



SANTA CRUZ • PUBLIC
LIBRARIES
A City County System

LIBRARY JOINT POWERS AUTHORITY BOARD

Monday, July 2, 2007 at 7:30 PM
Community Meeting Room
224 Church Street, Santa Cruz

7:30 PM PUBLIC MEETING

1. ROLL CALL
2. APPROVE AGENDA
3. APPROVE MINUTES OF June 4, 2007
4. GUEST PRESENTATIONS
 - A. Locust/Union Street Property: Peter Bagnall, Architect,
 - B. Library Hiring Procedures : City of Santa Cruz Human Resources Department and Library Assistant Director Susan Elgin
5. ORAL COMMUNICATIONS
6. CONSENT AGENDA
 - A. Amend Headquarters Lease Agreement
 - B. Accept First 5 Commission of Santa Cruz County Grants
7. WRITTEN COMMUNICATIONS
8. REPORTS OF ADVISORY BODIES
9. MEMBER REPORTS
10. STAFF REPORTS

- A. Library Capital Projects Revised List
- B. Bequests and Trust Fund Accounts: A Summary June 2007
- C. Other Reports

11. OTHER BUSINESS

- A. Approve Resolutions Adopting FY 2007-08 Operating and Capital Equipment Budgets, and transferring and appropriating various trust fund revenues as follows:

Appropriating McCaskill Trust for Local History Funds
Appropriating McCaskill Trust for the Visually Impaired Funds
Appropriating Finkeldey Trust Funds
Appropriating Richardson Trust Funds

NOTE: Budget memoranda and supporting budget sheets are on Goldenrod paper, and should be inserted in the Board Budget binders.

12. SCHEDULE NEXT MEETING

The next meeting is scheduled for Monday, August 6, 2007. The Board might wish to consider canceling this meeting (since there is no pressing business expected) with the understanding that it could be convened if necessary.

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
6/25/07**

WHAT?	NEXT ACTION	DUE
-------	-------------	-----

Financial Planning Process

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		Apr-07
23 Consider draft budget, recommend changes		May, June 08
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

- | | | | |
|----|---|--------|--|
| 36 | Receive report from Wayfinding Task Force | Sep-07 | |
|----|---|--------|--|

Headquarters Move

- | | | | |
|----|--|-----------------------|--|
| 37 | Approve move to Locust/Union Street site | COMPLETE | |
| 38 | Approve HQ lease amendment | Jul-07 | |
| 39 | Hear periodic reports on move progress | Sep-07 through Mar-08 | |

Felton Branch

- | | | | |
|----|--|--------|--|
| 40 | Hear report from Felton Task Force on community discussions/architectural plans for Verutti Site | Sep-07 | |
|----|--|--------|--|

Aptos Parking Lot

- | | | | |
|----|---|----------|--|
| 41 | Appropriate funds to secure plans and specs for project | COMPLETE | |
| 42 | Secure funds to complete project
See #7 above | | |

Library Program Issues

- | | | | |
|----|--|--------|--|
| 43 | Hear staff report on Read to Me/ Family Place grant projects | Nov-07 | |
|----|--|--------|--|

Financial Planning Process

- | | | | |
|---|--|----------|--|
| 1 | Review/Modify <i>Standards for Library Services/Facilities, and Facilities Master Plan</i> | 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 | |
| 6 | Prioritize implementation of Capital projects | COMPLETE | |

SANTA CRUZ PUBLIC LIBRARIES
A CITY-COUNTY SYSTEM

LIBRARY JOINT POWERS BOARD

MINUTES

June 4, 2007

Central Branch 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 MEET AT 7:15 PM

7:30 PM PUBLIC MEETING

I. ROLL CALL

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

Absent:

Excused: Councilmember Mike Rotkin

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

II. APPROVAL OF MEETING AGENDA OF JUNE 4, 2007

Supervisor Stone moved, seconded by Supervisor Beutz

that the Board approve the agenda of June 4, 2007.

UNAN
ABSENT: Mathews, Rotkin

III. APPROVE MINUTES OF MAY 7, 2007

Citizenmember Gorson moved, seconded by Citizenmember Poitinger

that the Board approve the minutes of May 7, 2007

UNAN
ABSENT: Mathews, Rotkin

IV. ORAL COMMUNICATIONS

None

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:

- Civic Sale brought in \$19,000
- Board Retreat
 - Strategic Planning Session
- Elected Officers

VIII. MEMBER REPORTS

Citizenmember Gorson reported on a MOBAC (Monterey Bay Area Cooperative Library System) meeting that she had attended and that was held in the new Castroville Library.

IX. STAFF REPORTS

A. The Director made the following reports:

- Summer Reading Program for Children
 - Begins June 11, 2007

- Theme is "Get a Clue"
- June is a fine free month for anyone under the age of 18 years old
- Adult Summer Reading Program coordinated by Merritt Taylor

X. OTHER BUSINESS

- A. Conduct Public Hearing on FY 2007-08 Library Budget; Consider Revised Draft FY 2007-08 Library Budget

Supervisor Beautz moved, seconded by Citizenmember Poitinger

That by motion the Board direct that the library materials budget be brought up to the 8% of the Operating Budget Standard for FY 2007-08.

UNAN

ABSENT: Rotkin

Supervisor Stone moved, seconded by Citizenmember Gerdt

That by motion the Board direct that the FY 2007-08 budget include staff to implement the additional open hours proposed by the Director to open Felton and Boulder Creek on Monday's.

AYES: Stone, Beautz, Termini, and Gerdt

NAYES: Johnson, Poitinger, Gorson, and Mathews

ABSENT: Rotkin

***Bring Back in July to Revote**

- B. Review Capital Projects List

Revised List to Come

- C. Accept Distribution from Kemme Trust

Supervisor Beautz moved, seconded by Citizenmember Poitinger

That by motion the Library Joint Powers Authority Board accept a distribution from the Ragnild 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.

UNAN

ABSENT: Rotkin

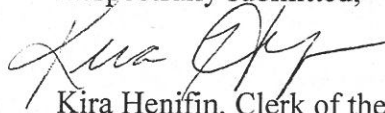
XI. SCHEDULE NEXT MEETING

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.

XII. ADJOURNMENT

The regular meeting adjourned at 9:03 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

June 5, 2007

TO: LIBRARY JOINT POWERS BOARD
FR: DIRECTOR OF LIBRARIES
RE: AMEND HEADQUARTERS LEASE

RECOMMENDATION: That the Library Joint Powers Authority Board adopt a resolution directing the Director of Libraries to execute an addendum to the lease for space at 1543 Pacific Avenue to extend the term for six months to April 30, 2008, and to establish a holdover rate should the library occupy the premises after the expiration date.

BACKGROUND

Neil J. Hynes, General Partner of Penjak J. Ltd, the lessor of 1543 Pacific Avenue, has agreed to extend the existing lease for six months. A copy of the lease amendment is attached.

BHQLEASE.EXT

RESOLUTION NO. 2007-06

RESOLUTION OF THE SANTA CRUZ
LIBRARY JOINT POWERS AUTHORITY BOARD
AMENDING LEASE FOR SPACE AT
1543 PACIFIC AVENUE
SANTA CRUZ, CA 95060

WHEREAS, The Library System wishes to continue occupying space currently rented from Penjak J. Ltd. until April 30, 2008, and

WHEREAS, Penjak J. Ltd. has agreed to extend the term of the existing lease,

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

That the Director of Libraries is directed to execute an addendum to the Lease dated September 8, 1997 as per the attached.

PASSED AND ADOPTED this 2nd Day of July, 2007 by the following votes:

AYES: Board Member(s)

NOES: Board Member(s)

ABSENT: Board Member(s)

DISQUALIFIED: Board Member(s)

APPROVED

Attest: _____
Board Clerk

FIRST ADDENDUM to Lease Dated September 8th, 1997 wherein Penjak J. Ltd., a California Limited Partnership is called "Landlord" and the Santa Cruz City/County Library System is called "Tenant".

All terms and conditions contained in the lease shall remain in full force except as modified herein.

The parties hereby agree:

- 1.) Section 2-Term: The term of said lease shall be extended for six months and shall expire April 30, 2008.
- 2.) Section 21-Holding Over: A holdover rate of 150% of the rent shall apply to any month or portion thereof that tenant occupies the space after the expiration date set above.

AGREED:

Landlord:
Penjak J. Ltd.
A California General Partnership
Date:

Tenant:
Santa Cruz City/County Library System
Date:

By: _____
Neil J. Hynes, General Partner

By: _____
Anne Turner, Director of Libraries



SANTA CRUZ • PUBLIC
LIBRARIES
A City County System

June 26, 2007

TO: LIBRARY JOINT POWERS AUTHORITY BOARD
FR: DIRECTOR OF LIBRARIES *[Signature]*
RE: CONTINUE *READ TO ME* and *FAMILY PLACE* GRANT PROJECTS

RECOMMENDATION: That by motion the Library Joint Powers Authority Board authorize the Director of Libraries to sign agreements with the First 5 Commission of Santa Cruz County for continuation in FY 2007-08 of the *Read to Me* and *Family Place* Grant Projects.

BACKGROUND:

At its June 26th meeting The First 5 Commission agreed to fund a continuation of the Library's highly successful *Read to Me* project in the amount of \$46,058 and \$19,815 for the *Family Place* project.

The detailed Scopes of Work and project budgets are available from the Library Office on request. Both projects continue successful work from FY 2006-07.. In the coming year:

Read to Me will continue to refresh and supply reader kits for home care providers and day care centers, purchase giveaway books for children, and buy nutrition-related children's books as part of its WIC partnership. It will also provide workshop sessions for providers and parents.

Family Place grant funds will be spent to train a third staff member in the program, for supplies such as soft barrier cushions for toddlers at a library branch, and to provide parent information and a newsletter about the Together @ The Library program.

At a Board meeting in the Fall of 2007 the Library staff will report on these very interesting program initiatives.



SANTA CRUZ • PUBLIC
LIBRARIES
A City County System

June 12, 2007

TO: LIBRARY JOINT POWERS AUTHORITY BOARD
FR: DIRECTOR OF LIBRARIES *[Signature]*
RE: LIBRARY CAPITAL PROJECTS

Attached is a revised list of pending Library capital projects. Please note that another project, proposed by the Aptos Branch staff, has been added, and the "Likely Options for Funding" list revised.

LIBRARY CAPITAL PROJECTS

Project	Total Cost	Year	Likely 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 Unappropriated 07-08 Revenue 5 Year COP in FY 2007-08?
Aptos Branch Interim Improvements Branch staff proposes reconfiguring inadequate staff work space and addition of public furniture	\$ 50,000	FY 2007-08	\$50,000 Kemme Trust Unappropriated 07-08 Revenue
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?
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. \$\$ amount is @ \$450/sq ft. Additional funds for grant prep consulting may be required.	\$ 3,690,000	FY 2010-11?	Reserve Fund Savings State Library Construction Bond @ 66% G.O. Bond Special District Revenue Bond 10 Year COP Private Lender
Central Branch Immediate Changes, Post HQ Move When System Headquarters moves to the Locust/Union site renovations will be necessary at the Central Branch to use the liberated space	\$ 250,000	FY 2007-08	Reserve Fund Savings Unappropriated 07-08 Revenue
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 approach to only part of worker injury danger	\$ 700,000	FY 2009-10?	Unknown
Central Branch Space Reconfiguration Should the Library adopt RFID technology site renovations will be possible	\$ 500,000	FY 2008-09	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?	G.O. Bond Special District Revenue Bond 10 Year COP
CAPPLAN.LST			
6/12/2007			



SANTA CRUZ • PUBLIC
LIBRARIES
A City County System

**BEQUESTS AND TRUST FUND ACCOUNTS
A SUMMARY
JUNE 2007**

FINKELDEY TRUST

- Donor: Stella A. H. Finkeldey, a teacher and principal in the Santa Cruz City School System, left her estate to the Santa Cruz Public Library in 1949.
- Terms: ". . .the net income therefrom, plus the annual sum of \$100.00 from the principal, [shall] be used and expended solely for the purchase of musical literature for and to be kept in the music department of the Santa Cruz Public Library."
- Amount: On May 24, 1949 the sum of \$11,912.24 was distributed to a trust account for the library. The management of the trust was subsequently turned over to the City of Santa Cruz.
- Use: Each fiscal year the Library System budgets \$700 to \$800 from the Trust for the purchase of music materials; these funds are anticipated as revenue. On January 31, 2007 the Trust balance was \$10,793.

MCCASKILL TRUST--LOCAL HISTORY

- Donor: Annie McCaskill, who died in 1981, named the City of Santa Cruz as one of two residual legatees for her estate. The other was the First Presbyterian Church. Upon the death of her sister, Frances McCaskill, the City's share of the estate was to be divided into two equal parts: one for local history and the other for providing materials and services to people with defective sight. Frances McCaskill died in 1986, and the Library received its distribution during the summer of that year.
- Terms: Half the City's share is to be used ". . . in establishing and maintaining a department in the City of Santa Cruz Public Library System devoted to the preservation of historical documents and objects and promulgation of the local history of the City of Santa Cruz and of the State of California.
- Amount: The McCaskill Trust for Local History totaled \$224,007.86 in November 1986. It is managed by the City of Santa Cruz
- Use: Each year the Library System budgets an amount from the Trust for the purchase of local history materials. In FY 2006-07 this was \$5,000. In addition over the years the System has spent about \$100,000 on Central Branch renovations creating the Californiana/Local History Room, microfilm equipment, microfilming local newspapers, and inventorying and preserving local historic photographs.

**BEQUESTS SUMMARY
JUNE 2007**

2

On March 30, 2007 Trust balance was \$262,948.24. The accrued income on that date was \$18,940.38.

MCCASKILL TRUST--VISUALLY IMPAIRED

- Donor: See above
- Terms: Half the City's share of the McCaskill Trust is to be used ". . . in establishing and maintaining a braille department in the City of Santa Cruz Public Library System and for the purpose of providing braille books, materials, records, and tapes for use of patrons with defective sight."
- Amount: The McCaskill Trust for the Visually Impaired totaled \$224,007.86 in November, 1986. It is managed by the City of Santa Cruz.
- Income: Each year the Library System budgets an amount from the Trust for the purchase of large print books and books on tape. In FY 2006-07 \$6,300 was budgeted for this use. In addition, Trust funds have been spent to acquire equipment to serve people with visual impairments, including a System-wide ADA signage project.

On March 30, 2007 the Trust Balance was \$248,662.52. The accrued income on that date was \$4,654.66.

RICHARDSON TRUST

- Donor: Dr. James B. Richardson died in 1979, leaving the Library a Testamentary Trust for book purchases. His other legatees were the Cornell University Veterinary School and a personal friend.
- Terms: The Richardson will specifies that the Library use the funds ". . . for the purchase of nonfiction books written for the general public, and not to include textbooks, technical or statistical books, or religious or sociological studies."
- Amount: As Executor of the Richardson Estate, the County Bank of Santa Cruz was instructed to establish a Trust that would provide the Library with \$10,000 per year for book purchases. By the time Dr. Richardson's real estate had been sold, the Trust was producing more than this amount. So in 1981 the Superior Court ruled that all net income be distributed annually, one-fifth to Cornell (for research on dogs) and four-fifths to the Library. COMERICA Bank remains the manager of the Trust, distributing annual payments to the Library.
- Use: Each year the Library System budgets an amount from the Trust for the purchase of library materials that meet the criteria of the will. In FY 2006-07 \$12,000 is budgeted for this purpose, and anticipated as revenue. On January 12, 2006 the assets of the Trust (market value) totaled \$484,252.

BEQUESTS SUMMARY JUNE 2007

3

OTHER INCOME ACCOUNTS

The Library System periodically receives cash gifts from individuals for memorial and other purposes. Also, service organizations donate funds for the purchase of materials in their areas of interest. The staff makes every effort to persuade donors to make gifts to the Friends of the Santa Cruz Public Libraries, Inc., which has nonprofit, tax exempt status, since this greatly simplifies accounting procedures.

POLICY RE FINANCIAL DONATIONS

In 1989 the Library Oversight Committee adopted a Financial Donations policy, which the Library Joint Powers Authority Board accepted without change. It outlines procedures for making cash gifts, bequests, or testamentary trusts, and has three other key provisions:

- All financial gifts to the Library System are treated as additional revenue, over and above the regular operating budget, and are expended according to the wishes of the donor, if these are specified.
- The Library Joint Powers Board must consider and approve unusual conditions imposed by donors, and will also approve the acceptance of funds to create special collections.
- In the absence of restrictions by the donor, the Library Joint Powers Authority Board reserves the right to determine whether bequests will be invested or spent.

AMT:OBEQUEST.SUM
Rev. 06/25/07

MCCASKILL TRUST FOR VISUALLY IMPAIRED

Original Bequest 11/86: \$ 244,007.86

FISCAL YEAR	ITEM	AMOUNT	BALANCE	ACCRUED INCOME
FY 1986-87	Materials	\$ (12,000.00)		
FY 1987-88	Materials	\$ (12,000.00)		
FY 1988-89	Materials	\$ (12,000.00)		
Bal 6/30/89			\$ 253,429.89	\$ 9,422.03
FY 1989-90	Materials	\$ (12,000.00)		
	Process. Supplies	\$ (13,927.00)		
FY 1990-91	Materials	\$ (18,000.00)		
FY 1991-92	Materials	\$ (25,000.00)		
FY 1992-93	Materials	\$ (20,000.00)		
FY 1993-94	Materials	\$ (20,000.00)		
FY 1994-95	Materials	\$ (5,000.00)		
FY 1995-96	Materials	\$ (6,000.00)		
Bal 6/30/96			\$ 235,377.98	\$ (8,629.88)
FY 1996-97	Materials	\$ (6,000.00)		
Bal 6/30/97			\$ 242,530.31	\$ (1,477.55)
FY 1997-98	Materials	\$ -		
Bal 6/30/97			\$ 252,733.44	\$ 8,725.58
FY 1998-99	Materials	\$ (6,300.00)		
Bal 6/30/99			\$ 260,171.88	\$ 16,164.02
FY 1999-2000	Materials	\$ (6,000.00)		
Bal 6/30/00			\$ 268,624.50	\$ 24,616.64
FY 2000-01	Materials	\$ (6,000.00)		
Bal 6/30/01			\$ 277,416.24	\$ 33,408.38
FY 2001-02	Materials	\$ (6,300.00)		
	Equipment	\$ (16,700.00)		
Bal 6/30/02			\$ 268,179.45	\$ 24,171.59
	Materials	\$ (23,500.00)		
	Interest	\$ 10,096.02		
Bal 6/30/03			\$ 254,775.47	\$ 10,767.61
	Materials	\$ (6,300.00)		
	Budget Revision	\$ 411.00		
	Interest	\$ 1,016.88		
Bal 6/30/04			\$ 249,903.35	\$ 5,895.49
	Materials	\$ (6,300.00)		
	Interest	\$ 5,386.76		
Bal 6/30/05			\$ 248,990.11	\$ 4,982.25
	Materials	\$ (6,300.00)		
	Interest	\$ 7,371.31		
Bal 6/30/06			\$ 250,061.42	\$ 6,053.56
	Materials	\$ (6,300.00)		
	Interest	\$ 4,901.10		
Bal 4/30/07			\$ 248,662.52	\$ 4,654.66

MCCVIS.SUM
6/25/2007

MCCASKILL TRUST FOR LOCAL HISTORY

Original Bequest 11/86: \$244,007.86

FISCAL YEAR	ITEM	AMOUNT	BALANCE	ACCRUED INCOME
FY 1986-87	Materials	\$ -		
FY 1987-88	Materials			
FY 1988-89	Materials	\$ (2,000.00)		
FY 1989-90	Materials	\$ (3,000.00)		
	LocHist Rm Renova.	\$ (50,000.00)		
FY 1990-91	Materials	\$ (5,000.00)		
	ADA Restrooms	\$ (10,025.00)		
FY 1991-92	Materials	\$ (5,000.00)		
FY 1992-93	Materials	\$ (4,000.00)		
FY 1993-94	Materials	\$ (4,000.00)		
FY 1994-95	Materials	\$ (10,660.00)		
	Microfilm Equipment	\$ (25,000.00)		
FY 1995-96	Materials	\$ (6,000.00)		
Bal 6/30/96			\$ 278,594.86	\$ 34,587.00
	Materials	\$ (6,000.00)		
	Scanner	\$ (1,000.00)		
Bal 6/30/97			\$ 288,219.59	\$ 44,211.73
	Materials	\$ -		
Bal 6/30/98			\$ 300,344.84	\$ 56,336.98
	Materials	\$ (4,000.00)		
	Microfilm Equipment	\$ (35,000.00)		
Bal 6/30/99			\$ 270,601.39	\$ 26,593.53
	Materials	\$ (3,000.00)		
	Microfilm Materials	\$ (10,800.00)		
	LocHist Pictures	\$ (5,540.00)		
	LocHist Pictures	\$ (6,788.00)		
Bal 6/30/00			\$ 251,921.06	\$ 7,913.20
	Materials	\$ (3,000.00)		
Bal 6/30/01			\$ 257,472.84	\$ 13,464.98
	Materials	\$ (3,000.00)		
	Microfilm Project	\$ (15,925.00)		
Bal 6/30/02			\$ 259,020.43	\$ 15,012.57
	Materials	\$ (7,000.00)		
	Interest	\$ 9,334.33		
Bal 6/30/03			\$ 261,354.76	\$ 17,346.90
	Materials	\$ (5,000.00)		
	Budget Revision	\$ 1,643.00		
	Interest	\$ 1,346.01		
Bal 6/30/04			\$ 259,343.77	\$ 15,335.91
	Materials	\$ (5,000.00)		
	Interest	\$ 5,610.94		
Bal 6/30/05			\$ 259,954.71	\$ 15,946.85
	Materials	\$ (5,000.00)		
	Interest	\$ 7,718.94		
Bal 6/30/06			\$ 262,673.65	\$ 18,665.79
	Materials	\$ (5,000.00)		
	Interest	\$ 5,174.59		
Bal 4/30/07			\$ 262,848.24	\$ 18,840.38

MCCHIST.SUM
6/25/2007



SANTA CRUZ • PUBLIC
LIBRARIES
A City County System

June 18, 2007

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

RECOMMENDATION: That the Board approve the resolutions attached adopting FY 2007-08 Operating and Capital Equipment Budgets, and transferring and appropriating various trust fund revenues.

BACKGROUND

The accompanying budget resolutions and documents incorporate the decisions and suggestions made by the Board at its May 7th and June 4th meetings, and can include any changes made at this meeting. Please see the Notes on Budget Revisions for details. The Resolutions are as follows:

- Resolution No. 2007-07: Adopting the FY 2007-08 Budget
- Resolution No. 2007-08: Appropriating McCaskill Trust for Local History Funds
- Resolution No. 2007-09: Appropriating McCaskill Trust for the Visually Impaired Funds
- Resolution No. 2007-10: Appropriating Finkeldey Trust Funds
- Resolution No. 2007-11: Appropriating Richardson Trust Funds

8BUDGET.TRS



SANTA CRUZ • PUBLIC
LIBRARIES
 A City County System

RESOLUTION NO. 2007-07

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

BE IT RESOLVED, by the Library Joint Powers Authority Board that the Budget of the Santa Cruz City-County Library System for the fiscal year 2007-2008, as proposed in various documents here listed and on file with the Clerk of the Board, is hereby adopted by the Board with the attached supplement Exhibit A.

- FY 2007-08 REVENUE VS. EXPENSE SUMMARY
- FY 2007-08 PERSONNEL BUDGET
- EXHIBIT "A" REVISIONS TO PERSONNEL
- FY 2007-08 SUPPLIES AND SERVICES BUDGET
- FY 2007-08 CAPITAL PROJECTS & EQUIPMENT PURCHASES

PASSED AND ADOPTED this 2nd Day of July 2007 by the following vote:

AYES:

NOES:

ABSENT:

DISQUALIFIED: Board Member

APPROVED _____
 Chair

Attest: _____
 Board Clerk

8SUMJPB.RES
 06/15/07



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

RESOLUTION NO. 2007-08

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

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

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

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

That \$5,000 in accrued McCaskill Trust for Local History income be transferred and appropriated to the FY 2007-08 Budget for the purchase of library materials for this purpose.

PASSED AND ADOPTED this 2nd day of July 2007 by the following votes:

AYES: Board Member(s)

NOES: Board Member(s)

ABSENT: Board Member(s)

DISQUALIFIED: Board Member(s)

APPROVED _____
Chair

Attest: _____
Board Clerk

8MCHIST.RES
06/11/07



SANTA CRUZ • PUBLIC
LIBRARIES
A City County System

RESOLUTION NO. 2007-09

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

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

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

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

That \$6,300 in accrued McCaskill Trust for the Visually Impaired income be transferred and appropriated to the FY 2007-08 Budget for the purchase of library materials for this purpose.

PASSED AND ADOPTED this 2nd day of July 2007 by the following votes:

AYES: Board Member(s)

NOES: Board Member(s)

ABSENT: Board Member(s)

DISQUALIFIED: Board Member(s)

APPROVED _____
Chair

Attest: _____
Board Clerk

8MCVIS.RES
06/11/07



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

RESOLUTION NO. 2007-10

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

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

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

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

That \$755 in anticipated interest income from the Finkeldey Trust be transferred and appropriated to the FY 2007-08 Budget for the purchase of library music materials.

PASSED AND ADOPTED this 2nd day of July 2007 by the following votes:

AYES: Board Member(s)

NOES: Board Member(s)

ABSENT: Board Member(s)

DISQUALIFIED: Board Member(s)

APPROVED _____
Chair

Attest: _____
Board Clerk

8FINK.RES
06/11/07



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

RESOLUTION NO. 2007-11

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

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

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

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

That \$18,000 in income from the Richardson Trust be transferred and appropriated to the FY 2007-08 Budget for the purchase of library materials that meet the criteria established for the Trust.

PASSED AND ADOPTED this 2nd day of July 2007 by the following votes:

AYES: Board Member(s)

NOES: Board Member(s)

ABSENT: Board Member(s)

DISQUALIFIED: Board Member(s)

APPROVED _____
Chair

Attest: _____
Board Clerk

8RICH.RES
06/25/07

FY 2007-08 PROPOSED BUDGET

June-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	\$ 313,055
GRANTS, FIRST 5	\$ 74,815	\$ 65,873
LSTA TUITION GRANT		
TRANSFER FROM TECHNOLOGY RESERVE	\$ 142,000	
TRANSFER FROM FELTON RESERVE	\$ 30,000	
TOTAL	\$ 12,868,258	\$ 12,988,455

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		\$ 176,249
SUBTOTAL		\$ 8,753,470
LESS SAVINGS @ 3%	\$ (174,104)	\$ (262,604)
SUPPLIES & SERVICES	\$ 2,478,599	\$ 2,825,940
LESS SAVINGS @ 3%	\$ (49,572)	\$ (84,778)
GRANTS, FIRST 5	\$ 74,815	\$ 65,873
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	\$ 425,000
ESTIMATED MOVING EXPENSE		\$ 250,000
SUBTOTAL	\$ 11,872,876	\$ 12,140,948
CITY CHARGE ESTIMATE	\$ 653,008	\$ 667,752
TOTAL	\$ 12,525,884	\$ 12,808,700
SURPLUS/(DEFICIT)	\$ 342,374	\$ 179,755

RESERVE FUNDS

	BALANCE	APPROPRIATIONS
	3/31/2007	FY 2007-08
Contingencies [955]	\$ 139,993	\$ 100,000
Technology [956]	\$ 1,233	\$ 200,000
Capital Projects [957]	\$ 134,199	\$ 75,000
Felton Branch Replacement [950]	\$ 51,040	\$ 50,000
Aptos Branch Gift	\$ 50,000	
TOTAL APPROPRIATION	\$ 376,465	\$ 425,000
TOTAL RESERVES		\$ 801,465.27

NOTES:

OTHER INCOME SOURCES:

Fines, Fees, Misc. Revenues	\$ 283,000	\$ 283,000
Bequest Appropriations	\$ 24,055	\$ 30,055
TOTAL	\$ 307,055	\$ 313,055

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
------------------------	------------

8REVEXP SUM

6/25/07

FY 2007-08 PERSONNEL TOTALS
SEE ALSO ATTACHED EXHIBIT A

	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										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									
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
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**

SUMMARY OF PERSONNEL REQUESTS

Library management proposes that six position changes or additions be made in the FY 2007-08 Budget. The total cost is estimated at \$120,249.

FACILITIES MANAGEMENT

Add a full time Building Maintenance Worker I (\$64,763) and delete a full time Custodian (\$62,614): \$2,149

Part of the agreement in which the City of Santa Cruz Facilities Supervisor takes over management of many of the Library Building Operations and Maintenance tasks is to contract out custodial services at all Library sites. The existing Custodians (4.5 workers) would be transferred to other City jobs, and one new Building Maintenance Worker would be added to the Library staff. This change will be implemented on July 1, 2007. An existing Library Custodian has competed for and won the Building Maintenance I position. This position change must be included in the budget adopted on July 2nd.

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

ADDITIONAL PERSONNEL REQUESTS continued

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 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
FACILITIES MANAGEMENT		
Add FT Building Maint. Worker I	117-???	\$ 64,763
Delete FT Custodian	133-001	\$ (62,614)
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		\$ 120,249
8PERSONNEL.ADD		
6/17/2007		

**EXHIBIT A
FY 2007-08 REVISIONS TO PERSONNEL**

	POSITION #	COST INC. BENEFITS
FACILITIES MANAGEMENT		
Add FT Building Maint. Worker I	117-???	\$ 64,763
Delete FT Custodian	133-001	\$ (62,614)
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		\$ 120,249
8PERSONNEL.ADD		
6/17/2007		

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	\$ 28,500							\$ 3,000	\$ 63,500	\$ 60,500
52201 Water/Sewer/Refuse			\$ 50,605	\$ 60,468	\$ 500	\$ 35,000			\$ 3,000	\$ 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	\$ 154,282					\$ 151,634	\$ 154,282	\$ 2,648
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			\$ 352,946	\$ 321,015					\$ 352,946	\$ 321,015	\$ (31,931)
52302 Travel	\$ 2,000	\$ 3,000	\$ 260	\$ 650	\$ 520	\$ 1,300	\$ 3,000	\$ 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	\$ 27,859					\$ 21,430	\$ 27,859	\$ 6,429
52933 Insurance-Outside	\$ 16,000	\$ 20,280	\$ 35,600	\$ 47,906					\$ 51,600	\$ 68,186	\$ 16,586
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	\$ 1,017,992	\$ 57,527
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	\$ 41,300	\$ 6,948	\$ 6,948	\$ 14,350	\$ 41,300	\$ 26,950
53112 Library Func. Suppl			\$ 20,140	\$ 20,140	\$ 154,499	\$ 183,767			\$ 154,499	\$ 183,767	\$ 29,268
53113 Janitorial Supplies			\$ 132,975	\$ 136,964					\$ 20,140	\$ 20,140	\$ -
53311 Electricity			\$ 20,575	\$ 20,987					\$ 132,975	\$ 136,964	\$ 3,989
53312 Natural Gas									\$ 20,575	\$ 20,987	\$ 412
54990 Misc. Supp/Serv	\$ 3,200	\$ 3,200							\$ 10,480	\$ 10,480	\$ -
TOTAL S&S	\$ 194,193	\$ 267,472	\$ 910,583	\$ 1,047,114	\$ 363,006	\$ 466,334	\$ 983,693	\$ 1,045,020	\$ 2,451,475	\$ 2,825,940	\$ 374,465
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		
									6/15/2007		

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

SUMMARY OF SUPPLIES & SERVICES CHANGES

The following changes have been made in the Supplies & Services section of the budget since the first draft was discussed by the Joint Powers Board in May.

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.

Vehicle O&M Inside (Budget Book New Page 13)

The City of Santa Cruz Fleet Manager recommends that \$4,000 be added to replace the Bookmobile generator.

Building Operations and Maintenance (Budget Book New Page 16-17)

The total has been increased by \$1,500 to include tools for the new Building Maintenance Worker I.

Rents (Budget Book New Page 21)

The total has been reduced from \$376,811 to \$352,946 because we will not be making lease/debt payments on the Locust/Union site until June 2008, although we hope to move in late April. The square foot cost of Locust/Union is \$1.56/square foot because the cost of tenant improvements are included in the debt package.

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.

Library Materials: Books/Media/Periodicals (Budget Book New Page 40)

As per the Board direction at its meeting on June 4th, the Library Materials budget has been increased to 8% of the total operating budget: \$1,017,992.

Computer Supplies: (Budget Book New Page 43)

\$1,500 has been added to this budget line to cover increased printer ink expenses.

EXPENSES: OTHER APPROPRIATIONS

Reserve Funds

Staff proposes that the Board appropriate \$425,000 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.

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	\$ 28,500.00

FY 2006-07: \$2,500

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

Opinion Polling: \$21,000
Public Relations Planning: \$ 7,500

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	\$ 40,000.00

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, plus the need to spend about \$4,000 replacing the Bookmobile generator.

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
05/09/07

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	\$ 154,282

FY 2006-07: \$151,634

See Table Next Page

852246
06/11/07

BUILDING O&M DETAIL: 3515/52246

F7 2007-08

FACILITY	FY 2006-07	FY 2007-08	SUBTOTAL
Aptos			
HVAC Prevent. Maint. @ \$445/quarter	1,780.00	\$ 1,780.00	
First Alarm @ \$42/month	500	\$ 504.00	\$ 2,284.00
Boulder Creek			
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
Branciforte			
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
Capitola			
ADT/Burglar @ \$35/month	\$ 444.00	\$ 420.00	\$ 420.00
Central			
HVAC Contract @ \$1,470/quarter	\$ 5,880.00	\$ 5,880.00	
HVAC Filters	\$ 2,000.00	\$ 2,000.00	
Elevator Prevent. Maint. @ \$200/month	\$ 2,400.00	\$ 2,400.00	
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
Felton			
Garfield Park			
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
Headquarters			
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
LaSelva			
Live Oak			
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
Scotts Valley			
HVAC Contract @ \$375/quarter	\$ 1,500.00		\$ 1,500.00
System			
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	
Tools, Building Maintenance Worker		\$ 1,500.00	
Contingencies	\$ 50,000.00	\$ 50,000.00	\$ 91,500.00
TOTAL	\$ 140,674.00		\$ 154,282.00

B52246

6/15/2007

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	\$ 352,946.00

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 X 10 mo	\$ 17,450	\$ 174,500	
14,563 sq ft @ \$1.56.sq ft X 1 mo	\$ 22,267	\$ 22,267	
Triple Net estimate	\$ 4,596	\$ 45,152	\$ 241,919
Storage Space, Family Place & Other	\$ 300	\$ 3,600	\$ 3,600
TOTAL			\$ 352,946
B52261			
6/5/2007			

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

852261
06/05/07

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

**CITY OF SANTA CRUZ
BUDGET FORM
FY 2007-08**

SUPPLIES & SERVICES

Department: LIBRARY
Activity: PUBLIC SERVICES
Object: BOOKS/MEDIA/PERIODICALS

Fund	Sub Fund	Dept	Activity	Object	Amount Requested
951	36	50	3530	53106	\$ 1,017,992

FY 2006-07: \$960,465

The requested amount is 8% of the Library Operating Budget, less grants and other special projects.

REVENUE SOURCES/LIBRARY MATERIALS BUDGET

	2004-05	2005-06	2006-07	2007-08
Richardson Trust	\$ 12,000	\$ 12,000	\$ 12,000	\$ 18,000
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	\$ 743,514	\$ 795,953	\$ 818,453	\$ 869,501
Sources				
SUBTOTAL	\$ 850,000	\$ 900,000	\$ 960,465	\$ 1,017,992
Added Revenue				
Appropriation, 2/06		\$ 65,000		
TOTAL		\$ 965,000	\$ 960,465	\$ 1,017,992
BEQUEST	\$ 24,055	\$ 24,055	\$ 24,055	\$ 30,055
SUBTOTAL				
B53106				
6/25/2007				

853106
rev. 06/25/07

CITY OF SANTA CRUZ
BUDGET FORM
2007-08

SUPPLIES & SERVICES

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

Fund	Sub Fund	Dept	Activity	Object	Amount Requested
951	36	50	3520	53110	\$ 41,300.00

FY 2006-07: \$14,350.00

This object is used for the items such as disk, tapes, toner and ink 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
06/12/07