



SANTA CRUZ • PUBLIC
LIBRARIES
A City County System

LIBRARY JOINT POWERS AUTHORITY BOARD

Monday, March 6, 2006 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 February 6, 2006
4. ORAL COMMUNICATIONS
5. CONSENT AGENDA
 - a. Accept Basic Financial Statements and Independent Auditors' Report for the year ended June 30, 2005
6. WRITTEN COMMUNICATIONS
 - a. Letter of November 7, 2005 from SEIU Steward Leslie Auerbach
The following articles are included at the request of Citizen Gorson:
 - b. "Where Reference Librarians Do Rove" by Jennifer Burek Pierce.
American Libraries, February 2006, p.39
 - c. "Will's World: Is Love's Labor a Loss for Libraries?" by Will Manley.
American Libraries, February 2006, p. 64
7. REPORTS OF ADVISORY BODIES
8. MEMBER REPORTS
 - a. Citizen Poitinger on a CALTAC Workshop on Library Funding

What Next? After the Library Measure Passes (or Doesn't) Pass
Presentation by Melinda S. Cervantes, County Librarian, Santa
Clara County Library

Library Headquarters and System Services
1543 Pacific Avenue • Santa Cruz, California 95060 • (831) 420-5600

Significant Similarities & Differences Between the Library Bond Act
of 2000 & 2006

9. STAFF REPORTS

- a. Director's Monthly Report (oral
Financial Report as of 1/31/06
Reserve Fund Report
- b. Public Library/School Cooperation
Youth Services Coordinator Janis O'Driscoll
Harbor High School Librarian Nancy Litvak
- c. Report on Automation System Upgrade
Memo from Director of Libraries
Presentation by Network Administrator Dan Landry

10. OTHER BUSINESS

A. Consider Locust/Union Street Building Exploration Proposal

B. Financial Planning Process

Discuss Base Revenue Projections
Projections Document from Director of Libraries
Review Base Expenditure vs. Base Revenue Projections
Review Capital Project List
Document from Director of Libraries
Appoint Subcommittee to Recommend Capital Project Priorities

11. SCHEDULE NEXT MEETING

The next meeting is scheduled for Monday, April 3, 2006 at 7:30PM
in the Community Meeting Room of the Central Branch Library

12. 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.

JAGENDA.MAR
02/28/06

SANTA CRUZ PUBLIC LIBRARIES
A CITY-COUNTY SYSTEM

LIBRARY JOINT POWERS BOARD

MINUTES

February 6, 2006

Central Branch Community Meeting Room
224 Church Street, Santa Cruz

7:30 PM PUBLIC MEETING

I. ROLL CALL

Present: Citizen Nancy Gerdt, Citizen Barbara Gorson, Councilmember Cynthia Mathews, Citizen Leigh Poitinger, Supervisor Mark Stone, Supervisor Jan Beautz, Councilmember Randy Johnson, Councilmember Mike Rotkin, Councilmember Michael Termini

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

II. WELCOME CITIZEN MEMBER NANCY GERDT

III. APPROVAL OF MEETING AGENDA OF FEBRUARY 6, 2006

Councilmember Rotkin moved, seconded by Citizenmember Gorson

that the Board approve the agenda of February 6, 2006.

UNAN

IV. APPROVE MINUTES OF JANUARY 9, 2006

Councilmember Mathews moved, seconded by Councilmember Rotkin

that the Board approve the minutes of January 9, 2006 with the following correction: Item X, Staff Reports: spelling correction-Jim LaMarche.

UNAN

V. ELECT 2006 CHAIR AND VICE CHAIR

A. Names entered into nomination:
Supervisor Stone nominated Councilmember Termini for LJPB Chair

Citizenmember Poitinger nominated Citizen Gorson for LJPB Vice Chair

- B. The Board voted (9/0) to elect Councilmember Termini the Chair and Citizen Gorson as Vice Chair of the Library Joint Powers Board.

VI. ORAL COMMUNICATIONS

Leslie Auerbach, library employee, addressed the board concerning library personnel and the forum in which employees can address board members concerning such matters.

Councilmember Rotkin explained that it is appropriate to approach board members with concerns and leaving it to the discretion of the board members to handle it in a way that they feel is appropriate.

VII. CONSENT AGENDA

Councilmember Rotkin moved, seconded by Councilmember Mathews

that the Board adopt the procedure outlined for appraising the performance of the Director of Libraries.

UNAN

VIII. WRITTEN COMMUNICATIONS

None

IX. REPORTS OF ADVISORY BODIES

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

- Live Oak Grand Opening was a success. FSCPL provided volunteers and coordination in support of the RDA sponsored party.
- UCSC Friends of the Library and FSCPL co-sponsored author event featuring local mystery author, Laura Crum was well attended.
- FSCPL will acknowledge Library Lover's Month and Valentine's Day with a special Book Fund drive effort at several branches throughout the county. Volunteers will ask patrons to participate.
- Children's Sale on Feb. 4th at the Central Library brought in close to \$2,000.

Barney Bricmont, President of the Friends of the Santa Cruz City-County Library System reported:

- Meeting with Representative John Laird's Staff to thank him for continuing support and give him the Legislative Program approved by the JPB.
- Schools Plus is cosponsoring (with FSCPL and County Parks and Recreation a county wide book fair May 20 at Shoreline School
 - <http://www.santacruzcountybookfair.org>

Paul Machlis, Representing Friends of the Felton Library reported on preparations for the following activities:

- Celebration of the 50th anniversary of the Library being in the Belardi Building
- An Artistic Chair Auction
- Story telling event with Gay Duessey
- 2nd Annual San Lorenzo Valley Poetry Contest

X. MEMBER REPORTS

None

XI. STAFF REPORTS

A. The Director made the following reports:

- The Legislative Program that the board adopted was approved by the Board of Supervisors and the City of Santa Cruz.
- Governor's Budget has put in the public library fund at this years level, which is higher than he proposed last year.
- In the Federal Budget the President has added substantial amounts for the Library Services and Technology Act
- Financial Report as of December 31, 2005

XII. OTHER BUSINESS

A. Pitney Bowes Postage Meter Contract

Councilmember Rotkin moved, seconded by Councilmember Mathews that the Board make the necessary findings to be removed from the Pitney Bowes contract for lack of sufficient funds due to the current financial crisis of the library.
UNAN

B. APPROPRIATE ADDITIONAL FY 2005-06 REVENUES

The Library Director amended her proposal by changing the name and intent of the Automation Consultation portion to Automation Upgrade Planning.

Councilmember Mathews moved, seconded by Councilmember Rotkin that the Santa Cruz Library Joint Powers Authority Board approve Resolution 2006-01 Appropriating additional available FY 2005-06 revenues, and amending the FY 2005-06 budget as per the appropriations with the amendments that the funds used for the Central Branch reconfiguration be held in unallocated reserves until the board has time to review the plans and for the Library Director to provide further detailed information on the library automation planning and consultation project.
UNAN

C. EXPAND CONFIDENTIALITY OF PATRON RECORDS POLICY

Councilmember Rotkin moved, seconded by Councilmember Mathews

that the Board adopt the proposed expansion of the Library's currently existing Confidentiality of Patron Records Policy to include the prohibition of giving out information about any kind of patron library use.

UNAN

D. FINANCIAL PLANNING PROCESS

1. Adopt Revised Standards for Library Services and Facilities

Councilmember Rotkin moved, seconded by Councilmember Mathews

that the Board adopt the revised Standards for Library Services and Facilities; and to adopt the new summary of standards called, "Santa Cruz Libraries in the 21st Century" with the addition of a footnote to state that library staff will further review the branch service population.

UNAN

2. Discuss Base Expenditure Projections with Citizenmember Gorson

The purpose is to take the current FY 2005-06 budget and project out for the next 5 years based on the assumptions provided. The Board suggested the Benefit projection be increased from a 5% to a 7% growth rate.

XIII. SCHEDULE NEXT MEETING

March 6, 2006

XIV. ADJOURNMENT

The regular meeting adjourned at 9:33 p.m.

Respectfully submitted,



Kira Henifin, 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

February 28, 2006

TO: LIBRARY JOINT POWERS AUTHORITY BOARD
FR: DIRECTOR OF LIBRARIES *[Signature]*
RE: BASIC FINANCIAL STATEMENTS AND INDEPENDENT
AUDITORS' REPORT FOR THE YEAR ENDED JUNE 30, 2005

RECOMMENDATION: That by motion the Library Joint Powers Authority Board accept the Basic Financial Statements and Independent Auditors' Report for the Year Ended June 30, 2005 prepared by Caporicci & Larson, Certified Public Accountants.

NOTE: COPIES OF THE FINANCIAL STATEMENTS ARE INCLUDED IN MEMBER PACKETS ONLY; IF YOU WISH A COPY, PLEASE TELEPHONE THE LIBRARY OFFICE AT 420-5613

JAUDIT.ACPT

7 November 2005

The Board members no doubt are aware that SEIU and the City of Santa Cruz have returned to the table regarding wages, health benefits, and the implementation of the nearly-completed Compensation Study. Exigencies related to these talks prevent both SEIU Field Rep Leslie Scanagatta and SEIU Steward Leslie Auerbach from attending the 7 November 2005 JPB meeting. We ask the Board members' indulgence in considering this message, which is being copied to the Library Director.

SEIU is disturbed by the lack of communication from Library management regarding changes in Library staffing, schedules, and assignments. This is particularly disappointing in that Library management has had far better communications with SEIU staff and stewards in the past. We hope for improvement in communications in the future, and would like to explore means of assuring this.

SEIU is also concerned about the proliferation of part-time positions within the Library system. For many full-time library workers, this effectively eliminates, or sharply reduces, opportunities for advancement. Approximately one third of the SEIU-represented positions within the Library system are part-time, with the highest percentage of part-time positions at the bottom of the career ladder, among Library Clerks.

Library nonprofessionals have borne the brunt of staff reductions, and have seen their workload increase even as promotional opportunities vanish. In Central Youth Services, a 40 hour Library Assistant position was eliminated in 2003. Library management now proposes to add 10 Librarian hours to Central Youth Services. While only professional staff conduct Read to Me visits, paraprofessional staff travel to other branches for story hours, and paraprofessionals cover a greater percentage of reference desk time than do professionals. (The 40 hour Library Assistant covered 20 hr/wk; the extant 20 hour Library Assistant covers 16 hr/wk. No professional Central Youth Services staff member covers more than 11 hr/wk.)

Central Branch telephone reference, once covered principally by paraprofessional Senior Library Assistants, has been reduced, and several Senior Library Assistant positions eliminated. While the elimination of the Internet Librarian's reference desk hours does mean that some desk hours must be covered, SEIU questions why the elimination of a Senior Library Assistant's position must be compensated for by adding a (more expensive) Librarian position.

The common theme of these questions is the replacement of trained, experienced, and undervalued paraprofessional staff by more highly paid professionals doing the same work. Paraprofessionals at a reference desk are not identified as "non-librarians" to the public, and are held to the same standards of professional competence in providing information to the public. Professional librarians have additional responsibilities in collection development and policy creation, but the retention of paraprofessionals who cover public desks would free professional librarians for these tasks. This would also provide possibilities for advancement for nonprofessional staff.

SEIU therefore asks that the Board not make any decision regarding the proposed changes in staffing without providing SEIU staff and workers the opportunity to discuss these issues with Board members and Library management.

Leslie Auerbach
Steward, SEIU #415

Grassroots Report

Where Reference Librarians Do Rove

by Jennifer Burek Pierce

ALA's Reference and User Services Association articulates the ideal of getting beyond the reference desk, and in Ohio, public libraries are working to translate these objectives into dynamic reality. RUSA's Guidelines for the Behavioral Performance of Reference and Information Service Providers describe desirable reference conduct thus: "Roves through the reference area offering assistance whenever possible."

But Ohio librarians have gone beyond the guidelines. Their ideas are challenging and engaging, thought-provoking—and responsive.

Step right up—to the patron

Geauga County Public Library uses a two-pronged approach to patron interactions, explained Director Deborah F. O'Connor. First, circulation staff welcome visitors as they come into the building. Then, once patrons move into the reference and collection areas, staff there follow up. Each member of the reference team also takes a one-hour shift of going out into the stacks to advise and assist patrons.

O'Connor noted that some staff expressed concerns that these advance encounters meant that librarians were becoming Wal-Mart greeters. She frames the activity differently: "We're turning into Nordstrom personal

shoppers" by having librarians deploy their expertise while making personal connections with patrons.

Many patrons feel that because they learned how to use the library in school they should be able to work there independently, O'Connor observed. Still, she noted, "Libraries are much more sophisticated places than they were years ago. We find that people don't know the wealth

the library has to offer."

Farther south, the Westerville Public Library has all but done away with the

desk. WPL Director Don Barlow explained that the transition to roving reference as the primary service mode began approximately two years ago. He described the effort as a way to "enhance customer service" to reluctant users. "Traditional library service doesn't work any longer," Barlow said.

WPL maintains an "Ask Here" station but equips reference staff with wireless headsets and tablet PCs that provide access to the OPAC and databases. Soon the library will trade these devices in for new iPAQ pocket PCs that integrate search, phone, and text-message functions with the ability to check out books on the spot. The idea, Barlow explained, is to take the transaction to the patron, rather than expect the patron to navigate the library's systems and structures.

These changes, in turn, require a different approach to hiring and retaining library staff. "Training, training, and more training," as well as being upfront about the service philosophy, are key, according to Barlow. How have WPL staffers responded? "Two-thirds of them really enjoy that. We have lost a couple of librarians because they couldn't get

beyond the traditional idea of service," he acknowledged.

Wireless walkabouts

Columbus Metropolitan Library is spending \$400,000 to transition to roving reference. "This amount covers the cost of removal of existing desks; wiring, carpet, and other construction/building considerations; and design and construction of the new desks," Associate Director of Public Services Susan Studebaker explained.

A 27-year veteran of the system, Studebaker said that the move to a new service model began with pilot testing last year. Older reference desks are being replaced with smaller—and sometimes portable—models that Studebaker calls "more versatile." The aim is to allow staff to stand or patrons and librarians to sit together at a terminal.

"We are still definitely a work in progress," she said, noting that the driving force is a focus on library users' needs. "We're encouraging staff to do what's best for the customer at their facility," Studebaker said. Determining how to make patrons a priority has involved a range of strategies at CML, from disbanding desk schedules to sharing success stories in order to build enthusiasm. A library task force held training sessions for managers and staff, addressing nonverbal communication and the need to use open-ended questions to engage users. Evaluation is ongoing.

"It takes more time," Studebaker said of the on-the-spot interaction. "You often need more staff working the floor." At CML, this has meant eliminating behind-the-scenes work that has less impact on the public, which Studebaker acknowledged can be "hard" for staff who enjoy those tasks.

"We want them to feel valued," she said of CML staff. "We have to continue to evolve. People are experimenting. That's what's terrific." □

The idea is to take the transaction to the patron, rather than expect the patron to navigate the library's systems and structures.

JENNIFER BUREK PIERCE is assistant professor of library and information science at the University of Iowa in Iowa City. Send comments or information to grassroots@ala.org.



Will's World

Is Love's Labor a Loss for Libraries?

by Will Manley

One of the ongoing debates in our profession is how—or whether—libraries should use unpaid volunteers. It's a debate that I don't think will ever end.

There are three basic groups into which librarians fall regarding the use of volunteers. The first is the "scorched earth" group, the second is the "volunteers are a gift from God" group, and the third is the "middle of the road" contingent.

Scorched-earth librarians maintain that there is no role at all for volunteers in the library. This group asserts that library work is too important to be put into the hands of volunteers, who take jobs away from people in need of a paycheck. Scorched-earthers lament the fact that most volunteers have no library training, and claim that administrators exploit volunteer labor to save a few dollars in the library budget.

Anti-volunteer librarians also charge that the misguided library managers who use volunteers are inadvertently sending the wrong message to elected officials: namely, that libraries don't really need paid staff. Besides, scorched-earthers say, the cost savings accrued are fool's gold because volunteers are expensive to train and often have high absenteeism and turnover rates.

Fool's gold or paradise found?

The "gift" librarians contend that every library in the country is understaffed and that volunteers provide a

WILL MANLEY has furnished provocative commentary on the library profession for over 25 years. He is the author of nine books on the lighter side of library science.



great deal of assistance to our overworked profession. Pro-volunteer librarians also advance the notion that many volunteers bring transferable skills from other occupations. For instance, if a person is a retired computer engineer, why shouldn't he or she be allowed to do sophisticated online searches at the reference desk? In addition, they claim that volunteers often become library converts and end up becoming important goodwill ambassadors for libraries.

The middle-of-the-roaders feel that a limited and well-defined use of volunteers in the library is appropriate and can be quite effective in supplementing the work of paid staff. These librarians advocate using volunteers for tasks that don't require a great deal of training or education. This kind of help really doesn't supplant the work of the regular staff members, but allows them to concentrate on the more cerebral aspects of their responsibilities, argue the middle-of-the-roaders.

I have always been a middle-of-the-roader. I believe that, with the proper training and direction, good volunteers can be very helpful in the right places. I base this observation on the fact that I have had the privilege of being assisted by a number of very productive volunteers.

You have to understand that people have a wide variety of motivations for volunteering their time. Some want to give back to the

libraries that have given so much to them; some long to be around books and computers; still others are looking for something satisfying to do after retiring.

The cream of the crop

If you decide to use volunteers in your library, my one bit of advice is to not make judgments about a volunteer's motivation. We once had a volunteer named Jerry who was a smart young man in his 20s. He worked in the periodicals room doing various low-tech jobs such as straightening up the shelves and putting magazines away. He was punctual, dependable, polite, and very productive.

It really bothered me that such a gifted young man was wasting his life in the periodicals room. I mentioned this to Carol, who was volunteer coordinator. "He needs some direction in life," I said. "If he doesn't get started on a real career, he'll never amount to anything. He'll be a real loser."

Several weeks later Carol came up to my office and said, "Do you spend much time in the periodicals room?" When I shook my head no, she said, "Then you probably haven't seen this." She handed me a copy of a *Time* magazine article about ice cream. The first sentence was, "What you must understand at the outset is that Ben & Jerry's in Burlington, Vt., makes the best ice cream in the world." A few pages later there was a photograph of Ben Cohen and Jerry Greenfield. Jerry was clearly our Jerry the volunteer.

Carol couldn't resist teasing me. "So, Will, he's a real loser, is he? His company does \$500 million in sales."

"Why would he be volunteering here?" I asked.

"Because his girlfriend is going to college here and he wants to be with her."

As I said, volunteers have a wide variety of motivations . . . and skills. ☐

What Next? After the Library Measure Passes (or Doesn't) Pass

*Presentation by Melinda Sisson Cervantes, County Librarian
Santa Clara County Library, California*

Background

In November 1994 The Santa Clara County Board of Supervisors placed a benefit assessment measure on the ballot and received a resounding 69% of the vote securing stable funding for the next ten years. This was followed by the formation of a Joint Powers Authority (JPA) with one city council member from each of the nine cities served and two members of the Board of Supervisors representing the unincorporated areas of the County.

In 2000, the JPA approved a revised Agreement to allow for the formation of a Mello-Roos Community Facilities District to replace the current County Service Area. The JPA then placed a special tax measure on the March 2004 ballot to replace the expiring benefit assessment; the new \$42 special tax was \$8.34 higher than the \$33.66 per single-family home/condo that was collected since 1994. A two-thirds vote is required to pass a library operating measure in California and the Library received only 61% of the vote; Measure B failed.

Strategy

The JPA had conducted two polling surveys, one in June 2003 and the other in December 2003 to provide direction to the JPA. Opposition to Measure B came from two primary directions, anti-tax proponents including a local attorney who threatened a lawsuit and a small but vocal anti-Internet group in South County. So, why did Measure B fail? Voter fatigue, lack of urgency since there were 15 months left before the existing tax expired and consistent attacks by one local attorney who caught the media's attention. A citizen campaign was very active, but not successful in raising sufficient campaign funds.

What now! There was no choice but to listen to the dissenters, revisit the strategy and return to the voters. Under the CFD, it was required that the JPA wait a minimum of one year before returning to the voters. That left very little time between March and June 2005 to pass a measure without disrupting service.

The economy was in a downward spiral and the Library was already experiencing a loss of revenue from other federal, state and local sources. A hiring freeze left the Library with nearly 40 fewer employees resulting in the closing of Mondays at all locations effective October 2004, reduced bookmobile service and a cut to the book budget.

The JPA conducted another polling survey and decided to return to the voters in a special all mailed election in May 2006. This was a new option and had not been done before in Santa Clara County. The JPA placed two measures on the May 2006 Special Election Ballot, Measure A would replace the benefit assessment with the same amount only in a new special tax with a term of 10 years. This would preserve the level (although already reduced) of funding and was the new priority. Measure B would increase the special tax by \$12 per year per single-family home/condo. This would allow the Library to reopen on Mondays and restore the book budget. Measure A passed with 72% vote; Measure B failed with 64% vote.

Impact on Service is Positive

The Santa Clara County Library has filled the many vacancies held open during the hiring freeze and restored some of the book budget. However, all but one library remains closed on Mondays; the City of Milpitas funds Monday and Tuesday morning operations at the Milpitas Library. Sometime in the near future, the JPA may want to consider returning to the voters for a tax increase, perhaps in 2010 and for a shorter term of five years.

What have we learned?

- Unless the public sees the cuts in service, they will not see the crisis
- The message must be truthful and consistent
- All library stakeholders must get involved

Final Analysis

Ongoing Communications

Through the library's public information outreach and citizen-driven campaign, Santa Clara County voters are more aware than ever of library needs. The library must continue to cultivate this base of support (the 72% of voters who supported Measure A in 2005) and avoid starting the education process over when community support is needed again in the future.

Scan for Future Opportunities

Although the Santa Clara County Library has secured 10 years of stable revenue, library leaders should continue to scan for opportunities to raise additional revenue for the libraries. Such opportunities may include placing a modest increase of Cost of Living Adjustment on a future General Election ballot.

Keep Volunteers Engaged

Hundreds of library supporters participated in the campaign for Measures A & B. Library leaders should find ways to encourage their ongoing involvement and maintain relationships with these dedicated volunteers. By continuing to engage those who worked on Measures A & B, library leaders will be able to quickly mobilize an effective force for future efforts.

Continue to Raise Funds

By leaving the campaign account open and continuing to raise funds, future campaigns will have an easier time securing the resources necessary to run a successful campaign. Friends groups should be encouraged to donate annually to help offset contribution limits during a specific campaign period.

Learn From the Campaign for Measures A & B

While the campaign for Measure A & B is still fresh in your mind, revisit the campaign's strengths and weaknesses. There are many lessons that can be carried over to future efforts. What worked? What could have been improved? Recording lessons learned now will help maximize the effectiveness of future efforts.

References

Hall, Richard B. *Winning Library Referenda Campaigns: a How-To-Do-It Manual*, Neal-Schuman Publishers, Inc. New York, 1995.

Lucas, Steven S. and Betsy Strauss. *Ballot Measure Advocacy and the Law: Legal Issues Associated with City Participation in Ballot Measure Campaigns*, League of California Cities, September 2003.

Tramutola, Larry. *Sidewalk Strategies – Seven Winning Steps for Candidates, Causes and Communities*, TurnKey, Austin, Texas, 2003.

Significant Similarities & Differences Between the Library Bond Act of 2000 & 2006

2000 Bond	2006 Bond
Library Bond Act Name	
California Reading and Literacy Improvement and Public Library Construction and Renovation Bond Act of 2000	Same, year changes to 2006
Ballot Proposition Number	
Proposition 14	Proposition 81
State Funding Authorized	
\$350 million	\$600 million
State & Local Matching Funds	
35% local match to 65% state match.	Same
Maximum & Minimum State Grant Amounts	
Minimum state grant of \$50,000, and a maximum state grant of \$20 million	Same
First Priority Projects	
New Construction: Joint use projects with K-12 schools Remodeling Existing Facilities: Projects in school attendance areas with inadequate telecommunications infrastructure.	Eligible, unfunded Cycle 3 applications from Library Bond Act of 2000.
State Funds Available for First Priority Projects	
\$350 million	Up to \$300 million (1/2 of \$600 million authorized by the Bond Act). Library Bond Act of 2000 (Prop 14) regulations apply to these projects.
Competitive Funding	
N/A	The remaining \$300 million plus any funding not allocated for 1st priority projects noted above will be available for eligible applications under the Library Bond Act of 2006. New regulations will be drafted for these funds.
Funds Specified for Joint Use Projects	
All \$350 million of the Library Bond Act of 2000 were specified for Joint Use projects.	Library Bond Act of 2006 specifies a set-aside for \$25 million for Joint Use Projects. These funds are part of the competitive funding noted above.
Amount of Funding available for Joint Use Projects	
N/A	If the Joint Use project dollars approved by March 2, 2010 exceed \$25 million, additional Bond Act funds may be awarded to Joint Use projects.
N/A	If Joint Use project funds approved are less than \$25 million by March 2, 2010, the remaining dollars shall be returned to the general Bond Act 2006 fund for awards to other eligible projects on a competitive basis.
Entities which may be Parties to Joint Use Projects	
Joint Use projects limited to K-12 school districts.	Joint Use projects are limited to public education institutions, which are defined as a: K-12 school district, County Office of Education, Community college district, CSU campus, or a UC Campus.
Funding Requirements for Joint Use Projects	
N/A	Public education institution must provide at least 50% of the 35% local matching funds.
Possible Additional Criteria when Reviewing Applications for Joint Use Projects	
N/A	Consideration may be given to proposed Joint Use projects in low income area.
N/A	Consideration may be given to proposed Joint Use projects in areas where public schools have low Academic Performance Scores (API) scores

2000 Bond	2006 Bond
Time Limit for Reimbursable Expenditures	
Expenditures made more than 3 years prior to the submission of the grant application are not eligible for reimbursement with state funds. Acquisition of land is eligible no matter when acquired. The same is true for architectural fees for plans and drawings.	Essentially the same, except time period changed to <u>5 years</u> . Acquisition of land as well as payment of architects fees for plans and drawings may be an eligible cost subject to new regulations promulgated by the Board.
When Land Acquisition is not a Reimbursable Expenditure	
Land was acquired with funds authorized pursuant to the School Bond Act of 1998.	Land was acquired with funds authorized pursuant to the School Bond Acts of 1998, 2002 and 2004.
Eligible Administrative Costs	
N/A	Allows additional eligible costs for local departmental charges for jurisdictionally required professional services
Composition of Board	
State Librarian, Treasurer, Director of Finance, Assembly Speaker Appointment, Senate Rules Committee Appointment & <u>one</u> member appointed by the Governor (no tie-breaker).	Same, plus <u>one additional member appointed by the Governor</u> (there is now a tie-breaker).
Eligible Grant Applicants	
A city, county, city and county or district may apply...	Added the word "library" before district
Board Review Factors (Basis for Grant Decisions)	
The needs of urban and rural areas.	Same, plus added "suburban"
Population growth.	"Population growth" deleted
Age and condition of <u>the existing library facility</u> .	The age and condition of <u>existing library facilities within an area</u> .
The degree to which the existing library facility is inadequate in meeting the needs of the residents in the library service area and the degree to which the proposed project responds to the needs of those residents.	Made into two separate factors: The degree to which existing library facilities are inadequate in meeting the needs of the residents in the library service area. The degree to which the proposed project responds to the needs of the residents in the library service area.
The degree to which the library's plan of service integrates appropriate electronic technologies into the proposed project	Same
The degree to which the proposed site is appropriate for the proposed project and its intended use	Same
Only required for new construction projects: The financial <u>capacity</u> of the local agency submitting the application to open and maintain <u>operation</u> of the proposed library...	Required for all projects: The financial <u>commitment</u> of the local agency submitting the application to open, <u>operate</u> and maintain the proposed library...
Ineligible Projects	
An application may not be submitted for a project for which construction bids have already been advertised.	Same

FY 2006 FUND 951

LIBRARY JPA - REVENUE & EXPENDITURES

AS OF 01/31/06

	(1) 2006 Adopted Budget	(2) Carryover Appropriations 2004	(3) Budget Adjustments	(4) = (1)+(2)+(3) 2006 Amended Budget	(5) 2006 Actual as of 01/31/06	(6) 2006 Encumbered as of 01/31/06	(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	-	2,617,487	56%
Other Agencies	4,672,569	-	-	4,672,569	2,336,353	-	2,336,216	50%
County Interest	8,930	-	-	8,930	9,110	-	(180)	102%
Public Library Fund	82,431	-	-	82,431	-	-	82,431	0%
First Five Extension (Read to Me Grant)	-	-	210,000	210,000	94,668	-	115,332	45%
Other Income	305,055	-	9,131	314,186	168,425	-	145,761	54%
Total Revenues	10,959,977	-	219,131	11,179,108	6,228,320	-	5,297,047	56%
EXPENDITURES:								
Personnel Services	7,916,283	-	-	7,916,283	4,498,853	-	3,417,430	57%
Supplies and Services	2,429,429	1,783	99,381	2,530,593	1,372,044	412,472	746,078	54%
Debt Payments	226,895	-	-	226,895	226,895	-	(0)	100%
First Five (Read to Me Grant)	-	-	196,262	196,262	100,308	21,373	74,581	0%
City Charge	572,607	-	-	572,607	320,106	-	252,501	56%
Total Expenditures	11,145,214	1,783	295,643	11,442,640	6,518,206	433,844	4,490,589	57%
Revenues Over (Under) Expenditures	(185,237)			(263,532)	(289,886)			
Sales Tax, MOE, and County Interest received after month end								
					832,816			
Estimated Ending Fund Balance								
					542,929			
Estimated Cash Balance as of 01/31/06								
					389,596			

Revenue Status Report
CITY OF SANTA CRUZ
7/1/2005 through 1/31/2006

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	3,273,504.85	3,273,504.85	2,617,487.15	55.57
00-00-0000-46110	Pooled cash and investment interest		0.00	-346.08	-346.08	346.08	0.00
00-00-0000-46190	Interest earnings - other		8,930.00	9,109.54	9,109.54	-179.54	102.01
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		4,738,569.00	2,336,353.32	2,336,353.32	2,402,215.68	49.31
36-00-0000-44613	Internet use fee		3,500.00	3,331.35	3,331.35	168.65	95.18
36-00-0000-44630	Room rentals-library JPA		8,000.00	2,890.00	2,890.00	5,110.00	36.13
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	4,425.25	4,425.25	2,774.75	61.46
36-00-0000-45131	Library fines		217,300.00	116,261.48	116,261.48	101,038.52	53.50
36-00-0000-45132	Lost library items		32,000.00	18,508.97	18,508.97	13,491.03	57.84
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	76.22	76.22	-76.22	0.00
36-50-3510-43190	Federal grants - other		9,131.00	709.50	709.50	8,421.50	7.77
36-52-3531-43210	State operating grants and contributions		210,000.00	94,668.28	94,668.28	115,331.72	45.08
Grand Total			11,245,108.00	5,882,061.09	5,882,061.09	5,363,046.91	52.31

Expenditure Status Report
CITY OF SANTA CRUZ
7/1/2005 through 1/31/2006

951 Library Joint Powers Authority

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
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
36-50-3510	Library Administration					
36-50-3510-52131	Claims management services - outside	19,690.00	0.00	19,690.00	0.00	100.00
36-50-3510-52135	Financial services - outside	5,710.00	5,710.00	0.00	0.00	100.00
36-50-3510-52149	Interagency labor charges	1,245,633.00	712,997.54	0.00	532,635.46	57.24
36-50-3510-52199	Other professional & technical services	2,783.00	3,720.90	400.01	-1,337.91	148.07
36-50-3510-52201	Water, sewer and refuse	53,421.00	22,386.80	6,495.84	24,538.36	54.07
36-50-3510-52211	Janitorial services	33,531.00	24,049.51	9,421.74	59.75	99.82
36-50-3510-52223	Vehicle operation charges - internal	31,249.00	17,133.78	0.00	14,115.22	54.83
36-50-3510-52240	Office equipment operation/maint	4,850.00	2,242.52	750.00	1,857.48	61.70
36-50-3510-52244	Other equipment operation/maintenance	3,850.00	1,804.66	3,467.06	-1,421.72	136.93
36-50-3510-52246	Building and facility o & m - outside	136,964.00	49,734.94	63,386.99	23,842.07	82.59
36-50-3510-52247	Landscaping maintenance services	27,945.00	12,668.75	10,931.25	4,345.00	84.45
36-50-3510-52261	Equipment, building and land rentals	376,997.00	216,746.19	151,044.17	9,206.64	97.56
36-50-3510-52302	Travel and meetings	3,240.00	2,691.23	0.00	548.77	83.06
36-50-3510-52304	Training	14,141.00	3,771.57	5,826.00	4,543.43	67.87
36-50-3510-52306	LSTA Tuition Reimb grant training	8,301.00	3,486.00	0.00	4,815.00	41.99
36-50-3510-52402	Telecommunications service - internal	42,336.00	20,832.00	0.00	21,504.00	49.21
36-50-3510-52403	Telecommunications service - outside	26,784.00	9,556.70	3,655.70	13,571.60	49.33
36-50-3510-52932	Liability insurance/surety bonds-interna	12,302.00	12,194.00	0.00	108.00	99.12
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	3,683.00	0.00	3,834.00	49.00
36-50-3510-52972	Printing and binding-outside	5,000.00	1,273.04	0.00	3,726.96	25.46
36-50-3510-53101	Postage charges	15,500.00	3,207.27	0.00	12,292.73	20.69
36-50-3510-53102	Office supplies	17,000.00	9,025.83	711.70	7,262.47	57.28

Expenditure Status Report
CITY OF SANTA CRUZ
7/1/2005 through 1/31/2006

951 Library Joint Powers Authority

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
36-50-3510-53108	8,656.00	2,101.47	2,101.47	0.00	6,554.53	24.28
36-50-3510-53113	19,650.00	11,898.66	11,898.66	0.00	7,751.34	60.55
36-50-3510-53310	155,628.00	80,478.12	80,478.12	0.00	75,149.88	51.71
36-50-3510-54990	3,200.00	140.13	140.13	95.00	2,964.87	7.35
36-50-3510-57203	17,139.00	17,439.00	17,439.00	0.00	-300.00	101.75
36-50-3510-57309	10,000.00	15,400.00	15,400.00	0.00	-5,400.00	154.00
36-50-3510-57401	93,367.00	46,656.14	46,656.14	5,801.03	40,909.83	56.18
36-50-3510-57409	60,000.00	8,035.54	8,035.54	33,399.38	18,565.08	69.06
Total Library Administration	2,519,874.00	1,372,004.29	1,372,004.29	315,075.87	832,793.84	66.95
36-50-3540						
Library Special Accounts						
36-50-3540-52135	572,607.00	320,106.47	320,106.47	0.00	252,500.53	55.90
36-50-3540-57401	0.00	-21.78	-21.78	0.00	21.78	0.00
36-50-3540-58130	167,901.00	167,900.69	167,900.69	0.00	0.31	100.00
36-50-3540-58190	40,293.00	40,293.07	40,293.07	0.00	-0.07	100.00
36-50-3540-58230	11,221.00	11,221.33	11,221.33	0.00	-0.33	100.00
36-50-3540-58290	7,480.00	7,480.00	7,480.00	0.00	0.00	100.00
Total Library Special Accounts	799,502.00	546,979.78	546,979.78	0.00	252,522.22	68.42
36-50-9510						
Library Buildings						
Total Library Buildings	0.00	0.00	0.00	0.00	0.00	0.00
Total Library Administration	3,319,376.00	1,918,984.07	1,918,984.07	315,075.87	1,085,316.06	67.30
36-51-3520						
Library Technical Services						
36-51-3520-52149	1,678,233.00	889,795.07	889,795.07	0.00	788,437.93	53.02
36-51-3520-52199	2,500.00	0.00	0.00	0.00	2,500.00	0.00
36-51-3520-52248	81,850.00	37,583.25	37,583.25	24,886.63	19,380.12	76.32
36-51-3520-52249	16,050.00	8,355.79	8,355.79	4,572.26	3,121.95	80.55
36-51-3520-52403	78,112.00	12,081.11	12,081.11	759.11	65,271.78	16.44
36-51-3520-52972	10,000.00	7,275.50	7,275.50	0.00	2,724.50	72.76
36-51-3520-53110	14,000.00	3,871.89	3,871.89	5,387.47	4,740.64	66.14
36-51-3520-53112	142,112.00	78,968.11	78,968.11	57,441.11	5,702.78	95.99
36-51-3520-54990	0.00	-14.40	-14.40	0.00	14.40	0.00
Total Library Technical Services	2,022,857.00	1,037,916.32	1,037,916.32	93,046.58	891,894.10	55.91

Expenditure Status Report
CITY OF SANTA CRUZ
 7/1/2005 through 1/31/2006

951 Library Joint Powers Authority

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
36-52-3530						
Library Public Services						
36-52-3530-52139	0.00	896.00	896.00	0.00	-896.00	0.00
Medical services						
36-52-3530-52149	5,000,865.00	2,520,071.62	2,520,071.62	0.00	2,480,793.38	50.39
Interagency labor charges						
36-52-3530-52961	0.00	110.00	110.00	0.00	-110.00	0.00
Dues and memberships						
36-52-3530-52972	1,000.00	0.00	0.00	800.00	200.00	80.00
Printing and binding-outside						
36-52-3530-53106	901,500.00	558,893.60	558,893.60	0.00	342,606.40	62.00
Books and periodicals						
36-52-3530-53109	6,948.00	4,162.85	4,162.85	3,331.40	-546.25	107.86
Copier supplies						
36-52-3530-54990	2,280.00	874.93	874.93	218.00	1,187.07	47.94
Miscellaneous supplies and services						
Total Library Public Services	5,912,593.00	3,085,009.00	3,085,009.00	4,349.40	2,823,234.60	52.25
36-52-3531						
Read-to Me Grant Program						
36-52-3531-52149	131,972.00	77,016.79	77,016.79	0.00	54,955.21	58.36
Interagency labor charges						
36-52-3531-52199	0.00	311.53	311.53	222.50	-534.03	0.00
Other professional & technical services						
36-52-3531-52223	0.00	709.82	709.82	0.00	-709.82	0.00
Vehicle operation charges - internal						
36-52-3531-52302	0.00	291.09	291.09	0.00	-291.09	0.00
Travel and meetings						
36-52-3531-52402	0.00	276.00	276.00	0.00	-276.00	0.00
Telecommunications service - internal						
36-52-3531-54990	64,290.00	21,702.97	21,702.97	21,150.00	21,437.03	66.66
Miscellaneous supplies and services						
Total Read-to Me Grant Program	196,262.00	100,308.20	100,308.20	21,372.50	74,581.30	62.00
Total Library Public Services	6,108,855.00	3,185,317.20	3,185,317.20	25,721.90	2,897,815.90	52.56
36-53-3515						
Library Facilities Management						
Total Library Facilities Management	0.00	0.00	0.00	0.00	0.00	0.00
Total Library Joint Powers Authority	11,451,088.00	6,142,217.59	6,142,217.59	433,844.35	4,875,026.06	57.43
Grand Total	11,451,088.00	6,142,217.59	6,142,217.59	433,844.35	4,875,026.06	57.43

Expenditure Status Report
CITY OF SANTA CRUZ
 7/1/2005 through 1/31/2006

101 General Fund

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
35-50-3410 Library Administration (City)						
35-50-3410-51110 Regular full time	869,632.00	522,432.11	522,432.11	0.00	347,199.89	60.08
35-50-3410-51111 Regular part time	78,155.00	45,149.98	45,149.98	0.00	33,005.02	57.77
35-50-3410-51114 Overtime	0.00	416.80	416.80	0.00	-416.80	0.00
35-50-3410-51115 Termination pay	0.00	1,112.32	1,112.32	0.00	-1,112.32	0.00
35-50-3410-51130 Other pay	0.00	1,643.83	1,643.83	0.00	-1,643.83	0.00
35-50-3410-51132 Special vacation pay	0.00	5,448.58	5,448.58	0.00	-5,448.58	0.00
35-50-3410-51150 Vehicle allowance	5,760.00	3,393.60	3,393.60	0.00	2,366.40	58.92
35-50-3410-51201 Retirement contribution	60,222.00	35,892.64	35,892.64	0.00	24,329.36	59.60
35-50-3410-51210 Group health insurance	132,836.00	85,545.59	85,545.59	0.00	47,290.41	64.40
35-50-3410-51212 Group dental insurance	18,907.00	11,003.25	11,003.25	0.00	7,903.75	58.20
35-50-3410-51213 Vision insurance	3,478.00	2,032.31	2,032.31	0.00	1,445.69	58.43
35-50-3410-51214 Medicare insurance	7,780.00	4,802.01	4,802.01	0.00	2,977.99	61.72
35-50-3410-51220 Group life insurance	493.00	289.37	289.37	0.00	203.63	58.70
35-50-3410-51221 Disability insurance	4,727.00	2,822.20	2,822.20	0.00	1,904.80	59.70
35-50-3410-51230 Unemployment insurance	2,369.00	1,440.47	1,440.47	0.00	928.53	60.80
35-50-3410-51240 Workers' compensation	61,274.00	37,005.33	37,005.33	0.00	24,268.67	60.39
Total General Fund	1,245,633.00	760,430.39	760,430.39	0.00	485,202.61	61.05
Grand Total	1,245,633.00	760,430.39	760,430.39	0.00	485,202.61	61.05

Expenditure Status Report
CITY OF SANTA CRUZ
7/1/2005 through 1/31/2006

101 General Fund

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
35-51-3411						
Library Technical Services (City)						
35-51-3411-51110	1,238,011.00	690,063.46	690,063.46	0.00	547,947.54	55.74
Regular full time						
35-51-3411-51111	15,661.00	7,919.93	7,919.93	0.00	7,741.07	50.57
Regular part time						
35-51-3411-51114	0.00	175.29	175.29	0.00	-175.29	0.00
Overtime						
35-51-3411-51115	0.00	2,199.57	2,199.57	0.00	-2,199.57	0.00
Termination pay						
35-51-3411-51122	11,418.00	8,793.11	8,793.11	0.00	2,624.89	77.01
Temporary						
35-51-3411-51130	0.00	33.58	33.58	0.00	-33.58	0.00
Other pay						
35-51-3411-51132	0.00	2,327.19	2,327.19	0.00	-2,327.19	0.00
Special vacation pay						
35-51-3411-51133	0.00	481.51	481.51	0.00	-481.51	0.00
Special sick leave pay						
35-51-3411-51201	79,659.00	44,285.14	44,285.14	0.00	35,373.86	55.59
Retirement contribution						
35-51-3411-51202	708.00	318.47	318.47	0.00	389.53	44.98
F.I.C.A.						
35-51-3411-51210	194,915.00	118,073.78	118,073.78	0.00	76,841.22	60.58
Group health insurance						
35-51-3411-51212	23,289.00	12,724.71	12,724.71	0.00	10,564.29	54.64
Group dental insurance						
35-51-3411-51213	4,486.00	2,495.93	2,495.93	0.00	1,990.07	55.64
Vision insurance						
35-51-3411-51214	13,762.00	7,653.12	7,653.12	0.00	6,108.88	55.61
Medicare insurance						
35-51-3411-51220	713.00	408.53	408.53	0.00	304.47	57.30
Group life insurance						
35-51-3411-51221	5,190.00	2,925.31	2,925.31	0.00	2,264.69	56.36
Disability insurance						
35-51-3411-51230	3,162.00	1,779.72	1,779.72	0.00	1,382.28	56.28
Unemployment insurance						
35-51-3411-51240	87,259.00	48,663.16	48,663.16	0.00	38,595.84	55.77
Workers' compensation						
Total General Fund	1,678,233.00	951,321.51	951,321.51	0.00	726,911.49	56.69
Grand Total	1,678,233.00	951,321.51	951,321.51	0.00	726,911.49	56.69

Expenditure Status Report

CITY OF SANTA CRUZ

7/1/2005 through 1/31/2006

101 General Fund

<u>Account Number</u>	<u>Library Public Services (City)</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
35-52-3412	Library Public Services (City)						
35-52-3412-51110	Regular full time	2,719,106.00	1,516,096.67	1,516,096.67	0.00	1,203,009.33	55.76
35-52-3412-51111	Regular part time	664,049.00	318,367.19	318,367.19	0.00	345,681.81	47.94
35-52-3412-51114	Overtime	0.00	242.90	242.90	0.00	-242.90	0.00
35-52-3412-51115	Termination pay	0.00	8,568.27	8,568.27	0.00	-8,568.27	0.00
35-52-3412-51122	Temporary	552,009.00	283,868.59	283,868.59	0.00	268,140.41	51.42
35-52-3412-51130	Other pay	0.00	32.16	32.16	0.00	-32.16	0.00
35-52-3412-51132	Special vacation pay	0.00	3,267.11	3,267.11	0.00	-3,267.11	0.00
35-52-3412-51133	Special sick leave pay	0.00	2,055.14	2,055.14	0.00	-2,055.14	0.00
35-52-3412-51201	Retirement contribution	216,147.00	116,443.90	116,443.90	0.00	99,703.10	53.87
35-52-3412-51202	F.I.C.A.	34,224.00	16,066.41	16,066.41	0.00	18,157.59	46.94
35-52-3412-51210	Group health insurance	511,091.00	291,615.11	291,615.11	0.00	219,475.89	57.06
35-52-3412-51212	Group dental insurance	65,850.00	33,380.68	33,380.68	0.00	32,469.32	50.69
35-52-3412-51213	Vision insurance	12,873.00	6,682.28	6,682.28	0.00	6,190.72	51.91
35-52-3412-51214	Medicare insurance	48,426.00	26,332.86	26,332.86	0.00	22,093.14	54.38
35-52-3412-51220	Group life insurance	1,905.00	1,026.18	1,026.18	0.00	878.82	53.87
35-52-3412-51221	Disability insurance	16,608.00	8,250.54	8,250.54	0.00	8,357.46	49.68
35-52-3412-51230	Unemployment insurance	9,884.00	5,332.01	5,332.01	0.00	4,551.99	53.95
35-52-3412-51240	Workers' compensation	279,705.00	149,473.10	149,473.10	0.00	130,231.90	53.44
Total	General Fund	5,131,877.00	2,787,101.10	2,787,101.10	0.00	2,344,775.90	54.31
Grand Total		5,131,877.00	2,787,101.10	2,787,101.10	0.00	2,344,775.90	54.31

Personnel Reconciliation

January-06

Fund 951

Administration	712,997.54	
Technical Services	889,795.07	
Public Services	2,520,071.62	
<u>Total Posted</u>		4,122,864.23
Unposted Correction	(326.41)	
Administration	47,432.85	
Technical Services	61,526.44	
Public Services	190,339.10	
<u>Total Unposted</u>		298,971.98
<u>Total Fund 951</u>		<u>4,421,836.21</u>

Fund 101

Administration	760,430.39	
Technical Services	951,321.51	
Public Services	2,787,101.10	
<u>Total Posted</u>		4,498,853.00
First Five	(77,016.79)	
<u>Total Adjustments**</u>		(77,016.79)
<u>Total Fund 101</u>		<u>4,421,836.21</u>

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



SANTA CRUZ • PUBLIC
LIBRARIES
 A City County System

February 24, 2006

TO: LIBRARY JOINT POWERS AUTHORITY BOARD
 FR: DIRECTOR OF LIBRARIES *[Signature]*
 RE: RESERVE FUNDS REPORT

At your February 6 meeting the Board requested that I provide a report on the current status of the Library's Reserve Funds.

LIBRARY RESERVE FUNDS				
		Balance	Appropriated	Estimate Bal
		7/31/2005	2/6/2006	6/30/2006
955	Contingency	\$ 85,041.42	\$ 50,000.00	\$ 137,117.25
956	Technology	\$ 39,344.86	\$ 100,000.00	\$ 140,881.76
957	Capital Projects	\$ 128,299.04		\$ 130,865.02
XXX	Felton Replacement		\$ 50,000.00	\$ 50,375.00
	RESERVES.RPT			
	2/24/2006			

AMT:BRESERVE.RPT



SANTA CRUZ • PUBLIC
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A City County System

February 24, 2006

TO: LIBRARY JOINT POWERS AUTHORITY BOARD
FR: DIRECTOR OF LIBRARIES 
RE: AUTOMATION SYSTEM UPGRADES

The Board asked for a report on the history of our Integrated Library System (ILS) installation and upgrades. An "integrated" system is one in which the catalog, the circulation system, and other functions such as acquisitions, flow from the same basic database of book/media items and patron records. Back in the 1980's, when we first automated the library, integrated systems were the latest and best use of available technology.

The first automation system was purchased (after a competitive bidding process) from Data Research Associates (DRA) in 1985. The cost was roughly \$300,000, including the expenses of the conversion process. It turned out to be seriously below the use capacity to which we put it. In other words, we were "under sold."

This system was upgraded in 1989 for \$737,271. At various times modules we wanted became available and we purchased them: the acquisitions system, mail noticing for overdues, etc.

In 1998, at a cost of roughly \$ 1,153,000, the ILS system was upgraded again, although "replaced" would be a more appropriate term. The vendor continued to be Data Research Associates. Our staff analyzed alternatives, and decided that DRA offered the best that was available. The cost was high because of the hardware: we switched to network/server technology and replaced all the dumb terminals with 250-300 PCs. Interestingly, the price of equipment items we bought in 1998 has dramatically fallen, which will help in the new upgrade.

Since that 1998 upgrade, Data Research Associates has been purchased by the SIRSI Corporation, which is now called SIRSI/Dynix. SIRSI is continuing to support DRA Classic (as it is called) software, but expects its customers to migrate to a SIRSI system when they next upgrade.

The Library is currently spending \$62,450 on maintenance agreements with SIRSI and others for all the software we are using to run the system. In addition, we spend \$9,550 for maintenance of Digital hardware. And we annually allocate \$25,000 for equipment replacement, since our terminals, screens, printers etc. are all six to eight years old.

In very general terms, our upgrade/replacement options for the future are to continue with one of the major library vendors (e.g., SIRSI or a competitor) for another integrated system, or to put our money (including maintenance agreement funds) into the various open source software packages that are being developed. These days, the technology allows us to "dis-integrate" systems. That is, it is possible to develop different software modules to do different things, and then **link** them instead of integrating them.

The Library's Network Administrator, Dan Landry, will make a presentation about the upgrade options and decision-making process at your meeting.

AMT:JAUTOMA.RPT



SANTA CRUZ • PUBLIC
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A City County System

February 28, 2006

TO: LIBRARY JOINT POWERS AUTHORITY BOARD
FR: DIRECTOR OF LIBRARIES
RE: LOCUST/UNION STREET BUILDING EXPLORATION

INFORMATION ITEM; NO ACTION REQUIRED

BACKGROUND

The Georgiana Bruce Kirby School, which currently occupies the building at 117 Union Street, hopes to move this summer to a building it is acquiring in Harvey West Park. The building they will vacate (hereinafter referred to as the Locust/Union Street property) is a potentially desirable site for the Library's System Services currently housed in 13,000 square feet at 1543 Pacific Avenue, and various Back of the House functions located at the Central Branch Library.

The Kirby School has a lease purchase agreement for the Harvey West building, and is currently in the permit process. They must get an environmental review, and are scheduled for a zoning hearing when that is complete. The School Principal's best guess is a decision two months from now.

DESCRIPTION OF THE BUILDING

The building is 50 years old. It has 21,570 square feet on two floors. It runs through from Locust Street, where the entrance is directly opposite the Central Branch parking lot, to Union Street, where there is another entrance. There are narrow passages between it and adjacent buildings. The Locust Street half is a single story structure with a flat roof. The Union Street side is two stories with an elevator; the two sides are connected. The interior is divided into classrooms and common areas, none of them with bearing walls. The HVAC system requires replacement and the wiring and data cabling will also require renovation.

The owner is Barry Swenson. The Kirby School is apparently paying \$1.10 a square foot for a total of \$291,000 per year plus triple net. Its lease runs for another eighteen months.

POTENTIAL LIBRARY USE

Finding a way to acquire this property for library use would enable us to do two very important things:

1. Consolidate Administration, Technical Services, Facilities Management, and Outreach in a facility just across the street from the Central Branch, and move the Friends of the Library office and book sorting operations out of Central.
2. Move several Back of the House functions out of Central, thereby liberating main floor space for public use—more shelving space, more public computer space, etc.

The effect would be to solve our long-term Central Branch and System Services space problems for the next few decades.

Of course we will need detailed information about the condition of the building and the options for changing it. To that end, I asked Architect Teall Messer to look at it and prepare an estimate for conceptual planning /design. His electrical and mechanical engineers have also looked at the site. They agree that \$18,000 for this work, including an asbestos report, will be required. Messer estimates that the total cost of a renovation would be \$40 to \$65 per square foot (\$860,000 to \$1.4 million) plus 10% for construction documents, bidding, and construction observation.

And if we are to seriously consider the Locust/Union Street property, we will need to develop plans and cost estimates for a major reconfiguration of the Central Branch main floor to create more public space. For the moment, I have placed the plan for Central Branch changes currently under consideration on hold until we know whether a move to Locust/Union Street is possible.

The Board will recall that staff is supposed to be finding alternate and less expensive space to the current Headquarters on Pacific Avenue by the time our lease expires in December 2007. Staff believes that the only advantage to this scenario is financial: breaking up and moving System functions away from Central, City Hall, and the County Government Center will have a detrimental affect on services. Acquiring the Locust/Union Building would be a far preferable option.

LIBRARY STRATEGIC FINANCIAL PLAN

BASELINE REVENUE PROJECTIONS

	2005-06	2006-07	2007-08	2008-09	2009-2010	2010-2011
Sales Tax	\$ 6,214,916	\$ 6,198,929	\$ 6,368,430	\$ 6,542,523	\$ 6,721,329	\$ 6,904,976
City of Santa Cruz	\$ 1,084,419	\$ 1,081,629	\$ 1,078,840	\$ 1,076,050	\$ 1,073,261	\$ 1,070,471
City of Watsonville	\$ 421,159	\$ 420,076	\$ 418,993	\$ 417,909	\$ 416,826	\$ 415,742
County Library Fund	\$ 3,223,070	\$ 3,371,500	\$ 3,521,863	\$ 3,688,394	\$ 3,862,775	\$ 4,045,371
Interest	\$ 17,105	\$ 17,061	\$ 17,017	\$ 16,973	\$ 16,929	\$ 16,885
SUBTOTAL	\$ 10,960,669	\$ 11,157,509	\$ 11,405,144	\$ 11,741,849	\$ 12,091,120	\$ 12,453,445
Less Overpayment Adjustment	\$ (47,773)	\$ (47,773)	\$ (47,773)	\$ (47,773)	\$ (47,773)	\$ (47,773)
TOTAL SCPL ALLOCATION	\$ 10,912,896	\$ 11,109,736	\$ 11,357,371	\$ 11,694,076	\$ 12,043,347	\$ 12,405,672
Public Library Fund (State)	\$ 79,992	\$ 79,992	\$ 79,992	\$ 79,992	\$ 79,992	\$ 79,992
Fines, Fees, Misc. Revenue	\$ 281,000	\$ 283,810	\$ 286,648	\$ 289,515	\$ 292,410	\$ 295,334
Bequest Appropriations	\$ 24,055	\$ 24,055	\$ 24,055	\$ 24,055	\$ 24,055	\$ 24,055
TOTAL BASELINE REVENUE	\$ 11,297,943	\$ 11,497,593	\$ 11,748,066	\$ 12,087,638	\$ 12,439,804	\$ 12,805,053
TOTAL BASE EXPENDITURES	\$ 10,851,047	\$ 11,287,727	\$ 11,521,428	\$ 11,863,031	\$ 12,218,782	\$ 12,589,462
DIFFERENCE	\$ 446,896	\$ 209,866	\$ 226,638	\$ 224,607	\$ 221,022	\$ 215,591

LIBRARY FINANCING AUTHORITY TOTAL PROJECTED REVENUES

Sales Tax	\$ 7,993,461	\$ 7,993,461	\$ 8,233,265	\$ 8,480,263	\$ 8,734,671	\$ 8,996,711
City of Santa Cruz	\$ 1,394,751	\$ 1,394,751	\$ 1,394,751	\$ 1,394,751	\$ 1,394,751	\$ 1,394,751
City of Watsonville	\$ 541,684	\$ 541,684	\$ 541,684	\$ 541,684	\$ 541,684	\$ 541,684
County Library Fund	\$ 4,145,428	\$ 4,336,335	\$ 4,553,152	\$ 4,780,810	\$ 5,019,850	\$ 5,270,842
Interest Earnings	\$ 22,000	\$ 22,000	\$ 22,000	\$ 22,000	\$ 22,000	\$ 22,000
TOTAL LFA REVENUES	\$ 14,097,324	\$ 14,288,231	\$ 14,744,852	\$ 15,219,508	\$ 15,712,956	\$ 16,225,988
Santa Cruz Population Share	77.75%	77.55%	77.35%	77.15%	76.95%	76.75%

ASSUMPTIONS
 Sales Tax increase 3% per year
 County Library Fund increases 7.5% in FY 2006-07 and 5% each year thereafter
 Fees, Fines & Misc. Revenues increase 1% per year
 Bequest Appropriations are level-funded
 Santa Cruz population share declines .20% per year
 Carry Over funds, Grants, and Gifts not included

REV/PROJ.
2/14/06

NOTES ON THE BASELINE REVENUE PROJECTIONS

The Revenue Projections were prepared in consultation with Assistant County Administrator Pat Busch, who staffs the Library Financing Authority. It is important to remember that all projections beyond two years are estimates at best. We have endeavored to be conservative in our projections

Population: The Library Joint Powers Agreement specifies that all the funds it controls shall be **divided between the Santa Cruz Library System and the Watsonville Public Library on the basis of population** as set by the State Department of Finance. Further, the Watsonville population must be adjusted annually to compensate for service to residents in its bordering sphere of influence. The Watsonville population is growing, whereas the overall population of the Library System service area is relatively stagnant. Therefore the effect of the population clause is that the Santa Cruz Library population share has been **declining** each year, at the rate of .20%. This rate of decline is used in the projections, although the decline is not a certainty. In FY 2005-06 the Santa Cruz population share is 77.75%. By 2010-11, it will be down to 76.75%.

BASELINE REVENUES

These are the revenues for which we can make reasonable projections for each year.

Sales Tax Receipts: These are the Santa Cruz City-County Library System share of the quarter cent sales tax collected throughout the County. It is estimated that sales tax revenue will rise 3% per year.

Maintenance of Effort: These are the funds that the Joint Powers Agreement specifies the Cities of Santa Cruz and Watsonville will contribute to library operations, fixed at what they spent in 1996-97. The Santa Cruz contribution is \$1,394,751 (or \$24.71 per capita of its 2005 population) and the Watsonville contribution is \$541,684 (or \$10.92 per capital of its 2005 population).

County Library Fund: These are the property tax funds designated for library use only. They are collected throughout the County unincorporated areas and in Capitola and Scotts Valley. Property tax receipts have been growing at a healthy rate, and are predicted to continue to increase at the rate of 7.5% in FY 2006-07 and 5% per year thereafter. The per capita rate in 2005 is \$26.90, but back when the Joint Powers Agreement was negotiated, the Library Fund was the lowest of the three per capita figures.

Interest: The County collects and holds (briefly) the funds listed above, and therefore pays interest, divided by population share. The interest amount is level-funded.

Overpayment Adjustment: In 2001 the County gave Santa Cruz more than its rightful share, and Watsonville less. Beginning in 2005-06, this money must be paid back, with interest. The annual amounts have been agreed upon, and are allocated directly to Watsonville by the County.

Public Library Fund: The State of California Public Library Foundation Program, which provides money based on State Finance Department service population. The program has never been fully funded, but in all likelihood will continue as a State program.

Fines, Fees, Miscellaneous Revenues: This is the fine revenue we collect for overdues, failure to pick up a requested item, etc. and fees for meeting room use and other special services. In the past it was possible to derive a projected fine revenue figure by assuming that 6% of all item checkouts would be returned overdue. These days, however, library borrowers are able to renew items on line, so the fine collection rate is stagnant even as the number of checkouts goes up. Therefore this revenue has been projected to increase by a modest 1% per year.

Bequest Appropriations: The Library System has direct access to four trusts that are designated for the acquisition of Library materials. Except for special projects, only the income is spent. The annual appropriation is projected with no change.

OTHER REVENUES

Funds in the categories described below are unpredictable, and are therefore not included in the Baseline Revenue Projections. However, they should not be forgotten in an overall assessment of Library finances.

Carry Over Funds: One of the advantages of having funding dedicated exclusively to library use is that money we don't spend in one fiscal year can be rolled over to the next. While the final amount of the fund balance is never known until September or October, we can estimate what it will be as part of the budget-making process. Back in 1998-99 the Board adopted a policy establishing Reserve Funds and expressing the intent that available carry over funds be allocated to Reserves. Unfortunately because of the economic slow down we were not able to appropriate carry over funds to reserves until the current fiscal year.

Grants: The Library System makes use of grant funds for special projects, such as Read to Me! (funded by the First 5 Commission). We have also sought and received funds for staff graduate library education, for adding the Law Library collection to our catalog, and have received various one-shot grants for materials acquisition.

Friends of the Library Gifts: The Friends of the Library make periodic gifts to the Library System using various revenue sources. The Friends manage several bequests for book and media purchases, and periodically allocate the income. We rely on the Friends for support of our programming for young people, as well as other special projects. The Friends maintain a strong advocacy program on behalf of the library, and can be counted upon to take leadership in organizing and raising funds for future election campaigns.

SREVEXPPROJ.NTE
02/24/06



SANTA CRUZ • PUBLIC
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A City County System

February 23, 2006

TO: LIBRARY JOINT POWERS AUTHORITY BOARD
FR: DIRECTOR OF LIBRARIES 
RE: LIBRARY CAPITAL PROJECT NEEDS

Step 4 in the Library Financial Planning Process the Board approved in September 2005 is to develop estimates for capital and other projects. The Director of Libraries is assigned this task. Step 6 is to prioritize implementation. This work will be done by a Board Subcommittee and the Director, which will make recommendations to the Board.

Following is a list of the capital and other projects, with rough cost estimates. They are listed in alphabetical order.

Aptos Branch Parking Lot Expansion: In 1997 the Library System acquired adjacent property to expand this very busy branch's parking lot. The project has turned out to be more expensive than anticipated, but based upon estimates from the County Public Works Department, at least \$140,000 is required.

Aptos Branch Building Expansion: The Branch building, at 8,000 square feet, is too small for current needs. A clever architect could probably add another 4,500 square feet to the building on the existing site, getting it up to our revised Tier II Branch minimum standard of 12,500 square feet. The youth services and staff work areas plus more space for the collections and public reading could be added. At \$350 square foot, the cost would be \$1,575,000.

Boulder Creek Branch Septic System: The Boulder Creek Branch was built (in 1984) with a haul-away septic tank since the code did not allow a drain field septic system. In 2003 it was suggested that with a change in the code, we should explore installing a drain field system, which we did. The price tag then was \$30,000 and is now upwards of \$50,000. In the Spring of 2005 the float and alarm on the tank broke, and the haul-away vendor began providing (and charging for) biweekly service. A Boulder Creek contractor sought to find volunteer assistance for the conversion to a drain field, but was unable to do so. In the meantime, staff discovered that the haul-away vendor was not doing the job ac-

ording to specifications and terminated the contract. With a change in vendor there is no more leaking and haul-aways have been reduced to once every six weeks. Although it would save money in the long run to install a drain field septic system, it would take at least ten years to pay for itself.

Central Branch Expansion/Reconfiguration: In 1987 The Library System Administrative, Technical Services, and Mobile Library Services staff were forced to move out of the Central Branch Library due to insufficient space. Offices are rented near the Branch for roughly \$266,000 in the current fiscal year—a considerable drain on the library budget. Last July the Board directed staff to secure alternative, less expensive space by the time the Headquarters lease ends in 2007. Even with the System Services staff gone, the Central Branch building is crowded. With changes in the materials check-out/check-in system (see below) the public checkout areas will require substantial redesign. So does the Main Floor, where the Internet terminals and reference desk should be rearranged to better serve the public. More shelving space is required for the collections as well as public reading areas. At this point, there seem to be three options for addressing these needs:

- A 22,000 square foot addition and remodel at a cost of roughly \$7.7 million. The new structure would eliminate the existing Locust Street parking lot (27 spaces including those needed for staff), so Library participation in the proposed Cedar Street Parking Garage project is suggested at a cost of \$1,667,475.
- Construction of a replacement structure at some other place in downtown Santa Cruz, perhaps as part of a housing development. Costs might be mitigated by the sale of the 224 Church Street property, although the site and building belong to the City of Santa Cruz, not the Library.
- Acquiring (by gift, lease purchase, or rental) the Locust/Union Street property currently occupied by the Georgianna Bruce Kirby School, which plans to move. The space is nearly 22,000 square feet. This would provide enough room for all the System Services functions currently located at Headquarters, as well as several Back of the House operations at Central, and the Friends of the Library. The liberated space at Central could be turned to public use.

Circulation/Security System: The Library staff is engaged in multi-year process to evaluate, plan, and possibly select a Radio Frequency Identification system (RFID) for materials security. Such systems greatly reduce repetitive motions by staff, and shift much of the work of sorting returned materials to machinery. However, it may be that it would be more economical to stick with our current security system, but switch to self-check-out and self-check-in by patrons. This would require a substantial investment in new equipment, as well as reconfigura-

tion of the public desk areas at all branches. We estimate that the cost could be as high as \$850,000 for an RFID system.

Delivery Vehicle Replacement The Library System owns two vans used for daily delivery to all Branches. On a standard seven year replacement schedule, one should have been replaced in 2003-04, and the other in 2007-08. These are panel vans, but our safety consultants recommend that they be replaced with box vans in which the worker can stand up inside and which have hydraulic lifts for crates. Box vans cost about \$35,000 each.

Felton Branch Replacement: The current branch is located in an 1893 deco n-secrated church. In 2003 and 2004 the Library paid for the development of architectural plans for construction of a new facility, to be built on land donated by the Verutti family. The County Office of Education has expressed interest in the same property. Discussion between the COE, the Verutti family, and the Library is now underway with the intent of developing a joint project. The Library's dollar contribution is not yet known.

Integrated Library System (ILS) Upgrade or Replacement: The Library's automation system was last upgraded in 1998. At eight years old it is several years past the standard upgrade date. The peripheral equipment (terminals, printers, bar-code scanners etc.) is being replaced on an as-needed basis, but will now rapidly decline. The staff is engaged in an evaluation and planning process to determine the best strategy for upgrading or replacing the system. We anticipate that it will cost anywhere from \$200,000 to \$500,000 depending upon whether we choose open source software or contract with a major vendor.

Scotts Valley and Capitola Branch Replacements: Both facilities are severely overcrowded and not big enough to meet the needs of the constituencies they serve. Both cities are obligated by agreements with the County of Santa Cruz to set aside tax increment funds from redevelopment projects to build replacement branches. The deadlines are 2019 and beyond for Scotts Valley and 2018 for Capitola.

The problem is that the need for more space is **immediate**. We cannot possibly wait until 2018 or later for replacement facilities.

AMT:JCAPITAL.JMM