



SANTA CRUZ • PUBLIC
LIBRARIES
A City County System

LIBRARY JOINT POWERS AUTHORITY BOARD

Monday, June 4, 2007 at 7:30 PM
Community Meeting Room
224 Church Street, Santa Cruz

6:30 PM CLOSED SESSION

Labor Negotiations (Government Code §65967.6)

Martin Bernal – Negotiator

Employee Organizations – Service Employees International Union
Supervisory Employees, Operating Engineers
Mid-Management, Operating Engineers

Real Property (Government Code §54957.6)
Locust Union Property

NOTE: THE LIBRARY FINANCING AUTHORITY WILL MEET AT 7:15 PM

7:30 PM PUBLIC MEETING

1. ROLL CALL
2. APPROVE AGENDA
3. APPROVE MINUTES OF MAY 7, 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. Conduct Public Hearing on FY 2007-08 Library Budget.
- B. Review Capital Projects List
- C. Consider Revised Draft FY 2007-08 Library Budget
- D. Accept Distribution from Kemme Trust

11. SCHEDULE NEXT MEETING

The next meeting is scheduled for Monday, July 2, 2007. The Board will hear a report on City of Santa Cruz and Library hiring procedures, and will consider and adopt the FY 2007-08 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.

**LIBRARY JOINT POWERS BOARD
SUSPENSE LIST
5/29/07**

WHAT?	NEXT ACTION	DUE
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Financial Planning Process

- | | | |
|---------------------------------------------------------------------------------------|----------|--------|
| 1 Review/Modify Standards for Library Services/Facilities, and Facilities Master Plan | COMPLETE | |
| 2 Prepare 5 Year Projection of Library Baseline Expenses | COMPLETE | |
| 3 Prepare 5 Year Projection of Library Revenues | COMPLETE | |
| 4 Develop estimates for Capital and other Projects | COMPLETE | |
| 5 Determine if Library structural changes are required | PENDING | Feb-06 |
| 6 Prioritize implementation of Capital projects | COMPLETE | |
| 7 Consider/Choose Options for adding funding for Capital Projects | PENDING | |

Library Automation System Upgrade

- | | | |
|--------------------------------------------------------------------------|----------|--|
| 8 Staff report to JPB on project planning progress | COMPLETE | |
| 9 Adopt general project budget appropriate Phase 1 funds | COMPLETE | |
| 10 Consider and make Phase 1.2 appro. | COMPLETE | |
| 11 Final recommendation re ILS vendor, JPB makes funding source decision | Sep-07 | |
| 12 Report to Board on Interlibrary Loan Access Issues | COMPLETE | |
| 13 Upgrade Library Website to include JPB minutes/agenda archives | COMPLETE | |
| 14 Staff continues review/upgrade of Library Web Site | Sep-07 | |

Joint Powers Board Housekeeping

- | | | |
|-------------------------------------------------------------------------------------------------|-------------------|--------|
| 15 Annual election of officers | | Feb-07 |
| 16 Appoint Citizen Members | Jan -08, -09, -10 | |
| 17 Meet with Director of Libraries in closed session to discuss communications and other issues | May-07 | |
| 18 Conduct Director Appraisal | Oct/Nov 07 | |
| 19 Renew Joint Powers Agreement | COMPLETE | |

Budgeting/Financial Management

20	Review Annual Audit	Mar-07
21	Review current budget status, consider budget revision proposals	Dec-07
22	Discuss budget priorities for coming fiscal year, provide staff direction	COMPLETE
23	Consider draft budget, recommend changes	May, June 07
24	Adopt final budget	Jul-07
25	Review quarterly revenue reports	Nov, Feb, May, Aug
26	Review quarterly expenditure reports	Sep, Dec, Mar, Jun

Personnel Issues

27	Hear report of Staff Classification Task Force	COMPLETE
28	Hear report on Staff Hiring Procedures	Jul-07
29	Hear report on Staff Development	Sep-07

Legislation/Advocacy

30	Adopt Annual Legislative Program	Dec-06
31	Expand Public Information Program	FY 2007-08
32	Renew library sales tax	Nov-12 4/1/2013

2006 Staff Day Task Force Reports

33	Hold Study Session to Hear/Discuss Task Force Reports	COMPLETE
34	Approve recommendations for changes as required	COMPLETE
35	Receive report on Request No Pick-up Fine collection changes	COMPLETE
36	Receive report from Wayfinding Task Force	Jul-07

Headquarters Move

37	Approve move to Locust/Union Street site	COMPLETE
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Felton Branch

38	Hear report from Felton Task Force on community discussions/architectural plans for Verutti Site	Jun-07
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Aptos Parking Lot

39	Appropriate funds to secure plans and specs for project	COMPLETE
40	Secure funds to complete project See #7 Above	

SANTA CRUZ PUBLIC LIBRARIES
A CITY-COUNTY SYSTEM

LIBRARY JOINT POWERS BOARD

MINUTES

May 7, 2007

Central Branch 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

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, Supervisor Mark
Stone

Absent:

Excused:

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

II. APPROVAL OF MEETING AGENDA OF MAY 7, 2007

Councilmember Mathews moved, seconded by Supervisor Beautz

that the Board approve the agenda of May 7, 2007.

UNAN

III. APPROVE MINUTES OF APRIL 9, 2007

Councilmember Rotkin moved, seconded by Councilmember Mathews

that the Board approve the minutes of April 9, 2007

UNAN

ABSTAIN: Stone

IV. ORAL COMMUNICATIONS

None

V. CONSENT AGENDA

None

VI. WRITTEN COMMUNICATIONS

None

VII. REPORTS OF ADVISORY BODIES

Patricia Huntsinger, Board Member of the Friends of the Santa Cruz City-County Library System reported the following Friends' activities:

- Civic Sale May 18th and 19th
- Submitted 2 Grants to the Community Foundation of Santa Cruz County
 - The first on behalf of the Santa Cruz Public Libraries to enhance the grant writing database
 - The second on behalf of the Felton Library Friends
- "Life of a Book" film to be shown on Community TV
 - This film will probably air in the summer of 2007 and will show the life of a book from the time it is donated to the time it is goes to the book sale
- Members were sent nomination forms for the 2007-08 Board of Directors
- In June there will be a Volunteer Recognition Brunch for the book sorting and store volunteers

VIII. MEMBER REPORTS

LJPB Agreement Amendments need to be placed on the corresponding council agendas.

IX. STAFF REPORTS

A. The Director made the following reports:

- No report to make on the City's acquisition of the Locust Street Property (Kirby School)

- Community Foundation has asked the Director to meet with the Program Committee to talk about the two grant proposals.
- Scotts Valley is engaged in an EIR process for the new Town Center Project and has asked the Director to come and meet with them to receive input on what the library will want.

X. OTHER BUSINESS

A. Consider/Adopt Policy Regarding Decorum at Meetings

Councilmember Rotkin moved, seconded by Supervisor Beautz

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

Amendments:

- 1. Strike "public" from the following statement: "The following rules will govern public behavior at Board meetings."**
- 2. Strike "three minutes" from #3 and add "time to be established by chair of the board".**

UNAN

B. Consider Draft FY 2007-08 Library Budget

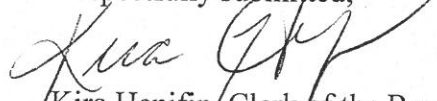
XI. SCHEDULE NEXT MEETING

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.

XII. ADJOURNMENT

The regular meeting adjourned at 8:45 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 29, 2007

TO: LIBRARY JOINT POWERS AUTHORITY BOARD
FR: DIRECTOR OF LIBRARIES 
RE: FY 2007-08 LIBRARY BUDGET SECOND DRAFT

RECOMMENDATION: That the Board consider further FY 2007-08 Budget provisions proposed by staff and the public, and direct the staff on how to proceed.

DISCUSSION

The Board is scheduled to meet on Monday, July 2nd, at which time it should adopt a budget for the coming fiscal year. At that meeting it would also consider resolutions appropriating various Trust revenues. This memorandum contains updates and further recommendations for the coming year's budget.

STAFF SUGGESTED CHANGES TO FIRST BUDGET DRAFT

[on blue paper; budget detail sheets should be inserted in the Board member's Budget Binder]

REVENUES (Budget Book New Page 1)

At its meeting on June 4th the Library Financing Authority will consider revenue changes for both FY 2006-07 and FY 2007-08 that raise the projected tax revenue to \$11,648,716. This figure, combined with other sources, brings the total anticipated revenue for FY 2007-08 to \$12,916,582.

EXPENSES: PERSONNEL (Budget Book Page 1-4; Insert New Page 4)

In May staff proposed the addition of 2.5 employees, at a total (revised) cost of \$88,910. Also included in "Added Personnel" was \$58,000, representing additions and changes the Board approved in April, but are not yet included in the Finance Department projections.

Staff now proposes that in addition, the Library add staff sufficient to **increase open hours at our Boulder Creek and Felton Branches**. Both are open only

five days per week, a total of 37 hours each. The staff additions (a half time Library Clerk at Boulder Creek and six additional Library Clerk hours at Felton) will enable both branches to be open on Monday from 11am to 6pm.

Each San Lorenzo Valley branch would be open 44 hours per week. Later in the fiscal year, if funds are available, staff will propose that the Board add staff sufficient to also increase the open hours to 44 per week at Capitola and Branciforte, which are currently open 42 and 41 hours respectively. See new Budget Book Page 4 for a summary of open hours, days, and staffing levels.

Total cost of the proposed open hours addition is \$29,765. The Table below summarizes all the proposed personnel changes.

FY 2007-08 PROPOSED PERSONNEL ADDITIONS

	POSITION #	COST INC. BENEFITS
TECHNICAL SERVICES		
Add FT Library Clerk/Processing	151-???	\$ 43,056
PUBLIC SERVICES		
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
Add PT Library Clerk/Boulder Creek	150-???	\$ 21,528
Add 6 hours to Library Clerk/Felton	150-033	\$ 8,237
	Subtotal	\$ 118,100
April Personnel Changes		\$ 58,000
	Total	\$ 176,100
	8PERSONNEL.REQ	
	5/23/2007	

EXPENSES: SUPPLIES & SERVICES

A revised FY 2007-08 Draft Supplies & Services Budget appears on Budget Book Page 5. It includes the following changes.

Professional Services Other (Budget Book New Page 8)

In May staff proposed hiring professional consulting assistance to develop a communications plan that would help ensure that the public is informed about the depth and breadth of library services. In response to an RFP two proposals from local firms were received. Both indicated that they would wish to research (via questionnaires, focus groups, etc.) the state of public opinion about the library before developing proposals for action. This led staff to conclude that instead formal opinion polling might be very helpful at this point. Line Item #52199, Professional Services Other, on page 8 has therefore been revised to reflect this expense.

Telecommunications-Internal (Budget Book New Page 27)

The charge to the Library for the upgrade of the City's telecommunications system, of which we are a part, has been increased. The total for this line is now \$74,667. At least \$30,000 of this is a one-time charge.

Insurance-Internal and Outside (Budget Book New Pages 30, 31, 32)

The cost of insurance, which is managed by the City of Santa Cruz, has been recalculated and increased.

Rents (Budget Book New Page 21)

The total has been reduced from \$376,811 to \$321,015 because we will not be making lease/debt payments on the Locust/Union site until May 2008, although we hope to move in January. The square foot cost of Locust/Union is \$1.56/square foot because the cost of tenant improvements are included in the debt package.

EXPENSES: OTHER APPROPRIATIONS

Reserve Funds

Staff proposes that the Board appropriate \$450,000 to reserve funds, for future use on capital, technology and other projects.

Estimated Moving Expense

Staff recommends that the Board allocate \$250,000 for the expenses of moving the Headquarters from 1543 Pacific to the Locust/Union site. Among other things, these funds would be used to cover the Library's share of architectural design services.

8JPBTRANS.#2

FY 2007-08 PROPOSED BUDGET

May-07

REVENUES

SOURCE	FY 2006-07		FY 2007-08	
	MARCH EST.		MAY ESTIMATE	
MAINTENANCE OF EFFORT	\$	5,125,293	\$	5,143,992
SALES & USE TAX	\$	6,389,212	\$	6,473,764
COUNTY INTEREST & SUPPLEMENTALS	\$	31,068	\$	30,960
SUBTOTAL	\$	11,545,573	\$	11,648,716
UNAPPROPRIATED 2006-07 REVENUE			\$	342,375
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		
TRANSFER FROM FELTON RESERVE	\$	30,000		
TOTAL	\$	12,868,258	\$	12,916,582

EXPENSES

	FY 2006-07		FY 2007-07	
	REV. 9/11/06		JUNE DRAFT	
PERSONNEL	\$	8,705,213	\$	8,577,221
MAY ADDS PLUS PROPOSED NEW PERSONNEL			\$	176,100
SUBTOTAL			\$	8,753,321
LESS SAVINGS @ 3%	\$	(174,104)	\$	(262,600)
SUPPLIES & SERVICES	\$	2,478,599	\$	2,786,333
LESS SAVINGS @ 3%	\$	(49,572)	\$	(83,590)
GRANTS, FIRST 5	\$	74,815		
LSTA TUITION GRANT				
DEBT REPAY, #2 & #3	\$	89,561	\$	-
WATSONVILLE PAYBACK	\$	50,334	\$	52,422
CAPITAL EQUIPMENT & PROJECTS	\$	292,430	\$	115,625
FELTON BRANCH ARCHITECTURAL SERVICES	\$	30,000		
ILS UPGRADE PHASE 1.0 SEE NOTE	\$	144,700		
ILS UPGRADE PHASE 1.5 SEE NOTE	\$	130,900		
APPROPRIATION TO RESERVE FUNDS	\$	100,000	\$	450,000
ESTIMATED MOVING EXPENSE			\$	250,000
SUBTOTAL	\$	11,872,876	\$	12,061,511
CITY CHARGE ESTIMATE	\$	653,008	\$	663,383
TOTAL	\$	12,525,884	\$	12,724,895
SURPLUS/(DEFICIT)	\$	342,374	\$	191,687

RESERVE FUNDS

	BALANCE		APPROPRIATIONS	
	3/31/2007		FY 2007-08	
Contingencies [955]	\$	139,993	\$	100,000.00
Technology [956]	\$	1,233	\$	200,000.00
Capital Projects [957]	\$	134,199	\$	100,000.00
Felton Branch Replacement [950]	\$	51,040	\$	50,000.00
Aptos Branch Gift	\$	50,000		
TOTAL RESERVES	\$	376,465	\$	450,000.00

NOTES:

OTHER INCOME SOURCES:

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

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
TOTAL	\$	236,000

ILS UPGRADE PHASE 1.5:

Unanticipated Revenues	\$	130,900
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BREVEXP.SUM

5/29/07

FY 2007-08 PERSONNEL TOTALS

	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	555,936	264,186	144,403	1,320,216	1,287,069	2,985,035	2,800,134	5,182,995	4,787,542	-395,453
51111 Regular part time	75,413	21,888	18,384		17,185	18,035	626,323	627,319	737,305	667,242	-70,063
51115 Termination pay										0	0
51122 Temporary					20,597	23,904	614,118	617,188	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
Unfilled 4/20/07		85,198				50,525	171,273			306,996	
SUBTOTAL SALARIES	694,731	668,782	282,570	144,403	1,357,998	1,379,533	4,225,476	4,215,914	6,560,775	6,408,632	-152,143
Adjustment											-2%
51201 Retirement contribution	43,777	43,149	17,955	9,480	84,979	87,462	229,467	236,257	376,178	376,348	170
51202 FICA		0		0	1,277	1,450	38,075	38,293	39,352	39,743	391
51210 Group health insurance	103,645	117,243	56,433	29,777	220,766	243,968	641,003	618,525	1,021,847	1,009,513	-12,334
51212 Group dental insurance	12,313	14,572	7,216	4,624	22,108	28,366	68,231	70,205	109,868	117,767	7,899
51213 Vision insurance	2,294	2,719	1,284	776	4,400	5,404	13,360	13,754	21,338	22,653	1,315
51214 Medicare insurance	5,096	4,997	2,742	1,324	15,565	15,382	53,369	52,564	76,772	74,267	-2,505
51220 Group life insurance	307	331	172	85	713	768	1,918	2,036	3,110	3,220	110
51221 Disability insurance	3,700	3,928	1,108	540	5,246	5,676	15,873	16,655	25,927	26,799	872
51230 Unemployment insurance	1,722	1,643	707	361	3,395	3,389	10,564	10,541	16,388	15,934	-454
51240 Workers Comp	35,706	34,229	25,318	12,939	92,721	91,506	299,913	279,562	453,658	418,236	-35,422
Temp Employ @ 10%						2,391	61,718			64,109	
SUBTOTAL BENEFITS	208,560	222,811	112,935	59,906	451,170	485,762	1,371,773	1,400,110	2,144,438	2,168,589	24,151
GRAND TOTAL	903,291	891,593	395,505	204,309	1,809,168	1,865,295	5,597,249	5,616,024	8,761,340	8,577,221	-184,119

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
SECOND DRAFT**

Library management proposes that five position changes or additions be made in the FY 2007-08 Budget. The total cost is estimated at \$118,100.

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.

Add a half time Library Clerk to the staff of the Boulder Creek Branch and six additional Library Clerk hours at the Felton Branch so that both Branches an expand open hours to six days, or 44 hour, per week.

	POSITION #	COST INC. BENEFITS
TECHNICAL SERVICES		
Add FT Library Clerk/Processing	151-???	\$ 43,056
PUBLIC SERVICES		
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
Add PT Library Clerk/Boulder Creek	150-???	\$ 21,528
Add 6 hours to Library Clerk/Felton	150-033	\$ 8,237
TOTAL		\$ 118,100
	8PERSONNEL.ADD	
	5/19/2007	

FY 2007-08 REVISED BRANCH OPEN HOURS & STAFFING ARRAY

BRANCH	OPEN HRS	DAYS/ WEEK	OPEN NIGHTS	# STAFF	CHECKOUTS YTD (July-April)
APTOS	54	6	4	9.25 FTE	197,332
BOULDER CREEK	44	6	2	3.00 FTE	42,649
BRANCIFORTE	41	6	4*	4.25 FTE	100,064
CAPITOLA	42	6	1	4.625 FTE	103,141
CENTRAL	58	7	4	24.0 FTE	434,648
FELTON	44	6	2	2.65 FTE	36,538
GARFIELD PARK	32	6	4*	2.87 FTE	45,045
LA SELVA BEACH	31	5	2	1.50 FTE	13,771
LIVE OAK	50	6	4	7.75 FTE	104,104
SCOTTS VALLEY	48	6	4	7.50 FTE	149,290
OUTREACH PROG.		6		8.00 FTE	
TOTALS	444				

* BRANCH CLOSSES AT 7PM

CHANGES FROM FY 2006-07 ARE BOLDED

**OBJECTIVE: STANDARDIZE BRANCIFORTE & CAPITOLA
OPEN HOURS AT 44 EACH, AND ADJUST
AND EQUALIZED STAFFING**

8OPENHRS.CHG

5/24/2007

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	\$ 29,500			\$ 500	\$ 35,000			\$ 3,000	\$ 64,500	\$ 61,500
52201 Water/Sewer/Refuse			\$ 50,605	\$ 60,468					\$ 50,605	\$ 60,468	\$ 9,863
52211 Janitorial Services			\$ 54,879	\$ 177,168					\$ 54,879	\$ 177,168	\$ 122,289
52223 Vehicle O&M Inside			\$ 34,374	\$ 40,000					\$ 34,374	\$ 40,000	\$ 5,626
52240 Office Equip O&M	\$ 4,650	\$ 5,180							\$ 4,650	\$ 5,180	\$ 530
52244 Other Equip O&M	\$ 3,850	\$ 3,850							\$ 3,850	\$ 3,850	\$ -
52246 Building O&M			\$ 151,634	\$ 152,782					\$ 151,634	\$ 152,782	\$ 1,148
52247 Landscape Maint Ser			\$ 31,555	\$ 36,005					\$ 31,555	\$ 36,005	\$ 4,450
52248 Software Maint. Serv					\$ 73,003	\$ 69,253			\$ 73,003	\$ 69,253	\$ (3,750)
52249 Hardware Maint Serv					\$ 16,375	\$ 18,454			\$ 16,375	\$ 18,454	\$ 2,079
52261 Bldg/Equip Rental			\$ 373,620	\$ 321,015					\$ 373,620	\$ 321,015	\$ (52,605)
52302 Travel	\$ 2,000	\$ 3,000	\$ 260	\$ 650	\$ 520	\$ 1,300	\$ 2,800		\$ 5,780	\$ 7,750	\$ 1,970
52304 Training	\$ 14,380	\$ 19,715							\$ 14,380	\$ 19,715	\$ 5,335
52306 Training Grant											\$ -
52402 Telecomm-Internal	\$ 44,016	\$ 74,667							\$ 44,016	\$ 74,667	\$ 30,651
52403 Telecomm-Outside	\$ 27,279	\$ 33,652			\$ 92,759	\$ 106,260			\$ 120,038	\$ 139,912	\$ 19,874
52932 Insurance-Internal			\$ 21,430	\$ 27,857					\$ 21,430	\$ 27,857	\$ 6,427
52933 Insurance-Outside	\$ 16,000	\$ 15,990							\$ 16,000	\$ 15,990	\$ -
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					\$ 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									\$ 6,948	\$ 6,948	\$ -
53110 Computer Supplies					\$ 14,350	\$ 40,000			\$ 14,350	\$ 40,000	\$ 25,650
53112 Library Func. Suppl					\$ 154,499	\$ 183,767			\$ 154,499	\$ 183,767	\$ 29,268
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							\$ 10,480	\$ 10,480	\$ -
TOTAL S&S	\$ 194,193	\$ 264,182	\$ 931,257	\$ 1,045,612	\$ 363,006	\$ 465,034	\$ 983,693	\$ 1,011,505	\$ 2,472,149	\$ 2,786,333	\$ 314,184
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									
TOTAL	\$ 307,440	\$ 115,625	\$ (191,815)								
									8SSBUDGET		
									5/29/2007		

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	\$ 29,500.00

FY 2006-07: \$2,500

Miscellaneous Architectural Services as required: \$1,500

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

Opinion Polling: \$21,000

Public Relations Planning: \$ 7,000

852199

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	\$ 321,015.00

FY 2006-07: \$ 373,620

	MONTHLY	ANNUAL	SUBTOTALS
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 X 7 mo	\$ 17,450	\$ 122,150	
14,563 sq ft @ \$1.56/sq ft X 2 mo	\$ 22,267	\$ 44,534	
Triple Net estimate	\$ 4,596	\$ 45,152	\$ 211,836
Storage Space, Family Place	\$ 146	\$ 1,752	\$ 1,752
TOTAL			\$ 321,015
B52261			
5/28/2007			

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

852261
05/29/07

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	\$ 74,667.00

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

70% increase is library share of project (beginning in FY 2007-08) to support replacement and upgrade of City equipment.

852402
05/22/07

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	\$ 27,859.00

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	\$ 20,280.00

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	\$ 47,906.00

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 ACTUAL	FY 2007-08
Primary Package Liability	\$ 9,000	\$ 11,696
Excess Liability	\$ 10,328	\$ 13,422
Vehicle Insurance	\$ 17,533	\$ 22,787
TOTAL	\$ 36,861	\$ 47,906

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
05/289/07



SANTA CRUZ • PUBLIC
LIBRARIES
A City County System

May 29, 2007

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

The Board requested that staff prepare a list of pending Library capital projects so that it could know the dimensions of our funding needs. Attached is that list.

LIBRARY CAPITAL PROJECTS

Project	Total Cost	Year	Options for Funding
Aptos Branch Parking Lot Expansion In FY 2006-07 the Library invested \$15,000 in planning and cost estimating for this project. Hopefully, the final project cost will be less.	\$ 450,000	FY 2007-08	Reserve Fund Savings \$50,000 Aptos Gift 5 Year COP in FY 2007-08?
Felton Branch Replacement Construct 8,200 square foot Branch replacement On donated Verutti property. Roughly \$65,000 has been spent on design services to date.	\$ 5,900,000	FY 2010-11?	Reserve Fund Savings State Library Construction Bond @ 66% Special District Revenue Bond
ILS Upgrade Library has spent or appropriated \$366,000 for this project. A vendor decision and final acquisition of software is anticipated in the Fall of 2007. Most equipment has been purchased.	\$ 300,000	FY 2007-08	Reserve Fund Savings 5 Year COP in FY 2007-08?
Headquarters Move/Central Changes When System Headquarters moves to the Locust/Union site renovations will be necessary at the Central Branch, as well as architectural services for the Locust/Union site.	\$ 250,000	FY 2007-08	Current Revenue
Central Branch Space Reconfiguration Planning for changes at the Central Branch will take place when the HQ move has been accomplished, or at least the plans made final.	\$ 500,000	FY 2008-09	Unknown
Security System Changes Staff is examining the question of whether converting to RFID technology is worth the price and effort. Pro: RFID would allow more efficient back-of-the-house processing, and cut danger of RSI injuries. Con: highly expensive.	\$ 700,000	FY 2009-10?	Unknown
Scotts Valley Branch Replacement 12,500 square foot branch is required	\$ 5,625,000	FY 2009-10?	City of Scotts Valley RDA Funds Save \$77,684/year rent or more
Capitola Branch Replacement 7,000 square foot branch is required	\$ 3,150,000	FY 2009-10?	City of Capitola RDA Funds
Aptos Branch Expansion At 8,000 square feet this heavily used Tier II Branch does not meet current needs or our minimum standard of 12,500 square feet. A clever architect could probably add another 4,500 square feet on the existing site.	\$ 2,025,000	FY 2010-11?	Unknown



SANTA CRUZ • PUBLIC
LIBRARIES
A City County System

May 24, 2007

TO: LIBRARY JOINT POWERS BOARD
FR: DIRECTOR OF LIBRARIES
RE: ACCEPT DISTRIBUTION FROM KEMME TRUST

RECOMMENDATION: That by motion the Library Joint Powers Authority Board accept a distribution from the Ragnhild B. Kemme Trust in the amount of \$50,000 designated for the Aptos Branch Library, and request that the City of Santa Cruz Finance Department hold the funds in an interest-bearing account until the Board decides upon an appropriate use.

BACKGROUND

Ragnhild B. Kemme was born in Finland in 1910 and died in Aptos in 2005. She and her family were interned as prisoners of war for three and half year when she was a small child. She immigrated to the United States in 1928, and married in 1932. In 1970 she and her husband moved to Aptos, where they were among the first residents of the Aptos Pines Mobile Home Park.

She left her estate in a Trust, which in 2006 was distributed to a variety of designees: the Aptos Public Library, the Salvation Army, the Alzheimer's Association, Christ Lutheran Church, Cabrillo College, and several friends.

The Library received a check for \$50,000 in August 2006 and deposited it in a revenue account at the Finance Department. Although City policy does not require that the City Council or the Joint Powers Board formally accept gifts of \$50,000 or less, it seems to staff that it would be a good idea if the Board takes this action. The Finance Department will then put the funds in a reserve account where they will earn interest until the Board is read to spend.

JKEMMETST.JPB