



SANTA CRUZ • PUBLIC
LIBRARIES
A City County System

LIBRARY JOINT POWERS AUTHORITY BOARD

Monday, June 5, 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 May 8, 2006
4. ORAL COMMUNICATIONS
5. CONSENT AGENDA
 - A. Accept First Five Commission FY 2006-07 Grant
 - B. Revise Request No Pick-up Fine Procedures
6. WRITTEN COMMUNICATIONS
 - A. Letter of May 26, 2006 from Director of Libraries to Claudia Vestal,
President, Santa Cruz County Family Child Care Association
7. REPORTS OF ADVISORY BODIES
8. MEMBER REPORTS

May 12 Branch Tour and Bookmobile Site Visits

9. STAFF REPORTS

Director's Monthly Report

- Options for Funding Capital Projects: A Memo from the Director as part of the Strategic Financial Planning Process
- Revised Audit Distribution (Board Packets Only)
- City of Santa Cruz Workers Compensation Data
7/1/2000 – 3/31/2006
- Library JPA Revenue & Expenditures 5/23/06

10. OTHER BUSINESS

- A. State Proposition 81, the Bond Act for Public Library Construction
- B. Approve Modified Classification Study in FY 2006-07
Memo from Director of Libraries
- C. Consider and Approve Resolution Adopting FY 2006-07 Operating Budget, and the following Resolutions Transferring and Appropriating Various Revenues:
 1. Funds from the Richardson Trust
 2. Funds from the McCaskill Trust for Local History
 3. Funds from the McCaskill Trust for the Visually Impaired
 4. Funds from the Finkelday Trust

The following materials are included in this Packet:

Notes on the Revised Budget (white)

Memo re Adding Felton Open Hours (white)

Revised Pages for Budget Binders: (yellow)

Library Financing Authority Jan and May Estimates

FY 2006-07 Revenue vs. Expense Summary

FY 2006-07 Personnel Totals

Exhibit A: FY 2006-07 Revisions to Personnel

FY 2006-07 Supplies & Services Budget

FY 2006-07 Capital Projects & Equipment Purchases

Replacement Object Sheets, Pages 10, 11, 16, 17, 18, 48

11. SCHEDULE NEXT MEETING

The next meeting is scheduled for Monday, July 10, 2006 at 7:30PM in the Community Meeting Room of the Central Branch Library. However, absent pressing business, the Board may wish to cancel its July and

August meetings due to vacations taken by the Board of Supervisors and the constituent City Councils.

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.JUN
05/30/06

SANTA CRUZ PUBLIC LIBRARIES
A CITY-COUNTY SYSTEM

LIBRARY JOINT POWERS BOARD

MINUTES

May 8, 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, Councilmember Michael Termini, Councilmember Randy Johnson, Councilmember Mike Rotkin and Supervisor Mark Stone, Citizen Leigh Poitinger

Excused: Supervisor Jan Beautz

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

II. APPROVAL OF MEETING AGENDA OF MAY 8, 2006

Citizenmember Gorson moved, seconded by Citizenmember Poitinger

that the Board approve the agenda of May 8, 2006.

UNAN

III. APPROVE MINUTES OF APRIL 3, 2006

Councilmember Rotkin moved, seconded by Citizenmember Gorson

that the Board approve the minutes of March 6, 2006

UNAN

IV. ORAL COMMUNICATIONS

None

V. CONSENT AGENDA

Councilmember Rotkin moved, seconded by Supervisor Stone

That the Library Joint Powers Board adopt a resolution authorizing amendment to the Scotts Valley Branch Library Lease with Kings Village Shopping Center to extend the term through 2012, contingent upon the approval of the Santa Cruz City Council.

UNAN

VI. WRITTEN COMMUNICATIONS

- A. "The Role of High Definition DVD's is Still Not Well-Defined." April 2006. An E-mail communication from Book Wholesalers, Inc. (BWI).
- B. "New Report from the Pew Internet and American Life Project." Summary of key points made in the April 2006 study just released on Internet penetration and impact. E-mail communication from Rush Brandis, California State Library.
- C. CLARION A Publication of the California Library Association, Vol 2, Issue 1, April 2006.

VII. REPORTS OF ADVISORY BODIES

Barbara Snider, Central Branch Manager reporting on behalf of the Friends of the Santa Cruz City-County Library System reported the following Friends' activities:

- Book Sale May 12th & 13th, 2006
- Postcards available to send to our elected Representatives regarding state funding for libraries
- Robert Nelson, volunteer in technical services, received a City Serve Recognition
 - Working on Local History Database
- Santa Cruz County Book Fair (co-sponsoring)
 - Author Laurie King is being honored as Santa Cruz County Artist of the Year.
- Santa Cruz Community Credit Union members voted to give \$1,929 each to the Friends and four other local non profits
- Future Bequest of \$25,000 from Greta Bell designated for the Branciforte Branch Library
- Book Fund Drive has reached \$23,000

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

- Four events in April marking the 50th Anniversary that the Felton Branch Library has been in the Belardi Memorial Building
 - Story Telling Evening with Nationally Acclaimed Storyteller Gaye Dursey - \$1,700
 - New Leaf Community Day- \$1,000
 - Swing Dance- \$1,500
 - Art Chair Auction- over \$3,000

- Selling note cards that came from the art contest held in October
- Member's coordinated/facilitated installation of insulation both above the ceiling and below the floor of the Felton Branch, which the Belardi Board funded

VIII. MEMBER REPORTS

- A. California Library Association Legislative Day, reported by Citizenmember Gerdt
- Attending: Citizenmember Gerdt, Merritt Taylor Adult Services Reference Coordinator and Susan Heinlein Administrative Assistant for the Friends
 - Meet with Representative John Laird
 - In the future would make more appointments with Representatives beforehand
- B. Board Member Branch Tours, May 5th
- Meet library users and library staff
 - May 12th is the next half of branch tours
 - Board Members to schedule visits to Bookmobile stops

IX. STAFF REPORTS

A. The Director made the following reports:

- First Alarm Security has successfully begun sweeping Central and Headquarters
- Grand Jury has requested all minutes and board packets from September 2005 to current
- Laura Whaley, Branch Manager at Boulder Creek graduated with a Master's Degree in Library Science from San Jose State University
 - Invited to Beta Phi Mu, honor society in Librarianship
- Hui-Lan Titangos, Librarian II Cataloger, has been invited to the Shanghi International Library Forum and will give a paper
- David Holt, Library Page at Central and student at San Jose State University, won the Meriam Braverman Memorial Prize (Honorable Mention) given by the Progressive Librarian's Guild for his essay "Internet Filtering and the Adolescent Gay/Lesbian Patron"
- Scotts Valley needs to have HVAC system replaced
 - Marty Ackerman from Redevelopment is working with the Ow's (owner of the building) to see if we can share the costs of replacing this system
- Revised Audit Distribution is not ready.
- Staff Day Report
 - Some of the ideas brainstormed will be implemented and others will be reviewed or have task forces appointed
 - Agreed to earmark staff suggestions for future budget dollars
 - At Board's request, Director will return with information pertaining to classification studies for job titles and descriptions for library employees

X. OTHER BUSINESS

A. Consider Draft FY 2006-07 Budget

- Director will return with updated projects and budget changes

XI. SCHEDULE NEXT MEETING

June 5, 2006

XII. ADJOURNMENT

The regular meeting adjourned at 9:07 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

May 23, 2006

TO: LIBRARY JOINT POWERS AUTHORITY BOARD
FR: DIRECTOR OF LIBRARIES 
RE: CONTINUE *READ TO ME* GRANT PROJECT

RECOMMENDATION: That by motion the Library Joint Powers Authority Board authorize the Director of Libraries to sign a contract with the First 5 Commission of Santa Cruz County for continuation in FY 2006-07 of a modified *Read to Me* Grant Project.

BACKGROUND:

The First 5 Commission has agreed to fund a continuation of the Library's highly successful *Read to Me* project in the amount of \$43,865. As the Board knows, this amount is a significant reduction from past grants, and is requiring that the RTM staff be shifted to the regular library operating budget, and project services be reconfigured to circulate the reader kits, and expand services to parents.

Contract negotiations will be conducted on June 5, 2006. Staff will provide the Library Joint Powers Board with copies of the *Read to Me* scope of work and budget when they have been approved by the First 5 Commission staff.

GRTM07.JPB

Commissioners

Beth Benjamin
Naomi Brauner, *M.P.A.*
Toni Campbell, *Ph.D.*
Cecilia Espinola, *M.S.W.*
María Fátima Castro, *M.A.*
Rama Khalsa, *Ph.D.*
Salem Magarian, *M.D.*
Mark Stone
Arcadio Viveros

Executive Director
Susan True

May 8, 2006

Jennifer Smith
Janis O'Driscoll
Santa Cruz Public Libraries
1543 Pacific Ave
Santa Cruz, CA 95060

Dear Jennifer and Janis,
Congratulations! We are pleased to announce that First 5 Santa Cruz County has approved a grant to Santa Cruz Public Libraries in the amount of \$43,865 in the result area of Increased Early Literacy Skills. We look forward to working with you to ensure that Santa Cruz County's youngest children are healthy, in strong families and are ready to succeed when they enter school.

We are holding contract negotiations on June 5th to work on the details of your contract with First 5 for the period July 1, 2006 – June 30, 2007. Please bring your revised scope of work, budget and budget narrative to this meeting, scheduled from 9-10 am. We will send out contracts for official signature by June 30th with an expected return of contracts by July 7th via mail or delivered to our office.

There will be an orientation/kick-off for the new funding cycle sometime in late July where topics such as data collection and reporting will be discussed. The date and place for this mandatory orientation will be announced next week through email.

Once again, congratulations. We are excited about the outcomes outlined in your proposal and look forward to our continued partnership!

Best regards,



Susan True
Executive Director



Vicki Boriack
Program Officer

Office

1220-B 41st Avenue
Capitola, CA 95010

Mail

P.O. Box 1457
Capitola, CA 95010

1-465-2217
1-479-5477

Website

www.first5scc.org

P:\2006-07 Direct Service Grants\Award letter\Award Letter SCPL.doc



SANTA CRUZ • PUBLIC
LIBRARIES
A City County System

May 30, 2006

TO: LIBRARY JOINT POWERS AUTHORITY BOARD

FR: DIRECTOR OF LIBRARIES

RE: REQUEST NO PICK-UP FINE

RECOMMENDATION: That by motion the Library Joint Powers Authority Board authorize the Director of Libraries to work with staff to devise a system whereby library patrons who fail to pick up a requested item are not charged the \$2.50 Request No Pick-up fine for the first instance, but are charged the fine for subsequent failures to pick up requested items.

BACKGROUND

The Library System will handle an estimated 204,276 requests by library patrons during the current fiscal year. A request is an item we move from one branch to another on a patron's behalf, or one we borrow from another library via interlibrary loan. Of this number, we anticipate that about 5.7% (11,644) will not be picked up by the patrons who requested the item. This is the same "request no pick-up" rate as in FY 2004-05.

In FY 2003-04 the "request no pick-up" rate was 7.5%, and the previous year 8%. We attribute the current lower level to the re-imposition of a \$2.50 fine for failing to pick up a request. The justification for the fine is cost to the Library System to move materials around, and the fact that an item in the request system is not available for use by another patron.

However, the \$2.50 fine is extremely unpopular with patrons (who don't understand it, no matter how it is explained), and also with staff (who take the abuse of patrons who don't want to have to pay).

At Staff Day it was suggested that we get rid of the fine altogether. Management is reluctant to recommend this because we do not want to see the no pick-up rate rise again. 7.5% of 204,276 items would be more than 15,300 items.

Staff have also suggested a compromise: that we give patrons one free "no pick-up," noting the failure on their patron record. If they do not pick up a request a

second time, they are charged the \$2.50 fine. We would also improve our explanations to the public by developing a handout explaining the fine and the reasons for it that would be given to all patrons making requests.

Nothing is ever simple, of course. Procedures for entering the "first offense," tracking subsequent failures etc, will need to be developed.

Staff is recommending that the Board authorize that this work be undertaken, with the objective of having a new procedure in place as soon into July as possible. It would be our intent to report back to the Board on the "request no pick-up" rate in January 2007.

AMT:PREQSTFINE.REV



SANTA CRUZ • PUBLIC
LIBRARIES
A City County System

May 26, 2006

Claudia Vestal, President
Santa Cruz County Family Child Care Association
1813 Chanticleer Avenue
Santa Cruz, CA 95062

Dear Ms. Vestal:

I write behalf of the Library Joint Powers Authority Board to thank you most sincerely for honoring the Library's **Read to Me!** project, and for your generous donation to the project's work.

Frankly, I can't think of another program the Library has initiated in which the people we have worked with have been more receptive, the staff has learned more, the results have been more satisfying, and we have had more fun. Whether it was visiting homes to work with the providers and the children or organizing the workshops, the staff always felt that the project was useful to the participants and successful for all of us.

We are glad we are going to be able to continue aspects of **Read to Me!** as part of the Library's regular services and we are very grateful for the help we have received from the members of the Family Care Association. Thank you so much.

Sincerely,

Anne M. Turner
Director of Libraries

GSCCFCCA.LTR



SANTA CRUZ • PUBLIC
LIBRARIES
A City County System

May 25, 2006

TO: LIBRARY JOINT POWERS AUTHORITY BOARD
FR: DIRECTOR OF LIBRARIES *[Signature]*
RE: OPTIONS FOR FUNDING CAPITAL PROJECTS
INFORMATION—NO ACTION REQUIRED

Step 7 in the Library Financial Planning Process is:

*Consider and choose options for adding funding for capital projects.
Director of Libraries would develop list for funding options.*

This step was supposed to be taken in April 2006, but what with one thing and another, we have not been able to schedule it. There are a variety of unknowns related to the Library's list of major capital projects, but the Board might like a summary of the options anyway.

Working with the Assistant County Administrator, I have developed the following list:

General Obligation Bonds

This is a method of borrowing money that raises the payback funds by assessing all county property in an amount determined by the size of the bond (\$20 million? \$25 million? etc.), its term (25 years? 30 years?), and the interest rate at the time the bond is sold. Supermajority approval by the voters is required. G.O. bonds might be suitable as a way of raising funds for the Central Branch/HQ facility or for construction of the Felton Branch.

Revenue Bonds

Revenue bonds are used to finance projects for entities that have guaranteed sources of money with which to pay back the loan. For example, a water district that charges monthly fees could pay for its new wastewater treatment plant by selling revenue bonds. No voter approval is required. The Library System has guaranteed revenue, but not for the term of a typical revenue bond.

Community Facilities Districts or Mello/Roos Districts

A CFD can be created to pay for a facility or project that will benefit a particular geographic area. Funds for the project are raised via a parcel tax or a real estate assessment. A supermajority vote of the people within the proposed District is required. A Community Facility District might be a suitable way to pay for a neighborhood branch library.

Certificates of Participation or Lease Purchases

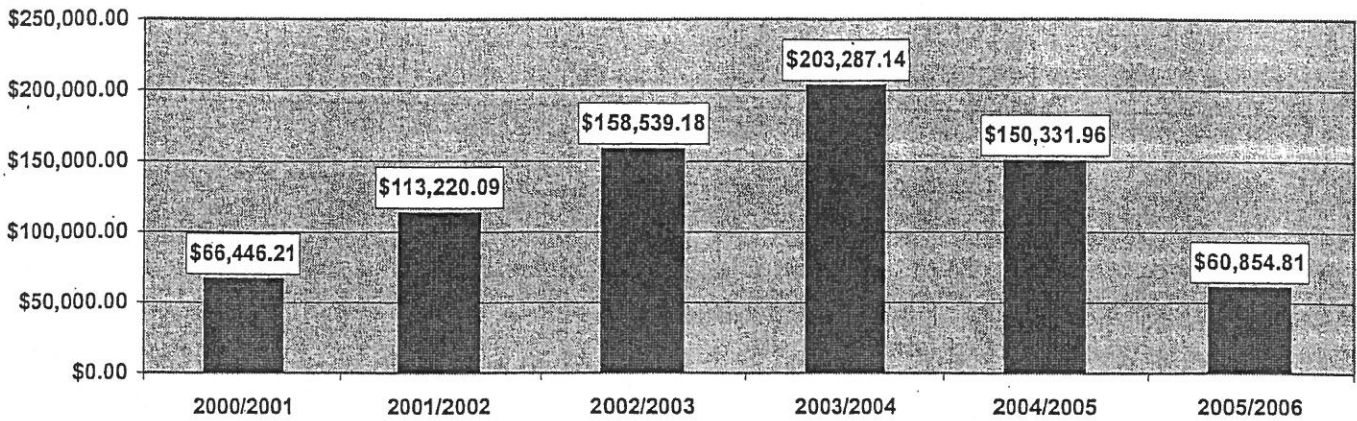
This is a method for borrowing a smaller amount of money (\$750,000, \$1.5 million etc.) and paying it back at a fixed rate over a short period of time, such as five years. The Library System has borrowed money for major projects in this way three times: \$2,577,457 in 1997, \$493,914 in 2000, and \$750,000 in 2001. Our last payment on these debts (\$89,561) will be made in FY 2006-07. We used the money for the 1997 automation system upgrade, expanding the Scotts Valley Branch, purchasing the bookmobile, asbestos abatement at Central, the Garfield Park Branch renovation, and various smaller projects.

Proposition 81 Bonds for Library Construction

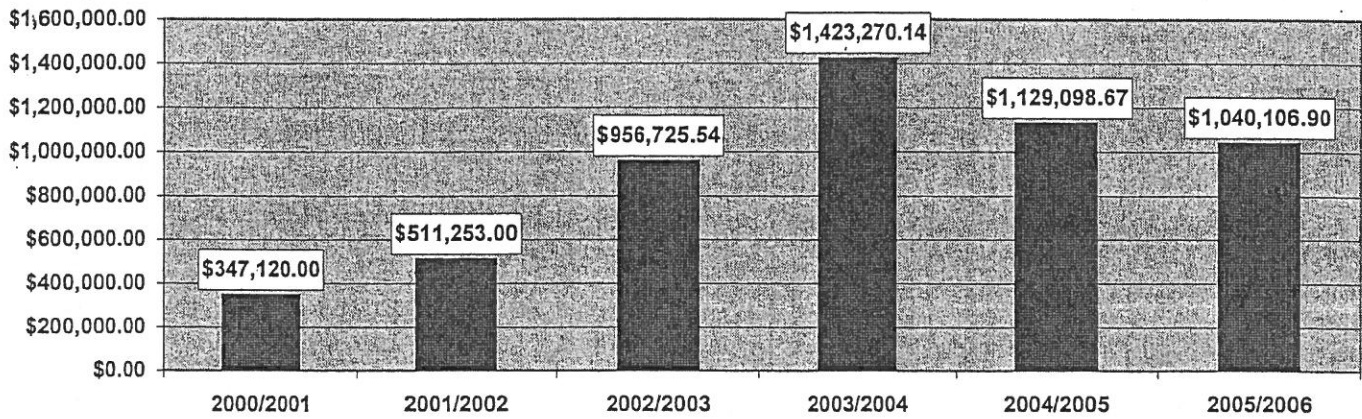
If Proposition 81 passes on June 6, 2006 \$300 million will be available from the State for library construction projects. The Bond authorization is for \$600 million, but the first \$300 million is reserved for un-funded applications in the last round. A local match of 35% is required, and joint projects with schools are encouraged. There are some caveats about this money:

- Competition for funds will be extremely intense.
- It has generally been taking at least \$100,000 to put together a competitive proposal: for consultants, needs assessment, etc. This money may not be part of the 35% local match.
- It will be at least two years before new applications are invited (perhaps longer), and then the evaluation process will be lengthy.

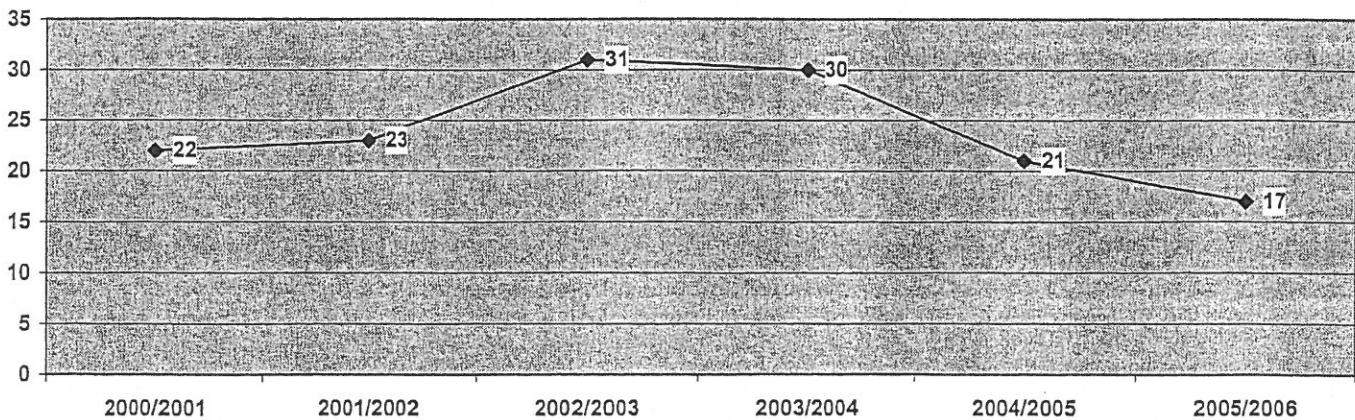
**City of Santa Cruz
Workers' Compensation PAID Cost Comparison
LIBRARY
7/1/2000- 3/31/2006**



**City of Santa Cruz
Workers' Compensation Total INCURRED Cost
LIBRARY
7/1/2000-3/31/2006**

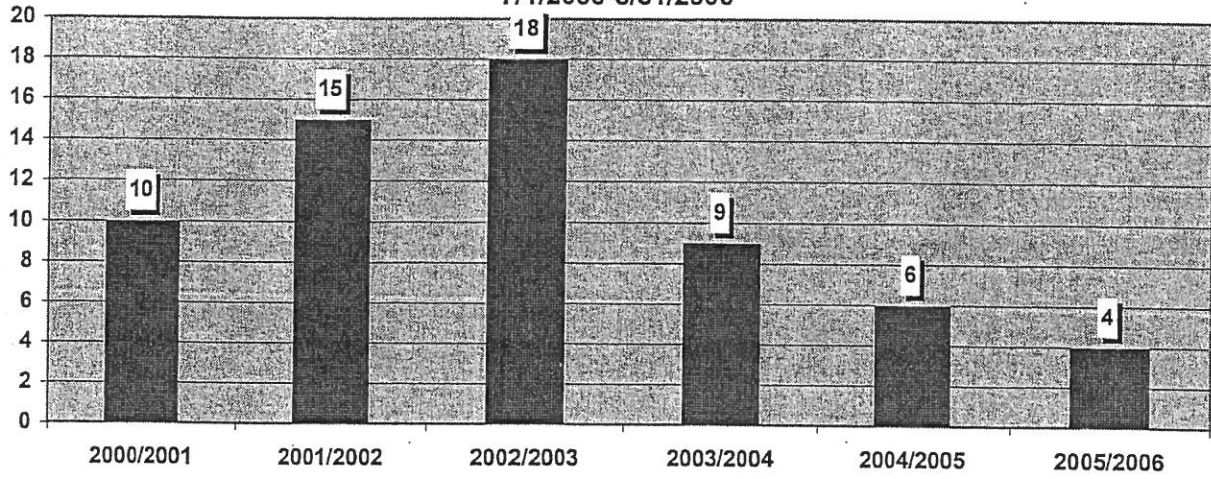


OPEN CLAIMS

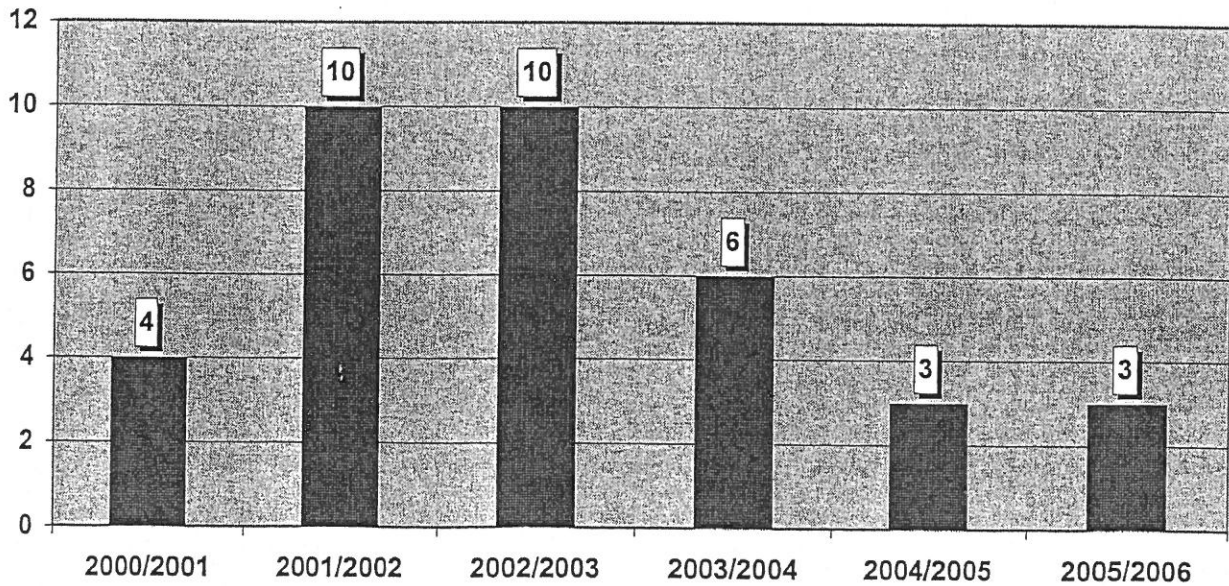


City of Santa Cruz
TOTAL REPORTED
WORKERS' COMPENSATION CLAIMS
LIBRARY

7/1/2000-3/31/2006



INDEMNITY CLAIMS

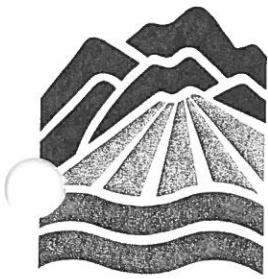


FY 2006 FUND 951

LIBRARY JPA - REVENUE & EXPENDITURES

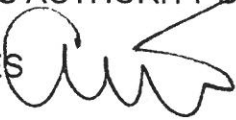
AS OF 05/23/06

	(1) 2006 Adopted Budget	(2) Carryover Appropriations 2004	(3) Budget Adjustments	(4) = (1)+(2)+(3) 2006 Amended Budget	(5) 2006 Actual as of 05/23/06	(6) 2006 Encumbered as of 05/23/06	(7) = (4)-(5)-(6) 2006 Budget Balance	(5)/(4) Actual Percent
REVENUES:								
07/01/05 Beginning Fund Balance								
Sales and Use Tax	5,890,992	-	323,923	6,214,915	333,223			
Other Agencies	4,672,569	-	122,079	4,794,648	5,264,171		950,744	85%
County Interest	8,930	-	8,175	17,105	3,959,922		834,726	83%
Public Library Fund	82,431	-	-	82,431	17,409		(304)	102%
First Five Extension (Read to Me Grant)	-	-	210,000	210,000	79,992		2,439	97%
Other Income	305,055	-	9,131	314,186	110,528		99,472	53%
Total Revenues	10,959,977	-	673,308	11,633,285	10,026,566	-	1,939,942	86%
EXPENDITURES:								
Personnel Services	7,916,283	-	8,448	7,924,731	6,538,709		1,386,022	83%
Supplies and Services	2,342,062	3,283	168,186	2,513,531	1,999,895	173,815	339,821	80%
Transfer to Reserve Funds	-	-	200,000	200,000	200,000	-	-	-
Capital Outlay	87,367	-	177,029	264,396	126,534	81,115	-	-
Debt Payments	226,895	-	-	226,895	226,895	-	-	100%
First Five (Read to Me Grant)	-	-	196,262	196,262	145,283	18,498	32,482	0%
City Charge	572,607	-	-	572,607	423,759	-	148,848	74%
Total Expenditures	11,145,214	3,283	749,925	11,898,422	9,661,074	273,428	1,907,173	81%
Revenues Over (Under) Expenditures	(185,237)			(265,137)	365,492			
Estimated Ending Fund Balance					431,117			
Estimated Cash Balance as of 05/23/06								



**SANTA CRUZ • PUBLIC
LIBRARIES**
A City County System

May 15, 2006

TO: LIBRARY JOINT POWERS AUTHORITY BOARD
FR: DIRECTOR OF LIBRARIES 
RE: CLASSIFICATION STUDY

RECOMMENDATION: That by motion the Board direct the Director of Libraries to undertake a classification and job specification study of certain library positions during FY 2006-07, working with the City Human Resources Department and a staff task force as appropriate.

BACKGROUND

At its May 8, 2006 meeting the Board asked me to suggest how the staff might undertake a classification study during FY 2006-07, the object of which would be to clarify library duties in a changing library world. The Board agreed that this might lead to a compensation study as well, but that the priority should be examining job specifications. Members suggested that we take a "one group at a time" approach, and asked me to indicate which positions I feel are the highest priority for assessment.

STRUCTURE OF THE LIBRARY STAFF

The Table below shows the current Library positions, along with information on the number of employees in each category, and some notes.

	Total	Full time	Part Time	NOTES				
	FTE	Employ.	Employ.					
Director of Libraries	1	1						
Assistant Director	1	1						
Librarian IV	4	4						
Librarian III	9	9						
Librarian II	14.25	12	4					
Senior Library Assist.	16.25	14	5	Includes Branch Managers, Tel Ref, Copy Cataloging, other specialized work.				
Library Assistant	15	12	7					

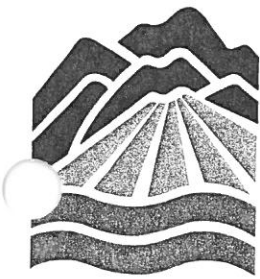
Library Clerk	30	20	17					
Circulation Supervisor	1	1						
Circulation Aides	2.5	2	1	In FY 2006-07 upgrade 2 to Library Assistant				
Network Administrator	1	1		Automation Staff reviewed in FY 2005-06				
Library Info Syst Spec.	1	1						
Microcomputer Tech	2	2						
Library Web Master	1	1						
Account Clerk II	1	1						
Account Clerk I	0.5		1					
Office Supervisor	1	1		Reviewed in FY 2005-06				
Admin Assist II	4.35	3	2					
Courier/Driver	4.5	4	1					
Bldg Maint Wker II	2	2		May shift to centralized City operation				
Custodian	4.5	4	1	May shift to centralized City operation				
	116.85	97	38					
POSITIONS.LST								
5/15/2006								

PROPOSAL FOR ACTION

The Management staff believes that five positions have the highest priority and should be looked at together:

- Senior Library Assistant
- Library Assistant
- Library Clerk
- Circulation Supervisor
- Circulation Aide

We did some serious work on this back in 2001. I would like to review that material, and work with a staff Task Force on developing a recommendation for a classification plan and the job specifications that go with it, consulting with the Human Resources Department as required.



**SANTA CRUZ • PUBLIC
LIBRARIES**
A City County System

RESOLUTION NO. 2006-

RESOLUTION OF THE SANTA CRUZ
LIBRARY JOINT POWERS AUTHORITY BOARD
ADOPTING A BUDGET FOR THE FISCAL YEAR 2006-07

BE IT RESOLVED, by the Library Joint Powers Authority Board that the Budget of the Santa Cruz City-County Library System for the fiscal year 2006-2007, as proposed in various documents here listed and on file with the Clerk of the Board, is hereby adopted by the Board with the attached supplement Exhibit A.

FY 2006-07 REVENUE VS. EXPENSE SUMMARY
FY 2006-07 PERSONNEL BUDGET INCLUDING ADDED PERSONNEL
EXHIBIT "A" REVISIONS TO PERSONNEL
FY 2006-07 SUPPLIES AND SERVICES BUDGET
FY 2006-07 CAPITAL PROJECTS & EQUIPMENT PURCHASES

PASSED AND ADOPTED this 5th Day of June 2006 by the following vote:

AYES:

NOES:

ABSENT:

DISQUALIFIED: Board Member

APPROVED _____
Chair

Attest: _____
Board Clerk

7SUMJPB.RES
05/15/06



SANTA CRUZ • PUBLIC
LIBRARIES
 A City County System

RESOLUTION NO. 2006-

RESOLUTION OF THE SANTA CRUZ
 LIBRARY JOINT POWERS AUTHORITY BOARD
 TRANSFERRING AND APPROPRIATING FUNDS FROM
 THE RICHARDSON TRUST

WHEREAS, the Santa Cruz Library Joint Powers Board wishes to provide book materials that support library users' need for information, and

WHEREAS, monies from the Richardson Trust are available for this purpose,

NOW THEREFORE, be it resolved by the Library Joint Powers Authority Board

That \$12,000 in anticipated income from the Richardson Trust be transferred and appropriated to the FY 2006-07 Budget for the purchase of library materials that meet the criteria established for the Trust.

PASSED AND ADOPTED this 5th day of June 2006 by the following votes:

AYES: Board Member(s)

NOES: Board Member(s)

ABSENT: Board Member(s)

DISQUALIFIED: Board Member(s)

APPROVED _____
 Chair

Attest: _____
 Board Clerk

7RICH.RES
 05/15/06



SANTA CRUZ • PUBLIC
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 A City County System

RESOLUTION NO. 2006-

RESOLUTION OF THE SANTA CRUZ
 LIBRARY JOINT POWERS AUTHORITY BOARD
 TRANSFERRING AND APPROPRIATING FUNDS FROM
 THE MCCASKILL TRUST FOR LOCAL HISTORY

WHEREAS, the Santa Cruz Library Joint Powers Board wishes to provide local history materials that support the Library's collections in this subject area, and

WHEREAS, monies from the McCaskill Trust for Local History are available for this purpose,

NOW THEREFORE, be it resolved by the Library Joint Powers Authority Board

That \$5,000 in accrued McCaskill Trust for Local History income be transferred and appropriated to the FY 2006-07 Budget for the purchase of library materials for this purpose.

PASSED AND ADOPTED this 5th day of June 2006 by the following votes:

AYES: Board Member(s)

NOES: Board Member(s)

ABSENT: Board Member(s)

DISQUALIFIED: Board Member(s)

APPROVED _____
 Chair

Attest: _____
 Board Clerk

7MCHIST.RES
 05/15/06



SANTA CRUZ • PUBLIC
LIBRARIES
 A City County System

RESOLUTION NO. 2006-

RESOLUTION OF THE SANTA CRUZ
 LIBRARY JOINT POWERS AUTHORITY BOARD
 TRANSFERRING AND APPROPRIATING FUNDS FROM
 THE MCCASKILL TRUST FOR THE VISUALLY IMPAIRED

WHEREAS, the Santa Cruz Library Joint Powers Board wishes to provide library materials that meet the information needs of people with visual impairments, and

WHEREAS, monies from the McCaskill Trust for the Visually Impaired are available for this purpose,

NOW THEREFORE, be it resolved by the Library Joint Powers Authority Board

That \$6,300 in accrued McCaskill Trust for the Visually Impaired income be transferred and appropriated to the FY 2005-06 Budget for the purchase of library materials for this purpose.

PASSED AND ADOPTED this 5TH day of June 2006 by the following votes:

AYES: Board Member(s)

NOES: Board Member(s)

ABSENT: Board Member(s)

DISQUALIFIED: Board Member(s)

APPROVED _____
 Chair

Attest: _____
 Board Clerk

7MCVIS.RES
 05/15/06



SANTA CRUZ • PUBLIC
LIBRARIES
 A City County System

RESOLUTION NO. 2006-

RESOLUTION OF THE SANTA CRUZ
 LIBRARY JOINT POWERS AUTHORITY BOARD
 TRANSFERRING AND APPROPRIATING FUNDS FROM
 THE FINKELDEY TRUST

WHEREAS, the Santa Cruz Library Joint Powers Board wishes to provide musical materials that support the Library's collection in this subject area, and

WHEREAS, monies from the Finkeldey Trust are available for this purpose,

NOW THEREFORE, be it resolved by the Library Joint Powers Authority Board

That \$755 in anticipated interest income from the Finkeldey Trust be transferred and appropriated to the FY 2006-07 Budget for the purchase of library music materials.

PASSED AND ADOPTED this 5th day of June 2006 by the following votes:

AYES: Board Member(s)

NOES: Board Member(s)

ABSENT: Board Member(s)

DISQUALIFIED: Board Member(s)

APPROVED _____
 Chair

Attest: _____
 Board Clerk

7FINK.RES
 05/15/06

NOTES ON THE REVISED BUDGET
May 30, 2006

REVENUES:

The Assistant County Administrator has revised the estimates for FY 2005-06 revenues, increasing the amount by \$113,943. This will provide us with an un-appropriated surplus of \$587,607, to be carried over to FY 2006-07. Estimates for FY 2006-07 have also been adjusted in light of the population figures released by the State Department of Finance. The Library System's share is reduced by \$6,495. Total June Estimate Revenues are \$12,124,077 vs. the \$11,984,120 figure in the January Estimate. The LFA information is summarized on Page 1 of the [yellow] budget revision materials

EXPENDITURES:

The following notes or changes have been made to the document presented in May.

Personnel:

- At the Board's request a memorandum regarding adding open hours at the Felton Branch is presented. It follows these Notes.
- Group Health Insurance figures have been increased to include an assessment by the City that offsets the operating costs of the internal service fund. The total amount is \$51,752, spread across all Activities, based upon the number of employees.
- Page 3A shows all Personnel Costs, broken down by salaries and benefits. These figures include the added costs for new, upgraded, or added hours for employees. Page 3B, Exhibit A, is the summary of new or added personnel costs.

In addition, the Board asked to know the workers compensation rates per \$100 of salary. The City Finance Department has supplied the following, which it says is based upon the "latest actuarial recommendations."

	FY 2006	FY 2007
Clerical	4.82	4.03
Library	7.08	7.09
Municipal	5.46	5.97
Labor	8.64	8.96

Supplies and Services:

- Object 52201 (p. 10-11) Water/Sewer/Refuse: Decreased by \$3,690. In the May Draft the anticipated charges for water at the Live Oak Branch were more than double those for the Central Branch. The Board requested a staff check, which revealed that billing for accounts outside the City is bi-monthly, whereas City billing is monthly.
- Object 53246 (p.16-17) Building Operations & Maintenance: Increased by \$8,400 to cover the cost of First Alarm night security services at the Central Branch and Headquarters.
- Object 52247 (p. 18) Landscape Maintenance Services: Increased by \$550 for one-time interior plant refreshment/upgrade at the Central Branch.
- Object 54990 (p. 48) Misc. Supplies/Services: At the direction of the Board, funds have been added (\$3,000) for adult training and programming.

Capital Projects:

- 3510-57203 (p. 5) Building Remodeling: \$6,000 added

Ecology Action/RightLights, Inc. has proposed changes in the lighting at every Branch except Live Oak, for a total cost of \$15,268.54. Their projected energy savings is \$15,756.17, paid back within one year. The original draft budget had proposed \$10,000 for this project. It seems sensible to increase the amount if funds are available.

In addition, I asked RightLights, Inc. to estimate upgrading the lighting fixtures at the La Selva Beach Branch, which are quite unattractive. They propose modifying the existing lights for an added cost of \$3,259. Our intent is to ask the La Selva Beach Recreation District, which owns the building, if it could pick up this cost or a share of it.

- 3520-57401 (p. 5) Office Furniture/Equipment: \$27,000 added

The Board directed that money be incorporated in the budget to demonstrate "good faith" in the proposals made by staff at Staff Morning. \$22,000 has been added for signage and \$5,000 for Reference Service Changes, primarily at the Central Branch



SANTA CRUZ • PUBLIC
LIBRARIES
A City County System

May 15, 2006

TO: LIBRARY JOINT POWERS AUTHORITY BOARD
FR: DIRECTOR OF LIBRARIES
RE: ADDING FELTON OPEN HOURS

BACKGROUND

The Board requested that I develop an estimate for adding additional open hours at the Felton Branch Library. This would require adding additional staff, and would increase the Personnel budget by at least \$32,333.

Staff believes it is important to consider the proposal in the context of other library services in the San Lorenzo Valley, since that is the approach we took when we were forced to cut open hours in 2003-04. And lest we forget the truly bad old days, let it be noted that in 1996-97 the Felton Branch was open only 30 hours per week and Boulder Creek only 33 hours. With the passage of Measure B we were able to increase the open hours at both facilities to 45 per week, where they remained until 2003-04.

In FY 2004 revenue shortfalls required us to cut staff and thus open hours at both San Lorenzo Valley Branches, down to 37 per week. We also cut open hours at Branciforte (51 to 45), Capitola (45 to 42), Garfield Park (33 to 32), La Selva (35 to 31), Live Oak (49 to 48) and Scotts Valley (49 to 48).

The current branch schedules are listed below. Note that the open hours were arranged to ensure that there was service somewhere in the Valley on Monday and on Saturday, and during all weeknights except Friday. One reason for picking Boulder Creek for Saturday opening is that it is ADA accessible, which the Felton Branch emphatically is not.

Current Felton Schedule:

Monday and Wednesday:	11am to 8pm
Tuesday and Thursday:	11am to 6pm
Friday:	Noon to 5pm
Saturday and Sunday:	Closed

Current Boulder Creek Schedule:

Monday:	Closed
Tuesday and Thursday:	11am to 8pm
Wednesday:	11am to 6pm
Friday:	Noon to 5pm
Saturday:	10am to 5pm
Sunday:	Closed

Current Staffing Levels:

Felton Branch: 1 Senior Library Assistant Branch Manager
1 Library Assistant for Youth Services
.5 Library Clerk
520 On-Call substitute hours
1,000 Paging Hours @ 19 per week

In FY 2003-04 a .5 Library Clerk was cut and open hours reduced

Boulder Creek Branch: 1 Senior Library Assistant Branch Manager
1 Library Assistant for Youth Services
.5 Library Clerk
520 On-Call substitute hours
1,307 Paging Hours @ 25 per week

In FY 2003-04 a .5 Library Clerk was cut and open hours reduced

Why are there more Paging hours assigned to Boulder Creek? Because it is bigger (4,600 square feet vs. 1,250 square feet at Felton), the collection is thus considerably larger (29,174 items vs. 18,622), and checkouts are higher (average of 1,000 more per month).

COST OF ADDING STAFF AT FELTON OR BOULDER CREEK OR BOTH:

A minimum of .5 Library Clerk plus 416 additional hours of paging (8 per week), and added Substitute hours for the Clerk would be required at each facility to add an additional 8 open hours. This would get the Branches back to the 45 hrs/week level. We require two workers in a building at all times; this staffing array will compromise that during breaks and lunch hour.

.5 Library Clerk: \$25,244 (includes benefits etc.)
416 Paging Hours @ \$12.68/hr = \$5,275.00
104 Sub Hours @ \$17.45/hr = \$1,815.00

Total per Branch: \$32,333.00

Total for both Branches: \$64,666.00

Could volunteers be substituted for the Paging Hours? SEIU now represents all our Temporary workers, and may object to union work being taken over by volunteers.

ADDING SATURDAY HOURS AT FELTON

If the Board decides that we cannot afford to add additional open hours to the San Lorenzo Valley branches at this time, it may be that the Felton community will wish to revisit the issue of the Branch schedule. As was noted above, we picked a Saturday closing for Felton in the context of both the Boulder Creek and Scotts Valley Branch schedules.

Caveat: Union rules require that regular employees have two successive days off. If a Branch can only operate five days per week, this usually means that it is closed Sunday in combination with either Saturday or Monday.

The Library staff is glad to consider a different approach: being open on Saturday and Sunday and closed on two other (successive) days during the week. The Sunday hours could only be 1pm to 5pm (when the Central Branch is open) so additional evening hours would be added on some other weekday.

Proposal: Why don't we poll the Felton Branch users and others and ask what schedule they would prefer? We'd need the help of the Felton Friends to cover non-library sites, but this is something we could do in June.

BFELHRS.PRO

LIBRARY FINANCING AUTHORITY JAN AND MAY ESTIMATES

	2005-06				2006-07			
	%	Jan Est.	May Est.	Increase	Jan Est.	%	May Est.	Increase
		\$	\$	\$	\$	\$	\$	\$
Measure B Sales Tax		7,993,461	7,993,461	-	7,993,461		7,993,461	
Maintenance of Effort								
City of Santa Cruz		1,394,751	1,394,751	-	1,394,751		1,394,751	-
City of Watsonville		541,684	541,684	-	541,684		541,684	-
County		4,145,428	4,284,334	-	4,338,848		4,338,848	-
Interest Earnings		6,081,863		138,906	6,275,283		6,275,283	-
TOTAL		14,097,324	14,298,388	146,550	14,290,744	-	14,298,388	7,644
Distribution Detail								
Measure B Sales Tax								
Watsonville Library	22.25%	1,778,545	1,778,545	-	1,778,545	0	1,784,940	6,395
Santa Cruz Library System	77.75%	6,214,916	6,214,916	-	6,214,916	1	6,208,521	(6,395)
TOTAL	100.00%	7,993,461	7,993,461	-	7,993,461	1	7,993,461	-
Maintenance of Effort								
Watsonville Library	22.25%	1,353,215	1,384,121	30,907	1,398,251	0	1,401,271	5,020
Santa Cruz Library System	77.75%	4,728,648	4,836,648	107,999	4,879,033	1	4,874,013	(5,020)
TOTAL	100.00%	6,081,863	6,220,769	138,906	6,277,284	1	6,275,284	-
Interest Earnings								
Watsonville Library	22.25%	4,895	6,596	1,701	4,895	0	6,620	1,707
Santa Cruz Library System	77.75%	17,105	23,048	5,943	17,106	1	23,024	5,937
TOTAL	100.00%	22,000	29,644	7,644	22,001	1	29,644	7,644
Grand Total								
Watsonville Library	22.25%	3,136,655	3,169,262	32,607	3,179,691	0	3,182,830	13,140
Santa Cruz Library System	77.75%	10,960,669	11,074,612	113,943	11,111,054	1	11,105,558	(5,495)
TOTAL	100.00%	14,097,324	14,243,874	146,550	14,290,745	1	14,288,388	7,645

FY 2006-07 REVENUE VS. EXPENSE SUMMARY

JUNE 2006 PROPOSAL

REVENUES

SOURCE	FY 2005-06 JUNE EST.	FY 2006-07 JUNE EST.
MAINTENANCE OF EFFORT	\$ 4,836,648	\$ 4,874,013
SALES & USE TAX	\$ 6,214,916	\$ 6,208,521
COUNTY INTEREST ETC.	\$ 23,048	\$ 23,024
SUBTOTAL	\$ 11,074,612	\$ 11,105,558
BEGINNING (ESTIMATED) FUND BALANCE	\$ 333,223	\$ 587,607
PUBLIC LIBRARY FUND	\$ 79,992	\$ 79,992
FEES, FINES, BEQUESTS	\$ 305,055	\$ 307,055
READ TO ME GRANT	\$ 210,000	\$ 43,865
TOTAL	\$ 12,002,882	\$ 12,124,077

EXPENSES

	FY 2005-06 ESTIMATE	FY 2006-7 PROPOSAL
PERSONNEL	\$ 7,923,771	\$ 8,705,213
LESS SAVINGS	\$ (356,570)	\$ (174,104)
READ TO ME PERSONNEL	\$ 131,972	\$ -
SUPPLIES & SERVICES	\$ 2,508,809	\$ 2,439,634
LESS SAVINGS	\$ (50,176)	\$ (48,793)
READ TO ME SUPPLIES & SERVICES	\$ 64,290	\$ 43,865
DEBT REPAY, #2 & #3	\$ 179,122	\$ 89,561
WATSONVILLE PAYBACK	\$ 47,773	\$ 50,334
CAPITAL EQUIPMENT & PROJECTS	\$ 11,343	\$ 379,853
RESERVE FUND FEBRUARY APPROPRIATION	\$ 200,000	
EQUIPMENT & CAPITAL PROJECTS		
FEBRUARY & APRIL APPROPRIATIONS	\$ 182,334	
SUBTOTAL	\$ 10,842,668	\$ 11,485,563
CITY CHARGE ESTIMATE	\$ 572,607	\$ 631,706
TOTAL	\$ 11,415,275	\$ 12,117,269
SURPLUS/(DEFICIT)	\$ 587,607	\$ 6,808

RESERVE FUNDS	ESTIMATED BAL 6/30/2006	APPROPRIATIONS FY 2006-07
Contingencies [955]	\$ 137,742	
Technology [956]	\$ 142,132	
Capital Projects [957]	\$ 130,865	
Felton Branch Replacement [950]	\$ 51,000	
TOTAL RESERVES	\$ 461,739	

NOTE:

OTHER INCOME SOURCES:		
Fines, Fees, Misc. Revenues	\$ 281,000	\$ 283,000
Bequest Appropriations	\$ 24,055	\$ 24,055
TOTAL	\$ 305,055	\$ 307,055

7REVEXP.SUM

5/26/2006

FY 2006-2007 PERSONNEL TOTALS

Includes Added Personnel

	ADMIN SERVICES		FACILITIES MANAGEMENT		TECHNICAL SERVICES		PUBLIC SERVICES		TOTAL	
	2005-06	2006-07	2005-06	2006-07	2005-06	2006-07	2005-06	2006-07	2005-06	2006-07
										DIFF
51110 Regular full time	869,632	613,558	264,186	1,320,216	1,320,216	2,719,106	2,985,035	4,826,749	5,182,995	356,246
51111 Regular part time	78,155	75,413	18,384	15,661	17,185	664,049	626,323	757,865	737,305	-20,560
51115 Termination pay										
51122 Temporary										
51130 Other Pay										
51132 Special Vacation Pay										
51133 Special Sick Leave Pay										
51150 Vehicle Allowance	5,760	5,760								
LESS RTM						-102,506		(102,506)		
SUBTOTAL SALARIES	953,547	694,731	282,570	1,265,090	1,357,998	3,832,658	4,225,476	6,051,295	6,560,775	509,480
51201 Retirement contribution	60,222	43,777	17,955	79,659	84,979	216,147	229,467	356,028	376,178	20,150
51202 FICA				708	1,277	34,224	38,075	34,932	39,352	4,420
51210 Group health insurance	132,836	103,645	56,433	194,915	220,766	511,091	641,003	838,842	1,021,847	183,005
51212 Group dental insurance	18,907	12,313	7,216	23,289	22,108	65,850	68,231	108,046	109,868	1,822
51213 Vision insurance	3,478	2,294	1,284	4,486	4,400	12,873	13,360	20,837	21,338	501
51214 Medicare insurance	7,780	5,096	2,742	13,762	15,565	48,426	53,369	69,968	76,772	6,804
51220 Group life insurance	493	307	172	713	713	1,905	1,918	3,111	3,110	-1
51221 Disability insurance	4,727	3,700	1,108	5,190	5,246	16,608	15,873	26,525	25,927	-598
51230 Unemployment insurance	2,369	1,722	707	3,162	3,395	9,884	10,564	15,415	16,388	973
51240 Workers Comp	61,274	35,706	25,318	87,259	92,721	279,705	299,913	428,238	453,658	25,420
LESS RTM						-29,466		-29,466	0	29,466
SUBTOTAL BENEFITS	292,086	208,560	0	112,935	413,143	451,170	1,371,773	1,872,476	2,144,438	271,962
GRAND TOTAL	1,245,633	903,291	0	395,505	1,678,233	1,809,168	4,999,905	5,597,249	7,923,771	8,705,213

NOTE: Administration includes \$26,233.15 charge for Library share of

City Superintendent of Facilities Maintenance

7PERSONNEL.TOT

5/26/2006

EXHIBIT 'A'

FY 2006007 REVISIONS TO PESONNEL

Transfer Read to Me Staff to					
Regular Budget					
Librarian II @ .5	\$	38,200			
Librarian II Full Time	\$	70,658			
Library Assistant @ .5	\$	27,965			
Delete Prof/Tech Worker	\$	(15,487)			
TOTAL	\$	121,337			
		FY 2006	FY 2006	FY 2007	FY 2007
Add Needed Subsitute Hours		HOURS	COST	HOURS	COST
Librarian I @ 300 hrs		300	\$ 5,712	300	\$ 6,299
Librarian II @ 3,255 hrs		2,773	\$ 58,016	3,255	\$ 82,812
Library Clerk @ 10,704 hrs		9,704	\$ 169,360	10,704	\$ 186,829
Courier Driver @ 1,410 hrs		862	\$ 13,307	1,410	\$ 24,070
			\$ 246,395		\$ 300,010
					\$ 53,615
Other Proposals		ADDED COST			
Upgrade 2 Circ Aides to Libr. Assist.	\$	9,429			
Upgrde Library Clerk to Libr. Assist.	\$	10,119			
Increase PT Clerk to FT	\$	25,193			
TOTAL	\$	44,741			
REVISIONS SUMMARY	\$	219,692			
PERSONNEL BUDGET SUMMARY WITH PROPOSED CHANGES					
		FY 2006	FY 2007	Difference	
Administrative Services	\$	1,245,633	\$ 903,291		
Facilities Mangement			\$ 395,505		
Technical Services	\$	1,678,233	\$ 1,809,168		
Public Services	\$	4,999,905	\$ 5,597,249		
TOTAL	\$	7,923,771	\$ 8,705,213	\$ 781,442	
Without the Revisions the difference is \$	\$	561,750	which is 7%		
7PERSONN.REV					
5/26/2006					

FY 2006-07

CAPITAL PROJECTS & EQUIPMENT PURCHASES

3510-57203: Building Remodeling		
Interior Painting		\$ 25,000.00
Boulder Creek		
LSB		
Energy Efficient Lighting Improve'ts		\$ 16,000.00
Central Branch Roof		\$ 45,000.00
	SUBTOTAL	\$ 86,000.00
3510-57309: Parking Lots		
Aptos Parking Lot		\$ 140,000.00
3510-57401 Office Furn/Equipment		
Shelving Various		
CD Bins	B-40	\$ 720.00
Slatwall End Panels	Aptos	\$ 1,350.00
Slotted 3 ft shelves X 8	Cen YP	\$ 2,000.00
DF 90" Shelves X 2	LSB	\$ 2,149.00
	Shelving Total	\$ 6,219.00
Projector and Screen	GP	\$ 4,070.00
Automatic Disc Repair Machine	TS	\$ 7,200.00
Signage	System	\$ 22,000.00
Reference Services Changes	Cen	\$ 5,000.00
	SUBTOTAL	\$ 44,489.00
3510:57403: Vehicles		
Lift Trucks @ \$38,456.52 X 2	Deliveries	\$ 76,913.04
3510-57409 Computer Equipment \$ 25,000.00		
3510-57903 Capital Equipment Under \$5000		
Delivery Crates X 100	TS	\$ 3,500.00
Mini-Blinds	GP	\$ 599.70
Book ends	Aptos	\$ 514.80
Laminating Machine	Aptos	\$ 200.00
Mat Board Trimmer/Cutter	Aptos	\$ 250.00
Literature Organizer	Aptos	\$ 206.00
Easel/Dry Erase Board	GP	\$ 354.00
Adjust. Ergo. Chairs @ \$383.00	Cen X 3	\$ 1,149.00
Tax & Shipping @ 10%		\$ 677.35
	SUBTOTAL	\$ 7,450.85
GRAND TOTAL		\$ 379,852.89
7CAPREQ.LST		
5/11/2006		

**CITY OF SANTA CRUZ
BUDGET FORM
2006-07**

SUPPLIES & SERVICES

Department: LIBRARY
Activity: 50-3515
Object: Water/Sewer/Refuse

Fund	Sub Fund	Dept	Activity	Object	Amount Requested
951	36	50	3515	52201	\$ 50,605

FY 2005-06: \$47,285

NOTE: The County funds the County land fill through County tax 9C. The City of Santa Cruz rolls the cost of the City landfill into the recycling rate, which is part of the refuse pickup charge. Therefore the City rates appear higher than those of the County.

WATER TOTAL: \$15,865
SEWER TOTAL: \$10,140
REFUSE TOTAL: \$24,600

WATER

	VENDOR	MONTHLY	BI-MONTHLY	TOTAL
APTOS	Soquel Creek WD	\$ 220.00		\$ 2,640.00
BOULDER CRK	San Lorenzo WD	\$ 200.00		\$ 2,400.00
BRANCIFORTE	Santa Cruz WD	\$ 104.00		\$ 1,248.00
CAPITOLA	City of Capitola pays			\$ -
CENTRAL	Santa Cruz WD	\$ 264.00		\$ 3,168.00
Cen Storm Water Fee				\$ 1,735.00
FELTON	Included in rent			\$ -
GARFIELD PK	Santa Cruz WD	\$ 82.00		\$ 984.00
HQ	Included in rent			\$ -
LA SELVA BEACH	Included in rent			\$ -
LIVE OAK	Santa Cruz WD		\$ 615.00	\$ 3,690.00
SCOTTS VALLEY	Included in rent			
TOTAL				\$ 15,865.00

SEWER

	VENDOR	MONTHLY	TOTAL
APTOS	SC Sanitation Dist.	\$ 180.00	\$ 2,160.00
BRANCIFORTE	Santa Cruz WD	\$ 34.00	\$ 408.00
CAPITOLA	City bills Library		
CENTRAL	Santa Cruz WD	\$ 168.00	\$ 2,016.00
FELTON	Included in rent		
GARFIELD PARK	Santa Cruz WD	\$ 38.00	\$ 456.00
HEADQUARTERS	Included in rent		
LA SELVA BEACH	Included in rent		
LIVE OAK	County Pays		
SCOTTS VALLEY	Included in rent		
BOULDER CREEK	Septic Services	\$500/dump	\$ 5,100.00
TOTAL			\$ 10,140.00
	B52201		
	4/21/2006		

REFUSE COLLECTION

BRANCH	VENDOR	PICKUP SIZE	FREQ.	AMOUNT	ANNUAL
APTOS	WASTE MGT	2 CU YD	1/WEEK	\$171/mo	\$ 2,052.00
BOULDER CRK	WASTE MGT	128 GALS	1/WEEK	\$57/mo	\$ 684.00
BRANCIFORTE	SCMU	1 CU YD	1/WEEK	\$122/mo	\$ 1,464.00
CAPITOLA	WASTE MGT	1 CU YD	1/WEEK	\$105/mo	\$ 1,260.00
CENTRAL	SCMU	2 CU YD	5/WEEK	\$908/mo	\$10,896.00
FELTON	WASTE MGT	32 GALS	1/WEEL	\$16/mo	\$ 192.00
GARFIELD PK	SCMU	64 GALS	1/WEEK	\$21/mo	\$ 252.00
LIVE OAK	WASTE MGT	1 CU YD	1/WEEK	\$105/mo	\$1,260.00
HQ	SCMU	2 CU YD	3/WEEK	\$545/mo	\$6,540.00
				TOTAL	\$24,600.00

7252201
05/22/06

CITY OF SANTA CRUZ
BUDGET FORM
2006-2007

SUPPLIES & SERVICES

Department: LIBRARY
Activity: 50-3515
Object: BLDG O&M

Fund	Sub Fund	Dept	Activity	Object	Amount Requested
951	36	50	3515	52246	\$ 151,634.00

FY 05-06: \$170,408, which includes mid-year adjustments to fund emergency repairs and the Central Branch Window Repairs.

See detail list on next page.

All the maintenance contracts for HVAC systems, elevators, and alarms have gone up.

7S52246
05/24/06

BUILDING O&M SERVICES DETAIL

FY2006-07

3510/52246

FACILITY	FY 2005-06	FY 2006-07	SUBTOTAL
Aptos			
HVAC Prevent. Maint. @ \$445/quarter	\$ 1,600.00	\$ 1,780.00	
First Alarm @ \$125/quarter	\$ 480.00	\$ 500.00	\$ 2,280.00
Boulder Creek			
HVAC Contract @ \$405/quarter	\$ 1,480.00	\$ 1,620.00	
First Alarm Fire/Security @ \$107/month	\$ 1,224.00	\$ 1,284.00	\$ 2,904.00
Branciforte			
HVAC Contract @ \$305/quarter	\$ 1,060.00	\$ 1,220.00	
Fire/Security Alarm @ \$37/month	\$ 384.00	\$ 444.00	\$ 1,664.00
Capitola			
Fire/Security Alarm @ \$37/month	\$ 384.00	\$ 444.00	\$ 444.00
Central			
HVAC Contract @ \$1,470/quarter	\$ 5,880.00	\$ 5,880.00	
HVAC Filters	\$ 2,000.00	\$ 2,000.00	
Elevator Prevent. Maint. @ \$200/month	\$ 2,400.00	\$ 2,400.00	
Exterior Power Wash	\$ 500.00	\$ 500.00	
First Alarm Fire/Security @ \$70/month	\$ 780.00	\$ 840.00	
First Alarm Night Security @ \$700/month		\$ 8,400.00	\$ 20,020.00
Felton			
Garfield Park			
HVAC Check 1/year		\$ 130.00	
First Alarm Fire/Security @ \$61/month	\$ 672.00	\$ 732.00	\$ 862.00
Headquarters			
HVAC Contract @ \$1,465/quarter	\$ 5,640.00	\$ 5,860.00	
Elevators Prevent. Maint. @ \$500/month	\$ 6,000.00	\$ 6,000.00	\$ 11,860.00
LaSelva			
Live Oak			
HVAC Contract @ \$3,050/quarter	\$ 7,800.00	\$ 12,200.00	
Alarm System @ \$200/quarter	\$ 600.00	\$ 800.00	
Elevator Prevent. Maint. @ \$300/month	\$ 2,700.00	\$ 3,600.00	\$ 16,600.00
Scotts Valley			
HVAC Contract @ \$375/quarter	\$ 1,200.00	\$ 1,500.00	\$ 1,500.00
System			
Blinds/Drapes Cleaning	\$ 1,000.00	\$ 1,000.00	
Gutter/Window Maintenance	\$ 2,500.00	\$ 2,500.00	
Carpet/Furniture Cleaning	\$ 7,000.00	\$ 7,000.00	
Uniforms/Mats/Laundry	\$ 8,500.00	\$ 8,500.00	
Building Supplies	\$ 12,000.00	\$ 15,000.00	
Janitorial Equipment Repairs	\$ 2,000.00	\$ 2,000.00	
Plumbing Emergencies	\$ 1,500.00	\$ 3,000.00	
Electrical Emergencies & etc.	\$ 5,000.00	\$ 2,500.00	
Keys/Locks/Safes/Security	\$ 2,000.00	\$ 2,000.00	
Contingencies*	\$ 83,444.00	\$ 50,000.00	\$ 93,500.00
TOTAL	\$ 167,728.00	\$ 151,634.00	
*FY 05-06 inc. Boulder Creek Roof			
	B52246		
	5/24/2006		

CITY OF SANTA CRUZ
BUDGET FORM
2006-07

SUPPLIES & SERVICES

Department: LIBRARY
Activity: 50-3515
Object: Landscape Maintenance Services

Fund	Sub Fund	Dept	Activity	Object	Amount Requested
951	36	50	3515	52247	\$ 31,555.00

FY 2005-06: \$27,945.00

A landscape contractor, selected by competitive bid, provides services at the branches listed. This contract will probably be re-bid in September 2006.

FACILITY	MONTHLY	AMOUNT
Aptos	\$ 300.00	\$ 3,600.00
Boulder Creek	\$ 345.00	\$ 4,140.00
Branciforte	\$ 205.00	\$ 2,460.00
Capitola		\$ -
Central	\$ 460.00	\$ 5,520.00
1 Time Interior Plant Clean-up		\$ 550.00
Felton		
Garfield Park	\$ 210.00	\$ 2,520.00
Headquarters	\$ 110.00	\$ 1,320.00
LaSelva		
Live Oak	\$ 400.00	\$ 4,800.00
Scotts Valley		
SUBTOTAL CONTRACTS		\$ 24,910.00
System		
Tree Maintenance		\$ 4,000.00
Weed Abatement		\$ 145.00
Contingencies		\$ 2,500.00
TOTAL		\$ 31,555.00
	B52247	
	5/9/2006	

CITY OF SANTA CRUZ
BUDGET FORM
2006-2007

SUPPLIES & SERVICES

Department: LIBRARY
Activity: 3530
Object: Miscellaneous Supplies & Services

Fund	Sub Fund	Dept	Activity	Object	Amount Requested
951	36	51	3530	54990	\$ 7,280.00

FY 2005-06: \$2,280

Outreach Services	500.00
Volunteer Fingerprinting @ \$65/each X 12	780.00
Miscellaneous Public Programs	6,000.00
TOTAL	7,280.00

Funds added for Adult training programs

7S54990
05/09/06