



SANTA CRUZ • PUBLIC
LIBRARIES
A City County System

LIBRARY JOINT POWERS AUTHORITY BOARD

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

7:30 PM PUBLIC MEETING

1. ROLL CALL
2. APPROVE AGENDA
3. APPROVE MINUTES OF September 12, 2005
4. PRESENTATION

Martin Bernal, Assistant City Manager, City of Santa Cruz, will present a report on the Facilities Maintenance Services Organizational Study conducted recently Management Partners, Inc.
[Board members received a copy of the report in September 2005]

5. At this point the Chair will announce the agenda for a Closed and Litigation Session and will **close** the meeting to the public.

A. Labor Negotiations (Government Code #54957.6)

Martin Bernal, Assistant City Manager—Negotiator
Kelly Menehan, Acting Director, Human Resources—Negotiator

Employee Organizations: Service Employees International Union
Operating Engineers
Management Unit

Return to Open Session

6. CONSENT AGENDA

No items
7. ORAL COMMUNICATIONS

8. WRITTEN COMMUNICATIONS

- A. Invitation to Retirement Party for Catherine Steele and Jane Schymeinsky

9. REPORTS OF ADVISORY BODIES

10. MEMBER REPORTS

11. STAFF REPORTS

- A. Quarterly Report on Measure B Receipts from Assistant County Administrator
- B. Library Monthly Financial Statements
- C. Communications Policy for Board Members
[Version as adopted 09/12/05]
- D. Workers Compensation Claims Information Tables, City of Santa Cruz
- E. Director's Monthly Report (oral)

12. OTHER BUSINESS

- A. Consider staff recommendations regarding a revised fee schedule and other policy matters related to the use of historic and other photographs owned by the Library System.
- B. Consider staff recommendations regarding staff reorganization, approving budget adjustments as appropriate.

13. SCHEDULE NEXT MEETING

The next meeting is scheduled for Monday, December 5, 2005 at 7:30PM in the Community Meeting Room of the Central Branch Library

14. 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 special devices in order to attend and participate, please call (831) 420-5600 or TDD: (821) 420-5733 seventy-two 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.

SANTA CRUZ PUBLIC LIBRARIES
A CITY-COUNTY SYSTEM

LIBRARY JOINT POWERS BOARD

MINUTES

September 12, 2005

Central Branch Community Meeting Room
224 Church Street, Santa Cruz

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

7:30 PM PUBLIC MEETING

I. ROLL CALL

Present: Citizen Richard Gaughan, Citizen Barbara Gorson, Councilmember Cynthia Mathews,
Citizen Leigh Poitinger, Councilmember Rotkin, Supervisor Mark Stone, Supervisor
Beautz

Excused: Councilmember Michael Termini

Absent: Councilmember Randy Johnson

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

II. APPROVAL OF MEETING AGENDA OF JUNE 16, 2005

The agenda of September 12, 2005 was unanimously approved.

III. APPROVE MINUTES OF JUNE 16, 2005

The minutes of July 11, 2005 were unanimously approved. (Mathews/Gorson)(Abstained:
Rotkin)

IV. CONSENT AGENDA

**Councilmember Rotkin moved, seconded by Supervisor Beautz
that the Library Joint Powers Authority Board approve the reduction of Branciforte
Branch open hours from 45 to 41.**

UNAN

Councilmember Rotkin moved, seconded by Supervisor Beautz

that the Library Joint Powers Board adopt a Resolution # 2005-19 accepting 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, and amending the FY 2005-2006 Operating Budget for this purpose.

UNAN

V. ORAL COMMUNICATIONS

Leslie Auerbauch, SEIU Steward, asked the board to reconsider meeting on October 3 due to the Jewish New Year.

Nancy Gerdt, Felton Friends, stated that she looked forward to working with the board with regards to the Felton Library.

VI. WRITTEN COMMUNICATIONS

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

VII. REPORTS OF ADVISORY BODIES

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

- Festival of the Book
 - Served 550 Lunches
 - Kids Only book sale brought in \$1,700
- Jenny Heth has left the Friends August 4, 2005
- Two new employees
 - Susan Heinlein, Fundraising and Volunteer Coordinator
 - Tatania Marshall, Administrative Assistant
- October is Volunteer Recognition Month and Friends will be sponsoring recognition events for Book Sales Volunteers and Book Buddies

Nancy Gerdt and Paul Machlis from the Felton Friends reported the following activities:

- Upcoming Music Festival to raise funds and awareness

VIII. MEMBER REPORTS

There were no member reports.

IX. STAFF REPORTS

The Director made the following reports

- Assistant County Administrator Quarterly Report on Measure B Receipts for the board members to review and to direct questions to the County Administrator
- Read to Me 6th Quarter Report
- FY 2004-2005 Annual Statistical Report
 - Corrected that the visitor data by branches was visitors per hour
- Director's Monthly Report as follows:

Director noted a variety of activities over the summer months, and reported that the national, state, and local library communities are raising funds for Hurricane Katrina relief and archives recovery; that Paula Contreras has been appointed Librarian III Branch Manager for Live Oak, and that she will be away on vacation from October 5, 2005 through October 28, 2005.

Development Librarian III Heidi Jaeger-Smith gave a slide show presentation on construction of the Live Oak Branch.

X. OTHER BUSINESS

A. Library Financial Planning Process

At the request of the Board, Citizen Gorson and Director Turner developed a process for long range Library financial planning, which Citizen Gorson presented to the Board.

Councilmember Mathews moved, seconded by Supervisor Beautz

that the Board adopt the proposed process for financial planning, and that each member notify the Chair in a timely fashion of which Subcommittee or other process assignment they wish to participate in.

UNAN

B. Board/Staff Communications Policy

At the request of the Board, Chair Gaughan and Director Turner met to draft a policy regarding communication between the library board and the staff. After a lengthy discussion of various aspects of the draft,

Councilmember Rotkin moved, seconded by Supervisor Beautz

that the Board adopt the policy as drafted with the following changes:

- "Guidelines for Board Members" be the title of the action section
- Paragraphs two and three under Guidelines for Board Members be removed

- **“Casual” be removed from the last paragraph**
- **“as appropriate” be added to the last paragraph**

UNAN

C. Discuss and Appropriate Additional Revenue

The Director announced that she was withdrawing the staff recommendations for expending additional revenue circulated in the Agenda Packet because of new information received after the packet was prepared. However, she recommended that the Board appropriate funds for repair of the Central Branch roof.

The Board discussed various projects outlined in the memo, and expressed the strong desire that money be set aside for future construction of the Felton Branch replacement. The Board also agreed that the Aptos Parking Lot Safety Project should be funded.

The Director agreed to return with recommendations for spending additional available revenue in early 2006.

Councilmember Mathews moved, seconded by Supervisor Beautz

that the Board adopt a resolution appropriating monies for the Central Branch roof repair in the amount of \$17,139.00 and the Aptos Branch Parking Lot Safety Project in an amount not to exceed \$10,000.00.

UNAN

XI. SCHEDULE NEXT MEETING

TBA

XII. ADJOURNMENT

The regular meeting adjourned at 10:00 PM

Respectfully submitted,

Kira Henifin, Clerk of the Board

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

ADMIT ONE

FRIDAY NIGHT LIVE
The Retirement Party starring
SCHYMEINSKY & STEELE

featuring Bob Holmes, the Ukelettes, and the
Friday Night Live Band with Howie K

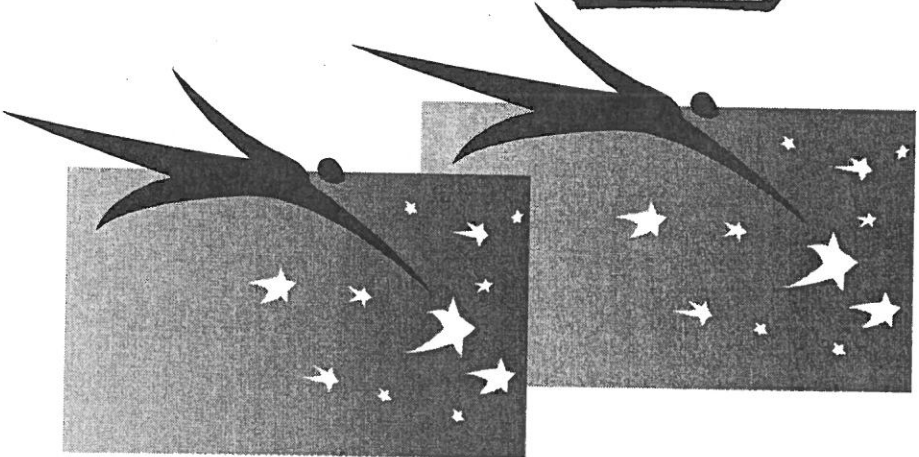
Friday, December 2, 2005

6-9 pm

CENTRAL BRANCH LIBRARY

DINNER and GIFTS
\$25 per person

Please send reservation and
please send reservations and
money to Sue Smith at Central by
money to Sue Smith at Central by
November 18th
November 18th (checks payable to
Sue Smith)



7/1/10



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

October 18, 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 for the period 1997-98 through 2005-06.

In summary,

- ✓ Sales Tax receipts for the first quarter of 2005-06 were \$57,382 below the June 2005 estimate.
- ✓ Offsetting this decrease is the fact that the current estimate for the fourth quarter of 2005-06 is set \$87,620 below the actual receipts for the fourth quarter of 2004-05.

Unless California slides into another recession, I anticipate that 2005-06 receipts for Measure B will be generally consistent with the estimate approved by the Board in June 2006. I would also anticipate that the County's contribution from the Library Financing Authority will exceed the June 2005 estimate due to unanticipated growth in the various property tax accounts. I will have better estimates on the County property tax in January 2006.

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 next quarter.

Very truly yours,

Pat Busch
Assistant County Administrative Officer

Each Member of the Library Financing Authority
October 18, 2005
Page 2

Attachments

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
Each City Manager

**Measure B Receipts
Quarterly and Annual Data**

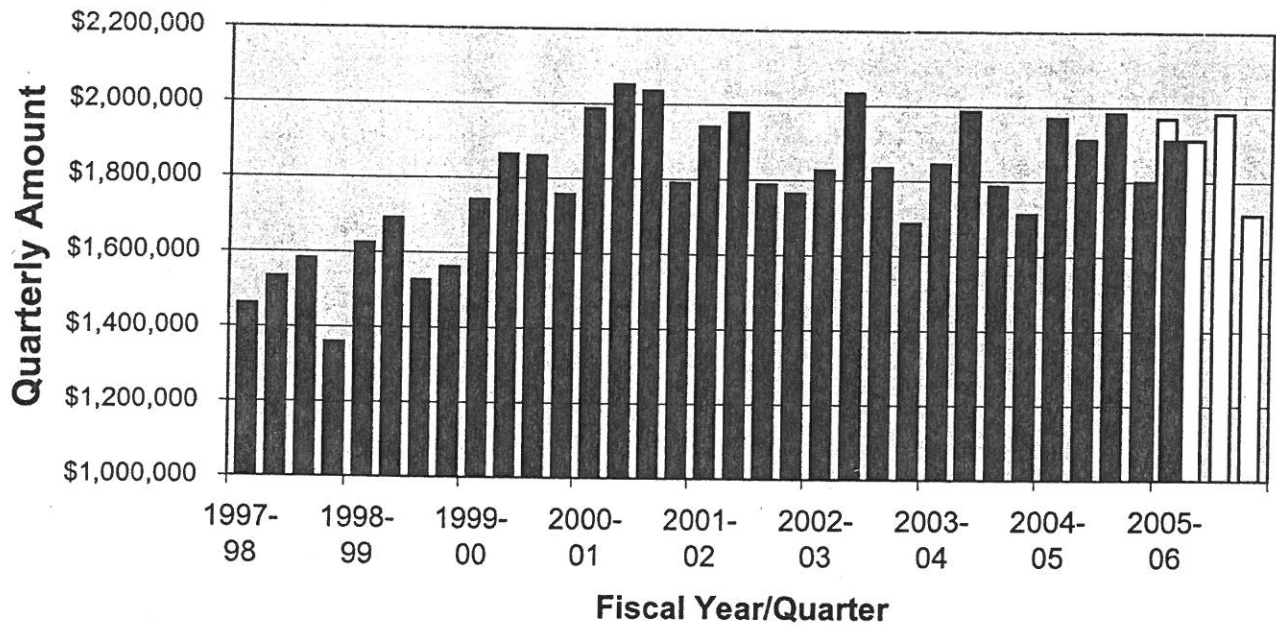
October 2005

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	1,912,226	1,969,607		(\$57,381)	
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



FY 2006 FUND 951

LIBRARY JPA - REVENUE & EXPENDITURES

AS OF 09/30/05

	(1) 2006 Adopted Budget	(2) Carryover Appropriations 2004	(3) Budget Adjustments	(4) = (1)+(2)+(3) 2006 Amended Budget	(5) 2006 Actual as of 09-30-05	(6) 2006 Encumbered as of 09-30-05	(7) = (4)-(5)-(6) 2006 Budget Balance	(5)/(4) Actual Percent
REVENUES:								
07/01/05 Estimated Beginning Fund Balance								
Sales and Use Tax	5,890,992	-	-	5,890,992	346,259			
Other Agencies	4,672,569	-	-	4,672,569	1,006,318		4,884,674	17%
County Interest	8,930	-	-	8,930	778,784		3,893,785	17%
Public Library Fund	82,431	-	-	82,431	3,762		5,168	42%
First Five Extension (Read to Me Grant)	-	-	210,000	210,000	-		82,431	0%
Other Income	305,055	-	9,131	314,186	-		210,000	0%
Total Revenues	10,959,977	-	219,131	11,179,108	2,217,730		231,580	26%
EXPENDITURES:								
Personnel Services	7,916,283	-	-	7,916,283	1,822,885		6,093,398	23%
Supplies and Services	2,429,429	1,783	35,440	2,466,652	569,927	559,655	1,337,069	23%
Debt Payments	226,895	-	-	226,895	137,334	89,561	(0)	61%
First Five (Read to Me Grant)	-	-	196,262	196,262	7,994	35,473	152,796	0%
City Charge	572,607	-	-	572,607	139,609		432,998	24%
Total Expenditures	11,145,214	1,783	231,702	11,378,699	2,677,750	684,689	8,016,261	24%
Revenues Over (Under) Expenditures	(185,237)			(199,591)	(460,020)			
Sales Tax, MOE, and County Interest received after month end					871,628			
Estimated Ending Fund Balance					411,608			
Estimated Cash Balance as of 09/30/05					(315,228)			

Revenue Status Report
 CITY OF SANTA CRUZ
 7/1/2005 through 9/30/2005

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 11/01/2005 2:09PM

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		5,890,992.00	1,006,318.25	1,006,318.25	4,884,673.75	17.08
00-00-0000-46190	Interest earnings - other		8,930.00	3,762.40	3,762.40	5,167.60	42.13
00-00-0000-49122	From Library Private Trust Fund		12,055.00	12,055.00	12,055.00	0.00	100.00
36-00-0000-43210	State operating grants and contributions		82,431.00	0.00	0.00	82,431.00	0.00
36-00-0000-43310	Local operating grants and contributions		4,672,569.00	778,784.44	778,784.44	3,893,784.56	16.67
36-00-0000-44613	Internet use fee		3,500.00	1,731.25	1,731.25	1,768.75	49.46
36-00-0000-44630	Room rentals-library JPA		8,000.00	1,250.00	1,250.00	6,750.00	15.63
36-00-0000-44680	Interlibrary loan reimbursement		6,000.00	1,767.20	1,767.20	4,232.80	29.45
36-00-0000-44901	Photocopy fee		7,200.00	1,915.72	1,915.72	5,284.28	26.61
36-00-0000-45131	Library fines		217,300.00	47,606.89	47,606.89	169,693.11	21.91
36-00-0000-45132	Lost library items		32,000.00	7,496.69	7,496.69	24,503.31	23.43
36-00-0000-46303	Donations - library		12,000.00	8,000.00	8,000.00	4,000.00	66.67
36-00-0000-46910	Miscellaneous operating revenue		7,000.00	746.21	746.21	6,253.79	10.66
36-00-0000-46916	Cash over/short		0.00	36.63	36.63	-36.63	0.00
36-50-3510-43190	Federal grants - other		9,131.00	0.00	0.00	9,131.00	0.00
36-52-3531-43210	State operating grants and contributions		210,000.00	0.00	0.00	210,000.00	0.00
	Grand Total		11,179,108.00	1,871,470.68	1,871,470.68	9,307,637.32	16.74

Expenditure Status Report
CITY OF SANTA CRUZ
7/1/2005 through 9/30/2005

950 Library Agency Funds

951 Library Joint Powers Authority

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
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00-00-0000						
Total	0.00	0.00	0.00	0.00	0.00	0.00

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
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36-50-3510	Library Administration					
36-50-3510-52131	Claims management services - outside	19,690.00	0.00	0.00	19,690.00	0.00
36-50-3510-52135	Financial services - outside	5,710.00	2,569.50	3,140.50	0.00	100.00
36-50-3510-52149	Interagency labor charges	1,237,185.00	297,409.93	0.00	939,775.07	24.04
36-50-3510-52199	Other professional & technical services	2,783.00	2,250.00	1,783.00	-1,250.00	144.92
36-50-3510-52201	Water, sewer and refuse	53,421.00	6,799.47	6,799.47	35,378.92	33.77
36-50-3510-52211	-Janitorial services	33,531.00	6,189.12	11,242.61	19,559.75	41.67
36-50-3510-52223	Vehicle operation charges - internal	31,249.00	9,629.84	7,782.13	21,619.16	30.82
36-50-3510-52240	Office equipment operation/maint	4,850.00	1,567.62	0.00	2,532.38	47.79
36-50-3510-52244	Other equipment operation/maintenance	3,850.00	203.53	3,720.59	-74.12	101.93
36-50-3510-52246	Building and facility o & m - outside	136,964.00	17,202.66	50,353.79	69,407.55	49.32
36-50-3510-52247	Landscaping maintenance services	27,945.00	5,240.75	18,359.25	4,345.00	84.45
36-50-3510-52261	Equipment, building and land rentals	376,997.00	93,675.25	274,115.11	9,206.64	97.56
36-50-3510-52302	Travel and meetings	3,240.00	397.05	0.00	2,842.95	12.25
36-50-3510-52304	Training	14,141.00	1,899.25	6,126.00	6,115.75	56.75
36-50-3510-52306	LSTA Tuition Reimb grant training	8,301.00	0.00	0.00	8,301.00	0.00
36-50-3510-52402	Telecommunications service - internal	42,336.00	10,416.00	0.00	31,920.00	24.60
36-50-3510-52403	Telecommunications service - outside	26,784.00	4,075.60	4,491.68	18,216.72	31.99
36-50-3510-52932	Liability insurance/surety bonds-interna	20,907.00	5,226.00	0.00	15,681.00	25.00
36-50-3510-52933	Liability insurance/surety bonds-outside	56,490.00	50,939.00	0.00	5,551.00	90.17
36-50-3510-52960	Advertising	1,000.00	0.00	0.00	1,000.00	0.00
36-50-3510-52961	Dues and memberships	7,517.00	530.00	0.00	6,987.00	7.05
36-50-3510-52972	Printing and binding-outside	5,000.00	46.76	0.00	4,953.24	0.94
36-50-3510-53101	Postage charges	15,500.00	110.11	0.00	15,389.89	0.71

Expenditure Status Report
CITY OF SANTA CRUZ
7/1/2005 through 9/30/2005

950 Library Agency Funds

951 Library Joint Powers Authority

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
36-50-3510-53102 Office supplies	17,000.00	2,058.48	2,058.48	750.00	14,191.52	16.52
36-50-3510-53108 Safety clothing and equipment	3,610.00	295.00	295.00	0.00	3,315.00	8.17
36-50-3510-53113 Janitorial supplies	19,650.00	3,866.32	3,866.32	0.00	15,783.68	19.68
36-50-3510-53310 Power and gas	155,628.00	24,911.29	24,911.29	0.00	130,716.71	16.01
36-50-3510-54990 Miscellaneous supplies and services	3,200.00	52.50	52.50	95.00	3,052.50	4.61
36-50-3510-57203 Building remodeling	17,139.00	0.00	0.00	17,439.00	-300.00	101.75
36-50-3510-57309 Parking lots	10,000.00	0.00	0.00	0.00	10,000.00	0.00
36-50-3510-57401 Office furniture/equipment	62,367.00	0.00	0.00	8,807.99	53,559.01	14.12
36-50-3510-57409 Computer equipment	25,000.00	0.00	0.00	0.00	25,000.00	0.00
Total Library Administration	2,448,985.00	547,561.03	547,561.03	408,956.65	1,492,467.32	39.06
36-50-3540 Library Special Accounts						
36-50-3540-52135 Financial services - outside	572,607.00	139,608.89	139,608.89	0.00	432,998.11	24.38
36-50-3540-58130 Capital lease principal	167,901.00	82,862.77	82,862.77	85,037.92	0.31	100.00
36-50-3540-58190 Other debt principal	40,293.00	40,293.07	40,293.07	0.00	-0.07	100.00
36-50-3540-58230 - Capital lease interest	11,221.00	6,698.24	6,698.24	4,523.09	-0.33	100.00
36-50-3540-58290 Other debt interest	7,480.00	7,480.00	7,480.00	0.00	0.00	100.00
Total Library Special Accounts	799,502.00	276,942.97	276,942.97	89,561.01	432,998.02	45.84
36-50-9510 Library Buildings						
Total Library Buildings	0.00	0.00	0.00	0.00	0.00	0.00
Total Library Administration	3,248,487.00	824,504.00	824,504.00	498,517.66	1,925,465.34	40.73
36-51-3520 Library Technical Services						
36-51-3520-52149 Interagency labor charges	1,678,233.00	392,272.06	392,272.06	0.00	1,285,960.94	23.37
36-51-3520-52199 Other professional & technical services	2,500.00	0.00	0.00	0.00	2,500.00	0.00
36-51-3520-52248 Software maintenance services	81,850.00	20,168.32	20,168.32	41,554.37	20,127.31	75.41
36-51-3520-52249 Hardware maintenance services	16,050.00	3,305.77	3,305.77	8,177.77	4,566.46	71.55
36-51-3520-52403 Telecommunications service - outside	78,112.00	8,428.59	8,428.59	2,182.49	67,500.92	13.58
36-51-3520-52972 Printing and binding-outside	10,000.00	2,396.65	2,396.65	0.00	7,603.35	23.97
36-51-3520-53110 Computer supplies	14,000.00	1,567.49	1,567.49	7,396.03	5,036.48	64.03
36-51-3520-53112 Library functional supplies	142,112.00	31,282.40	31,282.40	83,896.96	26,932.64	81.05

Expenditure Status Report

CITY OF SANTA CRUZ

7/1/2005 through 9/30/2005

950 Library Agency Funds

951 Library Joint Powers Authority

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prc't Used
Total	2,022,857.00	459,421.28	459,421.28	143,207.62	1,420,228.10	29.79
36-52-3530 Library Technical Services						
Library Public Services						
36-52-3530-52149 Interagency labor charges	5,000,865.00	1,133,406.10	1,133,406.10	0.00	3,867,458.90	22.66
36-52-3530-52961 Dues and memberships	0.00	110.00	110.00	0.00	-110.00	0.00
36-52-3530-52972 Printing and binding-outside	1,000.00	0.00	0.00	800.00	200.00	80.00
36-52-3530-53106 Books and periodicals	900,000.00	250,992.83	250,992.83	0.00	649,007.17	27.89
36-52-3530-53109 Copier supplies	6,948.00	1,021.25	1,021.25	6,473.00	-546.25	107.86
36-52-3530-54990 Miscellaneous supplies and services	2,280.00	502.93	502.93	218.00	1,559.07	31.62
Total	5,911,093.00	1,386,033.11	1,386,033.11	7,491.00	4,517,568.89	23.57
36-52-3531 Read-to Me Grant Program						
36-52-3531-52149 Interagency labor charges	131,972.00	0.00	0.00	0.00	131,972.00	0.00
36-52-3531-52199 Other professional & technical services	0.00	311.53	311.53	222.50	-534.03	0.00
36-52-3531-52223 Vehicle operation charges - internal	0.00	411.44	411.44	0.00	-411.44	0.00
36-52-3531-52302 -Travel and meetings	0.00	83.03	83.03	0.00	-83.03	0.00
36-52-3531-52402 Telecommunications service - internal	0.00	138.00	138.00	0.00	-138.00	0.00
36-52-3531-54990 Miscellaneous supplies and services	64,290.00	7,050.00	7,050.00	35,250.00	21,990.00	65.80
Total	196,262.00	7,994.00	7,994.00	35,472.50	152,795.50	22.15
Total	6,107,355.00	1,394,027.11	1,394,027.11	42,963.50	4,670,364.39	23.53
Grand Total	11,378,699.00	2,677,952.39	2,677,952.39	684,688.78	8,016,057.83	29.55

Expenditure Status Report
CITY OF SANTA CRUZ
7/1/2005 through 9/30/2005

100 GENERAL FUND
101 General Fund

Account Number	Library Administration (City)	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
35-50-3410	Library Administration (City)						
35-50-3410-51110	Regular full time	863,086.00	207,652.95	207,652.95	0.00	655,433.05	24.06
35-50-3410-51111	Regular part time	78,155.00	18,306.18	18,306.18	0.00	59,848.82	23.42
35-50-3410-51114	Overtime	0.00	62.74	62.74	0.00	-62.74	0.00
35-50-3410-51130	Other pay	0.00	5.68	5.68	0.00	-5.68	0.00
35-50-3410-51150	Vehicle allowance	5,760.00	993.60	993.60	0.00	4,766.40	17.25
35-50-3410-51201	Retirement contribution	59,806.00	14,225.36	14,225.36	0.00	45,580.64	23.79
35-50-3410-51210	Group health insurance	131,995.00	33,232.72	33,232.72	0.00	98,762.28	25.18
35-50-3410-51212	Group dental insurance	18,790.00	3,935.14	3,935.14	0.00	14,854.86	20.94
35-50-3410-51213	Vision insurance	3,462.00	721.87	721.87	0.00	2,740.13	20.85
35-50-3410-51214	Medicare insurance	7,685.00	1,868.10	1,868.10	0.00	5,816.90	24.31
35-50-3410-51220	Group life insurance	491.00	101.81	101.81	0.00	389.19	20.74
35-50-3410-51221	Disability insurance	4,686.00	1,108.07	1,108.07	0.00	3,577.93	23.65
35-50-3410-51230	Unemployment insurance	2,353.00	565.04	565.04	0.00	1,787.96	24.01
35-50-3410-51240	Workers' compensation	60,916.00	14,630.67	14,630.67	0.00	46,285.33	24.02
Grand Total		1,237,185.00	297,409.93	297,409.93	0.00	939,775.07	24.04

Expenditure Status Report
CITY OF SANTA CRUZ
7/1/2005 through 9/30/2005

Account Number	Library Technical Services (City)	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
100	GENERAL FUND						
101	General Fund						
35-51-3411	Library Technical Services (City)						
35-51-3411-51110	Regular full time	1,238,011.00	288,421.55	288,421.55	0.00	949,589.45	23.30
35-51-3411-51111	Regular part time	15,661.00	2,797.74	2,797.74	0.00	12,863.26	17.86
35-51-3411-51114	Overtime	0.00	175.29	175.29	0.00	-175.29	0.00
35-51-3411-51122	Temporary	11,418.00	3,208.21	3,208.21	0.00	8,209.79	28.10
35-51-3411-51130	Other pay	0.00	33.58	33.58	0.00	-33.58	0.00
35-51-3411-51201	Retirement contribution	79,659.00	18,439.73	18,439.73	0.00	61,219.27	23.15
35-51-3411-51202	F.I.C.A.	708.00	65.78	65.78	0.00	642.22	9.29
35-51-3411-51210	Group health insurance	194,915.00	47,908.95	47,908.95	0.00	147,006.05	24.58
35-51-3411-51212	Group dental insurance	23,289.00	4,740.08	4,740.08	0.00	18,548.92	20.35
35-51-3411-51213	Vision insurance	4,486.00	927.51	927.51	0.00	3,558.49	20.68
35-51-3411-51214	Medicare insurance	13,762.00	3,189.15	3,189.15	0.00	10,572.85	23.17
35-51-3411-51220	Group life insurance	713.00	150.71	150.71	0.00	562.29	21.14
35-51-3411-51221	Disability insurance	5,190.00	1,213.14	1,213.14	0.00	3,976.86	23.37
35-51-3411-51230	Unemployment insurance	3,162.00	736.50	736.50	0.00	2,425.50	23.29
35-51-3411-51240	Workers' compensation	87,259.00	20,264.14	20,264.14	0.00	66,994.86	23.22
	Grand Total	1,678,233.00	392,272.06	392,272.06	0.00	1,285,960.94	23.37

Expenditure Status Report
CITY OF SANTA CRUZ
7/1/2005 through 9/30/2005

100 GENERAL FUND

101 General Fund

Account Number	Library Public Services (City)	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
35-52-3412	Library Public Services (City)						
35-52-3412-51110	Regular full time	2,719,106.00	619,055.69	619,055.69	0.00	2,100,050.31	22.77
35-52-3412-51111	Regular part time	664,049.00	130,333.34	130,333.34	0.00	533,715.66	19.63
35-52-3412-51114	Overtime	0.00	80.35	80.35	0.00	-80.35	0.00
35-52-3412-51115	Termination pay	0.00	8,010.87	8,010.87	0.00	-8,010.87	0.00
35-52-3412-51122	Temporary	552,009.00	113,346.03	113,346.03	0.00	438,662.97	20.53
35-52-3412-51130	Other pay	0.00	1.40	1.40	0.00	-1.40	0.00
35-52-3412-51201	Retirement contribution	216,147.00	47,468.67	47,468.67	0.00	168,678.33	21.96
35-52-3412-51202	F.I.C.A.	34,224.00	6,316.15	6,316.15	0.00	27,907.85	18.46
35-52-3412-51210	Group health insurance	511,091.00	116,511.42	116,511.42	0.00	394,579.58	22.80
35-52-3412-51212	Group dental insurance	65,850.00	12,283.08	12,283.08	0.00	53,566.92	18.65
35-52-3412-51213	Vision insurance	12,873.00	2,452.07	2,452.07	0.00	10,420.93	19.05
35-52-3412-51214	Medicare insurance	48,426.00	10,622.82	10,622.82	0.00	37,803.18	21.94
35-52-3412-51220	Group life insurance	1,905.00	371.13	371.13	0.00	1,533.87	19.48
35-52-3412-51221	Disability insurance	16,608.00	3,312.03	3,312.03	0.00	13,295.97	19.94
35-52-3412-51230	Unemployment insurance	9,894.00	2,177.56	2,177.56	0.00	7,706.44	22.03
35-52-3412-51240	Workers' compensation	279,705.00	60,860.73	60,860.73	0.00	218,844.27	21.76
	Grand Total	5,131,877.00	1,133,203.34	1,133,203.34	0.00	3,998,673.66	22.08

Personnel Reconciliation

September-05

Fund 951

Administration	297,409.93	
Technical Services	392,272.06	
Public Services	1,133,406.10	
Total Posted		1,823,088.09
Administration	-	
Technical Services	-	
Public Services	(202.76)	
Total Unposted*		(202.76)
Total Fund 951		<u>1,822,885.33</u>

Fund 101

Administration	297,409.93	
Technical Services	392,272.06	
Public Services	1,133,203.34	
Total Posted		1,822,885.33
First Five	-	
Total Adjustments**		-
Total Fund 101		<u>1,822,885.33</u>

*Unposted Adjustment

**First Five Personnel Charges are included in the Fund 101 Public Services amount.

COMMUNICATIONS POLICY FOR BOARD MEMBERS

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 for Board Members

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.

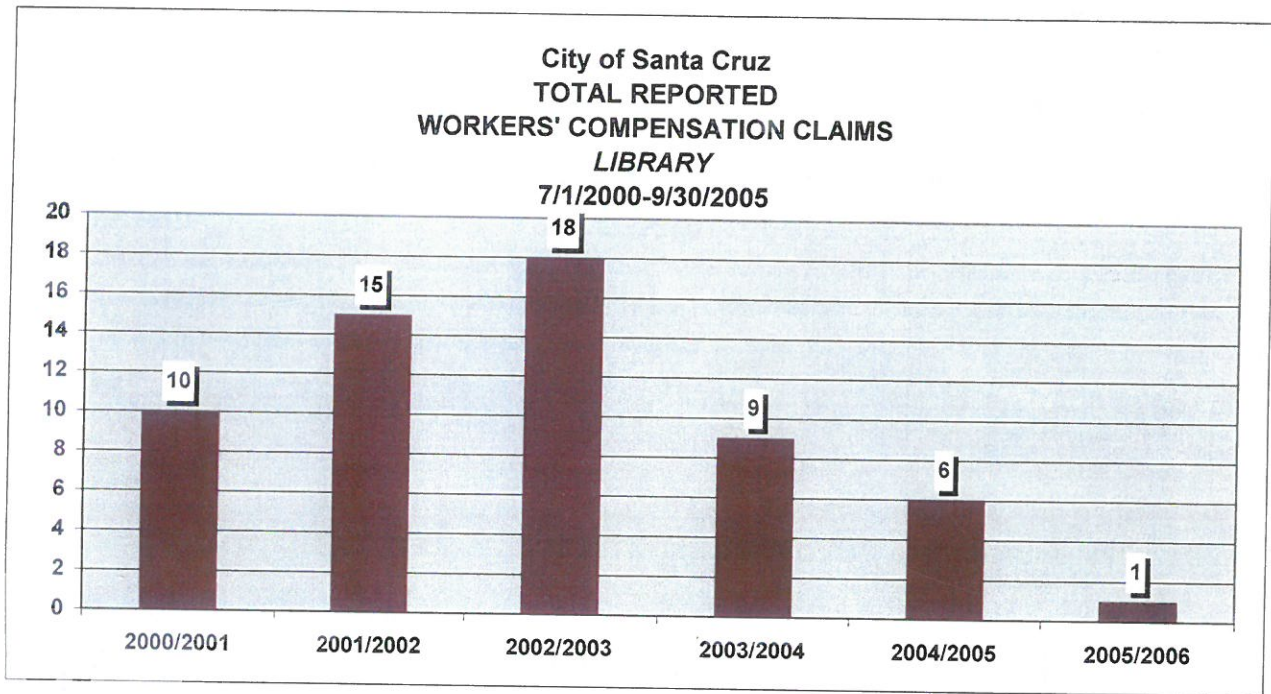
Board members will never discuss with staff or ask for information about Library personnel matters: hiring, discipline, promotion, complaints about supervisors, or evaluations of other staff members.

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.

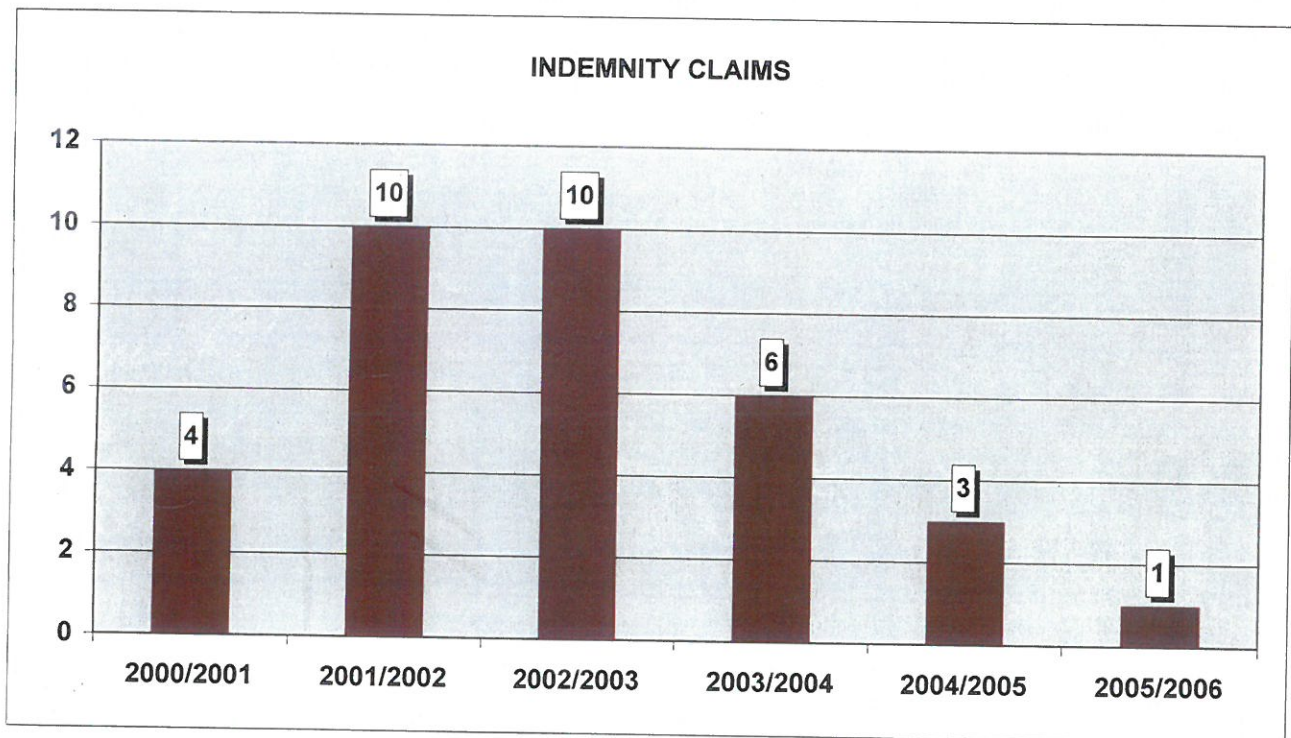
Conversation between library staff and Board members is encouraged as a mechanism to obtain different perspectives on library operations; however, should a Board member be investigating a specific aspect of library operations, common courtesy warrants that the Library Director be informed as appropriate.

Adopted by the Library Joint Powers Authority Board on September 12, 2005

AMT:PCOMM.POL
09/13/05

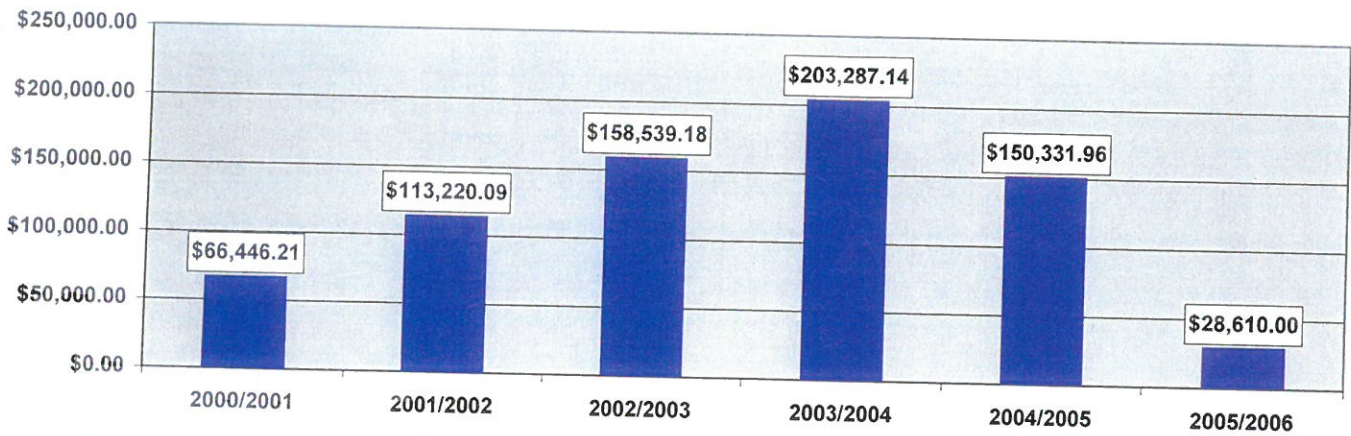


FY 04 to 05 TOTAL REPORTED CLAIMS HAVE DECREASED BY 33%

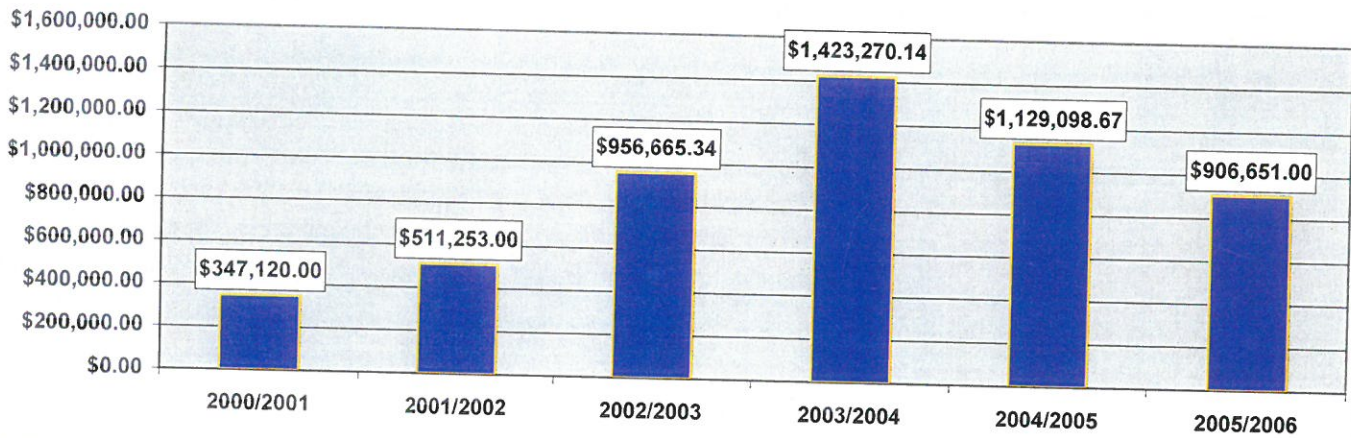


FY 04 to FY 05 REPORTED INDEMNITY CLAIMS HAVE DECREASED BY 50%

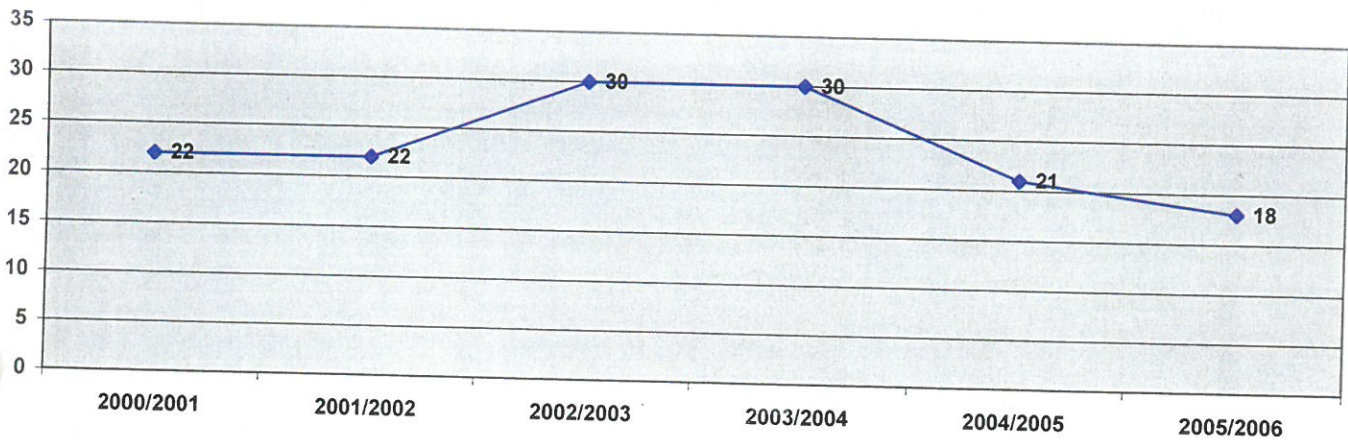
**City of Santa Cruz
Workers' Compensation PAID Cost Comparison
LIBRARY
7/1/2000- 9/30/2005**



**City of Santa Cruz
Workers' Compensation Total INCURRED Cost
LIBRARY
7/1/2000-9/30/2005**



OPEN CLAIMS





SANTA CRUZ • PUBLIC
LIBRARIES
A City County System

November 1, 2005

TO: LIBRARY JOINT POWERS AUTHORITY BOARD
FR: DIRECTOR OF LIBRARIES *[Handwritten Signature]*
RE: LIBRARY PHOTOGRAPH COLLECTIONS

RECOMMENDATION: That the Library Joint Powers Authority Board consider the attached report on the Library's Photograph Collections and adopt the revised policy and fee schedules proposed.



SANTA CRUZ • PUBLIC
LIBRARIES
A City County System

October 24, 2005

TO: ANNE TURNER, DIRECTOR OF LIBRARIES
FR: MERRITT TAYLOR, ADULT AND REFERENCES SERVICES *mt*
COORDINATOR
RE: LIBRARY PHOTOGRAPH COLLECTIONS

RECOMMENDATION: That the Library Joint Powers Authority be asked to adopt revised procedures and fees for lending photographs owned by the Library System for publication.

BACKGROUND

The Santa Cruz Public Libraries' Photograph Collection contains more than 1000 local history photographs, dating from the 1860s to the 1990s. Staff is uncertain as to when or how these photos became part of the libraries collection but most likely family members donated them when estates were being divided. Beginning in 1998, the majority of the photographs was scanned and restored, under contract, by Don Harris of Photography Services, University of California, Santa Cruz. This project was funded in part by the Annie McCaskill Trust for Local History.

The historical photograph website also contains photos from various other Santa Cruz City Departments including Fire, Water, and the Santa Cruz Museum of Natural History. In addition, there are photos from the Salz Tannery. Whenever possible, there are notes for each photograph describing the event, persons, buildings, date, and place depicted. Photographs were researched and cataloged by Library staff.

THE SITUATION

Recently there has been increased interest in using the historical photographs by members of the public for a variety of reasons. In the past three months, two authors of books have approached us asking to use photographs in their publications. One book was on disasters in the United States, the other was a children's book co-authored by the author of *Fast Food Nation*. We were approached by a educational materials company wanting to use two old photos of Capitola in one

of their educational packages and by a local business who wanted to include photos of Capitola on their website. Gale-Thomson Publishing Company requested use of a photo in an edition of one of their literary quarterlies and finally, the Sisters of Charity was interested in a photo for a brochure on the history of their organization. Some of these requests we were able to accommodate, others either changed their mind or found something else. In the case of the educational materials company, their legal department wanted the Library to provide indemnity, which staff declined.

Allowing people use of the photos has created a variety of unanswered questions. Some of the requests have been straightforward, a one-time use request, but most have not been so simple. Most of the requests have been to allow use in a multiple of formats including electronic, ebooks, multiple runs, and inclusion on the web.

CURRENT PROCEDURE

When the photos were first made available on the website, staff created a form to be filled out by the requester and researched the cost of reproducing the photos using Bay Photo's services. However, interest did not materialize. In July 2005, I developed a use form and a payment form based on Tacoma, WA and Vancouver, BC website information but quickly discovered that the use form was not really adequate. Based on the models, I included the statement "for one time only" and most publishers needed more and felt it was impractical to return to the library each time they wanted to reprint or publish in another format. Most thought the \$20.00 fee assigned to recover staff time in scanning the photos was more than reasonable. The wide range of publishing requests lead me to research what other libraries are doing.

OTHER LIBRARIES

I spoke with several other representatives from organizations that maintain a collection of historical photographs that are available for public use including two university libraries, three public libraries and the local photography business of Covello and Covello.

The University of California, Santa Cruz Special Collections:

Requires that all requests be made in a letter describing the project and how the photo will be used. They charge a service fee for scanning the photo of \$10-25, depending on the format in which the photo is to be reproduced. They also may charge a usage fee depending on how the photo will be used. If the photo is for a students report, the fee would be nothing but if the

photo is being included in, for example, a high quality art book, , the fee could be \$500. The fees are for a one-time usage. They do not charge extra if the photo will be used on the web but they generally won't allow the photo to be used on a commercial site. All photos must be credited to UCSC Special Collections and they require one copy of publication be presented to the University.

Covello and Covello:

A local photography business, which maintains a collection of historical photos, gathered from a variety of sources including the *Sentinel* and Vester Dick Photography. They will reproduce or scan photos for a fee of \$60.00. They do not make any distinction of how the photos will be used and request that Covello and Covello be credited but it is not demanded.

San Francisco Public Library:

The library has a form to be filled out and charge \$15.00 use fee for each image, which they will waive for student reports. They also tack on a scanning charge of \$15-20, CD charge of \$5.00 and a minimum shipping of \$3.00. They assume that the use is personal but require a permission statement if the use is otherwise. They specify one time only use and if people want something other than that the use fee is adjusted. The staff person I spoke with said that often movie production companies want "all media in perpetuity" and they charge \$100.00 per image.

Monterey Public Library:

Permission is for one-time use only. Statement of use includes stipulations that the photos may not be deposited with or donated to any other institution except as used in publication. It also states that materials may not be reproduced for resale or supplied to commercial collectors or publishers for resale. And finally they require that any enhancement, retouching, or alteration of the images must be authorized by the Library. All photos must be credited to the Monterey Public Library. Their fee structure is based on the cost of reproduction plus 20% for staff time, the cost of producing any negatives and sales tax.

RECOMMENDATIONS

1. That the Library System adopt a Reproduction Fee for photographs, that will cover the staff costs of scanning the image.
2. That the Library System adopt a Basic Use Fee for nonprofit uses of photographs, which staff may waive when the proposed use is by a student for academic purposes.
3. That the Library System adopt a Commercial Use Fee that would be charged to publishers, film companies, and other for-profit uses.
4. That the Library System grant one-time use permission only, that requests for waiver of this policy be considered on a case-by-case basis, and that the Commercial Use Fee be increased when multiple uses are requested.
5. That the Library System require that users credit the collection of the Santa Cruz City-County Library System, and that no alteration of a photograph be made without prior permission.

PROPOSED FEE SCHEDULE

REPRODUCTION FEE	\$20.00 per image
BASIC USE FEE	\$15.00 per image
COMMERCIAL USE FEE	\$100.00 per image per use

ATTACHED:

APPLICATION

CONDITIONS OF USE



SANTA CRUZ • PUBLIC
LIBRARIES
A City County System

HISTORICAL PHOTOGRAPHS-CONDITIONS FOR USE

Permission is for one-time use only with no other rights. Any subsequent use constitutes re-use and must be applied for in writing to the Santa Cruz Public Libraries.

The user may not reproduce, or permit others to reproduce the photographic copy or any facsimile of it or image derived from it. Additional copies must be obtained from the Santa Cruz Public Libraries.

Unless authorized in writing by the Santa Cruz Public Libraries and noted in the credit line, images shall be reproduced in their entirety and shall not be retouched or altered in any way that could affect their historical or artistic integrity.

All reproductions and use must be credited to the Santa Cruz Public Libraries.

In authorizing the publication of a photographic copy, the Santa Cruz Public Libraries does not surrender its own right to publish it, or grant permission to others to do so.

One complementary copy of each publication in which the photographic copy appears must be sent to the Santa Cruz Public Libraries, Reference Department.

All responsibility for possible copyright infringement and invasion of privacy arising from use of the reproductions is assumed by the user.

I have read and agree to comply with the conditions of use

Signature of applicant

Date

MET/2005



SANTA CRUZ • PUBLIC
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A City County System

APPLICATION FOR USE OF PHOTOGRAPHS

1. CONTACT DETAILS

Name _____
Company/Organization Name _____
Address _____
Phone _____ FAX _____
Email _____

2. PHOTOGRAPH REFERENCE NUMBERS :eg (SCPL photo no. 0081.jpg)

3. INTENDED USE. PLEASE BE SPECIFIC.

4. STATEMENT OF RESPONSIBILITY:

I confirm that the information I have provided is correct and I have read and accept the Conditions of Use.

Signature of the applicant

Date

MET/2005



SANTA CRUZ • PUBLIC
LIBRARIES
A City County System

November 1, 2005

TO: LIBRARY JOINT POWERS AUTHORITY BOARD
FR: DIRECTOR OF LIBRARIES
RE: STAFF REORGANIZATION

When it considered the FY 2005-06 budget one of the issues on which the Board asked me to work was a staffing reorganization. A variety of events over the first four months of the fiscal year have made that examination fortuitous, to wit:

- As a result of downgrading the Branciforte Branch to Tier I status, and reducing its staff, we are putting more pressure on the Youth Services staff at Central for System services. Also, the need for additional professional help in the Scotts Valley Tier II is greater than ever.
- The Facilities Supervisor will retire in early January, at the same time that the City is proposing a major reorganization of facilities management services
- We have been unable to fill a long vacant Librarian III/Internet position because we cannot offer a competitive salary to a professional with **both** librarian and Internet experience.

The proposals made below address these issues in groups: Youth Services, Facilities Management/Office Operations, and Internet Librarian/Webmaster. Please note that whenever there is an incumbent in an upgraded or deleted position, a closed promotional recruitment would be held, thereby ensuring that the existing staff person has a job.

Youth Services Staffing

The Youth Services Division plans to meet the increasingly high demand for children's services System-wide by making use of professional youth services staff as mobile 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.

There is also a strong need for professional staffing in Scotts Valley and the San Lorenzo Valley. The Scotts Valley Branch has long existed without the professional youth services staffing that is standard for a Tier II Branch. We need to correct that if we can.

Staff is therefore proposing personnel actions to fill both these needs: that an existing 30 hour per week professional position at the Central Branch be increased to full time, and a Librarian I/II for Youth Services be added at Scotts Valley. **The added cost for six months would be \$39,757**, but see Table A for a presentation of the cost of all the proposals.

Additional Scotts Valley Branch Staff Need

The Scotts Valley Branch Circulation Desk is extremely busy (190,890 transactions projected for FY 2005-06, or 98.40 per open hour). 3.5 Library Clerks are assigned to the Desk. Other Tier II Branches (Aptos and Live Oak) have Library Assistants serving as the lead worker on Circulation, making for more effective supervision, and liberating the Branch Managers for reference, collection development, and other management tasks. Staff proposes that effective January 1, 2006 one of the Library Clerk positions be upgraded to Library Assistant. **The added cost for six months would be \$1,326.00**, but see Table A for a presentation of the cost of all the proposals.

Facilities Management/Office Operations

With the retirement of our Facilities Supervisor, and the possible implementation either this fiscal year or next of a consultant's recommendation that the City employ a Facilities Superintendent, staff believes it would be sensible to reconfigure the Library operation. Several actions are proposed, involving the Administrative Office staff as well as our facilities staff.

1. Upgrade the Administrative Assistant III to Office Supervisor, and charge the position with coordinating Library facilities maintenance activities. Until the City has a person in place for the larger job, she would also coordinate the activities of the two Building Maintenance workers, who are largely self-supervised anyway. We believe this will meet library needs even if the City does not implement the Facilities Superintendent proposal.
2. Add ten hours per week to a half-time Administrative Assistant I/II in the Library Office, to take up some of the clerical work the AA III was doing.
3. Upgrade the Building Maintenance Worker I to the II level, the same as his colleague, our Building Maintenance Worker II. There are two reasons for this change: the two of them would alternate supervision of the

Library Custodians, a job of the retired Facilities Supervisor. Second, they have different but comparable skills and do virtually the same job. There is no reason for them to be different classifications. Position analysis must be conducted by the Human Resources Department to implement this recommendation, but the work should be done by December.

4. Upgrade the Account Clerk II to a new position, Library Accounting Assistant. A job analysis study was conducted in late September and early October by the Human Resources Department, and the matter of upgrading the position is being discussed. A recommendation will be ready by the Board's December meeting.

The net financial impact of all these changes is **estimated as a savings of \$18,389** over the period January through June, 2006. See Table A for details.

Internet Librarian and Reference Services

We created the Librarian III/Internet position in the late 1990's when nobody knew much about the new technology or how it would impact library services. The web site our Librarian created was very good for its time, but it is clear it now needs major revision and upgrading—in its content, graphical display, and the interactive services it offers. Our first Internet Librarian left in 2003, and we replaced her with someone who resigned last winter.

In cooperation with the Human Resources Department, we did three recruitments between February 2005 and August for the Librarian III/Internet position. Although there were applicants, only four survived the paper screening to be interviewed. We offered the job to a perfect candidate: she had vast library reference and other experience plus substantial technical knowledge. But she was offered at least \$10,000 more per year by an academic institution that could also give her the summer off, so she turned us down.

After much discussion the Management staff finally decided that the sensible approach was to break the job into two parts: hire a technical person called a Library Webmaster who would work in the Network Access Services Department, and assign responsibility for the librarian part of the job—creation/supervision of the Internet **content**—to our System Coordinators for Reference/Adult and Youth Services. A proposed job analysis and specification is currently being reviewed by the Human Resources staff. We expect to have a final recommendation ready for the Joint Powers Board in December.

The Librarian III/Internet position was fully funded in the FY 2005-06 budget. We would delete it (saving \$71,684 including benefits), delete a Senior Library Assistant position in Network Access Services, and hold a closed promotional recruitment for the Library Webmaster. **The cost of the entire package is a net savings over six months of \$69,776.** See Table A.

Reference Services

Management and Central Reference staff have been engaged in an interesting discussion of how reference services might be re-configured to meet changing public needs. We think our staff should be spending more time on the floor giving direct assistance to patrons, and spending time out in the community training groups in how to use the Internet and its resources more effectively.

But dropping the professional Internet Librarian position leaves a hole in Central Reference Desk and Telephone Reference has declined that must be filled, especially since a half time Senior Library Assistant for Telephone Reference is being moved to Live Oak. Staff therefore proposes that we add a full time Librarian I/II for Central Reference. The effect would be to cover the public desk shifts (or equivalent new duties) of the two missing positions.

**TABLE A
 STAFF REORGANIZATION FINANCIAL IMPACT
 JANUARY 2006 – JUNE 2006**

NOTE: All salaries include benefits	SAVE/EXP
YOUTH SERVICES	
Add 10 hrs/week Central Librarian I/II X 6 months	\$ 7,765.00
Add Scotts Valley Librarian I/II X 6 months	\$ 30,992.00
SUBTOTAL	\$ 38,757.00
SCOTTS VALLEY BRANCH	
Upgrade Library Clerk to Library Assistant X 6 months	\$ 1,326.00
SUBTOTAL	\$ 1,326.00
FACILITIES MANAGEMENT/OFFICE OPERATIONS	
Delete Facilities Supervisor X 5 months	\$ (32,892.00)
Add Office Supervisor X 6 months	\$ 25,253.00
Delete AAIII X 6 months	\$ (23,448.00)
Add 10 hrs/week to AAI/II for 6 months	\$ 5,163.00
Upgrade Bldg Maintenance Worker I to Bldg Maint Wker II X 6 months	\$ 2,111.93
Add Library Accounting Assistant X 6 months	\$ 33,053.00
Delete Account Clerk II X 6 months	\$ (27,620.50)
SUBTOTAL	\$ (18,379.57)

STAFF REORGANIZATION
 October 31, 2005

INTERNET LIBRARIAN/WEBMASTER	
Delete Librarian III/Internet	\$ (71,683.73)
Add Library Webmaster X 6 months	\$ 30,389.00
Delete Senior Library Assistant/NAS X 6 months	\$ (28,481.55)
SUBTOTAL	\$ (69,776.28)
REFERENCE SERVICES	
Add Librarian I/II X 6 months	\$ 30,992.00
SUBTOTAL	\$ 30,992.00
GRAND TOTAL	\$ (17,080.85)
	STAFFCHG
	10/31/2005

STAFF ACTION REQUEST

Staff requests that the Board approve in concept **all** the proposed changes, and authorize immediate budget changes as follows:

- Delete Librarian III/Webmaster position (\$71,684)
- Implement the Youth Services, Scotts Valley Branch and Reference Services proposals immediately. +\$71,075

The immediate financial impact would be a net savings of \$609.00

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