



SANTA CRUZ • PUBLIC  
LIBRARIES  
A City County System

LIBRARY JOINT POWERS AUTHORITY BOARD

Monday, May 7, 2007 at 7:30 PM  
Community Meeting Room  
224 Church Street, Santa Cruz

7:00 PM CLOSED SESSION

Personnel Evaluation (Government Code #54957)  
Director of Libraries

7:30 PM PUBLIC MEETING

1. ROLL CALL
2. APPROVE AGENDA
3. APPROVE MINUTES OF APRIL 9, 2007
4. ORAL COMMUNICATIONS
5. CONSENT AGENDA  
NONE
6. WRITTEN COMMUNICATIONS
7. REPORTS OF ADVISORY BODIES
8. MEMBER REPORTS
9. STAFF REPORTS
  - A. Director's Monthly Report

10. OTHER BUSINESS

- A. Consider/Adopt Policy re Decorum at Meetings
- B. Consider Draft FY 2007-08 Library Budget

11. SCHEDULE NEXT MEETING

The next meeting is scheduled for Monday, June 4, 2007. The meeting will be a Public Hearing on the proposed FY 2007-08 Library Budget.

12. ADJOURN

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

SANTA CRUZ PUBLIC LIBRARIES  
A CITY-COUNTY SYSTEM

LIBRARY JOINT POWERS BOARD

MINUTES

April 9, 2007

Central Branch Community Meeting Room  
224 Church Street, Santa Cruz

7:00 PM      CLOSED SESSION

Real Property (Government Code §54956.8)  
City Negotiator: Martin Bernal, Assistant City Manager

7:30 PM      PUBLIC MEETING

I.      ROLL CALL

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

Absent:      Supervisor Mark Stone

Excused:

Staff:      Anne Turner, Director of Libraries

II.      APPROVAL OF MEETING AGENDA OF APRIL 9, 2007

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

**that the Board approve the agenda of April 9, 2007.**

**UNAN**

**ABSENT: Stone**

III. APPROVE MINUTES OF MARCH 5, 2007

**Councilmember Rotkin moved, seconded by Citizenmember Gorson**

**that the Board approve the minutes of March 5, 2007**

**UNAN**

**ABSENT: Stone**

**ABSTAIN: Poitinger, Johnson**

IV. ORAL COMMUNICATIONS

Leslie Auerbach, SEIU 521 Steward for the Library, introduced Sonia Laracuenta the new field representative for SEIU 521.

Leslie Auerbach read from an SEIU prepared response regarding current library services and library personnel.

Nancy Gerdt received a call from a patron that smoke from outside the Central Library Branch is making its way into the Central Branch lobby. Anne Turner, Director, responded that there is currently "No Smoking" signs posted and library staffs working at the front desk do ask smokers to move on/away from the building. Ashtrays have also been removed 20 feet away from the entrances.

V. CONSENT AGENDA

None

VI. WRITTEN COMMUNICATIONS

None

VII. REPORTS OF ADVISORY BODIES

Susan Heinlein, Acting Managing Director of the Friends of the Santa Cruz City-County Library System reported the following Friends' activities:

- Not attending legislative day in Sacramento this year; but sending letters to Senator Simitian and Senator Laird
- Working in collaboration with Shakespeare Santa Cruz
  - Shakespeare Club will be present at the Civic Sale and in return the Friends will sponsor a summer performance

Phyllis Taylor, Felton Library Friends, reported the following activities:

- 3<sup>rd</sup> Annual Poetry Contest April 26, 2007
- Community Foundation Grant to develop long term strategies and funding for the new Felton Library Branch

VIII. MEMBER REPORTS

None

IX. STAFF REPORTS

- A. City of Santa Cruz Automation System Master Plan  
Briefing by Sharon Caiocca, Information Technology Director
- B. The Director made the following reports:
- Memo on Request No Pick Up Experience
  - California State Library: Public Library Staff Education Program
    - Staff Members Seeking Tuition Reimbursement
      - i. Chela Lucas
      - ii. Diane Cowen
      - iii. Elizabeth Henry
  - Library Brochure in Spanish and Memo on how it was translated and created
  - Joint All Staff Day with the Staff at the UCSC Library
    - Technology Training will be included
- C. Interlibrary Loan Report by Assistant Director Susan Elgin

X. OTHER BUSINESS

- A. Locust/Union Street Property

**Councilmember Rotkin moved, seconded by Councilmember Mathews**

**That by motion the Library Joint Powers Authority Board direct staff to work with the City of Santa Cruz to develop a lease agreement for 14, 500 square feet at 212 Locust Street, and further**

**That the Board understands that while purchase of the building is the eventual objective, a lease arrangement between the owner and the City may be made as an interim measure, and further**

**That the Board will review arrangements whereby the owner incorporates the Tenant Improvements (which are estimated as \$40 to \$60 per square foot) into the purchase prices.**

**That the Board request that the County of Santa Cruz and the City of Santa Cruz assist the Library System by evenly sharing the fiscal liability in the event that the Library System sales tax renewal fails, and the Library System is unable to meet its payment obligations.**

UNAN

**ABSENT: Stone**

B. Automation System Upgrade, Phase 1.5

**Councilmember Rotkin moved, seconded by Councilmember Mathews**

**That the Board adopt Resolution #2007-04 appropriating \$130,900 in available revenue for the purchase of design services, software, and equipment for the upgrade of the Library's automation system.**

**UNAN  
ABSENT: Stone**

C. Add/Reclassify Certain Library Positions

**Councilmember Rotkin moved, seconded by Councilmember Mathews**

**That the Library Joint Powers Authority Board adopt Resolution #2007-05 amending the FY 2006-07 budget to add or reclassify certain positions and assigned hours as per the attached Table.**

**UNAN  
ABSENT: Stone**

D. Amend Library Joint Powers Agreement

**Councilmember Rotkin moved, seconded by Councilmember Mathews**

**That by motion the Board adopt the attached amendment to the Library Joint Powers Agreement regarding the term and amendment procedures, that the Board also consider such other amendments as may be proposed, and that each elected member present the amendment(s) to her/his legislative body for approval.**

**UNAN  
ABSENT: Stone**

E. Discuss FY 2007-08 Budget Priorities

Board members listed completing major capital projects as a priority as well as improving information made public about library services.

XI. SCHEDULE NEXT MEETING

The next meeting is scheduled for Monday, May 7, 2007. A Closed Session regarding real estate may be required. A draft FY 2007-08 Budget will be presented.

XII. ADJOURNMENT

The regular meeting adjourned at 9:45 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Kira Henifin", written in a cursive style.

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

April 24, 2007

TO: LIBRARY JOINT POWERS AUTHORITY BOARD

FR: MICHAEL TERMINI, CHAIR *MT BY [Signature]*

RE: DECORUM AT MEETINGS

RECOMMENDATION: That by motion the Board adopt the attached policy, "Decorum at Meetings of the Library Joint Powers Authority Board."

#### BACKGROUND

Upon research in our By-laws and other documents, I find that the Board has no policy regarding decorum at meetings. I think it would be helpful to the Chair, as well as to Board members, the staff, and the public, if we adopted such a policy. I propose the attached draft for your consideration.

JDECPOL.TRS





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

## DECORUM AT MEETINGS OF THE LIBRARY JOINT POWERS AUTHORITY BOARD

The Library Joint Powers Authority Board welcomes comment from the public either on issues that are part of the Other Business section of the regular Agenda, or as part of Oral Communications, when the public may comment on items not on the Agenda.

The following rules will govern public behavior at Board meetings.

1. While the Library Joint Powers Authority Board is in session, all persons shall preserve order and decorum. Any person making personal, impertinent, or slanderous remarks, or becoming boisterous or otherwise disrupting the Board meeting shall be barred by the presiding officer from further attendance at said meeting unless permission for continued attendance is granted by a majority vote of the Board
2. Every member of the public and every Board member desiring to speak shall address the presiding officer, and upon recognition by the presiding officer, shall confine comments to the question under debate, avoiding all indecorous language and references to personalities and abiding by the following rules of civil debate:
  - a) We may disagree, but we will be respectful of one another
  - b) All comments shall be directed to the issue at hand.
  - c) Personal attacks shall be avoided.
3. Members of the public speaking in the Oral Communications section of the Agenda shall limit their remarks to three (3) minutes, and shall abide by the same rules of civil debate.

PDECORUM.JPB  
04/24/07



SANTA CRUZ • PUBLIC  
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A City County System

April 23, 2007

TO: LIBRARY JOINT POWERS AUTHORITY BOARD  
FR: DIRECTOR OF LIBRARIES *[Signature]*  
RE: DRAFT FY 2007-08 BUDGET

**RECOMMENDATION:** That the Board review and give direction on the attached draft FY 2007-08 Library Budget.

## BACKGROUND

The Board agreed at its April 9 meeting that it would review a draft of the FY 2007-08 Budget at its May meeting, direct revisions, and invite public comment at its June meeting. Page citations below are to the Budget Book included in you packets.

## WORK PRIORITIES FOR FY 2007-08

The draft budget anticipates the following major work projects in the new fiscal year:

1. Relocating the Headquarters staff to other space
2. Completing upgrade of the automation system (ILS).
3. Completing other capital projects such as expansion of the Aptos Parking Lot.
4. Working with collective bargaining units on Substitute/On-Call and part time employee issues.
5. Participating in other personnel projects as defined by the City Manager
6. Improving the information the Library provides to the public about the depth and breadth of its services.

7. Continuing expansion of our collaborative relationships with other service providers via our grant-funded Outreach Program efforts.
8. Ensuring that all staff are trained in new technologies
9. Completion of the Wayfinding/Signage project begun in FY 2006-07
10. Continuing exploration of options for expanding and changing the delivery of information services in the context of user access to new technologies.
11. Continuing work with the citizens of Felton, and the governments of Capitola and Scotts Valley to develop adequate library facilities.

### **REVENUES (Page 1)**

We will not have final revenue projections from the Library Financing Authority until June. The amounts listed for Maintenance of Effort, Sales & Use Tax, and interest are the projections made in January 2007. In addition the Library will finish the year with an estimated \$346,761 in unappropriated revenue from FY 2006-07, roughly \$500,000 in budget savings from FY 2006-07, money from the Public Library Foundation Program (State), and fees, fines, and bequests. The projected total is \$12,817,845.

### **PERSONNEL (Pages 1-4)**

The most important thing to remember about the Personnel budget for FY 2007-08 is that all of the collective bargaining agreements involving Library employees expire in the next six months. It is safe to say that we can expect personnel cost increases as a result of negotiations that will begin in June.

At the moment, personnel costs projected by the City Finance Department total \$8,900,299. In addition, the Board approved personnel changes in April that will cost roughly \$58,000 in the new fiscal year. Staff is proposing adding 2.5 badly needed new employees, for a cost of \$86,280. These additions are described on Pages 3-4 of the Budget Book. The Expenses section of the Summary on Page 1 lists \$144,280 for these changes.

### **SUPPLIES & SERVICES (Pages 5-50)**

The Supplies & Services budget amounts to \$329,926 more than the previous year. But the size of the increase is deceptive because it includes more than \$46,000 in equipment items that had previously been located in the Capital Outlay program, as well as funds for a new master janitorial services contract that

covers all branches. The Detail Sheets provide explanations of item changes. Of special interest:

***Professional Services Other.***

In Administration, it is proposed that we hire professional public relations consulting to help develop a communications plan for the Library System. Board members have suggested that the Library needs to take action to ensure that the public understands the depth and breadth of our services as we near the sales tax renewal election in 2010 or 2012.

In Technical Services. \$35,000 is proposed for hiring one-time and consulting help for special application projects associated with the automation system. The Section Manager believes on-call staff would be more useful than adding a permanent employee.

***Janitorial Services***

The City of Santa Cruz Facilities Superintendent is consolidating building maintenance tasks into one operation. Part of this is contracting out for all janitorial services. Previously, we had used a combination of a contractor and in-house custodian employees. Via competitive bid janitorial services will cost \$177,168 for the year, a savings of \$67,489 over expenditures in FY 2006-07.

***Landscape Maintenance Services***

An extra \$5,000 is budgeted for re-landscaping the surroundings of the Central Branch Library. The existing soil has eroded, the plantings are overgrown, and tree roots have infiltrated the planted areas. The uncared for look presents an inviting place for street people to sleep, which is disturbing to our users, as well as staff. The estimate is based on consultation with both our gardening service and a landscape designer.

***Library Materials:***

Increased 2.5% in accordance with our standard.

**CAPITAL OUTLAY (Page 1 and Page 51)**

The proposed total is \$115,625, or \$191,915 less than in FY 2006-07, \$46,000 of which has been switched to the regular operating budget. The projects include:

### ***Boulder Creek Deck Replacement***

When the redwood tree around which the Branch is built was removed last year, we learned that the deck surrounding the tree is rotting and unsafe for use. \$40,000 to replace it is based on estimates from local contractors. It will provide a new deck made with Trex Manufactured Material (impervious to weather) redesigned to incorporate a more usable two levels (instead of three),

### ***Boulder Creek Skylight Replacement***

The Branch has three skylights. They span the peak of the roof, and each has three lights (glass sections). All of them have leaked at various times. One in particular is a veritable sieve in rainy weather. Caulking and other mitigations have not worked. Since the type of skylight in the building is no longer made (of course!) the estimate is \$8,000 to replace the framing and the glass, or \$24,000 total. After discussions with local contractors, our Branch Manager proposes that instead we spend roughly \$4,000 to remove the worst of the existing skylights and roof over the space. If this works with the first one, and does not destroy the ambience of the Branch, in subsequent years we may, if required, replace the others in the same way.

### ***Shelving, Various Sites***

The total is \$20,381. Just as we always buy more library materials, so we always need more shelving.

### ***Replacement Vehicle***

The Outreach Program working with children uses a Kidreach Van with special murals ("Biblioteca Para La Gente") that we put in service in 1990. It is well passed its replacement date. The staff believes an SUV with additional seating and easier loading would better meet their needs. Fortunately, an SUV is less expensive than a van.

## **OTHER BUDGET ITEMS (Page 1)**

This draft of the budget includes no appropriation to reserves, but does estimate a \$150,000 expenditure for moving the Headquarters facility to the Locust/Union property.

**FY 2007-08 PROPOSED BUDGET**

May-07

**REVENUES**

SOURCE	FY 2006-07		FY 2007-08	
	MARCH EST.		MAY ESTIMATE	
MAINTENANCE OF EFFORT	\$	4,943,833	\$	5,125,293
SALES & USE TAX	\$	6,389,212	\$	6,389,212
COUNTY INTEREST & SUPPLEMENTALS	\$	31,068	\$	31,068
<b>SUBTOTAL</b>	<b>\$</b>	<b>11,364,113</b>	<b>\$</b>	<b>11,545,573</b>
ADDITIONAL UNANTICIPATED REVENUE	\$	184,217		
UNAPPROPRIATED 2006-07 REVENUE			\$	346,781
ESTIMATED FUND BALANCE	\$	650,379	\$	500,000
PUBLIC LIBRARY FUND	\$	118,436	\$	118,436
FEES, FINES, BEQUESTS	\$	307,055	\$	307,055
GRANTS, FIRST 5	\$	74,815		
LSTA TUITION GRANT				
TRANSFER FROM TECHNOLOGY RESERVE	\$	142,000		
<b>TOTAL</b>	<b>\$</b>	<b>12,841,015</b>	<b>\$</b>	<b>12,817,845</b>

**EXPENSES**

	FY 2006-07		FY 2007-07	
	REV. 9/11/06		FIRST DRAFT	
PERSONNEL	\$	8,705,213	\$	8,900,299
MAY ADDS PLUS PROPOSED NEW PERSONNEL			\$	144,280
<b>SUBTOTAL</b>			\$	<b>9,044,579</b>
LESS SAVINGS @ 2.5%	\$	(174,104)	\$	(231,064)
SUPPLIES & SERVICES	\$	2,478,599	\$	2,802,757
LESS SAVINGS @ 2%	\$	(49,572)	\$	(56,055)
GRANTS, FIRST 5	\$	74,815		
LSTA TUITION GRANT				
DEBT REPAY, #2 & #3	\$	89,561	\$	-
WATSONVILLE PAYBACK	\$	50,334	\$	50,334
CAPITAL EQUIPMENT & PROJECTS	\$	292,430	\$	115,625
ILS UPGRADE PHASE 1	\$	144,700		
ILS UPGRADE PHASE 1.2	\$	130,900		
APPROPRIATION TO RESERVE FUNDS	\$	100,000		
ESTIMATED MOVING EXPENSE			\$	150,000
<b>SUBTOTAL</b>	<b>\$</b>	<b>11,842,876</b>	<b>\$</b>	<b>11,876,176</b>
CITY CHARGE ESTIMATE	\$	651,358	\$	653,190
<b>TOTAL</b>	<b>\$</b>	<b>12,494,234</b>	<b>\$</b>	<b>12,529,366</b>
SURPLUS/(DEFICIT)	\$	346,781	\$	288,479

**RESERVE FUNDS**

	ESTIMATED BAL		APPROPRIATIONS	
	6/30/2007		FY 2007-08	
Contingencies [955]	\$	140,497		
Technology [956]	\$	132		
Capital Projects [957]	\$	184,482		
Felton Branch Replacement [950]	\$	52,020		
<b>TOTAL RESERVES</b>	<b>\$</b>	<b>377,131</b>		

**NOTE:**

**OTHER INCOME SOURCES:**

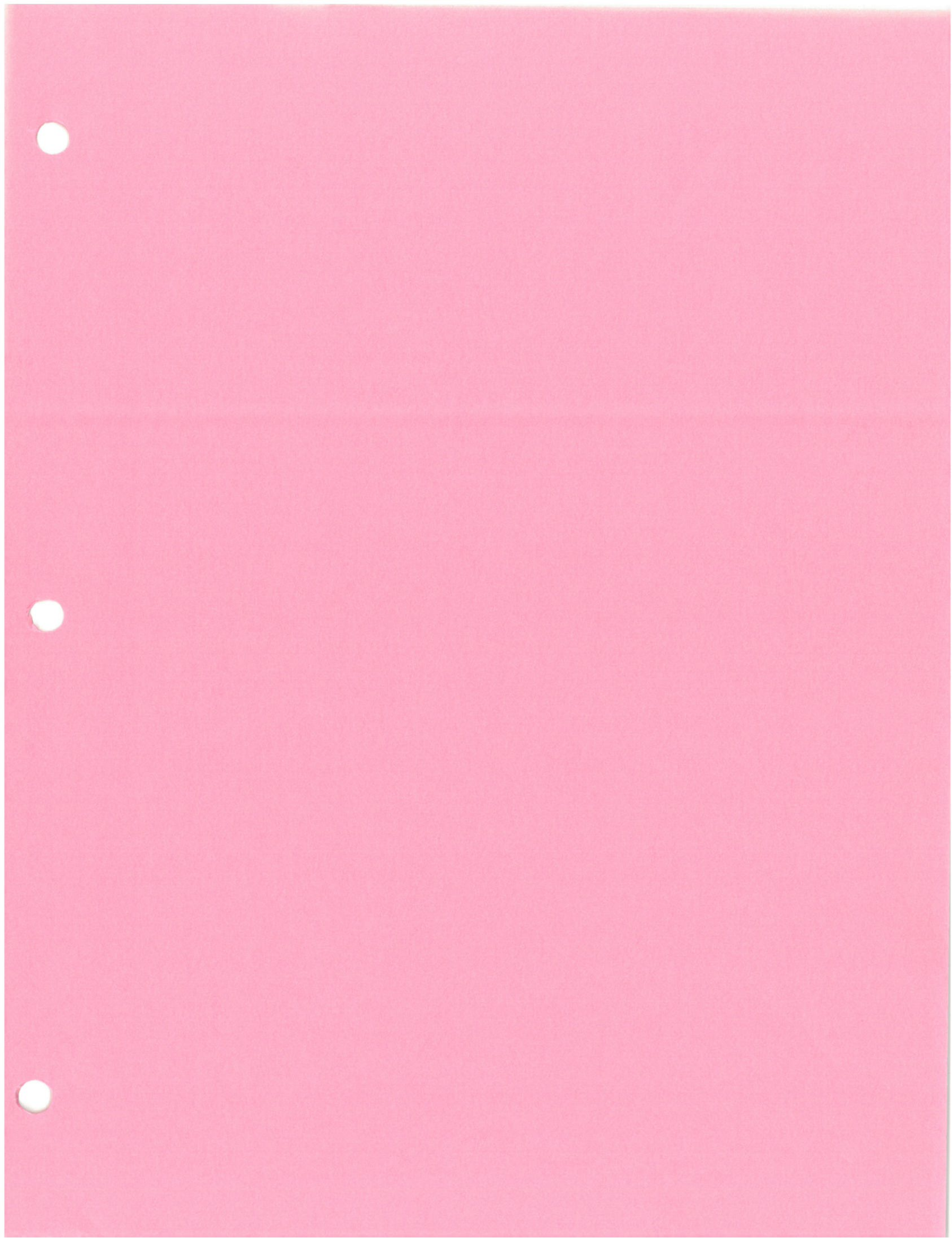
Fines, Fees, Misc. Revenues	\$	283,000	\$	283,000
Bequest Appropriations	\$	24,055	\$	24,055
<b>TOTAL</b>	<b>\$</b>	<b>307,055</b>	<b>\$</b>	<b>307,055</b>

**ILS UPGRADE PHASE 1:**

FY 2005-06 Planning Funds Carry-Over	\$	46,300		
Self-Charge Project Carryover	\$	45,000		
Budget Savings	\$	2,700		
Technology Reserve Fund	\$	142,000		
<b>TOTAL</b>	<b>\$</b>	<b>236,000</b>		

**ILS UPGRADE PHASE 1.5:**

Unanticipated Revenues	\$	130,900		
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**LIBRARY BUDGET  
OBJECT CODES INDEX**

OBJECTS	PAGE		NUMBERS	PAGE
Collection Service [Claims]	52131	6	52131	6
Advertising	52960	33	52135	7
Books/Periodicals	53106	40	52199	8
Building O&M	52246	16,17	52201	10
Building Remodeling	57203	5	52201	11
Computer Equipment	57409	5	52211	12
Computer Supplies	53110	43	52223	13
Copier Supplies	53109	42	52240	14
Dues & Memberships	52961	34	52244	15
Electricity see Power & Gas	53310	46	52246	16
Hardware Maintenance Services	52249	20	52246	17
Insurance-Internal	52932	30	52247	18
Insurance-Outside	52933	31, 32	52248	19
Janitorial Services	52211	12	52249	20
Janitorial Supplies	53113	45	52261	21
Landscape Maintenance Services	52247	18	52302	22
Library Functional Supplies	53112	44	52302	23
Misc. Supplies & Services	54990	48, 49	52302	24
Office Equipment O&M	52240	14	52302	25
Office Furniture/Equipment	57401	5	52304	26
Office Supplies	53102	39	52402	27
Other Equipment O&M	52244	15	52403	28
Printing-Outside	52972	35,36,37	52932	30
Postage	53101	38	52933	31
Power & Gas	53310	46	52933	32
Professional Services Fiscal	52135	7	52960	33
Professional Services Other	52199	8,9	52961	34
Rents	52261	21	52972	35
Safety Clothing & Equipment	53108	41	52972	36
Software Maintenance Services	52248	19	52972	37
Telecommunications-Internal	52402	27	53101	38
Telecommunications-Outside	52403	28,29	53102	39
Travel	52302	22,23,24,25	53106	40
Training	52304	26	53108	41
Water/Sewer/Refuse	52201	10,11	53109	42
Vehicle O&M Inside	52223	13	53110	43
			53112	44
CAPITAL OUTLAY	57203	51	53116	46
	57401	51	53311	47
	57403	51	53312	48
OBJECTCODES.IND			54990	49
4/12/2007			54990	50



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**ILS UPGRADE PHASE 1.5:**

Unanticipated Revenues	\$	130,900		
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**FY 2006-2007 PERSONNEL TOTALS**

Includes Added Personnel

	ADMIN SERVICES		FACILITIES MANAGEMENT		TECHNICAL SERVICES		PUBLIC SERVICES		TOTAL		DIFF
	2006-07	2007-08	2006-07	2007-08	2006-07	2007-08	2006-07	2007-08	2006-07	2007-08	
51110 Regular full time	613,558	607,519	264,186	144,403	1,320,216	1,354,943	2,985,035	3,047,760	5,182,995	5,154,625	-28,370
51111 Regular part time	75,413	94,346	18,384		17,185	25,249	626,323	678,266	737,305	797,861	60,556
51115 Termination pay										0	0
51122 Temporary					20,597	23,904	614,118	617,187	634,715	641,092	6,377
51130 Other Pay										0	0
51132 Special Vacation Pay										0	0
51133 Special Sick Leave Pay										0	0
51150 Vehicle Allowance	5,760	5,760							5,760	5,760	0
<b>SUBTOTAL SALARIES</b>	<b>694,731</b>	<b>707,625</b>	<b>282,570</b>	<b>144,403</b>	<b>1,357,998</b>	<b>1,404,096</b>	<b>4,225,476</b>	<b>4,343,213</b>	<b>6,560,775</b>	<b>6,599,337</b>	<b>38,562</b>
<b>Adjustment</b>											<b>1%</b>
51201 Retirement contribution	43,777	44,247	17,955		84,979	87,942	229,467	259,128	376,178	400,807	24,629
51202 FICA					1,277	1,277	38,075	38,075	39,352	39,352	0
51210 Group health insurance	103,645	114,407	56,433	29,777	220,766	235,990	641,003	698,308	1,021,847	1,078,482	56,635
51212 Group dental insurance	12,313	13,933	7,216	4,624	22,108	26,932	68,231	78,765	109,868	124,254	14,386
51213 Vision insurance	2,294	2,607	1,284	776	4,400	5,146	13,360	15,410	21,338	23,939	2,601
51214 Medicare insurance	5,096	5,096	2,742	2,742	15,565	15,565	53,369	53,369	76,772	76,772	0
51220 Group life insurance	307	336	172	85	713	745	1,918	2,138	3,110	3,304	194
51221 Disability insurance	3,700	3,901	1,108	540	5,246	5,722	15,873	17,567	25,927	27,730	1,803
51230 Unemployment Insurance	1,722	1,754	707	361	3,395	3,594	10,564	15,225	16,388	20,934	4,546
51240 Workers Comp	35,706	35,706	25,318	12,939	92,721	92,721	299,913	299,913	453,658	441,279	-12,379
Temp Employ @ 10%										64,109	
<b>SUBTOTAL BENEFITS</b>	<b>208,560</b>	<b>221,987</b>	<b>112,935</b>	<b>61,334</b>	<b>451,170</b>	<b>475,634</b>	<b>1,371,773</b>	<b>1,477,898</b>	<b>2,144,438</b>	<b>2,300,962</b>	<b>156,524</b>
<b>GRAND TOTAL</b>	<b>903,291</b>	<b>929,612</b>	<b>395,505</b>	<b>205,737</b>	<b>1,809,168</b>	<b>1,879,730</b>	<b>5,597,249</b>	<b>5,821,111</b>	<b>8,775,775</b>	<b>8,900,299</b>	<b>124,524</b>
<b>7%</b>											<b>1%</b>

NOTE: Administration includes \$26,233.15 charge for Library share of City Superintendent of Facilities Maintenance

8PERSONNEL.TOT  
3/26/2007

**LIBRARY SYSTEM  
PROPOSED FY 2007-08 BUDGET**

**ADDITIONAL PERSONNEL REQUESTS**

Library management proposes that three position changes or additions be made in the FY 2007-08 Budget. The total cost is estimated at \$86,280.

**TECHNICAL SERVICES**

Add a full time Library Clerk to the Processing section of the Technical Services Division: \$41,001.00

A backlog in Technical Services processing has existed for some time, despite valiant efforts by the existing staff to keep up. The problem is in media processing (DVDs etc.) where it is clear that we need an additional staff person. The Technical Services staff was cut in 2003, and its needs have been sacrificed several times in favor of added staff for public service desks.

**PUBLIC SERVICES**

Add full time Library Assistant and delete part time Library Clerk at the Garfield Park Branch: net cost \$17,314

Two years ago the staffing at the Garfield Park Branch was reduced. This has placed a serious burden on the existing staff, requiring the Senior Library Assistant Branch Manager to do all off-desk tasks plus work at least 28 hours per week on the public desk. Indeed, much of the programming for young adults at the Branch is being prepared when the Branch Manager is theoretically "not working." Changing the part time Library Clerk position to a full time Library Assistant would provide help with programming, with off-desk tasks, assistance with supervising volunteers and pages, and give the SLA Branch Manager more off desk time.

Change Library Assistant position assigned the Outreach Program from part time to full time: \$27,965

The demands of our expanded mobile services in combination with our Family Place and Read to Me projects make the need for

ADDITIONAL PERSONNEL REQUESTS continued

additional staffing a high priority. The Outreach Program Manager has requested that the existing position be increased to full time.

	POSITION #	COST INC. BENEFITS
<b>TECHNICAL SERVICES</b>		
Add FT Library Clerk/Processing	151-???	\$ 41,001
<b>PUBLIC SERVICES</b>		
Add FT Library Assistant/GP	150-???	\$ 44,224
Delete PT Library Clerk/GP	151-034	\$ (26,910)
Make FT Library Assistant/Outreach	150-009	\$ 27,965
<b>TOTAL</b>		<b>\$ 86,280</b>
	8PERSONNEL.REQ	
	4/12/2007	

FY 2007-08 DRAFT SUPPLIES & SERVICES BUDGET

	3510 ADMIN SERVICES		3515 FACILITIES MANAGEMENT		3520 TECHNICAL SERVICES		3530 PUBLIC SERVICES		TOTAL 2006-07	TOTAL 2007-08	CHANGE
	2006-07	2007-08	2006-07	2007-08	2006-07	2007-08	2006-07	2007-08			
52131 Claims Management	\$ 19,690	\$ 14,000							\$ 19,690	\$ 14,000	\$ (5,690)
52135 Prof Serv Fiscal	\$ 6,381	\$ 6,381							\$ 6,381	\$ 6,381	\$ -
52199 Prof Serv Other	\$ 2,500	\$ 22,500							\$ 3,000	\$ 57,500	\$ 54,500
52201 Water/Sewer/Refuse					\$ 500	\$ 35,000			\$ 3,000	\$ 60,468	\$ 9,863
52211 Janitorial Services			\$ 50,605	\$ 60,468					\$ 50,605	\$ 60,468	\$ 9,863
52223 Vehicle O&M Inside			\$ 54,879	\$ 177,168					\$ 54,879	\$ 177,168	\$ 122,289
52240 Office Equip O&M			\$ 34,374	\$ 36,000					\$ 34,374	\$ 36,000	\$ 1,626
52244 Other Equip O&M	\$ 4,650	\$ 5,180							\$ 4,650	\$ 5,180	\$ 530
52246 Building O&M	\$ 3,850	\$ 3,850							\$ 3,850	\$ 3,850	\$ -
52247 Landscape Maint Ser			\$ 151,634	\$ 152,782					\$ 151,634	\$ 152,782	\$ 1,148
52248 Software Maint. Serv			\$ 31,555	\$ 36,005					\$ 31,555	\$ 36,005	\$ 4,450
52249 Hardware Maint Serv					\$ 73,003	\$ 69,253			\$ 73,003	\$ 69,253	\$ (3,750)
52261 Bldg/Equip Rental			\$ 373,620	\$ 376,811	\$ 16,375	\$ 18,454			\$ 16,375	\$ 18,454	\$ 2,079
52302 Travel	\$ 2,000	\$ 3,000	\$ 260	\$ 650	\$ 520	\$ 1,300	\$ 2,800		\$ 373,620	\$ 376,811	\$ 3,191
52304 Training	\$ 14,380	\$ 19,715							\$ 5,780	\$ 7,750	\$ 1,970
52306 Training Grant									\$ 14,380	\$ 19,715	\$ 5,335
52402 Telecomm-Internal	\$ 44,016	\$ 62,016							\$ 44,016	\$ 62,016	\$ 18,000
52403 Telecomm-Outside	\$ 27,279	\$ 33,652			\$ 92,759	\$ 106,260			\$ 120,038	\$ 139,912	\$ 19,874
52932 Insurance-Internal			\$ 21,430	\$ 21,966					\$ 21,430	\$ 21,966	\$ 536
52933 Insurance-Outside	\$ 16,000	\$ 15,990							\$ 51,600	\$ 53,773	\$ 2,173
52960 Advertising	\$ 1,000	\$ 1,000							\$ 1,000	\$ 1,000	\$ -
52961 Dues/Memberships	\$ 7,747	\$ 9,547							\$ 7,747	\$ 9,547	\$ 1,800
52972 Printing-Outside	\$ 5,000	\$ 6,000			\$ 11,000	\$ 11,000	\$ 6,000	\$ 10,000	\$ 22,000	\$ 27,000	\$ 5,000
53101 Postage	\$ 19,500	\$ 21,000							\$ 19,500	\$ 21,000	\$ 1,500
53102 Office Supplies	\$ 17,000	\$ 17,500							\$ 17,000	\$ 17,500	\$ 500
53106 Books/Periodicals									\$ 960,465	\$ 984,477	\$ 24,012
53108 Safety Cloth/Equip			\$ 3,610	\$ 3,670					\$ 3,610	\$ 3,670	\$ 60
53109 Copier Supplies					\$ 14,350	\$ 40,000	\$ 6,948	\$ 6,948	\$ 6,948	\$ 6,948	\$ -
53110 Computer Supplies					\$ 154,499	\$ 183,378			\$ 14,350	\$ 40,000	\$ 25,650
53112 Library Func. Suppl					\$ 20,140	\$ 20,140			\$ 154,499	\$ 183,378	\$ 28,879
53113 Janitorial Supplies			\$ 20,140	\$ 20,140					\$ 20,140	\$ 20,140	\$ -
53311 Electricity			\$ 132,975	\$ 136,964					\$ 132,975	\$ 136,964	\$ 3,989
53312 Natural Gas			\$ 20,575	\$ 20,987					\$ 20,575	\$ 20,987	\$ 412
54990 Misc. Supp/Serv	\$ 3,200	\$ 3,200							\$ 3,200	\$ 3,200	\$ -
<b>TOTAL S&amp;S</b>	<b>\$ 194,193</b>	<b>\$ 244,531</b>	<b>\$ 931,257</b>	<b>\$ 1,081,394</b>	<b>\$ 363,006</b>	<b>\$ 464,645</b>	<b>\$ 7,280</b>	<b>\$ 983,693</b>	<b>\$ 2,472,149</b>	<b>\$ 2,802,075</b>	<b>\$ 329,926</b>
57203 Bldg Remodeling	\$ 105,500	\$ 44,000									
57309 Parking Lots	\$ 15,000	\$ -									
57401 Office Furn/Equip	\$ 44,489	\$ 41,625									
57403 Vehicles	\$ 80,000	\$ 30,000									
57409 Computer Equipment	\$ 55,000	see 53110									
57903 Cap Equip/-\$5,000	\$ 7,451	see 53112									
<b>TOTAL</b>	<b>\$ 307,440</b>	<b>\$ 115,625</b>	<b>\$ (191,815)</b>								

8SSBUDGET  
4/23/2007

CITY OF SANTA CRUZ  
BUDGET FORM  
2007-08

SUPPLIES & SERVICES

Department: LIBRARY  
Activity: ADMINISTRATION  
Object: Claims Management Services

Fund	Sub Fund	Dept	Activity	Object	Amount Requested
951	36	50	3510	52131	\$ 14,000.00

FY 2006-07: \$19,690

The Library System contracts with a collection service to pursue and retrieve long overdue materials or the cost of replacing them. The expense generates fine revenue as well as the return of long-missing items. The vendor charge per account is \$8.95; we anticipate turning approximately 1,564 accounts over to the agency in FY 2007-08.

As of January 1, 2007 the Library had submitted 9,780 accounts to the vendor (Unique Management Services, Inc.) since June 2001. The result was \$324,169.86 in materials recovered, \$224,759.32 in cash, and \$23,218.82 in amounts waived. Unique Management says this is an 8:1 return in the library's investment.

85231.  
04/12/07

CITY OF SANTA CRUZ  
BUDGET FORM  
2007-08

SUPPLIES & SERVICES

Department: LIBRARY  
Activity: 50-3510  
Object: Professional Services Fiscal

Fund	Sub Fund	Dept	Activity	Object	Amount Requested
951	36	50	3510	52135	\$ 6,381.00

FY 2006-07: \$6,381

The auditing firm requests no change in F 2007-08.

852135  
03/12/07

CITY OF SANTA CRUZ  
BUDGET FORM  
2007-08

SUPPLIES & SERVICES

Department: LIBRARY  
Activity: ADMINISTRATION  
Object: PROFESSIONAL SERVICES OTHER

Fund	Sub Fund	Dept	Activity	Object	Amount Requested
951	36	50	3520	52199	\$ 22,500.00

FY 2006-07: \$2,500

Miscellaneous Architectural Services as required: \$2,500

Consultative services re the Library System's communication plan for ensuring the larger public understands the depth and breadth of library services: \$20,000

852199



CITY OF SANTA CRUZ  
BUDGET FORM  
2007-08

SUPPLIES & SERVICES

Department: LIBRARY  
Activity: 50-3510  
Object: Professional Services Other

Fund	Sub Fund	Dept	Activity	Object	Amount Requested
951	36	50	3520	52199	\$ 35,000.00

Rather than hire additional staff, our Network Administrator (Dan Landry) believes on-call consulting services for one-time and specialized tasks would be more useful. For example, a number of special application projects are waiting for development and installation of the new network, the new ILS, or both. The Network Access Services staff badly needs help to accomplish them, but at this time does not need permanent additional staff.

852199

CITY OF SANTA CRUZ  
BUDGET FORM  
2007-08

SUPPLIES & SERVICES

Department: LIBRARY  
Activity: FACILITIES  
Object: WATER/SEWER/REFUSE

Fund	Sub Fund	Dept	Activity	Object	Amount Requested
951	36	50	3515	52201	\$ 60,468.00

FY 2006-07: \$50,605

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: \$ 17,820  
SEWER TOTAL: \$ 14,160  
REFUSE TOTAL: \$ 28,488

**WATER**

	VENDOR	MONTHLY	TOTAL
APTOS	Soquel Creek WD	\$ 350.00	\$ 4,200.00
BOULDER CRK	San Lorenzo WD	\$ 125.00	\$ 1,500.00
BRANCIFORTE	Santa Cruz WD	\$ 120.00	\$ 1,440.00
CAPITOLA	City of Capitola pays		\$ -
CENTRAL	Santa Cruz WD	\$ 300.00	\$ 3,600.00
FELTON	Included in rent		\$ -
GARFIELD PK	Santa Cruz WD	\$ 90.00	\$ 1,080.00
HQ	Included in rent		\$ -
LA SELVA BEACH	Included in rent		\$ -
LIVE OAK	Santa Cruz WD	\$ 500.00	\$ 6,000.00
SCOTT'S VALLEY	Included in rent		
		<b>TOTAL</b>	<b>\$ 17,820.00</b>

<b>SEWER</b>			
	<b>VENDOR</b>	<b>MONTHLY</b>	<b>TOTAL</b>
APTOS	SC Sanitation Dist.	\$ 450.00	\$ 5,400.00
BOULDER CRK	Jeff Hill	\$ 385.00	\$ 4,620.00
BRANCIFORTE	Santa Cruz WD	\$ 40.00	\$ 480.00
CAPITOLA	SC Sanitation Dist.	not applicable	
CENTRAL	Santa Cruz WD	\$ 260.00	\$ 3,120.00
FELTON	Included in rent		
GARFIELD PARK	Santa Cruz WD	\$ 45.00	\$ 540.00
HEADQUARTERS	Included in rent		
LA SELVA BEACH	Included in rent		
LIVE OAK	County Pays		
SCOTTS VALLEY	Included in rent		
<b>TOTAL</b>			<b>\$ 14,160.00</b>

#### GARBAGE FEE SCHEDULE

<b>BRANCH</b>	<b>VENDOR</b>	<b>PICKUP SIZE</b>	<b>FREQ.</b>	<b>MONTH</b>	<b>ANNUAL</b>
APTOS	WASTE MGT	2 CU YD	1/WEEK	\$ 175.00	\$ 2,100.00
BOULDER CRK	WASTE MGT	128 GALS	1/WEEK	\$ 60.00	\$ 720.00
BRANCIFORTE	SCMU	1 CU YD	1/WEEK	\$ 145.00	\$ 1,740.00
CAPITOLA	WASTE MGT	1 CU YD	1/WEEK	\$ 120.00	\$ 1,440.00
CENTRAL	SCMU	2 CU YD	5/WEEK	\$ 1,100.00	\$ 13,200.00
FELTON	WASTE MGT	32 GALS	1/WEEL	\$ 15.00	\$ 180.00
GARFIELD PK	SCMU	64 GALS	1/WEEK	\$ 24.00	\$ 288.00
HQ	SCMU	2 CU YD	3/WEEK	\$ 625.00	\$7,500.00
LA SELVA	not applicable				
LIVE OAK	WASTE MGT	1 CU YD	1/WEEK	\$ 110.00	\$1,320.00
SCOTTS VALLEY	not applicable				
				<b>TOTAL</b>	<b>\$ 28,488.00</b>

852201  
03/27/07

CITY OF SANTA CRUZ  
BUDGET FORM  
2007-08

SUPPLIES & SERVICES

Department: LIBRARY  
Activity: FACILITIES  
Object: JANITORIAL SERVICES

Fund	Sub Fund	Dept	Activity	Object	Amount Requested
951	36	50	3515	52211	\$ 177,168.00

FY 2006-07 \$54,879

The City of Santa Cruz conducted a competitive bidding process for janitorial services at all Library facilities. The existing Library Custodians have been removed from the Library Personnel Budget, saving \$189,768. Combined with the cost of the existing janitorial contract (\$54,879), the total savings from the new contract is \$67,479.

FACILITY	SERVICE	MONTHLY	AMOUNT
Aptos	6/week	\$ 1,167	\$ 14,004
Boulder Creek	5/week	\$ 1,004	\$ 12,048
Branciforte	6/week	\$ 1,212	\$ 14,544
Capitola	5/week	\$ 634	\$ 7,608
Central	7/week	\$ 5,322	\$ 63,864
Felton	3/week	\$ 381	\$ 4,572
Garfield Park	3/week	\$ 372	\$ 4,464
Headquarters	5/week	\$ 1,626	\$ 19,512
Live Oak	6/week	\$ 1,790	\$ 21,480
LaSelva	2/week	\$ 342	\$ 4,104
Scotts Valley	6/week	\$ 914	\$ 10,968
TOTAL		\$ 14,764	\$ 177,168
	B52211		
	4/20/2007		

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04/20/07

CITY OF SANTA CRUZ  
BUDGET FORM  
2007-08

SUPPLIES & SERVICES

Department: LIBRARY  
Activity: 50-3515  
Object: Vehicle O&M Inside

Fund	Sub Fund	Dept	Activity	Object	Amount Requested
951	36	50	3515	52223	\$ 36,000.00

FY 2006-07: \$34,374

The Library owns a total of nine vehicles: seven cargo vans, a sedan, and a bookmobile. Vehicle O&M includes fuel and maintenance. The increase is based on the estimates of the City Fleet Manager..

Vehicles should be replaced every seven years, except the Bookmobile, which has a fifteen-year life. In FY 2006-07 we replaced Panel Vans #527 and #528 (used for Delivery) with more energy-efficient vehicles. #527 has been switched to Building Maintenance use, and #528 retired. In FY 2007-08 we should replace Van #151 used for Children's Outreach, which was acquired in 1990. The Outreach staff believes a hybrid SUV would be more useful, so that is what is being proposed in the Capital Outlay budget. It has the added advantage of being less expensive than a panel van.

##	TYPE/USE	YEAR ACQUIRED	FY YEAR REPLACE	FY 07-08 ASSIGNMENT
151	Outreach/Kidreach	7/90	[1999-00]	REPLACE
178	Read to Me Sedan	09/01	2009-10	Family Place Program
527	Cargo Van/Bldg Maintenance [KM]	1997	2003-04	Facilities Maintenance
531	Bookmobile	11/98	2014-15	Outreach
534	Cargo Van/Bldg Maintenance [MK]	08/99	2006-07	Facilities Maintenance
538	CNG Van/Roving Custodian [TD]	05/01	2008-09	Facilities Maintenance
XX	Lift Truck/Delivery	06-07	2013-14	Delivery
XX	Lift Truck/Delivery	06-07	2013-14	Delivery

52223  
03/16/07

CITY OF SANTA CRUZ  
BUDGET FORM  
2007-08

SUPPLIES & SERVICES

Department: LIBRARY  
Activity: 50-3510  
Object: OFFICE EQUIPMENT O&M

Fund	Sub Fund	Dept	Activity	Object	Amount Requested
951	36	50	3510	52240	\$ 5,180.00

FY 2006-07: \$4,650

HQ Admin Office Copier Maintenance Agreement (includes all supplies except paper; \$0.019/copy X 170,000	\$ 3,230.00
Central Branch Office copier @ \$0.019/copy X 50,000	\$ 950.00
Misc. repairs to shredders, typewriters, fax machines etc.	\$ 1,000.00
TOTAL	\$ 5,180.00

852240  
03/13/07

CITY OF SANTA CRUZ  
BUDGET FORM  
2007-08

SUPPLIES & SERVICES

Department: LIBRARY  
Activity: 50-3510  
Object: Other Equipment O&M

Fund	Sub Fund	Dept	Activity	Object	Amount Requested
951	36	50	3510	52244	\$ 3,850.00

FY 2006-07: \$3,850

ADA & MICROFILM EQUIPMENT MAINTENANCE	750.00
CHECKPOINT MAINTENANCE	3,000.00
SHREDDING SERVICES	100.00
	\$ 3,850.00

852244  
03/12/07

CITY OF SANTA CRUZ  
BUDGET FORM  
2007-08

SUPPLIES & SERVICES

Department: LIBRARY  
Activity: FACILITIES  
Object: BUILDING O&M

Fund	Sub Fund	Dept	Activity	Object	Amount Requested
951	36	50	3515	52246	\$ 152,782.00

FY 2006-07: \$151,634

See Table Next Page

852246  
03/21/07



**BUILDING O&M DETAIL: 3515/52246**

**F7 2007-08**

<b>FACILITY</b>	<b>FY 2006-07</b>	<b>FY 2007-08</b>	<b>SUBTOTAL</b>
<b>Aptos</b>			
HVAC Prevent. Maint. @ \$445/quarter	1,780.00	\$ 1,780.00	
First Alarm @ \$42/month	500	\$ 504.00	\$ 2,284.00
<b>Boulder Creek</b>			
HVAC Contract @ \$405/quarter	1,620	\$ 1,620.00	
First Alarm/Fire @ \$85/month	1,224	\$ 1,020.00	
First Alarm/Burglar @ \$25/month	See above	\$ 300.00	
Clean/Repair Stove Pipe		\$ 500.00	
Replace ladders X 2		\$ 450.00	\$ 3,890
<b>Branciforte</b>			
HVAC Contract @ \$305/quarter	\$ 1,220.00	\$ 1,220.00	
ADT/Burglar @ \$35/month	\$ 444.00	\$ 420.00	
First Alarm Night Security		See Central	\$ 1,640.00
<b>Capitola</b>			
ADT/Burglar @ \$35/month	\$ 444.00	\$ 420.00	\$ 420.00
<b>Central</b>			
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	
First Alarm/Fire @ \$70/month	\$ 840.00	\$ 840.00	
First Alarm/Night Security @ \$980/month		\$ 11,760.00	
Five Year Sprinkler Inspection		\$ 400.00	\$ 23,280.00
<b>Felton</b>			
<b>Garfield Park</b>			
HVAC Check 1/year	\$ 130.00	\$ 130.00	
First Alarm/Burglar & Fire @ \$85/mo	\$ 732.00	\$ 1,020.00	
Five Year Sprinkler Inspection		\$ 400.00	
Security Screen Door, Staff Entrance		\$ 150.00	\$ 1,700.00
<b>Headquarters</b>			
HVAC Contract @ \$1,465/quarter	\$ 5,860.00	\$ 5,860.00	
Elevators Prevent. Maint. @ \$500/month	\$ 6,000.00	\$ 6,000.00	
First Alarm/Night Security		See Central	\$ 11,860.00
<b>LaSelva</b>			
<b>Live Oak</b>			
HVAC Contract @ \$3,050/quarter	\$ 12,200.00	\$ 12,200.00	
First Alarm/Fire @ \$34/month	\$ 800.00	\$ 408.00	
Elevator Prevent. Maint. @ \$300/month	\$ 3,600.00	\$ 3,600.00	\$ 16,208.00
<b>Scotts Valley</b>			
HVAC Contract @ \$375/quarter	\$ 1,500.00		\$ 1,500.00
<b>System</b>			
Blinds/Drapes Cleaning	\$ 1,000.00	\$ 1,000.00	
Gutter Cleaning	\$ 2,500.00	\$ 1,000.00	
Carpet/Furniture Cleaning	\$ 7,000.00	\$ 7,000.00	
Uniforms/Mats/Laundry	\$ 8,500.00	\$ 8,500.00	
Building Supplies	\$ 15,000.00	\$ 15,000.00	
Plumbing Emergencies	\$ 3,000.00	\$ 3,000.00	
Electrical Emergencies & etc.	\$ 2,500.00	\$ 2,500.00	
Keys/Locks/Safes/Security	\$ 2,000.00	\$ 2,000.00	
Contingencies	\$ 50,000.00	\$ 50,000.00	\$ 90,000.00
<b>TOTAL</b>	<b>\$ 140,674.00</b>		<b>\$ 152,782.00</b>

B52246

3/21/2007

CITY OF SANTA CRUZ  
BUDGET FORM  
2007-08

SUPPLIES & SERVICES

Department: LIBRARY  
Activity: FACILITIES  
Object: LANDSCAPE MAINTENANCE SERVICES

Fund	Sub Fund	Dept	Activity	Object	Amount Requested
951	36	50	3515	52247	\$ 36,005.00

FY 2006-07: \$31,555

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
Felton		
Garfield Park	\$ 210.00	\$ 2,520.00
Headquarters	\$ 110.00	\$ 1,320.00
LaSelva		
Live Oak	\$ 400.00	\$ 4,800.00
Scotts Valley		
<b>SUBTOTAL CONTRACTS</b>	<b>\$ 2,030.00</b>	<b>\$ 24,360.00</b>
Central Relandscaping System		\$ 5,000.00
Tree Maintenance		\$ 4,000.00
Weed Abatement		\$ 145.00
Contingencies		\$ 2,500.00
<b>TOTAL</b>		<b>\$ 36,005.00</b>
	B52247	
	4/23/2007	

Landscaping Contract is in the process of being re-bid; revised numbers will be available in mid-May.

852247  
4/23/07

CITY OF SANTA CRUZ  
BUDGET FORM  
2007-08

SUPPLIES & SERVICES

Department: LIBRARY  
Activity: TECHNICAL SERVICES  
Object: SOFTWARE MAINTENANCE SERVICES

Fund	Sub Fund	Dept	Activity	Object	Amount Requested
951	36	50	35	52248	\$ 69,253.00

FY 2006-07: \$ 73,003.00

THIS IS A PLACEHOLDER BUDGET PENDING THE ILS UPGRADE

	FY 2006-07	FY 2007-08
DRA Software Maintenance Agreements	\$ 45,000.00	\$ 46,000.00
DRA DRANet E-Z Access	\$ 5,400.00	
Trend Micro (anti-virus software) Maintenance	\$ 1,900.00	\$ 1,200.00
CP Secure		\$ 1,200.00
Eigen Alpha Maintenance (Alpha Software)	\$ 450.00	\$ 400.00
Process Software Corp. Multinet Maintenance	\$ 2,900.00	\$ 2,800.00
Network Solutions SSL Certificate	\$ 600.00	\$ 900.00
Utility Databases	\$ 15,753.00	\$ 15,753.00
Emergencies	\$ 1,000.00	\$ 1,000.00
<b>TOTAL</b>	<b>\$ 73,003.00</b>	<b>\$ 69,253.00</b>
<b>UTILITY DATABASE DETAIL</b>		
OCLC Access for Cataloging, ILL, & Internet	\$ 6,164.70	\$ 6,164.70
B&T Web Acquisitions Access	\$ 9,588.00	\$ 9,588.00
<b>TOTAL</b>	<b>\$ 15,752.70</b>	<b>\$ 15,752.70</b>
	B52248	
	4/6/2007	

852248  
04/06/07

CITY OF SANTA CRUZ  
BUDGET FORM  
2007-08

SUPPLIES & SERVICES

Department: LIBRARY  
Activity: TECHNICAL SERVICES  
Object: HARDWARE MAINTENANCE SERVICES

Fund	Sub Fund	Dept	Activity	Object	Amount Requested
951	36	50	3520	52249	\$ 18,454.00

FY 2006-07: \$ 16,375

	FY 2006-07	FY 2007-08
DEC Hardware Maintenance Agreement	\$ 7,000.00	\$11,754.00
CISCO Router Maintenance	\$ 1,400.00	\$ 1,200.00
PC Maintenance, Spare Parts, etc.	\$ 6,000.00	\$ 3,000.00
Tally Line Printer Maintenance	\$ 975.00	\$ 1,500.00
Emergencies	\$ 1,000.00	\$ 1,000.00
<b>TOTAL</b>	<b>\$ 16,375.00</b>	<b>\$18,454.00</b>
B52249		
4/6/2007		

852249  
04/06/07

CITY OF SANTA CRUZ  
BUDGET FORM  
2007-08

SUPPLIES & SERVICES

Department: LIBRARY  
Activity: FACILITIES  
Object: RENTS

Fund	Sub Fund	Dept	Activity	Object	Amount Requested
951	36	50	3515	52261	\$ 376,811.00

FY 2006-07: \$ 373,620

	MONTHLY	ANNUAL	SUBTOTAL S
LaSelva Beach: 2,200 square feet @ \$0.27/sq ft	\$ 600	\$ 7,200	\$ 7,200
Scotts Valley: 5,300 square feet @ \$1.34 sq ft	\$ 7,102	\$ 85,227	\$ 85,227
Felton: 1,250 square feet @ \$1.00 sq ft	\$ 1,250	\$ 15,000	\$ 15,000
Headquarters: 12,313 square feet @ \$1.44 sq ft			
5 months	\$ 17,450	\$ 87,250	
7 months	\$ 17,890	\$ 125,230	
Triple Net	\$ 4,596	\$ 55,152	\$ 267,632
Storage Space, Family Place	\$ 146	\$ 1,752	\$ 1,752
TOTAL			\$ 376,811
B52261			
4/2/2007			

"Triple Net" is the charge the landlord makes for utilities and insurance since the Library shares the space with an another tenant.

852261  
04/02/07

CITY OF SANTA CRUZ  
BUDGET FORM  
2007-08

SUPPLIES & SERVICES

Department: LIBRARY  
Activity: ADMINISTRATION  
Object: TRAVEL

Fund	Sub Fund	Dept	Activity	Object	Amount Requested
951	36	50	3510	52302	\$ 3,000.00

FY 2006-07: \$2,000

"Travel" includes other Conference expenses for all staff, such as registration, hotels, and meals at the City-mandated rates. Included this year are funds to support travel to the biannual Public Library Director's Forum, which the State Librarian has re-instituted. The local library is expected to pay the travel expense, while the State picks up hotels and meals.

The mileage reimbursement rate is currently \$0.485/mile, but we believe it will go up to at least \$0.500/mile due to the high cost of fuel.

852302  
03/22/07

CITY OF SANTA CRUZ  
BUDGET FORM  
2007-08

SUPPLIES & SERVICES

Department: LIBRARY  
Activity: FACILITIES  
Object: TRAVEL

Fund	Sub Fund	Dept	Activity	Object	Amount Requested
951	36	50	3515	52302	\$ 650.00

FY 2006-07: \$260.00

Branch Visits by Office Manager

Formula: 25 miles/week X \$0.50/mile X 52 weeks = \$650.

Increase is based on experience in FY 2006-07.

CITY OF SANTA CRUZ  
BUDGET FORM  
2007-08

SUPPLIES & SERVICES

Department: LIBRARY  
Activity: TECHNICAL SERVICES  
Object: TRAVEL

Fund	Sub Fund	Dept	Activity	Object	Amount Requested
951	36	50	3520	52302	\$ 1,300.00

FY 2006-07: \$520.00

Branch Visits by Network Access Services staff:

Formula: 25 miles/week X \$0.50/mile X 52 weeks X 2 = \$1,300.00

Increase is based on FY 2006-07 experience.



CITY OF SANTA CRUZ  
BUDGET FORM  
2007-08

SUPPLIES & SERVICES

Department: LIBRARY  
Activity: PUBLIC SERVICES  
Object: TRAVEL

Fund	Sub Fund	Dept	Activity	Object	Amount Requested
951	36	50	3515	52302	\$ 2,800.00

FY 2006-07: \$3,000.00

Branch Visits by Selection Librarians:

Formula: 10 miles/month X \$0.50/mile X 12 months X 15 = \$900.00

Regional Meetings: \$500.00

Training Travel:

Formula: 80 miles roundtrip X \$0.50/mile X 35 projected staff: \$1,400

52302  
03/16/07

CITY OF SANTA CRUZ  
BUDGET FORM  
2007-08

SUPPLIES & SERVICES

Department: LIBRARY  
Activity: 50-3510  
Object: TRAINING

Fund	Sub Fund	Dept	Activity	Object	Amount Requested
951	36	50	3510	52304	\$ 19,715.00

FY 2006-07: \$14,141

The increase is attributable to a change in the provider of ergonomic training, and the expenses of Staff Morning in late September. In this budget the library is spending roughly \$143 per employee on training.

MOU Tuition Reimbursement @ \$500/employee X 7	\$ 3,500.00
Youth Services Staff ACL* Workshop @ \$65/employee X 11	\$ 715.00
Support Staff COLT** Workshop @ \$25/employee X 10	\$ 250.00
INFOPEOPLE TRAINING: Two workshops @ \$2,000 each or individual online instruction	\$ 4,000.00
Staff Day	\$ 7,500.00
Ergonomic Individual Assessments or On-Site visits @ \$100/hr X 5 [Dominican/Deirdre Rodgers/Ergovera]	\$ 500.00
New Employee Training: 2 classes @ \$400 each [Dominican/Deirdre Rodgers/Ergovera]	\$ 800.00
Ergonomic Refresher Training, 50% of staff @ \$150 X 3 [Dominican/Deirdre Rodgers/Ergovera]	\$ 450.00
Workbooks, Manuals, Brochures, Media, other Materials	\$ 500.00
Unexpected Training Opportunities	\$ 1,500.00
<b>TOTAL</b>	<b>\$19,715.00</b>
* ACL = Association of Children's Librarians	
**COLT = Council on Library/Media Technicians	
B52304	
4/12/2007	

852304  
04/12/07

CITY OF SANTA CRUZ  
BUDGET FORM  
2007-08

SUPPLIES & SERVICES

Department: LIBRARY  
Activity: ADMINISTRATION  
Object: TELECOMMUNICATIONS - INTERNAL

Fund	Sub Fund	Dept	Activity	Object	Amount Requested
951	36	50	3510	52402	\$ 62,016.00

FY 2006-07: \$44,016.00

Voice PBX System communications for Central, Branciforte, and Garfield Park Branches and for Headquarters facility; see 3510/53403 for other Branches

41% increase is library share of project (beginning in FY 2007-08) to support replacement and upgrade of City equipment.

852402  
03/22/07

CITY OF SANTA CRUZ  
BUDGET FORM  
2007-08

SUPPLIES & SERVICES

Department: LIBRARY  
Activity: ADMINISTRATION  
Object: TELECOMMUNICATIONS-OUTSIDE

Fund	Sub Fund	Dept	Activity	Object	Amount Requested
951	36	50	3510	52403	\$ 33,652.00

FY 2006-07: \$27,279.00

Voice telephone service for all Branches except those located in the City of Santa Cruz, as well as staff cell phone charges where required.

	AVER/MO	ANNUAL
BRANCH VOICE TELEPHONES	\$ 2,300	\$ 27,600
PUBLIC INFORMATION ACCESS	\$ 200	\$ 2,400
PAGERS 4 X \$7.00	\$ 28	\$ 112
CELL PHONES:		
Admin Staff: 1 X \$45.00	\$ 45	\$ 540
Facilities Staff: 4 X \$45.00	\$ 180	\$ 2,160
Bookmobile Staff: 1 X \$45.00	\$ 45	\$ 540
Vehicles		
Technical Services 2 X \$5.00	\$ 10	\$ 120
Outreach Services 3 X \$5.00	\$ 15	\$ 180
<b>TOTAL</b>		<b>\$ 33,652</b>

CITY OF SANTA CRUZ  
BUDGET FORM  
2007-08

SUPPLIES & SERVICES

Department: LIBRARY  
Activity: TECHNICAL SERVICES  
Object: TELECOMMUNICATIONS-OUTSIDE

Fund	Sub Fund	Dept	Activity	Object	Amount Requested
951	36	50	3520	52403	\$ 106,260.00

FY 2006-07: \$ 92,759

Telecommunication costs of automation system.

	AVER/MO	ANNUAL
Bookmobile Connectivity		
PC Card	\$ 60	\$ 720
Modem Lines 4 X \$20	\$ 80	\$ 960
Frame Relay Service	\$ 7,500	\$ 90,000
ISP T1 Lines 4 X \$250	\$ 1,000	\$ 12,000
Central Branch Modem Lines	\$ 125	\$ 1,500
NAS staff Cell Phones 2 X \$45.00	\$ 90	\$ 1,080
<b>TOTAL</b>		<b>\$ 106,260</b>
B52403.		
3/21/2007		

852403X  
03/21/07

CITY OF SANTA CRUZ  
BUDGET FORM  
2007-08

SUPPLIES & SERVICES

Department: LIBRARY  
Activity: FACILITIES  
Object: INSURANCE - INTERNAL

Fund	Sub Fund	Dept	Activity	Object	Amount Requested
951	36	50	3515	52932	\$ 21,966.00

FY 2006-07: \$21,430.00

The City bills the Library System for its pro-rated share of property insurance. In FY 2006-7 this was 7.39% of the total. The City Risk Manager makes insurance cost projections and handles the Library System's insurance accounts.

852932

CITY OF SANTA CRUZ  
BUDGET FORM  
2007-08

SUPPLIES & SERVICES

Department: LIBRARY  
Activity: ADMINISTRATION  
Object: INSURANCE – OUTSIDE

Fund	Sub Fund	Dept	Activity	Object	Amount Requested
951	36	50	3510	52933	\$ 15,990.00

FY 2006-07: \$16,000.00

The City Risk Manager handles the Library insurance, and projects the following rate for the new fiscal year.

Public Official Director's and Officer's Liability is covered in this budget object.

852933

CITY OF SANTA CRUZ  
BUDGET FORM  
2007-08

SUPPLIES & SERVICES

Department: LIBRARY  
Activity: FACILITIES  
Object: INSURANCE - OUTSIDE

Fund	Sub Fund	Dept	Activity	Object	Amount Requested
951	36	50	3515	52933	\$ 37,783.00

FY 2006-07: \$35,600

The City Risk Manager handles the Library Insurance, and projects the following rates for the new fiscal year.

	FY 2006-07	FY 2007-08
Primary Package Liability	\$ 9,000	\$ 9,225
Excess Liability	\$ 10,328	\$ 10,586
Vehicle Insurance	\$ 17,533	\$ 17,971
<b>TOTAL</b>	<b>\$ 36,861</b>	<b>\$ 37,783</b>

Definitions:

Primary Package: liability each location per listing on policy

Excess Liability: over primary auto/general liability

Total liability coverage for any one occurrence/accident is \$11,000,000

852933X  
04/06/07



CITY OF SANTA CRUZ  
BUDGET FORM  
2007-08

SUPPLIES & SERVICES

Department: LIBRARY  
Activity: 50-3510  
Object: ADVERTISING

Fund	Sub Fund	Dept	Activity	Object	Amount Requested
951	36	50	3510	52960	\$ 1,000.00

FY 2006-07: \$1,000

Bid advertisements, public hearings, etc.

852960  
03/12/07

CITY OF SANTA CRUZ  
BUDGET FORM  
2007-08

SUPPLIES & SERVICES

Department: LIBRARY  
Activity: 50-3510  
Object: DUES & MEMBERSHIPS

Fund	Sub Fund	Dept	Activity	Object	Amount Requested
951	36	50	3510	52961	\$ 9,547.00

FY 2006-07: \$7,747.00

POSITION	ORGANIZATION	MEMBER SHIP TYPE	AMOUNT
Director	American Library Assoc.	Personal	\$ 195.00
Director	California Library Assoc.	Personal	\$ 140.00
Director	Cal. County Librarians Assoc.	Personal	\$ 35.00
Other Management	Profession Dues as per MOU at \$300 each X 6	Personal	\$1,800.00
Other Professionals	Professional Dues Match at \$150 each X 32	Personal	\$4,800.00
SLAs/Technicians	Dues match @ \$30/each X 22	Personal	\$ 660.00
LJPBoard	CALTAC @ \$13/each X 9	Personal	\$ 117.00
Library System	California Library Assoc.	Institutional	\$1,200.00
Library System	Chambers of Commerce X 4; Downtown Association; Business Associations etc..		\$ 600.00
<b>TOTAL</b>			<b>\$9,547.00</b>
	B52961		
	3/12/2007		

852961  
03/12/07

CITY OF SANTA CRUZ  
BUDGET FORM  
2007-08

SUPPLIES & SERVICES

Department: LIBRARY  
Activity: 50-3510  
Object: PRINTING - OUTSIDE

Fund	Sub Fund	Dept	Activity	Object	Amount Requested
951	36	50	3510	52972	\$ 6,000.00

FY 2006-07: \$5,000

Standard printing costs for office/administration forms, letterhead, business cards, etc., and all publications of the Library System.

852972a  
03/12/07

CITY OF SANTA CRUZ  
BUDGET FORM  
2007-08

SUPPLIES & SERVICES

Department: LIBRARY  
Activity: TECHNICAL SERVICES  
Object: PRINTING - OUTSIDE

Fund	Sub Fund	Dept	Activity	Object	Amount Requested
951	36	50	3520	52972	\$ 11,000.00

FY 2006-07: \$10,000.00

Printing costs for all technical services functions: circulation, processing, cataloging, acquisitions.

852972b  
04/12/07

CITY OF SANTA CRUZ  
BUDGET FORM  
2007-08

SUPPLIES & SERVICES

Department: LIBRARY  
Activity: 50-3530  
Object: PRINTING - OUTSIDE

Fund	Sub Fund	Dept	Activity	Object	Amount Requested
951	36	50	3530	52972	\$ 10,000.00

FY 2006-07: \$6,000.00

Printing for public service programs, including Youth Services, Adult Summer Reading Program, book marks, book lists, etc. Increase is to support increased programming and automation training for adults.

852972C  
03/12/07

CITY OF SANTA CRUZ  
BUDGET FORM  
2007-08

SUPPLIES & SERVICES

Department: LIBRARY  
Activity: 50-3510  
Object: POSTAGE

Fund	Sub Fund	Dept	Activity	Object	Amount Requested
951	36	50	3510	53101	\$ 21,000.00

FY 2006-07: \$19,500

Covers postage and shipping costs for all Divisions, including patron mail noticing. Handling fee at City of Santa Cruz Mailing Center is also included. Increase is due to major increase in number of Interlibrary Loan Requests being handled plus anticipated USPS postage rate increase.

853101  
3/12/07

CITY OF SANTA CRUZ  
BUDGET FORM  
2007-08

SUPPLIES & SERVICES

Department: LIBRARY  
Activity: 50-5310  
Object: OFFICE SUPPLIES

Fund	Sub Fund	Dept	Activity	Object	Amount Requested
951	36	50	3510	53102	\$ 17,500.00

FY 2006-07: \$17,000.00

The Office Supplies account covers supplies for the Library Administration function, as well a standard office supplies for each Branch library.

853102  
03/15/07

CITY OF SANTA CRUZ  
BUDGET FORM  
2007-08

SUPPLIES & SERVICES

Department: LIBRARY  
Activity: 50-3530  
Object: BOOKS/MEDIA/PERIODICALS

Fund	Sub Fund	Dept	Activity	Object	Amount Requested
951	36	50	3530	53106	\$ 984,477.00

FY 2006-07: \$960,465

\$994,477 is a 2.5% increase over FY 2006-07, the annual target

	2004-05	2005-06	2006-07	2007-08
Richardson Trust	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000
Finkelday Trust	\$ 755	\$ 755	\$ 755	\$ 755
McCaskill Loc Hist	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
McCaskill Vis Imp	\$ 6,300	\$ 6,300	\$ 6,300	\$ 6,300
Calif PubLibFund	\$ 82,431	\$ 79,992	\$ 117,957	\$ 118,436
Tax Revenue Sources	\$ 743,514	\$ 795,953	\$ 818,453	\$ 841,986
<b>SUBTOTAL</b>	<b>\$ 850,000</b>	<b>\$ 900,000</b>	<b>\$ 960,465</b>	<b>\$ 984,477</b>
Added Revenue				
Appropriation, 2/06		\$ 65,000		
<b>TOTAL</b>		<b>\$ 965,000</b>	<b>\$ 960,465</b>	<b>\$ 984,477</b>
BEQUEST SUBTOTAL	\$ 24,055	\$ 24,055	\$ 24,055	\$ 24,055
B53106				
3/12/2007				

853106  
03/12/07



CITY OF SANTA CRUZ  
BUDGET FORM  
2007-08

SUPPLIES & SERVICES

Department: LIBRARY  
Activity: FACILITIES  
Object: SAFETY CLOTHING AND EQUIPMENT

Fund	Sub Fund	Dept	Activity	Object	Amount Requested
951	36	50	3515	53108	\$ 3,670.00

FY 2006-07: \$3,610.00

Beacon Fire Extinguisher Maintenance, all sites	\$ 1,000.00
Safety Shoes, Building Maintenance Workers, Courier/Drivers, and Network Access Services X 9	\$ 1,170.00
Zee Service Co, first aid kit supply service at all sites and vehicles	\$ 750.00
Miscellaneous Safety Supplies: needle disposal kits, ear muffs/plugs, disposable gloves, CPR kits, etc.	\$ 250.00
Ergonomic accessories: monitor risers, glare screens, Hand braces and gloves, foot rests, copy holders, task lighting, etc.	\$ 500.00
TOTAL	\$ 3,670.00

853108  
04/12/07

CITY OF SANTA CRUZ  
BUDGET FORM  
2007-08

SUPPLIES & SERVICES

Department: LIBRARY  
Activity: PUBLIC SERVICES  
Object:: COPIER SUPPLIES

Fund	Sub Fund	Dept	Activity	Object	Amount Requested
951	36	50	3530	53109	\$ 6,948.00

FY 2006-07: \$6,948.00

This line includes the public copying costs paid by the library, which are provided by a vendor contract. The contract has two components:

1. Paper Copying: The vendor supplies sixteen copy machines for public use at ten facilities, providing all supplies (paper, ink cartridges, toner) and service. The machines are coin-operated or debit-card activated. The vendor collects and keeps all revenue from the machines. Copy charges are \$0.15 per page, which does not cover the cost of the low-use machine at smaller branches. The Library therefore pays \$475/month in rental/use charges, as well as for Bypass copying by staff. These are copies for staff/library use (since the copy machines are the only ones in the Branch) or to solve the public's problems. Bypass copying charges average \$104 per month.
2. Microfilm Reader/Printers: The vendor supplies six debit card readers for the library's microfilm Reader/Printers, charging for copies at a price of \$0.15/page.
3. Printer Copying: The Library hopes eventually to contract with a vendor for this service. Currently, however, computer workstations are networked to the library-owned printers.

Vendor Contract, Copy Machines & Microfilm Reader/Printers @ \$475/month X 12	\$ 5,700.00
Bypass Charges @ \$104.00 month	\$ 1,248.00
Total	\$ 6,948.00

853109  
04/12/07

CITY OF SANTA CRUZ  
BUDGET FORM  
2007-08

SUPPLIES & SERVICES

Department: LIBRARY  
Activity: 50-3520  
Object:: COMPUTER SUPPLIES

Fund	Sub Fund	Dept	Activity	Object	Amount Requested
951	36	50	3520	53110	\$ 40,000.00

FY 2006-07: \$14,350.00

This object is used for the items such as disk, tapes, and toner cartridges used by the staff and public in association with the automation system.

Also, because of a Finance Department change in practice, the \$25,000 for the annual computer replacement cycle previously budgeted in Capital Outlay, is now included in this budget line.

853110  
03/15/07

CITY OF SANTA CRUZ  
BUDGET FORM  
2007-08

SUPPLIES & SERVICES

Department: LIBRARY  
Activity: TECHNICAL SERVICES  
Object: LIBRARY FUNCTIONAL SUPPLIES

Fund	Sub Fund	Dept	Activity	Object	Amount Requested
951	36	50	3520	53112	\$ 183,378.00

FY 2006-07: \$154,499.00

Supplies and other items related to the Library's information provision function. A major portion of the increase over FY 2006-07 is due to a change in Finance Department practice that requires assigning equipment items under \$5,000 to program activities, rather than including them in a capital outlay budget. The equipment items proposed for purchase on listed on the Table on the next page.

1	In-House Processing @ \$1.00/item X 14,098 items	\$ 14,098.00
2	Contract Processing @ 15% of B&T/BWI budget	\$ 60,782.00
3	Media Processing Supplies	\$ 18,062.00
4	Interlibrary Loan Supplies	\$ 2,500.00
5	Added ILL/MOBAC Delivery	\$ 3,000.00
6	Barcode labels	\$ 6,500.00
7	Date Due Cards	\$ 9,000.00
8	Borrower Cards X 20,000	\$ 8,000.00
7	Notices @ 12,000	\$ 1,600.00
8	Binding/Tape Replacement	\$ 15,000.00
9	Content Café	\$ 4,500.00
10	MOBAC Dues	\$ 11,079.00
11	CALIFA Consortium Dues	\$ 500.00
12	Iliad Software for Internlibrary Loan	\$ 2,250.00
13	OCLC Charge to host Iliad	\$ 3,245.00
14	Miscellaneous Supplies	\$ 2,000.00
15	Equipment Items under \$5,000	\$ 21,262.00
	<b>TOTAL</b>	<b>\$ 183,378.00</b>
		B53112
		4/20/2007

853112  
04/16/07

**EQUIPMENT ITEMS UNDER \$5,000**

<b>WHAT</b>	<b>BRANCH</b>	<b>AMOUNT</b>
Flat Shelf Book Truck X 1	GP	\$ 245.00
Display Book Trucks X 2	Cen	\$ 798.00
Shelf Stereo	GP	\$ 200.00
Public Workstation Chairs X 8	GP	\$ 1,512.00
Public Workstation Chair X 1	LSB	\$ 189.00
Sled-style Chairs X 6	LSB	\$ 615.00
Library Stools X 12	Cen	\$ 1,788.00
CD Tote Bins X 10	Cen	\$ 149.90
VHS/DVD Display Rack	Cap	\$ 1,250.00
Safco Wire Storage Cubes X 3	Cen	\$ 104.97
Digital Answering Machine	Cap	\$ 40.00
Book Drop foam rubber	Cap	\$ 200.00
Periodical Binders X 134	B-40	\$ 1,525.04
Period/Newspaper Display	B-40	\$ 680.00
Period/Newspaper Holders X 2	Cen	\$ 398.00
Magnetic Folding Easle	Cen	\$ 139.99
Story Hour Supplies	Cen	\$ 100.00
Literature Holders, Various	Cen	\$ 1,103.10
Step Stools X 2	Cen	\$ 170.00
Book Ends X 300	SV	\$ 1,008.00
Scanner Replacement	SV	\$ 200.00
Pamphlet Displayers	SV	\$ 1,000.00
Digital Cameras X 12	System	\$ 2,400.00
MP3 Players X 50	System	\$ 3,000.00
SUBTOTAL		\$ 18,816.00
Tax & Shipping @ 13%		\$ 2,446.08
TOTAL		\$ 21,262.08
	8CAPOUT.REQ	
	4/16/2007	

CITY OF SANTA CRUZ  
BUDGET FORM  
2007-08

SUPPLIES & SERVICES

Department: LIBRARY  
Activity: 50-3515  
Object: JANITORIAL SUPPLIES

Fund	Sub Fund	Dept	Activity	Object	Amount Requested
951	36	50	3515	53113	\$ 20,140.00

FY 2006-07: \$20,140.00

Toilet paper, paper towels, hand soap, cleaning supplies, etc.

853113  
03/13/07

CITY OF SANTA CRUZ  
BUDGET FORM  
2007-08

SUPPLIES & SERVICES

Department: LIBRARY  
Activity: FACILITIES  
Object: ELECTRICITY

Fund	Sub Fund	Dept	Activity	Object	Amount Requested
951	36	50	3515	53311	\$ 136,964.00

FY 2006-07: \$132,975

Electricity at all facilities except Headquarters; 3% increase anticipated

853311

CITY OF SANTA CRUZ  
BUDGET FORM  
2007-08

SUPPLIES & SERVICES

Department: LIBRARY  
Activity: FACILITIES  
Object: NATURAL GAS

Fund	Sub Fund	Dept	Activity	Object	Amount Requested
951	36	50	3515	53312	\$ 20,987.00

FY 2006-07: \$20,575.00

Natural gas for all facilities except Headquarters; 2% increase anticipated

853312



CITY OF SANTA CRUZ  
BUDGET FORM  
2007-08

SUPPLIES & SERVICES

Department: LIBRARY

Activity: 50-3510

Object: MISCELLANEOUS SUPPLIES & SERVICES

Fund	Sub Fund	Dept	Activity	Object	Amount Requested
951	36	50	3510	54990	\$ 3,200.00

FY 2006-07: \$3,200.00

Volunteer Recognition	\$ 500.00
New Staff Recognition	200.00
Hosted Meetings & Misc.	2,500.00
TOTAL	\$ 3,200.00

854990

CITY OF SANTA CRUZ  
BUDGET FORM  
2007-08

SUPPLIES & SERVICES

Department: LIBRARY  
Activity: 50-3530  
Object: MISCELLANEOUS SUPPLIES & SERVICES

Fund	Sub Fund	Dept	Activity	Object	Amount Requested
951	36	50	3530	54990	\$ 7,280.00

FY 2006-07: \$ 7,280.00

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

854990A  
03/13/07

**FY 2007-08**  
**CAPITAL PROJECTS & EQUIPMENT PURCHASES**

**TOTALS**

**3510-57203: Building Remodeling**

Boulder Creek Deck Replacement	\$ 40,000.00	
Boulder Creek Skylight Replacement	\$ 4,000.00	<b>\$ 44,000.00</b>

**3510-57401 Office Furn/Equipment**

Shelving, Various: See Note	\$ 20,381.00	
Replacement Copier, Central Office	\$ 5,000.00	
Delivery Crates X 496	\$ 5,044.00	
Replacement Furniture, SV	\$ 1,200.00	
Signage Project Continuation	\$ 10,000.00	<b>\$ 41,625.00</b>

**3510:57403: Vehicles**

Kidreach Ford SUV Escape Hybrid	\$ 30,000.00	<b>\$ 30,000.00</b>
[Replace 1990 Outreach Van #191]		

<b>TOTAL</b>	<b>\$ 115,625.00</b>
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<b>3510-57401 Shelving Detail</b>	<b>Branch</b>	<b>Amount</b>
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**ALL SHELVING IS PURCHASED FROM THE HOPLEY CO.**

**WHICH CAN PROVIDE THE CMAS DISCOUNT OF 44.3%**

**Total includes estimate for installation**

Hinged Periodical Display X 2	GP	\$ 255.00
Metal Paperback Shelving	Cap	\$ 2,300.00
36" Shelving Segment	Aptos	\$ 839.51
Media Units X 2	Aptos	\$ 2,455.61
Periodical shelving	B-40	\$ 210.20
Shelving Canopies & End Panels	B-40	\$ 4,126.14
9" Book Supports X 415	LO	\$ 3,016.70
Media Browser Bins	LO	\$ 779.13
Steel Book Supports X 24	B-40	\$ 88.56
Hinged Periodical Shelves X 6	LSB	\$ 403.49
Media Shelving	LSB	\$ 856.80
Shelving Tier, Youth Services	SV	\$ 900.00
Periodical Shelves X 6	Cen	\$ 505.00
End Panels X 5	Cen	\$ 1,595.00
Installation Estimate		\$ 2,050.00
<b>TOTAL</b>		<b>\$ 20,381.14</b>

CMAS: California Multiple Award Schedules, a statewide program  
for purchasing standard equipment items

8CAPREQ.LST

4/23/2007