.

JAGENDA.SEP

09/06/05

SANTA CRUZ PUBLIC LIBRARIES
A CITY-COUNTY SYSTEM

LIBRARY JOINT POWERS BOARD

MINUTES

July 11, 2005

Central Branch Community Meeting Room
224 Church Street, Santa Cruz

6:30 PM CLOSURE AND (CLOSED) LITIGATION SESSION
Personnel Evaluation, Director of Libraries Gov't Code §54957

Chair Gaughan reported that a decision was made to hire a consultant to assist the Board and Management re: communications issues.

7:30 PM

I. ROLL CALL

Present: Citizen Richard Gaughan, Citizen Barbara Gorson; Councilmember Randy Johnson, Councilmember Cynthia Mathews, Citizen Leigh Poitinger, Councilmember Michael Termini, Supervisor Mark Stone

Excused: Councilmember Rotkin

Absent: Supervisor Beautz

Staff: Anne Turner, Director of Libraries
Susan Elgin, Assistant Director of Libraries

II. APPROVAL OF MEETING AGENDA OF JUNE 16, 2005

The agenda of July 11, 2005 was unanimously approved. (Mathews/Gorson)

III. APPROVE MINUTES OF JUNE 16, 2005

The minutes of June 16, 2005 were unanimously approved. (Gorson/Poitinger)

IV. CONSENT AGENDA

There were no items on the Consent Agenda.

V. ORAL COMMUNICATIONS

There were no oral communications.

VI. WRITTEN COMMUNICATIONS

There were no written communications.

VII. REPORTS OF ADVISORY BODIES

Pat Sandidge, Co-Director of the Friends of the Santa Cruz City-County Library System reported the following Friends' activities:

- Performed with the Library Drill Team in the LaSelva Beach July 4th parade
- Semi-annual LaSelva Beach book sale on July 16th.
- Preparing for the Kids only book sale and the Festival of the Book at Harvest West Park on July 31st.

VIII. MEMBER REPORTS

Supervisor Stone, Richard Gaughan and Anne Turner met with, Diane Siri, Santa Cruz County Superintendent of Schools; Julie Hath, Superintendent of the San Lorenzo Valley Schools; and Mary Bryant, Trustee in Area Four on the County of Santa Cruz School Board. The purpose of the meeting was to re-open previous discussions about a joint library/school project to serve the Felton Community.

IX. STAFF REPORTS

The Director made the following reports

- Distributed the Revenue and Expenditure Reports for May 31st and reminded the Board that final numbers for 2004-05 financial information would not be available until September.
- Distributed Gifts Report of donations to the Library System for the fiscal year ending June 30th totaling \$33,698.32. Most of these were gifts collected through the Friends, which is the easiest way for the library system to handle gifts.
- Announced the inauguration of wireless Internet service to the Central Branch during the first week of July. Discussions with other branch managers are underway regarding their readiness to introduce wireless Internet service at their branch. These installations will begin in September 2005. Two routers were donated by Cliff Skolnick of Santa Cruz Third Break and the cost of each installation was \$100 per branch and \$35 per month for the SBC connection. The Director stated that a press release was prepared but she delayed issuing it until the Board was informed of the installation.

X. OTHER BUSINESS

A. Continue Workers Compensation Charges discussion

At the request of the Board, further discussion of Workers Compensation claims in the Library System were held with Erwin Young, Director of Human Resources. Erwin also announced his forthcoming resignation from the City of Santa Cruz and introduced Kelly

Menehan, Assistant Director of Human Resources, who will serve as acting director until the position of Director is filled. Santa Cruz City Manager, Richard Wilson, was also present and commented on several points during the discussion. Following a lengthy discussion of the Board's concerns Erwin Young recommended three plans of action that could be taken;

1) work with Octagon, the new Third Party Administrator giving them 90 days to examine each claim over \$10,000 and give a recommendation on every claim; 2) if not satisfied, hire an independent person to review the same claims and present recommendations; and 3) if neither of those options satisfies the Board, go out to bid for another vendor, agency or private carrier who can insure Joint Powers Authorities. Proposals to manage the Library's Workers' Compensation program separately from the rest of the City departments could then be considered.

Councilmember Mathews moved, seconded by Councilmember Termini

that at the October 3, 2005 Joint Powers Authority Board meeting a closed session be held with the Octagon Third Party Administrator to review all Library claims over \$10,000; consider Octagon's recommendation and plan for resolving some of the issues raised by the Board; and, delay a decision regarding the other two components of the action plan pending the results of the closed session.

UNAN

B. Consider Draft Response to Interim Grand Jury Report

The Board had requested that Director Turner prepare a draft response to the Grand Jury's interim report regarding the Library System. The Board reviewed the responses page by page, coming to consensus or suggesting changes to each item. The Director will make the changes requested and send another draft version to each board member for their consideration and review.

XI. SCHEDULE NEXT MEETING

The Board moved to cancel the August 1, 2005 meeting and reconvene on Monday, September 12, 2005. (Mathews/Termini)

XII. ADJOURNMENT

The regular meeting adjourned at 9:22 PM

Respectfully submitted,

Jane Schymeinsky, Clerk of the Board

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



SANTA CRUZ • PUBLIC
LIBRARIES
A City County System

August 18, 2005

TO: LIBRARY JOINT POWERS AUTHORITY BOARD
FR: DIRECTOR OF LIBRARIES
RE: CHANGE BRANCIFORTE BRANCH HOURS

RECOMMENDATION: That by motion the Board approve reducing Branciforte Branch open hours from 45 to 41, and restructuring the hours as per the schedule below.

BACKGROUND

The Branciforte Branch has been changed from a Tier II facility to a Tier I Branch, and its staff reduced accordingly. It now has four full time equivalent employees plus Pages, whereas it used to have five employees.

Currently the Branch is open as follows:

Mon/Tues/Wed:	10am – 8pm
Thursday	10am - 6pm
Friday	10am - 5pm
Sat/Sun	Closed

The proposed revised schedule is as follows:

Monday	1pm – 7pm
Tue/Wed/Thurs:	10am – 7pm
Fri/Sat	1pm – 5pm
Sunday	Closed

Branch staff proposed changing the standard closing time from 8pm to 7pm because use is so slow during that final hour. This change enables the Branch to restore open hours on Saturday, which were cut two years ago.

An important issue at the Branch is services to young people; the Board will recall that because of its location the Branch leads the Library System in the number of class visits each year. But part of reconfiguring services to the Tier I level

has been to shift the professional Librarian II/Youth Services position to the new Live Oak Tier II Branch. There are now two half time Library Assistants to serve youngsters, and these workers are also needed for shifts on the Circulation Desk.

The result is that we are limiting class visits to two days per week. And in January, when Live Oak is open and we see how demand for services at Branciforte, Capitola, and the new branch are shaping up, we will probably deploy Central Branch youth services librarians to provide a weekly lap time story hour at Branciforte.

Staff recommends approval of the change in hours.

AMT:SB40HRS.JMM



SANTA CRUZ • PUBLIC
LIBRARIES
A City County System

July 26, 2005

TO: LIBRARY JOINT POWERS AUTHORITY BOARD
FR: DIRECTOR OF LIBRARIES
RE: PUBLIC LIBRARY STAFF EDUCATION PROGRAM GRANT AWARD

RECOMMENDATION: That the Library Joint Powers Board adopt a resolution accepting a grant in the amount of \$9,131 to provide tuition reimbursement for employees Watonka Addison, Sandra Imperio, and Laura Whaley under the LSTA Public Library Staff Education Program, and amending the FY 2005-06 Operating Budget in the amount of \$9,131.00 for this purpose.

BACKGROUND

The California State Library is awarding Federal Library Services and Technology Act (LSTA) grant funds for tuition reimbursement to library employees pursuing graduate education in library science. Award grants are made on a competitive basis.

Library Assistant Watonka Addison is currently a half time worker at the Aptos Branch. Sandi Imperio is Branch Manager at our Garfield Park Branch. Laura Whaley is Branch Manager at Boulder Creek.

The grant guidelines require that the employing library receive and administer the funds. This involves obtaining verification of completed course work and grade received, as well as receipt of a pledge that the employee will continue in public library work. Then the library issues a check to the employee. The Library receives an indirect fee of 10% for these services.

The grant award letter is attached.

AMT:GTUITION.JPB



CALIFORNIA
STATE LIBRARY
FOUNDED 1850

July 18, 2005

Anne Turner, Director
Santa Cruz Libraries
1543 Pacific Avenue
Santa Cruz, CA 95060-3873

Subject: LSTA E-58, FY 2005/06, WP04, Grant Award #40-6509
Title: Public Library Staff Education Program

Dear Ms. Turner:

I am pleased to approve your grant application for the above named project for a total of \$9,131 in federal Library Services and Technology Act (LSTA) funds for the period ending June 30, 2006. This grant will become effective immediately. Your staff members listed below have been selected to receive tuition reimbursement. The State Library primary consultant assigned to this project will be Kathy Low, tel. (916) 653-6822, email klow@library.ca.gov. Please work with this consultant in implementing your project. My staff is ready to assist you in making your project a success.

The program award funds are authorized for the uses and amounts shown below. Please note that in some cases the amount of the tuition reimbursement requested by a staff member may be different from the authorized amount listed below. LSTA awards are based upon the course rates provided to us directly by the two California library school programs, which we use in calculating the awards. These rates do not include any related fees students are required to pay, since those are not reimbursable under this program. The specific amounts for each staff member reflect the tuition reimbursement rate for the program checked by the student on his/her application form.

Tuition reimbursement awards are approved for the following student(s) to cover eligible graduate library school courses taken during the Summer 2005, Fall 2005, and Spring 2006 semesters.

Watonka Addison**	\$1,800
Sandra L. Imperio**	\$3,921
Laura A. Whaley###	\$2,580

Only graduate library school courses where the student received a grade of B- or better, or a "Pass" for credit/non-credit courses are eligible for reimbursement.

** Please note that these individuals are to be reimbursed at the following rates:

Summer Session 2005

1.0 – 6.0 units	\$ 819
6.1 or more units	\$1410

Fall 2005 and Spring 2006 Sessions

1.0 – 6.0 units	\$ 900
6.1 or more units	\$1551

Winter 2006 Intercession (if applicable)

\$645 per 3-unit course

Please note that these individuals are not to be reimbursed at more than \$645 per 3-unit course. Students attending library schools based in other states are only eligible to be reimbursed at \$645 per 3-unit course, also.

++ Please note that students attending UCLA's GSEIS are only reimbursed for resident graduate academic student fees. Other miscellaneous campus fees are not reimbursed. These individuals are not to be reimbursed more than \$6897 during this grant year.

Funds allowed are as follows:

<u>Categories</u>	<u>2005/06 LSTA Approved Budget</u>
Operating expenses	8,301
Program Award	<u>\$8,301</u>
Indirect cost (up to 10%)	<u>830</u>
Total	\$9,131

Please note that requests for additional funding to cover any tuition increases during the grant year will not be considered due to scarcity of LSTA funds.

On June 30, 2006, this project will be officially closed and no new expenditures may be generated, nor may any additional funded project activities occur. All unexpended and unencumbered funds must be returned by August 30, 2006. This project is allowed 60 days to liquidate encumbrances that were incurred prior to June 30. After the 60-day period, all encumbered funds, which have not been liquidated, must be returned to the State Library.

Reporting on financial activities is required quarterly within 30 days of each quarter. For narrative reports, a Final Narrative only is required and is due within 30 days after the close of the project, by July 31, 2006. The final liquidation report, if required, is due and must be submitted by September 15. Thus, all reporting regarding this project must have been received at the State Library by September 15, 2006.

July 18, 2005

Failure to provide timely reports is a serious breach of a grant recipient's administrative duty under the grant program, which may result in federal audit exceptions against the state and the loss of LSTA funds.

All required reporting materials are located on the California State Library's website at [<http://www.library.ca.gov/html/grants.cfm/>]. Both the Quarterly Fiscal Report (LSTA Form 8) and the Final Narrative Report (LSTA Form 9), along with instructions for completing each report, are on the State Library's web page under the heading "LSTA Reporting and Control Documents." This letter and the enclosed list of LSTA procedural requirements amend the Consolidated Application/Grant Award Certification document and must remain a part of all your existing copies.

Best wishes for a successful project year.

Yours truly,



Susan Hildreth
State Librarian of California

Enclosures

cc: Christopher Berger
Colette Moody
Kathy Low
Watonka Addison
Sandra Imperio
Laura Whaley
Doc.#8517

RESOLUTION 2005-

RESOLUTION OF THE SANTA CRUZ
LIBRARY JOINT POWERS AUTHORITY BOARD
TRANSFERRING FUNDS AND AMENDING THE FY 2005-2006 BUDGET
TO ACCEPT A GRANT FOR TUITION
REIMBURSEMENT FOR LIBRARY EMPLOYEES

WHEREAS, the California State Library has awarded the Santa Cruz Library System a grant in the amount of \$9,131.00 to provide tuition reimbursement for employees Watonka Addison, Sandra Imperio, and Laura Whaley under the LSTA Public Library Staff Education Program,

NOW THEREFORE, be it resolved that the Library Joint Powers Authority Board transfer funds and amend the FY 2005-2006 budget in the amount of \$9,131.00 to accept the grant for employee tuition reimbursement.

PASSED AND ADOPTED this 12th day of September, 2005 by the following votes:

AYES: Board Member

NOES: Board Member

ABSENT: Board Member

DISQUALIFIED: Board Member

Chair

Attest: _____
Board Clerk

AMT:GTUITION.JPB
08/30/04

Teall R. Messer
3833 Glen Haven Road
Soquel, Ca 95073

3 August 2005

The Honorable Judge Jeff Almquist
Presiding Judge
Santa Cruz Superior Court
701 Ocean Street
Santa Cruz, California 95060

Subject: Response to Santa Cruz County Grand Jury 2004-2005 Interim Final
Report, Schools and Libraries Committee Report

Dear Judge Almquist:

I wish to respond as a citizen to one of the recommendations in subject report. Recommendation 9 states "JPA Board members must make decisions for the good of the overall library system rather than focusing on their own constituencies and parochial concerns."

I am a member of the Friends of the Santa Cruz Public Libraries and as such have attended quite a few LJPA meetings over the last several years. I do not feel the recommendation's necessary premise that the LJPA Board members represent their constituencies to the detriment of the larger good is fair or accurate.

All but three of the Board members are elected officials representing specific constituencies. Those elected officials do and should express the concerns of their own constituencies. We are a representative democracy. If everyone expressed the desires of the entire community there would be no need for the board, one person could perform their function.

To assert that the Board is parochial ignores the larger history of its actions. The Board members do express their constituency's concerns and occasionally do so rather spiritedly but at the end of the day their final actions incorporate a general consensus of the larger community's good. No findings were made in the Grand Jury's report that demonstrated otherwise. To accuse the Board members of letting the specific concerns of their constituents interfere with their ability to make final decisions appropriate to the entire community the Board serves is unfair and not supported by the findings.

Therefore I disagree with recommendation 9 and believe since the Board's decision making process is appropriate and since there are no findings to the contrary, that the JPA Board members do make decisions for the good of the overall library system.

Respectfully yours,



Teall R. Messer

→ CC: Library Joint Powers Board
Anne Turner

Library\Grand Jury 2004-2005



County of Santa Cruz

COUNTY ADMINISTRATIVE OFFICE

701 OCEAN STREET, SUITE 520, SANTA CRUZ, CA 95060-4073

(831) 454-2100 FAX: (831) 454-3420 TDD: (831) 454-2123

SUSAN A. MAURIELLO, J.D., COUNTY ADMINISTRATIVE OFFICER

July 25, 2005

TO: Each Member of the Board of Directors of the Library Financing Authority

QUARTERLY REPORT ON MEASURE B RECEIPTS

At its January 10, 2005 meeting the Library Financing Authority requested that this office provide the members of the Authority with a report on the quarterly receipts from the Library Sales Tax Measure. The attached material provides quarterly and annual data for Measure B.

The attached includes the final receipts for the Library Sales Tax for 2004-05. In summary:

- Total receipts for 2004-05 were \$333,957 (approximately 4.6%) higher than 2003-04.
- Fourth quarter receipts for 2004-05 were \$87,620 higher than the estimate provided to the Library Financing Authority Board in June.

If you have any questions regarding the attached material, please give me a call at 454-3401. I will send you an update at the end of the first quarter of the 2005-06 fiscal year.

Very truly yours,

Pat Busch
Assistant County Administrative Officer

Attachment

cc: Director of Libraries, Santa Cruz City/County Library System
Library Director, Watsonville Library
County Administrative Officer
Auditor-Controller
County Counsel
Clerk of the Board

**Measure B Receipts
Quarterly and Annual Data**

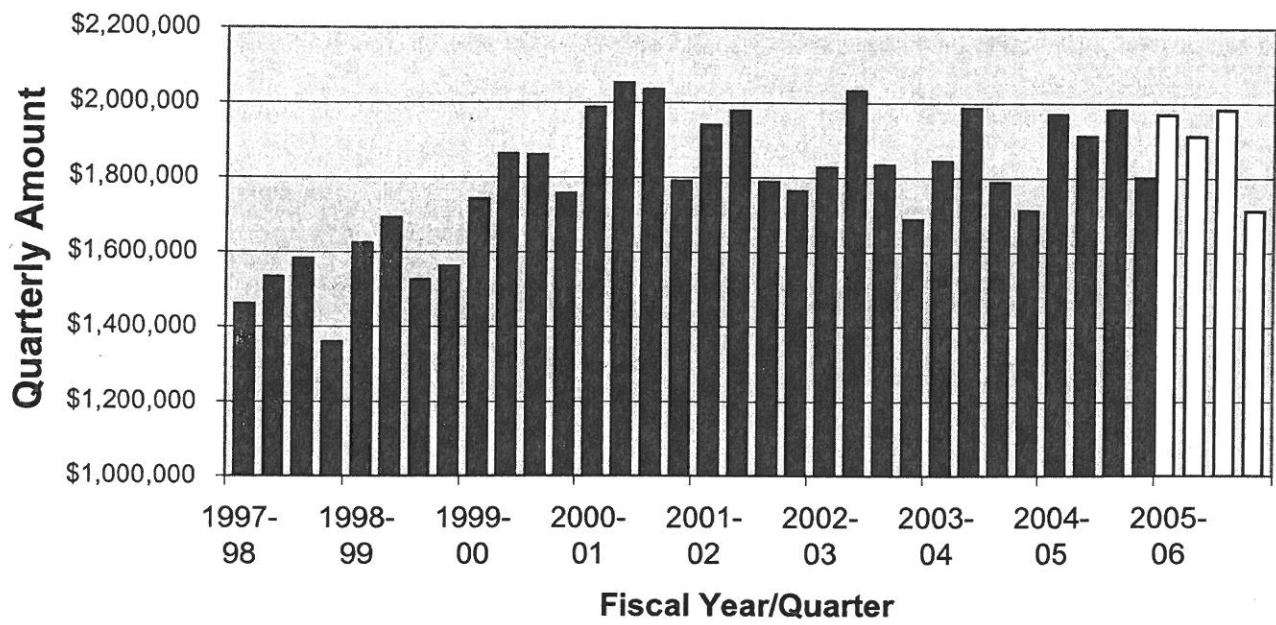
June 2005

Measure B Receipts - Quarterly and Annual

Year	Quarter	Quarterly Actual	Current Estimate	Annual		
				Actual	Change	% Change
1997-98	1	\$1,460,903				
1997-98	2	1,533,628				
1997-98	3	1,582,188				
1997-98	4	1,358,294		\$5,935,013		
1998-99	1	1,623,813				
1998-99	2	1,690,893				
1998-99	3	1,525,948				
1998-99	4	1,561,793		\$6,402,447	\$467,434	7.88%
1999-00	1	1,741,273				
1999-00	2	1,862,384				
1999-00	3	1,859,563				
1999-00	4	1,756,389		\$7,219,609	\$817,162	12.76%
2000-01	1	1,986,572				
2000-01	2	2,051,736				
2000-01	3	2,035,286				
2000-01	4	1,789,860		\$7,863,454	\$643,845	8.92%
2001-02	1	1,940,315				
2001-02	2	1,978,436				
2001-02	3	1,787,984				
2001-02	4	1,764,249		\$7,470,984	(\$392,470)	-4.99%
2002-03	1	1,826,667				
2002-03	2	2,032,714				
2002-03	3	1,833,704				
2002-03	4	1,686,660		\$7,379,745	(\$91,239)	-1.22%
2003-04	1	1,843,988				
2003-04	2	1,986,815				
2003-04	3	1,787,501				
2003-04	4	1,712,421		\$7,330,725	(\$49,020)	-0.66%
2004-05	1	1,969,607				
2004-05	2	1,911,909				
2004-05	3	1,983,125				
2004-05	4	1,800,041		7,664,682	\$333,957	4.56%
2005-06	1		1,969,607			
2005-06	2		1,911,909			
2005-06	3		1,983,125			
2005-06	4		1,712,421			

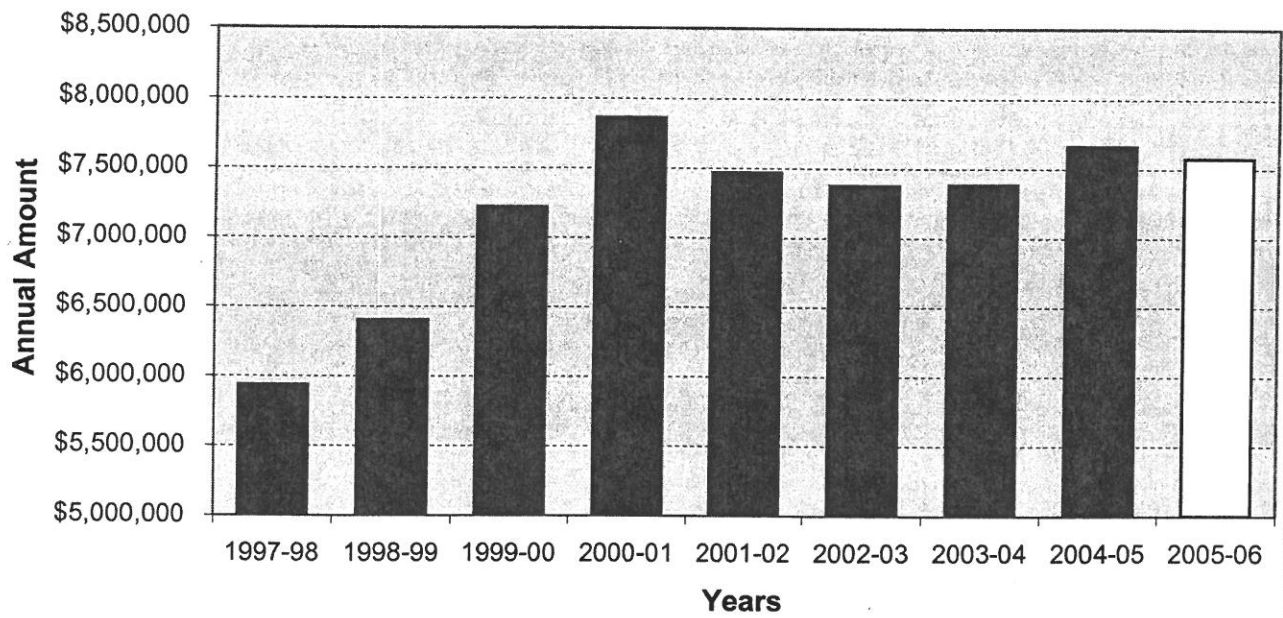
Measure B Quarterly Receipts

□ Estimated Quarterly Receipts ■ Actual

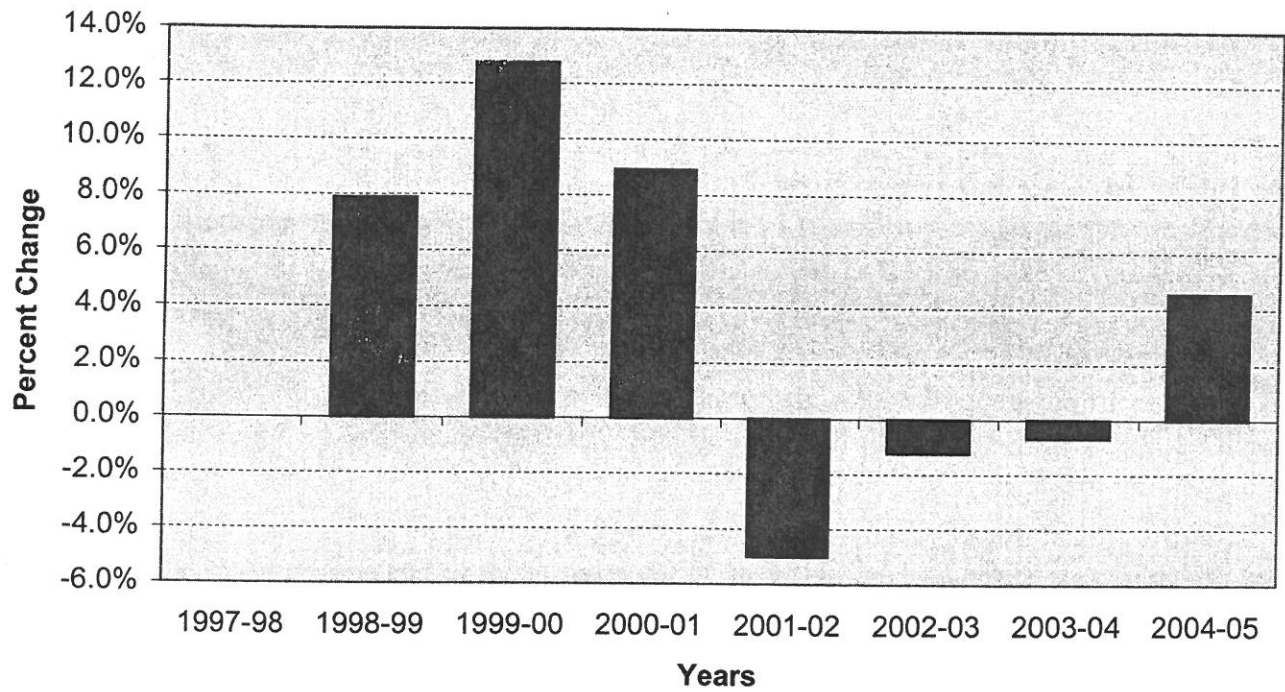


Measure B Actual and Estimated Receipts

■ Actual □ Estimated



Meausre B - Percent Change by Year, Actual Receipts





SANTA CRUZ • PUBLIC
LIBRARIES
A City County System

August 26, 2005

TO: LIBRARY JOINT POWERS AUTHORITY BOARD
FR: DIRECTOR OF LIBRARIES
RE: READ TO ME 6TH QUARTER REPORT

Attached is an extract from the 6th Quarter Report filed by the Read to Me project staff. The full report went to the grant-making agency for the project, the Santa Cruz County First 5 Commission. The final quarterly report of a grant cycle usually contains, as this one does, summary data on a project. Although Read to Me has been funded by the Commission for another cycle, the Joint Powers Board will be interested in its accomplishments over the last year and one half.

AMT: G6THQRT.JPB

Outcomes Overview

Please note that the text provided in this section will be placed, exactly as written, in reports provided to the First 5 Commission.

CLIENT OUTCOME

- 1) What is the client outcome objective stated in the program's accountability plan?

Client Objective #1: By June 2005, 75% of child care providers will increase their knowledge of and ability to promote a rich literacy environment in family child care homes as shown by an increase between pre and post scores.

RESULTS: See Question # 5.

- 2) Please describe the First 5 funded activities the program implemented this quarter to achieve the measured client outcome.

Our program provided home visits to 131 home-based child care providers this quarter.* Each visit includes: delivery of theme-based book/storytelling kit(s); modeling of early literacy activities; storytimes for the children; information and referral; and discussion of early literacy activities with the provider. These visits support improvement of the home literacy environment and bring Read to Me library services to the family child care homes. Home visits average 45 minutes in length. Library staff made a total of 320 home visits and circulated more than 300 book kits (approximately 4350 items total) this quarter. Through these home visits we also reached over 1300 children with storytimes and access to Read to Me materials.

During this 18-month grant cycle, we have conducted 1452 home visits to 153 child care providers, circulating over 1450 storytelling kits or 21,025 items, and reaching over 2,000 children. 18 of the child care providers served are license exempt or informal care providers.

We conducted three very successful workshops this quarter, with a combined attendance of 101 participants. Two were at the April 9th CCAEYC Early Childhood Education conference; and one was a repeat of our new workshop in Spanish for 25 participants who had been on the waiting list for our March 18th workshop. Collaboration between SCPL and Watsonville Public Library staff has continued to grow successfully through this project, and Watsonville staff led these workshops. 34 conference participants expressed interest in receiving information about RTM home visits.

During this 18-month grant cycle, we conducted a total of 8 workshop sessions with a combined attendance of 217 participants. We also conducted 5 program orientations for 62 participants.

* (We started with 124 child care providers in the program this quarter. We added 7 new providers to the program. 10 providers later dropped from the program [moved or closed their child care]. At quarter's end, we are serving 121 child care providers. We have served a total of 153 providers with home visits during this 18-month grant cycle. We have served 162 providers since the program's inception in 2001.)

3) If applicable, please describe any other supporting activities funded by First 5.

In May and June, staff distributed 1400 giveaway books to all of the children in participating Read to Me child care homes. 900 of the books were in Spanish or Spanish/English bilingual, and 500 were in English. Each book has First 5 and Read to Me labels so that parents know where the books came from. Both children and parents have responded with excitement to receiving the new books, and providers say that this giveaway helps bring more books into children's homes.

The Read to Me Web Site was completed and announced to SCPL and Watsonville Public Library staff on June 7th. The web site is now viewable from the Santa Cruz Public Libraries home page, or by going to: <http://www.santacruzpl.org/readtome>

This quarter we completed a new color brochure that highlights the results and success of Read to Me. We began distributing them to Read to Me participants and providers interested in the program. The brochure's contents are also available on the Read to Me web site.

We began administering a survey developed in the previous quarter that focuses on the impact of the Read to Me program on children. The responses have been exceptionally good so far, and we will give a fuller report in the next grant cycle. We are also developing ways to insure that parents are aware that their children are participating in the Read to Me program. We purchased lightweight bags printed with Read to Me and First 5 logos, and have begun distributing these bags with library cards to children who are "graduating" from child care to kindergarten. So far, we have given over 40 library cards to children who are going to kindergarten. We hope that in the future, kindergarten intake surveys may include a question about children's participation in Read to Me, and we want to make sure that these parents identify their children as Read to Me participants.

During this 18-month grant cycle, we repaired and replaced worn and damaged materials in over 200 book kits that have been circulating since 2001, and we created 34 new kits on themes in high demand among child care providers. We currently have 434 storytime kits covering over 90 themes.

4) How was the program's client outcome objective **measured**?

Group Evaluation Results

Read to Me implements the Enhanced Literacy Environment for Children (ELE) survey with clients to evaluate the program's impact on the home literacy environment.

Responses from the surveys are entered into an ASR-developed Excel template. Previous years' results have shown that the longer clients participate in the program, the greater the

increase in the number and frequency of literacy activities in the child care home environment. In addition to using the survey with new clients, we continue to implement the survey with continuing clients from Years 1 and 2 in order to see whether their activities continue to increase, reach a plateau, or decrease.

This quarter, the ELE survey was implemented with new clients enrolled this year and with continuing clients from Years 1 and 2. The surveys for the license exempt and informal care providers are entered into a separate Excel template in order to aggregate those results separately from the licensed child care providers.

Individual Evaluation Results

Additionally, in order to assess program impact on individual clients, we developed a scoring system that gives each question in the ELE survey a weighted value based on the level of importance to literacy development in the home environment. The data from this scoring system was entered into two tables (one for new clients and one for continuing clients from previous years).

5) Is the program making **progress toward the outcome objective**? Why or why not? Were there specific **successes and/or challenges**? Please describe an individual client and/or family story that illustrate the successes and challenges.

YES!

86% of the child care providers who have continued in the program from Years 1 and 2 have increased their knowledge of and ability to promote a rich literacy environment in family child care homes, as shown by an increase between pre and post scores on the ELE survey. These providers continued to increase their knowledge or reached a plateau by 2005.*

70% (7 out of 10) of the child care providers who started in the program after January 1, 2004 have increased their knowledge of and ability to promote a rich literacy environment in family child care homes, as shown by an increase between pre and post scores. Because this sample size is still very small (only 10 have completed post-surveys so far), we will continue to collect data on these new provider clients. (We still have 28 providers who need to complete their post-surveys after their 6th active month in the program.)

If we combine both groups of providers, the percentage is **81.6%** (31 out of 38) who had an increase between pre and post scores, and who continued to increase or plateau.

Increases and sustained rates over time have been shown on many indicators that reflect the program's impact on the home literacy environment:

- High percentages of clients indicate that they read at least daily to children (89.7% as a combined average of post-survey responses from new clients and continuing clients), which is yet another increase from previous results.
- Clients indicate they use many ways to develop oral language abilities in their children. The average number of items checked "yes" for this question on the ELE survey is 7 out of 9 for all groups. This is from post-survey data for all groups.

- High percentages of clients indicate that they provided the children opportunities to write, draw or scribble at least daily—most several times a day (88.83% as a combined average of post-survey responses from all groups).

Providers and children express their appreciation and success in the Read to Me program in so many ways. In June, one of the Read to Me home visitors received a poem written by the children at a child care home she visited. The provider said “We were working on rhyming words and decided to do this poem.”

“Dear Librarian,

Thank you for the library cards

Getting books is not too hard.

We like to look

At a good book.

We like to read too,

And learn something new.

Reading is fun

Even out in the sun.

So thank you for coming to school,

You are really cool.”

(Each of the children wrote their first names.)

Note: *For the clients who continued in the program from Years 1 and 2 (who signed up before January 2004), **86%** (24 out of 28, for whom we have post surveys in 2004 and pre surveys in 2002-2003) have increased scores between pre and post on the ELE survey. Because the Read to Me Program originally (2001-2002) used a different survey tool no longer used, we do not have pre or baseline surveys for all of the continuing clients. In the first half of 2005, we surveyed many of these providers again. 50% of these continuing clients (12 out of 24) continued to increase their scores beyond what they scored in 2004. 50% of these clients decreased from 2004, but never fell below any of the pre-2004 assessments. Of those who decreased, only two scored below 70.** At least one of those providers is now doing infant/toddler care. Infant/toddler providers have been producing lower scores on the surveys because some of the questions relate to activities that would be done mainly with preschoolers. Additionally, most of these continuing providers have taken this survey at least 3 times, and we notice that they have stopped answering write-in questions that contribute to the overall score. Since they answered extensively with write-in responses on their initial pre-surveys, their scores go down when they don't write in answers on their second or third surveys. This is a weakness in the survey scoring that we did not take into consideration when we started to survey providers more than two times.

**About the scores:

It takes a lot of consistent and conscious work by the child care provider to get a score of 70 or above. It seems to us that 70 marks a dividing line that suggests that the provider

has to be consciously focusing on her work. This is the kind of behavior change that we want to see.

- 6) Please describe the next steps the program will be taking in order to achieve the client outcome.

Our program is ongoing as we head into 2005-2006 with an expanded Scope of Work. We are building outreach to licensed and unlicensed or license exempt providers, (Family, Friend, and Neighbor providers--FFN), and we will continue to provide workshops for providers and parents. We are distributing the new color brochure that highlights the program's success and we hope to do a countywide launch of the Read to Me web site. Our proposal for presenting Read to Me at the November California Library Association annual conference has been accepted. We will also continue to distribute the one-page survey focusing on the impact of the Read to Me program on the children.

If you have additional client outcome objectives, please answer the above questions (1-6) and place here.

- 1) What is the client outcome objective stated in the program's accountability plan?

Client Objective #2: (Family Resource Center component) By June 2005 75% of participants will increase their promotion of literacy with their children, as demonstrated by reporting that they have increased sharing books and/or visiting the library with their children or on their own.

- 2) Please describe the First 5 funded activities the program implemented this quarter to achieve the measured client outcome.

Read to Me continued its work with Even Start families at a Family Literacy Night at Green Acres School in April. 30 adults and 15 children came to 2 guided storytime programs – one in Spanish, and one in English. Stories, songs, and fingerplays were used to involve the children in the fun of reading, and to demonstrate to parents methods of making literacy fun--using books and materials in their primary language as well as materials in an unfamiliar second language, and encouraging development of concepts such as counting, recognizing colors and shapes and letter recognition while reading with children. Feedback about these programs was universally positive.

Watsonville Public Library and SCPL staff encouraged providers and parents at La Manzana to come to the June 16th Read to Me workshop. At least 5 attended the workshop.

During the 18 months of this grant cycle, we spent the first 2 quarters in needs assessment with the FRCs. In the next 4 quarters, we planned and executed parent programs at Mountain Community Resources, Familia Center, LOFRC, and La Manzana (planned by Watsonville Public Library staff). We also had successful programs with other community groups, most notably the Live Oak Evenstart parents. In addition, we laid the groundwork for parent programs at the Family Shelter, and provided in-service training with staff at the

Family Center and the Family Shelter. Programs were planned with Davenport Resource Center for their mother's group, but due to schedule changes and transportation issues they were cancelled.

3) If applicable, please describe any other supporting activities funded by First 5.

We purchased supplemental books in Spanish for the Family Resource Center Parenting Collections, as well as for distribution to other centers where parents gather – Family Shelter, Family Center, and Walnut Avenue Women's Center. The books were labeled and processed and will be distributed to all the centers this summer to complete the Parenting Collections at all five FRCs and 3 additional family centers.

We presented an informational meeting about RTM to the case workers and staff of the Family Shelter. The Shelter is at about 2/3 capacity, and many of the current families have children 0-5. One caseworker is signed up to be a provider for those families, and he has received his first RTM kit.

4) How was the program's client outcome objective measured?

Parents who attended the Family Literacy Night all filled out the Permission to Call form, and follow-up phone calls were made to all the families to assess changes in sharing books with their children and visiting the library. Most families already share books regularly with their children, so there was little change on that question. Many families never visit the library because of transportation issues, and for those families there was no change. Unfortunately, there was a downward trend in library visits for the other families, because the Live Oak branch is closed for renovation and they have not been able to visit other branches or the Bookmobile. All of the parents expressed the desire to return to regular library visits once the Live Oak Branch reopens.

5) Is the program making **progress toward the outcome objective**? Why or why not? Were there specific **successes and/or challenges**? Please describe an individual client and/or family story that illustrate the successes and challenges.

The project is making progress toward the objective of having 75% of participants increase their promotion of literacy through programs with the Live Oak Evenstart families, the Trustline child care providers at La Manzana, and the staff at the Family Shelter. Families are reading together more and enjoying it more (this is evidenced by comments made in follow-up interviews.) Families buy books and get them from school libraries, and although they often express difficulty in getting to a branch library, several asked for Bookmobile schedules to be mailed to them, as well as asking for information about when the Live Oak branch would reopen. One parent stated "We love to read!" and another said, "Niño pide leer y quiere leer a su mamá." (My boy asks me to read to him and he wants to read to his mama.)

5) Please describe the next steps the program will be taking in order to achieve the client outcome.

We head into 2005-2006 with a new Scope of Work. In 2005-2006 we will be designing a three-tiered participation plan for child care providers and parents as a natural step in a program that is growing and maturing. We will develop an advisory group of Mentor Providers. Our work with Family, Friend and Neighbor providers (FFN), license-exempt, and other types of providers will be broadened. We are also working with the recently convened FFN (Family, Friend, and Neighbor) Providers Group, to share contacts so that we can offer Read to Me to a wider range of providers.

SYSTEM OUTCOME

- 1) What is the system outcome objective stated in the program accountability plan?

Between January 2004 and June 2005, SCPL/WPL will improve coordination of provider services among key child care provider support services, as shown by:

- 1) Provision of appropriate referrals and follow-up.
- 2) Forming cooperative relationships with service providers to mutually support the client, which may include shared client data, interagency administrative meetings, and/or staff training.

- 2) Please describe the First 5 funded activities the program implemented this quarter to achieve the measured client outcome.

We made 40 referrals for 37 child care providers this quarter. We tracked referrals and follow-up using the program's Home Visit Data Sheet.

- 3) Please describe any other supporting activities funded by First 5.

We have had successful networking and collaboration with CARES, SCCCU and other organizations during this 18-month grant cycle. We continue to provide workshop information to CARES that they can distribute to interested clients. We also offer CARES professional development hours for participants in Read to Me workshops. Our collaborations have led to additional meetings about Family Friend and Neighbor caregiver outreach. These and future meetings will provide an opportunity to share what we learn about outreach to informal care providers.

- 4) How was the program's client outcome objective measured?

We tracked referrals and follow-up using the revised Read to Me Home Visit Data Sheet. The data was then entered into an ASR-developed Excel spreadsheet that measures the number of referrals made, the number and percentage of referrals completed (including follow-up), and the number and percentage of referrals still pending.

- 5) Is the program making progress toward the outcome objective? Why or why not? Were there specific successes and/or challenges? Please describe an individual client and/or family story that illustrate the successes and challenges.

During this 18-month grant cycle, we made a total of 118 referrals. 107 were successfully followed-up (91%). Many were referrals to the SCCCU, CARES, SCPL, Watsonville Public Library, the Provider Associations, First 5, the CDRC and other organizations.

- 6) Please describe the next steps the program will be taking in order to achieve the client outcome.

We will continue to provide training and guidance for Read to Me staff on the information and referral process and information about community resources.

If you have additional system outcome objectives, please answer the above questions and place here.

Data Utilization

1. In the past 3 months, have the outcome findings been disseminated? (X) Yes () No

If yes, mark all that apply, and if feasible attach documentation:

	Meetings where the findings were a significant part of the discussion		Funding and/or programmatic progress reports (other than for First 5)
	X Written Communications (Newsletters, Bulletin, Press Releases, Brochures)		Proposals for New Funding
	Presentations		X Other

We completed work on the Report/Brochure and on the Web site.

2. In the past 3 months, has the program made any changes in the following areas directly based on its client characteristic and/or outcome findings? (X) Yes () No
If yes, mark all that apply, and if feasible attach documentation:

Community Outreach/Engagement	X Yes	No
Community Partnerships	Yes	No
Organizational Policy and/or Activities	Yes	No
Program Policy and/or Activities	X Yes	No
Staffing	Yes	No
Other	Yes	No

If you indicated yes for any of the above, please share an example of how outcome information influences the changes made.

We developed a new Scope of Work for the 2005-2006 grant cycle. We will be designing a three-tiered participation plan for child care providers as a natural step in a program that is growing and maturing. We will develop an advisory group of Mentor Providers. Our work with Family, Friend and Neighbor providers (FFN), license exempt and other types of providers will be broadened.

Technical Assistance and Capacity Building

1. What are the primary program challenges you face? What assistance would be helpful from First 5 to address these challenges? Specifically, how and when would you like this assistance?

Working through the FRCs has been challenging due to communication problems. The new Scope of Work for 2005-2006 provides a framework for reaching a broader range of child care providers and caregivers that is not specifically tied to the FRCs. This framework also builds on what was learned in 2004-2005.

2. What are the primary evaluation challenges you face? What assistance would be helpful from First 5 to address these challenges? Specifically, how and when would you like this assistance?

We noticed problems when the ELE survey is presented to the providers multiple times and the disadvantage in scoring when the survey is completed by providers who serve infant/toddlers (see Question 5). We have met with Sherra Clinton and Vicki Boriack about these and other evaluation questions, and we have received suggestions on developing a new evaluation method to use with long-term participants in the coming grant cycle.

**FY 2005 FUND 951
LIBRARY JPA - REVENUE & EXPENDITURES**

**ESTIMATED THROUGH 06/30/05
AS OF 09/01/05**

	(1) 2005 Adopted Budget	(2) Carryover Appropriations 2004	(3) Budget Adjustments	(4) = (1)+(2)+(3) 2005 Amended Budget	(5) 2005 Actual as of 06-30-05	(6) 2005 Encumbered as of 06-30-05	(7) = (4)-(5)-(6) 2005 Budget Balance	(5)/(4) Actual Percent
REVENUES:								
07/01/04 Beginning Fund Balance					179,620			
Sales and Use Tax	5,736,292	-	-	5,736,292	5,997,615	-	(261,323)	105%
Other Agencies	4,278,883	-	-	4,278,883	4,408,603	-	(129,720)	103%
County Interest	6,280	-	-	6,280	8,691	-	(2,411)	138%
Public Library Fund	92,361	-	(10,916)	81,445	82,431	-	(986)	101%
First Five Extension (Read to Me Grant)	233,157	25,655	-	258,812	253,581	-	5,231	98%
Transfer From Reserves	-	-	15,000	15,000	15,000	-	-	100%
Other Income	377,054	-	(70,835)	306,219	305,338	-	881	100%
Total Revenues	10,724,027	25,655	(66,751)	10,682,931	11,250,879	-	(388,328)	105%
EXPENDITURES:								
Personnel Services	7,518,434	-	-	7,518,434	7,482,101	-	36,333	100%
Supplies and Services	2,359,069	-	(15,350)	2,343,719	2,243,637	-	100,082	96%
Transfer to Reserves	-	-	100,000	100,000	100,000	-	-	100%
Debt Payments	275,905	-	-	275,905	275,905	-	0	100%
First Five (Read to Me Grant)	215,887	23,764	-	239,651	234,506	-	5,146	98%
City Charge	570,578	-	(6,476)	564,102	568,473	-	(4,371)	101%
Total Expenditures	10,939,873	23,764	78,174	11,041,811	10,904,621	-	137,191	99%
Revenues Over (Under) Expenditures	(215,846)			(358,880)	346,259			
Estimated Ending Fund Balance					346,259			
Estimated Cash Balance as of 06/30/05					(169,685)			

Revenue Status Report
CITY OF SANTA CRUZ
7/1/2004 through 6/30/2005

Account Number	Library Agency Funds	Library Joint Powers Authority	Adjusted Estimate	Revenues	Year-to-date Revenues	Balance	Prct Rcvd
00-00-0000-41211	Sales and use tax		5,736,292.00	5,997,615.33	5,997,615.33	-261,323.33	104.56
00-00-0000-46110	Pooled cash and investment interest		0.00	-2,355.50	-2,355.50	2,355.50	0.00
00-00-0000-46190	Interest earnings - other		6,280.00	8,691.03	8,691.03	-2,411.03	138.39
00-00-0000-49122	From Library Private Trust Fund		12,055.00	12,055.00	12,055.00	0.00	100.00
00-00-0000-49191	Intra-entity fund transfer in		15,000.00	15,000.00	15,000.00	0.00	100.00
36-00-0000-43210	State operating grants and contributions		81,445.00	82,431.00	82,431.00	-986.00	101.21
36-00-0000-43310	Local operating grants and contributions		4,278,883.00	4,408,603.46	4,408,603.46	-129,720.46	103.03
36-00-0000-44613	Internet use fee		3,500.00	5,656.30	5,656.30	-2,156.30	161.61
36-00-0000-44630	Room rentals-library JPA		8,000.00	5,595.00	5,595.00	2,405.00	69.94
36-00-0000-44680	Interlibrary loan reimbursement		6,000.00	4,824.94	4,824.94	1,175.06	80.42
36-00-0000-44901	Photocopy fee		7,200.00	9,025.78	9,025.78	-1,825.78	125.36
36-00-0000-45131	Library fines		217,000.00	216,715.42	216,715.42	284.58	99.87
36-00-0000-45132	Lost library items		32,000.00	30,462.10	30,462.10	1,537.90	95.19
36-00-0000-46303	Donations - library		12,000.00	12,800.00	12,800.00	-800.00	106.67
36-00-0000-46910	Miscellaneous operating revenue		7,000.00	5,100.27	5,100.27	1,899.73	72.86
36-00-0000-46916	Cash over/short		0.00	24.26	24.26	-24.26	0.00
36-00-0000-46918	Damaged property recovery		0.00	3,823.42	3,823.42	-3,823.42	0.00
36-50-3510-43190	Federal grants - other		1,464.00	1,611.00	1,611.00	-147.00	110.04
36-52-3531-43210	State operating grants and contributions		258,811.58	253,580.63	253,580.63	5,230.95	97.98
Grand Total			10,682,930.58	11,071,259.44	11,071,259.44	-388,328.86	103.64

Expenditure Status Report
CITY OF SANTA CRUZ
7/1/2004 through 6/30/2005

951 Library Joint Powers Authority

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
00-00-0000						
00-00-0000-59191	100,000.00	100,000.00	100,000.00	0.00	0.00	100.00
Total	100,000.00	100,000.00	100,000.00	0.00	0.00	100.00

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
36-50-3510						
Library Administration						
36-50-3510-52131	14,900.00	14,900.00	14,900.00	0.00	0.00	100.00
Claims management services - outside						
36-50-3510-52135	7,500.00	3,140.50	3,140.50	0.00	4,359.50	41.87
Financial services - outside						
36-50-3510-52139	0.00	224.00	224.00	0.00	-224.00	0.00
Medical services						
36-50-3510-52149	1,193,030.00	1,225,178.68	1,225,178.68	0.00	-32,148.68	102.69
Interagency labor charges						
36-50-3510-52199	4,783.00	0.00	0.00	0.00	4,783.00	0.00
Other professional & technical services						
36-50-3510-52201	47,285.00	47,026.89	47,026.89	0.00	258.11	99.45
Water, sewer and refuse						
36-50-3510-52211	33,531.00	33,554.00	33,554.00	0.00	-23.00	100.07
Janitorial services						
36-50-3510-52223	26,041.00	40,740.06	40,740.06	0.00	-14,699.06	156.45
Vehicle operation charges - internal						
36-50-3510-52240	4,850.00	3,441.46	3,441.46	0.00	1,408.54	70.96
Office equipment operation/maint						
36-50-3510-52242	0.00	3,443.64	3,443.64	0.00	-3,443.64	0.00
Repair services - outside						
36-50-3510-52244	3,850.00	936.66	936.66	0.00	2,913.34	24.33
Other equipment operation/maintenance						
36-50-3510-52246	73,987.00	89,897.24	89,897.24	0.00	-15,910.24	121.50
Building and facility o & m - outside						
36-50-3510-52247	23,275.00	27,696.45	27,696.45	0.00	-4,421.45	119.00
Landscaping maintenance services						
36-50-3510-52261	376,724.00	368,010.55	368,010.55	0.00	8,713.45	97.69
Equipment, building and land rentals						
36-50-3510-52302	4,000.00	3,869.63	3,869.63	0.00	130.37	96.74
Travel and meetings						
36-50-3510-52304	14,191.00	9,369.87	9,369.87	0.00	4,821.13	66.03
Training						
36-50-3510-52306	1,464.00	1,464.00	1,464.00	0.00	0.00	100.00
LSTA Tuition Reimb grant training						
36-50-3510-52402	43,092.00	42,336.00	42,336.00	0.00	756.00	98.25
Telecommunications service - internal						
36-50-3510-52403	31,300.00	25,135.35	25,135.35	0.00	6,164.65	80.30
Telecommunications service - outside						
36-50-3510-52932	20,200.00	20,200.00	20,200.00	0.00	0.00	100.00
Liability insurance/surety bonds-interna						
36-50-3510-52933	53,250.00	52,192.00	52,192.00	0.00	1,058.00	98.01
Liability insurance/surety bonds-outside						
36-50-3510-52960	1,000.00	632.60	632.60	0.00	367.40	63.26
Advertising						
36-50-3510-52961	7,357.00	4,820.00	4,820.00	0.00	2,537.00	65.52
Dues and memberships						

Expenditure Status Report
CITY OF SANTA CRUZ
7/1/2004 through 6/30/2005

951 Library Joint Powers Authority

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
36-50-3510-52972	7,500.00	5,444.14	5,444.14	0.00	2,055.86	72.59
36-50-3510-53101	15,500.00	12,732.02	12,732.02	0.00	2,767.98	82.14
36-50-3510-53102	17,000.00	16,202.40	16,202.40	0.00	797.60	95.31
36-50-3510-53108	11,718.00	8,999.40	8,999.40	0.00	2,718.60	76.80
36-50-3510-53113	17,695.00	19,685.60	19,685.60	0.00	-1,990.60	111.25
36-50-3510-53310	148,217.00	137,989.54	137,989.54	0.00	10,227.46	93.10
36-50-3510-54990	12,042.00	4,508.09	4,508.09	0.00	7,533.91	37.44
36-50-3510-57203	24,920.00	24,920.00	24,920.00	0.00	0.00	100.00
36-50-3510-57401	70,858.00	70,839.16	70,839.16	0.00	18.84	99.97
36-50-3510-57409	21,800.00	21,139.06	21,139.06	0.00	660.94	96.97
Total	2,332,860.00	2,340,668.99	2,340,668.99	0.00	-7,898.99	100.33
36-50-3540						
Library Special Accounts						
36-50-3540-52135	564,102.00	568,472.55	568,472.55	0.00	-4,370.55	100.77
36-50-3540-58130	252,252.00	252,252.13	252,252.13	0.00	-0.13	100.00
36-50-3540-58230	23,653.00	23,652.77	23,652.77	0.00	0.23	100.00
Total	840,007.00	844,377.45	844,377.45	0.00	-4,370.45	100.52
36-50-9510						
Library Buildings						
Total	0.00	0.00	0.00	0.00	0.00	0.00
36-51-3520						
Library Technical Services						
Total	3,172,867.00	3,185,046.44	3,185,046.44	0.00	-12,179.44	100.38
36-51-3520-52139	0.00	112.00	112.00	0.00	-112.00	0.00
36-51-3520-52149	1,598,378.00	1,602,631.26	1,602,631.26	0.00	-4,253.26	100.27
36-51-3520-52199	2,500.00	300.00	300.00	0.00	2,200.00	12.00
36-51-3520-52248	81,290.00	71,748.88	71,748.88	0.00	9,541.12	88.26
36-51-3520-52249	16,259.00	10,417.86	10,417.86	0.00	5,841.14	64.07
36-51-3520-52403	81,000.00	61,772.17	61,772.17	0.00	19,227.83	76.26
36-51-3520-52972	15,000.00	14,183.25	14,183.25	0.00	816.75	94.56
36-51-3520-53110	14,000.00	15,425.59	15,425.59	0.00	-1,425.59	110.18
36-51-3520-53112	130,112.00	96,320.00	96,320.00	0.00	33,792.00	74.03
36-51-3520-54990	0.00	-266.55	-266.55	0.00	266.55	0.00
Total	1,938,539.00	1,872,644.46	1,872,644.46	0.00	65,894.54	96.60



SANTA CRUZ • PUBLIC
LIBRARIES
A City County System

ANNUAL STATISTICAL REPORT FY 2004-2005

Here are the statistical highlights of the Library System's just-completed fiscal year. The later pages of this report provide tables and comment on several of the more important statistical measures.

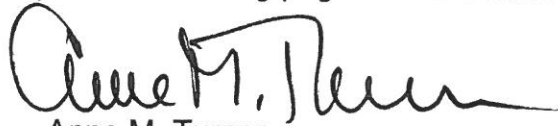
- ❖ Checkouts of library materials totaled 1.899 million, up from FY 2003-04.
- ❖ Requests for materials were up—from 191,755 placed in 2003-04 to 197,755 in 2004-05. Of that number we filled 87%. The number of “un-claimed” requests (i.e. the ones for which we now charge a \$2.50 Request No Pickup fine) fell again from 14,335 in 2003-04 to 11,311 in 2004-05.
- ❖ Surprisingly, telephone renewals were up from last year. We had anticipated that they would continue to drop as use of the Library's new Web2 access to personal accounts increased, which it did by 43%. The new access system is proving good for our users.
- ❖ 35.67% of the checkouts were of non-book materials—videos, CDs, audiotapes, magazines, and the like. This is up slightly from a year ago.
- ❖ The two most heavily checked out non-book items were audiotapes and CDs (16% of the non-book total) and videos (26% of the non-book total).
- ❖ Borrowers checked out 9.27 items per capita of our State Finance Department population and 9.11 items per capita of our Library Financing Authority population. Last year the statewide average for a library in our population group was 5.29 per capita.
- ❖ The Library staff borrowed 2,091 items via interlibrary loan for our users, and handled 1,891 loans to other libraries. Interlibrary loan requests are primarily for items that are out-of-print or are more specialized than warrant purchase by a public library system. We do track requests by subject, however, to make sure that we aren't failing to purchase materials in areas of high interest to our users.

- ❖ On June 30, 2005 we had 234,762 unique titles in all formats in the collection, and 551,536 items in all formats. During the fiscal year we ordered and received 38,165 items representing 13,226 titles. More information on the Library collections appears later in this report.
- ❖ The staff handled 2% more reference queries than last year. See additional comments on the reference data later in this report.
- ❖ On June 30, 2004 we had 64,461 **active** registered borrowers, meaning people who have used their cards within the last two years. We are now counting and reporting **only** patrons who have used their cards, not the number of actual registered borrowers, which is 128,541.
- ❖ Volunteers, whether Friends of the Library, court referrals, or youth completing community service requirements for school, contributed more than 8,000 hours of service during the fiscal year. This doesn't count the thousands of hours donated by volunteers to support the Friends book sales or the store at the Central Branch.
- ❖ The Young People's staff at all branches gave 732 programs (mostly story hours) for 19,609 preschoolers and parents, and another 430 programs for 4,954 school-aged youngsters and their teachers. They also managed 611 class visits from both day care centers and the schools, involving 9,585 children and teachers. Once again the Branciforte Branch led the System in the number of school-age class visits: 161 with 3,370 kids attending. Central was next with 111 visits. A "class visit" usually involves a presentation about the library and its resources, and instruction in how to use the computers or find information for the current assignment of the class. A story is often read to younger children.
- ❖ "Surfin' the Book Wave" was the theme of the 2004 Summer Reading Program, which is co-sponsored by the Friends of the Santa Cruz Public Libraries, Inc. 2,552 children participated in the reading part of the program with 1,052 (41%) finishing and collecting an average of 13.54 completion rewards apiece.
- ❖ There were a total of 174 special Summer Reading events, ranging from science programs organized by Branch Managers to storytelling by Tom Cuthbertson and musical stories by LiliPatch, a.k.a. the Dobbs family. More than 4,328 youngsters and parents attended. Thirty six Young Friends volunteered 333 hours of time for the Summer Reading Program.
- ❖ The Summer Reading Program traditionally includes a Festival of the Book and Kids Only Book Sale at Harvey West Park, which in 2004 was held at the beginning of the Program, rather than at the end. The festival

featured music by local musicians (including the Ukulettes, a library staff group). The Friends of the Library supplied cookies for one and all. The Kids Only Book Sale earned \$1,680, selling out as usual.

- ❖ The Library System also sponsored or hosted 591 programs aimed at adults, with 8,133 attendees. 142 of those were Outreach staff programs at nursing homes, senior residences, and staff (as distinct from volunteer) visits to homebound people.
- ❖ The Library helped the Nation celebrate Patriot Day on September 11, 2004 by sponsoring (with the Friends of the Library) a series of community discussions on what we value most as residents of the United States, what we are worried or frightened about, and what we plan to do to make things better. Discussion groups were held at libraries all over the County, facilitated by leaders such as Representative Sam Farr.
- ❖ The Library System staff is very proud of our READ TO ME project funded by the Santa Cruz County First 5 Commission. It works to help children get ready for school by assisting family childcare providers in creating an environment that promotes literacy. Library and grant staff train the providers in how to use books with children, they make home visits, and each month deliver a new reading kit containing at least ten books. We estimate that we are impacting the lives of roughly 1,100 children through the program, as well as more than one hundred hard-working childcare providers. We are now in Year 3 of funding and looking forward to expanding the program to include informal care providers and foster parents in the coming year.
- ❖ Library staff participated in 102 training events, with 826 attendees, totaling 1,816 staff hours. That's roughly ten hours per staff person, and includes the orientation and training we do for new workers. Training and re-training is important for library workers because technology changes so rapidly, and the demands of a very diverse public are so great. Classes ranged from the specialized and arcane (three workshops on "MARC Record/Multiple Fields" for the cataloging staff) to a session on Bilingual Story times attended by 18 youth services workers. We ran seven FIT follow-up site visits, refresher trainings, and a session for new staff. This is the training we provide in worker safety and biomechanical skills. 106 individual staff participated.
- ❖ Several long-term library staffers chose to retire during FY 2004-05: Librarian IV Reference Services Coordinator Gary Decker, Microcomputer Technician Gary Griffiths, Administrative Assistant III Karen Hunter, and Bookmobile Driver Bob Holmes. They are all sorely missed and we thank them for their hard work over the years serving the people of Santa Cruz County.

Santa Cruz County makes high demands for library service, which our very competent staff works hard to meet. In summary, FY 2004-2005 was a busy year for staff, users, and volunteers at the Library. The following pages contain more detailed statistical information.



Anne M. Turner
Director of Libraries
August 24, 2005

DSTATREPT.005

CIRCULATION DATA

**NUMBER OF ITEMS CHECKED OUT
BY BRANCH FY 2004-05**

BRANCH	2003-04	2004-05	DIFFER- ENCE	% CHANGE	CIRC/OPEN HOUR
ALBA	61	17	(44)	-72.13%	N/A
APTOS	256,691	248,027	(8,664)	-3.30%	90.95
BOULDER CREEK	57,343	56,198	(1,145)	-2.00%	30.08
BRANCIFORTE	131,428	150,822	19,394	14.76%	66.37
CAPITOLA	131,886	163,249	31,363	23.78%	76.97
CENTRAL	599,936	596,223	(3,713)	-0.62%	203.56
FELTON	48,107	46,800	(1,307)	-2.72%	25.05
GARFIELD PARK	44,112	50,679	6,567	14.89%	31.36
LA SELVA BEACH	18,899	19,590	691	3.66%	12.51
LIVE OAK	79,015	351	(78,664)	-99.56%	N/A
OUTREACH	44,235	41,835	(2,400)	-5.43%	N/A
SCOTTS VALLEY	190,033	190,856	823	0.43%	78.74
SUBTOTAL	1,601,746	1,564,647	(37,099)	-2.32%	
HQ & SYSTEM	7,614	6,457	(1,157)	-15.20%	
NETLIBRARY-EBOOKS	2,433	4,107	1,674	68.80%	
PHONE RENEWAL	72,757	78,954	6,197	8.52%	
WEB2 RENEWAL	171,592	245,574	73,982	43.12%	
SUBTOTAL	254,396	335,092	80,696	31.72%	
GRAND TOTAL	1,856,142	1,899,739	43,597	2.35%	97.97
CIRCULATION.05					
7/21/2005					

NOTES: The Live Oak Branch closed for construction on June 1, 2004. Patrons shifted their use to Capitola and Branciforte, where we assigned Live Oak staff for the duration. The Aptos Branch was closed for two weeks for interior modifications. The Central Branch Young People's Room was also closed for two weeks.

The number of checkouts per Branch open hour has been added this year. Obviously, Central is the busiest Branch, followed by Aptos, and then Scotts Valley and Capitola. Circulation at Capitola and Branciforte will drop when Live Oak re-opens.

We have been monitoring use of the Self-Charge machine at the Central Branch, and are pleased to report that its use more than doubled: 16,499 uses in 2003-04 and 39,303 in 2004-05. By adding self-charge units during the coming fiscal year we hope to reduce the stress of repetitive actions by Circulation Desk staff.

We also track the residence of library borrowers. The percentages in the Table on the next page are roughly what they have been for the past three decades: one third by City of Santa Cruz residents, and two thirds all others.

CHECKOUTS BY RESIDENCE OF BORROWER

City of Santa Cruz Residents	637,241	33%
County of Santa Cruz Residents	989,588	52%
Capitola City Residents	86,767	5%
Scotts Valley City Residents	146,071	8%
Watsonville City Residents	20,554	1%
All Other Circulation	19,518	1%
	1,899,739	
	REGQUAL.05	
	7/21/2005	

THE LIBRARY COLLECTIONS

**LIBRARY COLLECTIONS BY BRANCH
 JUNE 30, 2005**

BRANCH	2002-03	2003-04	2004-05	MAGAZINE SUBS 2004-05
ALBA	20	18	18	
APTOS	63,177	61,990	61,724	125
BOULDER CREEK	33,745	31,127	29,174	62
BRANCIFORTE	54,087	52,627	51,698	119
CAPITOLA	33,130	32,977	32,566	66
CENTRAL	237,582	238,009	229,333	357
FELTON	20,048	20,250	18,622	39
GARFIELD PARK	14,616	14,521	14,372	49
HQ & TECHSERV	13,057	17,517	12,642	32
LA SELVA BEACH	15,275	14,249	13,547	27
LIVE OAK	35,667	23,337	22,727	88
OUTREACH	16,943	17,365	17,619	35
SCOTTS VALLEY	46,791	47,902	47,494	89
TOTAL	584,138	571,889	551,536	1088
CO. LAW LIBRARY	2,044	2,138	2,163	
	COLLECTIONS.05			
	8/10/2005			

The figures in the Collections table do not include copies of periodicals, although the number of subscriptions at each Branch is displayed in the column at the far right.

Although we acquired over 38,000 new items during the fiscal year, virtually every Branch collection declined slightly in total numbers. The reason was heavy weeding, undertaken because:

- If we don't weed, we don't have room for new items with more current information. Most of our Branches are too small for the number of people they are endeavoring to serve and the size of the collections the public demands.
- We have been particularly rigorous in weeding during the past two years because over-crowded shelves cause worker injuries.

The numbers don't show in our Collections statistics, but the Library System provides users with access to more than 8,000 items in electronic book format. These titles are provided by netLibrary, a division of the national library cataloging nonprofit, OCLC. Most of the titles are "leased" via our membership in a regional consortium called Califa. The items in this collection are largely nonfiction. It also includes an electronic dictionary (the *American Heritage Dictionary of the English Language*, 4th edition), a *Roget's Thesaurus* and an English/Spanish dictionary. These tools enable users to look up words from the e-book while it is being viewed.

Proquest Safari provides access to computer books. B&T Legal is comprised of popular law titles from Baker & Taylor ED ebooks. These both demonstrate the trend and primary use of books in electronic format: readily available, high demand information that outdates quickly.

ELECTRONIC BOOK USAGE FY 2004-05

	USES
CALIFA	3,752
DICTIONARY	125
SCPL COLLECTION	23
PROQUEST SAFARI	180
TURNAWAYS	6
B&T LEGAL	21
TOTAL	4,107
ebooks.05	

“Turnaways” are attempts to access a particular title that are unsuccessful because the title is being used by someone else. The Califa consortium’s practice is to add additional copies for titles that have multiple turnaways.

REFERENCE SERVICES

Reference queries handled increased by 2% over FY 2003-04, but staff believes the issues are not in the number counts, but rather in the changing nature of the questions asked. As we noted last year, many library users are now able to use the Internet and Library databases to answer their own quick questions without consulting staff. But the Reference staff at the Central Branch reports that the kinds of questions being asked are growing more complicated, and require more time to answer. There has also been a sharp increase in the number of questions we receive from people who come to us after searching the Internet. They

**REFERENCE QUERIES BY BRANCH
 FY 2004-05**

BRANCH	2003-04	2004-05	%
			CHANGE
APTOS	34,898	39,542	13%
BOULDER CREEK	5,627	6,637	18%
BRANCIFORTE	20,242	19,257	-5%
CAPITOLA	22,522	28,131	25%
FELTON	17,161	27,058	58%
GARFIELD PARK	12,748	12,769	0%
LA SELVA BEACH	4,967	5,930	19%
LIVE OAK	16,427	CLOSED	
MOBILE SERVICES	9,905	8,874	-10%
SCOTTS VALLEY	32,767	34,965	7%
SUBTOTAL	177,264	183,163	3%
CENTRAL ADULT	86,104	84,066	-2%
CENTRAL YOUTH	25,453	26,296	3%
SUBTOTAL	111,557	110,362	-1%
GRAND TOTAL	288,821	293,525	2%
REFERENCE.05			
8/11/2005			

have found the results confusing, not appropriate, or non-existent. They come to us for our more experienced search strategies and to learn more about how to search for information. We also show them the value of our databases com-

pared to a Google search. Many reference interactions are expanded because the patron asks, "How did you do that?" This is true of reference service to children, teens, families, and adults.

During FY 2005-06 we expect to be joining other California public libraries in examining the changing nature of public library reference service, and developing staff configurations that respond.

BRANCH BUSYNESS

The Library collects visitor data at each branch, using counters attached to the security devices at each entrance. The data is unreliable, but in a consistent way. That is, the counters regularly break down, and people (especially children) skew the data by playing with the light indicators. We could adjust the collected data based upon a formula derived from an accurate hand counted sample. But since our interest is really to measure trend data, this does not seem worth the trouble.

The Table below shows the total visitor count (divided in half) for each Branch. The Table confirms what we know from checkout data: Central is the busiest facility (as it should be), and Aptos, Branciforte and Scotts Valley are roughly comparable. Capitola remains much busier than its peer Tier I branches, Felton and Boulder Creek. An important reason for this last fact is the urban character of the Capitola service area and the Live Oak Branch closing.

VISITOR DATA BY BRANCH

	2001-02	2002-03	2003-04	2004-05
APTOS	47.85	63.78	64.48	56.16
BOULDER CREEK	28.00	22.86	23.37	22.32
BRANCIFORTE	54.41	56.90	61.42	62.47
CAPITOLA	37.58	39.27	45.47	50.77
CENTRAL	149.39	145.11	159.18	147.99
FELTON	24.70	24.26	24.24	25.43
GARFIELD PARK	13.93	26.20	28.35	29.88
LA SELVA BEACH	17.93	19.33	19.47	16.72
LIVE OAK	32.61	34.06	28.53	CLOSED
SCOTTS VALLEY	58.29	59.58	60.27	58.91
SYSTEM AVERAGE	51.96	54.40	57.67	58.93
VISITCOUNT.05				

NOTE: Significant declines at any Branch are due to Branch closures: Garfield Park for renovation in 2000-01, Live Oak for construction beginning in June 2003-04, and Aptos for interior modifications in 2004-05.

OPEN HOURS declined from 470 in 2001-02 to 432, beginning in 2003-04. Visits have continued to increase, however.

REVENUE COLLECTIONS

We collected \$216,715 in fine money, which works out to 11.4 cents per item checked out. We also collected \$30,462 in lost item fees, some of it via the collection service we use to get long-overdue materials back. Internet use by out-of-towners with no library cards generated \$5,695, we collected \$9,026 in charges to patrons for use of the printers, and \$5,595 in meeting room rentals.

SPECIAL PROGRAMS AND NEW SERVICES OF NOTE

The Genealogical Society of Santa Cruz County maintains its collection at the Library's Central Branch, and provides volunteer staffing for genealogists and other local history users Monday through Friday and on Saturday morning and Sunday afternoon.

During FY 2004-05 the Society added 240 items to its collection of books and CDs (which are included in the Library System automated Catalog), processed fifty-three interlibrary loan genealogy requests, and responded to 33 letters requesting family and local history information. 2,560 visitors signed the log book. Their homes spanned the world from Sitka, Alaska to the United Kingdom.

Back in FY 2000-01 the Library System used a Library Services and Technology Act grant to add the collection of the **Santa Cruz County Law Library** to our automated database. The results of the project have been substantial. The Law Library was automated, adding computers for public use. The Law Library's visibility in the community has increased. Our reference staff is better able to meet legal information needs: we now know what the Law Library has, and what it doesn't. We are better able to assess the needs of our users. The Law Library staff reports that it uses the combined database to send patrons to the public library to obtain circulating copies of law titles. After five years we believe the project was well worth the effort.

One of the fastest growing trends in popular culture is the formation of book groups and clubs: people getting together to talk about books they are collectively reading. The Library System responded to hundreds of questions about how to form a club by establishing a Reader's Link on its web page. It takes people to information about authors, book list suggestions ("If you like Tony Hillerman you will probably also like these titles. . ."), and reviews. During FY 2004-5 we also established a **Book Discussion Kit service**. Each kit contains five to twelve paperback copies of a book title, some information about the author, and a discussion guide. A book club can pick a title from a list on the Readers Link website and borrow the whole caboodle, in a very handsome can-

was bag, from the Library. The Friends of the Library paid for the bags, and staff did the work of putting the kits together from donated paperbacks. We now have 140 Kits, which have circulated 166 times since we began the program in January 2005.

###

AMT:DSTATREPT.005



SANTA CRUZ • PUBLIC
LIBRARIES
 A City County System

August 19, 2005

TO: LIBRARY JOINT POWERS AUTHORITY BOARD

FR: BARBARA GORSON, CITIZEN MEMBER
 ANNE M. TURNER, DIRECTOR OF LIBRARIES

RE: LIBRARY FINANCIAL PLANNING PROCESS

RECOMMENDATION: That the Board discuss, approve, or amend the process outlined below for developing a financial plan for the Library System.

BACKGROUND

In the process of approving an operating budget for FY 2005-06, the Board agreed that the Library System required a financial plan that took into account both library needs and library revenues. Citizen Gorson volunteered to work with the Director of Libraries on developing such a plan.

At a meeting in mid-August we agreed that the process for financial planning should include the following elements on the Board meeting deadlines proposed:

ACTION	REPORT DATE
Review Library's existing <i>Standards for Library Services and Facilities</i> and <i>Facilities Master Plan</i> , proposing revisions as appropriate in light of changing conditions, demographics, and technology. A Board Subcommittee would work with Director and various key Library staff members	December 2005
Review and prepare 5 year projections for library baseline expenses for current Service array. A Board representative would work with the Director of Libraries	December 2005
Review and prepare 5 year projections for library revenues. A Board representative would work with the Director of Libraries	December 2005
Develop estimates for capital and other projects. Director of Libraries would prepare this information.	January 2006

Review the revenue/expense projections and determine whether any significant structural changes to system services or revenues are required, identifying alternatives for doing so.	February 2006
Prioritize for implementation capital and other projects identified. A Board Subcommittee would work with the Director of Libraries to develop recommendations for the Board.	February 2006
Consider and choose options for adding funding for capital projects. Director of Libraries would develop list of funding options.	March 2006

AMT:SFINPLAN.PROC



SANTA CRUZ • PUBLIC
LIBRARIES
A City County System

August 17, 2005

TO: LIBRARY JOINT POWERS AUTHORITY BOARD

FR: RICHARD GAUGHAN, CHAIR
ANNE M. TURNER, DIRECTOR OF LIBRARIES

RE: PROPOSED BOARD/STAFF COMMUNICATIONS POLICY

RECOMMENDATION: That the Board adopt the Board/Staff Communications Policy attached.

BACKGROUND

As instructed by the Board at its June 6, 2005 meeting, we have worked together to draft guidelines for Board/Staff Communication. We used the discussion at that meeting as the basis for the guidelines.

AMT:PCOMM.JPB

BOARD/STAFF COMMUNICATIONS POLICY

Although the duties of the Library Joint Powers Authority Board include adopting and overseeing the enforcement of rules, regulations, and policies for the Library System, it is the policy of the Library Joint Powers Authority Board that all matters concerning management functions and the day-to-day operations of the Library are the responsibility of the Director of Libraries, and in her absence, the Assistant Director. Therefore, requests for information about library operations will usually be made to the Director, who will respond or direct an appropriate staff member to respond.

However, members of the Board may have occasion or desire to talk directly with Library staff about library matters. If they do, they should follow the guidelines below, which have been developed to ensure that the Board has access to information about the Library, and to ensure that the information they receive is accurate.

Guidelines

Board members should distinguish between operating information questions of fact (Branch open hours, circulation data, etc.) that can easily be answered by most staff, and policy information, which would most appropriately be directed to the Branch Manager or another senior staff member.

In evaluating information they receive from Library staff, Board members will remember that while individual staff members may have insight concerning their specific areas of responsibility, they may not share the Board's or the Management Staff's System-wide perspective on matters of library concern.

Board members should always ask staff members for their job classification so that they can evaluate opinions in light of the staff person's position in the library organization.

Board members will never discuss with staff or ask for information about Library personnel matters: hiring, discipline, promotion, complaints about supervisors, or evaluations of other staff members.

Board members will never ask a staff member to research a question or take on a project involving added work. Those requests should be made to the Director of Libraries, who will make an assignment to appropriate staff.

Casual conversation between library staff and Board members is encouraged as a mechanism to obtain different perspectives on library operations; however, should a Board member be investigating a specific aspect of library operations, common courtesy warrants that the Library Director be informed.



SANTA CRUZ • PUBLIC
LIBRARIES
A City County System

September 6, 2005

TO: LIBRARY JOINT POWERS AUTHORITY BOARD
FR: DIRECTOR OF LIBRARIES
RE: APPROPRIATE ADDITIONAL FY 2005-06 REVENUES

RECOMMENDATION: That the Library Joint Powers Authority Board adopt a resolution appropriating additional available FY 2005-06 revenues, and amending the FY 2005-06 budget as per the appropriations.

BACKGROUND

Final numbers for the just completed 2004-05 fiscal year are now available, and we have a surplus of \$346,258. This money comes from unanticipated revenue, primarily the property tax.

As the attached FY 2005-06 Revenue vs. Expense Summary shows, the surplus puts the total anticipated revenue for the new fiscal year at \$11,518,567. The adopted budget expenses total \$11,221,628, so there is a surplus of \$298,314 that can be appropriated to the current budget.

Five of the eight options listed below are one-time expenditures that will have no negative impact on future budgets. The exceptions are a proposal to increase youth services to the public by adding staff hours, and on-going supplies purchases to support the self-charging machines.

ALLOCATION OPTIONS

Appropriate \$75,000 to the Book/Media Budget

Some years ago the Board adopted a policy that 25% of any unallocated carry-over funds would go to the Book/Media Budget. \$74,235 is 25% of the amount available; \$75,000 would bring the total for the FY 2005-06 to \$975,000. The Board may wish to increase this allocation further, but staff believes we are nearing the maximum item purchases we can handle without additional staff.

security systems. We need to adopt this technology in order to ease the check-out burden on staff.

Add Ten Hours to Existing Regular Part Time Librarian I/II Youth Services Position; \$7,765.00

The Youth Services Division plans to meet the increasingly high demand for children's services by deploying Central Branch youth services staff as mobile professional librarians. Beginning in January a Librarian I/II from Central would conduct a weekly story hour at Branciforte (where the reduction from Tier II to Tier I level caused it to lose professional staff), young adult specialists would consult at Capitola and Live Oak, and the Central staff would continue to do home visits for the Read to Me project.

The Central Branch has a full time Librarian III/Lead for Youth Services, and 2.25 regular Librarian I/II's: one full time, one 30 hours/week, and one 25 hours/week. Given the busyness of the Central Branch, it would be extremely helpful if the 30 hour per week professional position could be increased to full time. The added cost for six months would be \$7,653.00

Repair Flat Section of Central Branch Roof; \$17,139.00

The Central Branch roof has a flat portion between sloped tile sections, connecting the two-story portion of the building and the single-story backside. The leaking in this section, which is a problem of long standing, has never been addressed by complete re-roofing. This project was not included in the original budget request because staff was reluctant to put any more money into a building we might soon replace. However, since replacement does not seem an immediate option, staff now recommends that we undertake the project.

Modify Aptos Branch Parking Lot Entrance; \$10,000

The large size planter island near the entrance to the Aptos Branch Parking Lot Entrance causes serious safety hazards. Since the book drop is in the front area of the library, patrons stop their vehicles on the fire lane at the mouth of the driveway to drop off books, either by exiting the vehicle or having someone else exit the vehicle while they wait. This causes other vehicles attempting to enter the lot to back up into the street, blocking the bike lane and often a traffic lane. The existing planter narrows the entrance so no other cars can pass the improperly stopped vehicle. Staff and bystanders have witnessed several accidents and numerous near misses—especially when the bike lane users have to swerve into traffic lanes to avoid hitting vehicles blocking their way. The close proximity of the bus stop also complicates stalled traffic and there is a blind spot when vehicles turn into the lot and suddenly come upon a stopped vehicle.

Various people have proposed relatively inexpensive solutions to this problem.

Basically the idea is to narrow the width of the planter, as well as the entrance area concrete, to create two lanes into the parking lot instead of one. A temporary parking spot for book drop vehicles is also created.

Permitting has not yet been secured from the County, so the project may not be feasible after all. But it is certainly worth considering, given that the larger parking lot expansion project has been put off indefinitely because of its cost.

Contract For Automation System Upgrade Consulting Services:

The Library System staff anticipates that it will be necessary to upgrade our automated integrated library system in FY 2007-08. Experts now agree that the planning, evaluation, bidding, and implementation of such a project takes at least three years. We should therefore begin now by securing professional advice on the configuration of the upgrade and preparation of RFP documents. Our existing automation staff is extremely competent and visionary, but does not have time to do this work and continue to meet daily library needs. There are two options for consulting services: contract for Part 1 of the job during the current fiscal year (about 40 hours), and expect to contract for another 40 hours in FY 2006-07. Or, spend the money now for the whole job. Securing consulting advice sooner rather than later has the added advantage of giving us reliable information on system upgrade options and costs as we do financial planning.

Make Advance Payment on Watsonville Debt

After the FY 2005-06 budgeted payment is made, the Library will owe \$322,345 in debt principal to the City of Watsonville. Principal payments are \$40,293 annually. Using surplus revenue to make advance payments will reduce the number of years the System must carry this debt, and the amount of interest paid.

SUMMARY OF OPTIONS

	Total Cost	Appropriated	Appropriation	Total Project
		Jun-05	Required	Amount
Book/Media Budget @ 25%	\$ 75,000	\$ 900,000	\$ 75,000	\$ 975,000
Reserve Fund Allocation	\$ 100,000		\$ 100,000	\$ 352,252
Self-Charge Machine Project	\$ 152,706	\$ 44,000	\$ 108,706	\$ 152,706
Youth Services Staff Hours	\$ 7,653	N/A	\$ 7,653	\$ 7,653
Central Branch Roof Repair	\$ 17,139	N/A	\$ 17,139	\$ 17,139
Aptos Branch Parking Lot Safety Project	\$ 10,000		\$ 10,000	\$ 10,000
Automation System Consulting @ 40 hours	\$ 10,000	\$ 2,500	\$ 10,000	\$ 12,500
Automation System Consulting @ 80 hours	\$ 20,000	\$ 2,500	\$ 20,000	\$ 22,500
Watsonville Advance Pay't @ \$40,293.07 X 3	\$ 120,879	\$ 47,773	\$ 120,879	\$ 168,652
	NEWREV.PROP			
	9/7/2005			

FY 2005-06 REVENUE VS. EXPENSE SUMMARY

REVISED 08/16/05

REVENUES

SOURCE	FY 2004-05 ACTUAL	JUNE ESTIM FY 2005-06
MAINTENANCE OF EFFORT	\$ 4,408,603	\$ - 4,672,569
SALES & USE TAX	\$ 5,997,615	\$ 5,890,992
COUNTY INTEREST ETC.	\$ 8,691	\$ 8,930
SUBTOTAL	\$ 10,414,910	\$ 10,572,491
CARRY OVER	\$ 179,620	\$ 346,258
PUBLIC LIBRARY FUND	\$ 82,431	\$ 79,507
OTHER INCOME [see note]	\$ 306,083	\$ 305,055
Contingency Reserve Fund	\$ 15,000	
READ TO ME GRANT	\$ 253,580	\$ 210,000
LSTA STAFF EDUCATION GRANT	\$ 1,611	\$ 9,131
CITY INTEREST (estimate)	\$ (2,356)	\$ (2,500)
TOTAL	\$ 11,250,879	\$ 11,519,942

EXPENSES

	FY 2004-05 ACTUAL	FY 2005-06
PERSONNEL	\$ 7,482,101	\$ 7,915,323
LESS SAVINGS		\$ (118,730)
READ TO ME PERSONNEL	\$ 134,936	\$ 131,972
SUPPLIES & SERVICES	\$ 2,115,320	\$ 2,342,062
LESS SAVINGS		\$ (23,421)
READ TO ME SUPPLIES & SERVICES	\$ 99,569	\$ 64,290
LSTA STAFF EDUCATION GRANT	\$ 1,464	\$ 8,301
DEBT REPAY, #2 & #3	\$ 275,905	\$ 179,122
WATSONVILLE PAYBACK		\$ 47,773
CAPITAL EQUIPMENT	\$ 116,898	\$ 87,367
SPECIAL EQUIP ALLOCATION	\$ 9,955	\$ 5,045
RESERVE FUND	\$ 100,000	
SUBTOTAL	\$ 10,336,148	\$ 10,639,105
CITY CHARGE ESTIMATE	\$ 568,473	\$ 582,523
TOTAL	\$ 10,904,621	\$ 11,221,628

NOTE:

OTHER INCOME SOURCES:

Fines, Fees, Misc. Revenues	\$ 281,228	\$ 281,000
Bequest Appropriations	\$ 24,855	\$ 24,055
TOTAL	\$ 306,083	\$ 305,055

TOTAL FY 2004-05 SURPLUS, 8/15/05 \$ 346,258 \$ 298,314

6REVEXP.SUM

8/15/2005

RESERVE FUNDS	BALANCE 7/1/04	BALANCE 7/1/05
Contingencies [955]	\$ 64,566	
Revenue, FY 2004-05	\$ 34,966	
Expenditures, FY 2004-05	\$ (15,000)	\$ 84,532
Technology [956]	\$ 5,267	
Revenue, FY 2004-05	\$ 34,179	\$ 39,446
Capital Projects [957]	\$ 91,790	
Revenue, FY 2004-05	\$ 36,584	\$ 128,374
TOTAL RESERVES		\$ 252,352