



SANTA CRUZ • PUBLIC
LIBRARIES
A City County System

LIBRARY JOINT POWERS AUTHORITY BOARD

Monday, November 5, 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 October 1, 2007
4. APPROVE MINUTES OF October 15, 2007
5. ORAL COMMUNICATIONS
6. CONSENT AGENDA

No items

7. WRITTEN COMMUNICATIONS
8. REPORTS OF ADVISORY BODIES
9. MEMBER REPORTS
10. STAFF REPORTS

- A. First Quarter Revenue and Expenditure Reports
- B. Integrated Library System Upgrade and Library Web site Redesign
Progress Report
Dan Landry, Network Access Administrator
Ann Young, Webmaster

11. OTHER BUSINESS

A. Timing for Sales Tax Renewal Vote

12. NEXT MEETING TOPICS

Budget revisions based upon the conclusion of collective bargaining negotiations and other needs will be on the agenda. The Board will also consider a 2008 Legislative Program.

13. ADJOURN

The Library Joint Powers Board will adjourn from the regularly scheduled meeting of November 5, 2007, to the next regularly scheduled meeting on December 3, 2007 at 7:30 p.m. in the Central Library Branch Meeting Room.

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
10/31/07**

	WHAT?	NEXT ACTION
	<u>Financial Planning Process</u>	
1	Consider/Choose Options for adding funding for Capital Projects	PENDING
	<u>Library Automation System Upgrade</u>	
2	Staff report to JPB on project planning progress	COMPLETE
3	Adopt general project budget appropriate Phase 1 funds	COMPLETE
4	Consider and make Phase 1.2 appro.	COMPLETE
5	Hear Report on ILS Upgrade Progress	Nov-07
6	Final recommendation re ILS vendor; JPB makes funding source decision	Jan-08
7	Report to Board on Interlibrary Loan Access Issues	COMPLETE
8	Upgrade Library Website to include JPB minutes/agenda archives	COMPLETE
9	Staff continues review/upgrade of Library Web Site; Rept to Board	Nov-07
	<u>Joint Powers Board Housekeeping</u>	
10	Annual election of officers	Feb-08
11	Appoint Citizen Members	Jan -08, -09, -10
12	Meet with Director in closed session to discuss communications and other issues	May-08
13	Conduct Director Appraisal	Oct/Nov 07
14	Renew Joint Powers Agreement	COMPLETE
	<u>Budgeting/Financial Management</u>	
15	Review Annual Audit	1-Mar-08
16	Review current budget status, consider budget revision proposals	Dec-07
17	Discuss budget priorities for coming fiscal year, provide staff direction	Apr-08
18	Consider draft budget, recommend changes	May, June 08

19	Adopt final budget	Jul-08
20	Review quarterly revenue reports	Nov, Feb, May, Aug
21	Review quarterly expenditure reports	Nov, Feb, May, Aug
	<u>Personnel Issues</u>	
22	Hear report of Staff Classification Task Force	COMPLETE
23	Hear report on Staff Hiring Procedures	COMPLETE
24	Receive Annual Staff Safety Report	COMPLETE
	<u>Legislation/Advocacy</u>	
25	Adopt Annual Legislative Program	Dec-07
26	Expand Public Information Program	FY 2007-08
	Consider date for Sales Tax Renewal	Nov-07
	<u>2006 Staff Day Task Force Reports</u>	
27	Receive report from Wayfinding Task Force	Dec-07
	<u>Headquarters Move</u>	
28	Approve move to Locust/Union site	COMPLETE
29	Approve HQ lease amendment	COMPLETE
30	Hear periodic reports on move progress	Sep-07 through Mar-08
	<u>Felton Branch</u>	
31	Hear report from Felton Task Force on community discussions/architectural plans for Verutti Site	Dec-07
	<u>Aptos Parking Lot</u>	
32	Appropriate funds to secure plans and specs for project	COMPLETE
33	Secure funds to complete project See #7 above	
	<u>Library Program Issues</u>	
34	Hear staff report on Read to Me/ Family Place grant projects	Oct-07

Financial Planning Process			
35	Review/Modify <i>Standards for Library Services/Facilities, and Facilities Master Plan</i>	COMPLETE	
36	Prepare 5 Year Projection of Library Baseline Expenses	COMPLETE	
37	Prepare 5 Year Projection of Library Revenues	COMPLETE	
38	Develop estimates for Capital and other Projects	COMPLETE	
39	Determine if Library structural changes are required	PENDING	
40	Prioritize Implementation of Capital Projects	COMPLETE	

SANTA CRUZ PUBLIC LIBRARIES
A CITY-COUNTY SYSTEM

LIBRARY JOINT POWERS BOARD

MINUTES

October 1, 2007

Central Branch Community Meeting Room
224 Church Street, Santa Cruz

7:30 PM PUBLIC MEETING

I. ROLL CALL

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

Absent:

Excused:

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

II. APPROVAL OF MEETING AGENDA OF OCTOBER 1, 2007

Councilmember Rotkin moved, seconded by Citizenmember Gorson

that the Board approve the agenda of October 1, 2007.

UNAN

III. APPROVE MINUTES OF SEPTEMBER 10, 2007

Councilmember Rotkin moved, seconded by Citizenmember Gorson

**that the Board approve the minutes of September 10, 2007 with the following
correction on Pg. 3 #9 it should say "staff task force".**

UNAN

IV. ORAL COMMUNICATIONS

Councilmember Mathews reported on her attendance at Library Staff Day. Staff Day was also joined by UCSC and Cabrillo College.

V. CONSENT AGENDA

None

VI. WRITTEN COMMUNICATIONS

None

VII. REPORTS OF ADVISORY BODIES

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

- Sending out this month to 6,000 library card holders-Friends Membership and letter encouraging people to join the Friends
- October 26 & 27 Book Sale at the Civic Auditorium
- Traveling display of the "Princess & the Pea" chair at the branches to support Shakespeare Santa Cruz's winter pantomime production. Inside the chair will be a "pea" and children are encouraged to sit on it to guess where it is. Branches can have events surrounding it. The first event will be at the Civic Book Sale.

Felton Library Friends, Michelle Mosher, reported the following activities:

- Ice Cream Social was held to honor the Verutti family who has donated the land where the new branch building will be built.
- Workshop with the capital campaign staff from San Francisco Friends. This workshop is "stage 1" of the Community Foundation grant requirements.

Looking for a consultant to help with the next phase of the Community Foundation grant

VIII. MEMBER REPORTS

A. Councilmember Termini thanked Director for attending recent Capitola City Council Meeting.

B. Citizenmember Gerdt reported on the Felton Library Replacement Project.

- a. January 2007 LJPB appropriated \$30,000 from the reserve fund for architectural design and technical services
- b. January 2007 decided to focus on the Verutti site
- c. February 2007 Community Design Workshop with Teall Messer
- d. March 2007 Felton Friends Task Force met with Tom Burns, Planning Department, talked about a pre-application consultation.
 - i. Looked at 2003 plans that were drawn up and the items that have changed since.
- e. July 2007, finally got the Biotic Report that had been done in 2003.

- f. August 2007, Geotechnical Report done 2003 that needed to be re-certified, nothing has changed.
- g. September 2007, Teall Messer and Citizenmember Gerdt, meet with Andrew Brownstone from Biosphere Consulting and talked about the waste water situation.
- h. Met with John Ricker, Environmental Health, concerning the plan that Andrew Brownstone has devised.
- i. October 2007-install pedometers for winter water percolation testing
- j. Currently-working on the "green" application process

IX. STAFF REPORTS

The Director made the following reports:

- A. Workers Compensation Claims for FY 2006-07; A City of Santa Cruz Report
- B. Attended Capitola and Scotts Valley City Council Meetings
- C. New Service is the online Calendar of Library Events
- D. Jeanne O'Grady, Outreach Librarian
 - First 5 Read to Me Project collaboration CD now available
 - i. Family and community group contributors recorded: songs, stories and saying's
 - Reinstate Provider Visits
 - Publishing of a Periodic Newsletter
 - i. First Edition went out September 28, 2007
 - Family Place
 - i. Parent Child Workshops
 - ii. Family Place Electronic Newsletter (to come shortly)
 - LJPB Members are invited to a Youth Services Meeting, Friday, October 12th at 9am in the Central Branch Meeting Room
 - i. Learn more about Family Place and Youth Services will be receiving official Family Place Banner
- E. Introduced Juliana Rousseau, League of Women's Voters Observer for the Library

X. OTHER BUSINESS

- A. Timing of Sales Tax Renewal Vote

The Board discussed whether it should go to the voters requesting that the sales tax that supports the Library should be made permanent or extended for another period of time, and whether the measure should be placed on the February, June, or November ballots in 2008. It is not necessary to renew the measure until 2010 or 2012. Polling data produced by Gene Bregman and Associates suggests that the Library will be highly likely to win a ballot measure in 2008.

Supervisor Stone commented that the LJPB should look at a permanent sales tax for the library system but when talking with the San Lorenzo Valley School District there were concerns raised. Specifically, San Lorenzo Valley School District had plans to go on the

ballot to rebuild their library that burnt down a year ago this coming February. At the time the library burnt down the public library had talked with the school district about doing a joint venture and having the two measures on the ballot at the same time might confuse the voters in the valley and cause damage to one or both of the efforts. He commented that the numbers from the survey look great but that the LJPB needs to be sensitive to the school district because they have a real time crunch and their facilities are suffering.

The Director has talked with the Watsonville Library Director and they are absorbed in opening their new library right now but they think that going to the voters in February will be fine and they think it would be successful.

Councilmember Mathews commented that someone from the LJPB should be talking with the Watsonville City Council and also getting with other jurisdictions concerning a measure.

The Director reported that she talked with Gene Bregman concerning the San Lorenzo Valley School and Gene felt that there was ample room to do a campaign that was linked with them because there is more than the library issue linked with the schools proposed bond measure. His comments were also that the campaign in San Lorenzo Valley should talk about the public library and the school library.

Councilmember Johnson spoke about a poll Gene Bregman did in 2004-05 for the Regional Transportation Commission. The poll showed an approximate 70-75% support for the widening of Highway 1. Councilmember Johnson stated that he feels this is rushed and can not support this motion. He also pulled Measure B from 1996 and quoted a section concerning "termination date" which stated: "This ordinance shall terminate on April 1, 2013 and shall be of no further force in effect on that date." Councilmember Johnson stated that he has great respect for the library but also has respect for the voters who voted for Measure B.

Supervisor Beautz commented that she agreed with Supervisor Stone and would be in support of a special meeting to discuss the topic further.

Councilmember Rotkin pointed out that Gene Bregman has done six or seven polls for the City and they have all been incredibly effective for the City. He stated that in his experience voters are more willing to support things that are going well. He expressed that the library has needs that can not be dealt with unless there is a predictable source of funding for the future library project planning. Councilmember Rotkin is supportive of moving forward with a measure with the poll numbers reflecting very high for the library.

Julie Haff, Superintendent of San Lorenzo Valley Schools, spoke regarding the rebuilding of the San Lorenzo High School Library that was burnt down last September. The district has been trying to put together a plan for the past eight months and have surveyed 400 residents in an effort to introduce a Bond measure.

Supervisor Stone moved, seconded by Councilmember Rotkin

That by motion the Board will meet to discuss the timing for the Sales Tax Renewal Vote Monday, October 15, 2007 at 7:00 p.m.

UNAN

XI. SCHEDULE NEXT MEETING

The next meeting is scheduled for Monday, October 15, 2007 at 7:00 p.m. The Board will be meeting to discuss and vote on the possible Sales Tax Renewal.

XII. ADJOURN

The regular meeting adjourned at 9:00 p.m.

Respectfully submitted,

Kira Henifin, Clerk of the Board

Sheila Fraser, Substitute 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

LIBRARY JOINT POWERS BOARD

MINUTES

October 15, 2007

Central Branch Community Meeting Room
224 Church Street, Santa Cruz

7:30 PM PUBLIC MEETING

I. ROLL CALL

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

Absent:

Excused: Councilmember Cynthia Mathews

Staff: Susan Elgin, Assistant Director of Libraries

II. APPROVAL OF MEETING AGENDA OF OCTOBER 15, 2007

Citizenmember Gerdt moved, seconded by Citizenmember Gorson

that the Board approve the agenda of October 15, 2007.

**UNAN
ABSENT: Mathews**

III. APPROVE MINUTES OF OCTOBER 1, 2007

Councilmember Johnson moved, seconded by Supervisor Stone

that the Board postpone approval of the October 1, 2007 minutes in order for them to be revised to reflect more detailed discussion concerning the Tax Renewal.

**UNAN
ABSENT: Mathews**

IV. ORAL COMMUNICATIONS

None

V. CONSENT AGENDA

None

VI. WRITTEN COMMUNICATIONS

Letter from Pat Busch re: Library Tax Measure

VII. REPORTS OF ADVISORY BODIES

Teall Messer, Board Member for the Friends of the Santa Cruz City-County Library System:

- Can spend up to \$60,000 to help with preparations for upcoming library measure

VIII. MEMBER REPORTS

None

IX. STAFF REPORTS

None

X. OTHER BUSINESS

A. Timing of Sales Tax Renewal Vote

Susan Elgin reported that polling consultant Gene Bregman was not able to attend the meeting due to a death in the family. She also introduced Catherine Lew, Principal of the Lew-Edwards Group, a campaign consulting firm that has worked with the Library and other City agencies in the past.

Supervisor Stone reported on a meeting he had with Citizenmember Gerdt, two school board members and Julie Haff. The meeting was convened to discuss how the library and the San Lorenzo Valley Schools would work together on a tax measure. The school board has spent quite a bit of time and effort putting together their current tax measure for the February ballot. Also considering the short amount of time until the February ballot and given the ties in voter's minds in the Valley between the school district and the library the library ballot measure would create a lot of conflict.

Supervisor Stone moved, seconded by Supervisor Beautz

That by motion the Board will not place a library sales tax measure on the February 5, 2008 ballot.

**UNAN
ABSENT: Mathews**

Councilmember Rotkin reported that the Transportation Funding Task Force has no plans to go on the ballot in June.

Supervisor Stone reported that the Scotts Valley School District is looking to the June ballot.

Councilmember Johnson spoke about communicating with other jurisdictions to find out when other measures are scheduled to be on the ballot. He also commented that the library sales tax measure passed in 1996, effective for 16 years, the board should be thinking more about renewal when the tax measure is closer to the expiration date. He also expressed his concern about the Friends of the Library spending funds to support a ballot measure campaign, since they are a nonprofit organization.

Teall Messer of the Friends of the Library Board responded that the Friends had done extensive consulting with their attorney, who specializes in the laws governing non-profit agencies, and have been assured that they can spend funds up to a certain level.

Citizenmember Gerdt, Citizenmember Gorson and Citizenmember Poitinger agree that going to the voters sooner rather than later is in the best interest of the library.

Carol Heitzig, Watsonville Library Director, was also in favor of going to the voters sometime in the upcoming year.

Catherine Lew reported that 2008 is an extremely unique election opportunity and the Bregman report does show very encouraging voter support for the library. She sees no statistical difference between the June and November 2008 election, but November will be the third election of the year and does run the risk of lower voter turnout.

The Board agreed informally to gather more information about the ballot plans of other groups, as well as data on the dollar cost of the election dates, and to make a decision at its regular meeting in November.

XI. SCHEDULE NEXT MEETING

The next meeting is scheduled for Monday, November 5, 2007.

XII. ADJOURN

The regular meeting adjourned at 7:55 p.m.

Respectfully submitted,

Kira Henifin, Clerk of the Board

Sheila Fraser, Substitute Clerk of the Board

All documents referred to in these minutes are available in the Library Office.

FY 2008 FUND 951

LIBRARY JPA - REVENUE & EXPENDITURES

AS OF 09/30/07

	(1) 2008 Adopted Budget	(2) Appropriations Carry Over From 2007	(3) Budget Adjustments	(4) = (1)+(2)+(3) 2008 Amended Budget	(5) 2008 Actual as of 09/30/07	(6) 2008 Encumbered as of 09/30/07	(7) = (4)-(5)-(6) 2008 Budget Balance	(5)/(4) Actual Percent
REVENUES:								
07/01/07 Beginning Fund Balance (Estimated)								
Sales and Use Tax	6,473,764	-	-	6,473,764	1,079,266	-	5,394,498	17%
Other Agencies	5,143,992	-	-	5,143,992	857,332	-	4,286,660	17%
County Interest	30,960	-	-	30,960	3,576	-	27,384	12%
Public Library Fund	118,436	-	-	118,436	-	-	118,436	0%
First Five Extension (Read to Me Grant)	65,873	-	-	65,873	224	-	65,649	0%
Other Income	313,055	113,903	-	426,958	84,148	-	342,810	20%
Total Revenues	12,146,080	113,903	-	12,259,983	2,942,417	-	10,235,438	24%
EXPENDITURES:								
Personnel Services	8,753,470	-	-	8,753,470	1,906,156	-	6,847,314	22%
Supplies and Services	3,191,565	207,864	-	3,399,429	739,948	740,337	1,919,144	22%
Transfer to Reserves	425,000	-	-	425,000	-	-	425,000	0%
Debt Payments	52,422	-	-	52,422	52,422	-	(0)	100%
First Five	65,873	-	-	65,873	1,520	1,978	62,375	0%
City Charge	667,752	-	-	667,752	-	-	667,752	0%
Total Expenditures	13,156,082	207,864	-	13,363,946	2,700,046	742,315	9,921,585	20%
Revenues Over (Under) Expenditures	(1,010,002)	(93,960)	-	(1,103,962)	242,371			
Sales Tax, MOE, and County Interest received after month end					1,042,158			
Estimated Ending Fund Balance					1,284,529			
Estimated Cash Balance as of 09/30/07					363,010			

Revenue Status Report

CITY OF SANTA CRUZ

7/1/2007 through 9/30/2007

Account Number	Library Agency Funds	Adjusted Estimate	Revenues	Year-to-date Revenues	Balance	Prct Rcvd
950	Library Agency Funds					
951	Library Joint Powers Authority					
00-00-0000-41211	Sales and use tax	6,473,764.00	1,079,265.60	1,079,265.60	5,394,498.40	16.67
00-00-0000-46190	Interest earnings - other	30,960.00	3,575.83	3,575.83	27,384.17	11.55
00-00-0000-46956	Contingency for Revenues	103,622.00	0.00	0.00	103,622.00	0.00
00-00-0000-49122	From Library Private Trust Fund	12,055.00	12,055.00	12,055.00	0.00	100.00
36-00-0000-43210	State operating grants and contributions	118,436.00	0.00	0.00	118,436.00	0.00
36-00-0000-43310	Local operating grants and contributions	5,154,273.37	857,331.94	857,331.94	4,296,941.43	16.63
36-00-0000-44613	Internet use fee	8,000.00	1,800.06	1,800.06	6,199.94	22.50
36-00-0000-44630	Room rentals-library JPA	6,000.00	935.00	935.00	5,065.00	15.58
36-00-0000-44660	Interlibrary loan reimbursement	3,000.00	0.00	0.00	3,000.00	0.00
36-00-0000-44901	Photocopy fee	9,000.00	2,390.44	2,390.44	6,609.56	26.56
36-00-0000-45131	Library fines	216,000.00	42,533.68	42,533.68	173,466.32	19.69
36-00-0000-45132	Lost library items	32,000.00	6,438.16	6,438.16	25,561.84	20.12
36-00-0000-46303	Donations - library	18,000.00	18,000.00	18,000.00	0.00	100.00
36-00-0000-46910	Miscellaneous operating revenue	9,000.00	0.00	0.00	9,000.00	0.00
36-00-0000-46916	Cash over/short	0.00	-4.32	-4.32	4.32	0.00
36-52-3531-43210	State operating grants and contributions	65,873.00	224.06	224.06	65,648.94	0.34
	Grand Total	12,259,983.37	2,024,545.45	2,024,545.45	10,235,437.92	16.51

Expenditure Status Report
CITY OF SANTA CRUZ
7/1/2007 through 9/30/2007

951 Library Joint Powers Authority

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
00-00-0000						
00-00-0000-59191	425,000.00	0.00	0.00	0.00	425,000.00	0.00
Total	425,000.00	0.00	0.00	0.00	425,000.00	0.00

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
36-50-3510						
Library Administration						
36-50-3510-52131	14,000.00	2,389.65	2,389.65	11,035.35	575.00	95.89
Claims management services - outside						
36-50-3510-52135	6,381.00	2,781.45	2,781.45	3,399.55	200.00	96.87
Financial services - outside						
36-50-3510-52139	0.00	250.00	250.00	0.00	-250.00	0.00
Medical services						
36-50-3510-52149	891,593.00	207,046.56	207,046.56	0.00	684,546.44	23.22
Interagency labor charges						
36-50-3510-52199	52,122.00	12,668.75	12,668.75	39,122.00	331.25	99.36
Other professional & technical services						
36-50-3510-52240	5,180.00	0.00	0.00	0.00	5,180.00	0.00
Office equipment operation/maint						
36-50-3510-52244	3,850.00	46.26	46.26	0.00	3,803.74	1.20
Other equipment operation/maintenance						
36-50-3510-52302	3,000.00	398.00	398.00	0.00	2,602.00	13.27
Travel and meetings						
36-50-3510-52304	19,715.00	3,170.07	3,170.07	11,197.80	5,347.13	72.88
Training						
36-50-3510-52402	74,667.00	18,666.75	18,666.75	0.00	56,000.25	25.00
Telecommunications service - internal						
36-50-3510-52403	33,652.00	5,565.99	5,565.99	8,000.00	20,086.01	40.31
Telecommunications service - outside						
36-50-3510-52933	20,280.00	14,373.00	14,373.00	0.00	5,907.00	70.87
Liability insurance/surety bonds-outside						
36-50-3510-52960	1,000.00	0.00	0.00	0.00	1,000.00	0.00
Advertising						
36-50-3510-52961	9,547.00	988.00	988.00	0.00	8,549.00	10.45
Dues and memberships						
36-50-3510-52972	6,000.00	1,151.19	1,151.19	0.00	4,848.81	19.19
Printing and binding-outside						
36-50-3510-52973	250,000.00	1,562.25	1,562.25	1,894.60	246,563.15	1.38
Moving Costs						
36-50-3510-53101	21,000.00	3,594.40	3,594.40	0.00	17,405.60	17.12
Postage charges						
36-50-3510-53102	17,500.00	3,072.81	3,072.81	0.00	14,427.19	17.56
Office supplies						
36-50-3510-54990	3,200.00	816.66	816.66	0.00	2,383.34	25.52
Miscellaneous supplies and services						
36-50-3510-57203	44,000.00	0.00	0.00	43,300.00	700.00	98.41
Building remodeling						
36-50-3510-57401	41,625.00	0.00	0.00	32,448.89	9,176.11	77.96
Office furniture/equipment						
36-50-3510-57402	110,000.00	72,831.86	72,831.86	26,857.44	10,310.70	90.63
Vehicle equipment						
Total	1,628,312.00	351,383.65	351,383.65	177,245.63	1,099,682.72	32.46

Expenditure Status Report
CITY OF SANTA CRUZ
7/1/2007 through 9/30/2007

951 Library Joint Powers Authority

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
36-50-3540	Library Special Accounts					
36-50-3540-52135	Financial services - outside	0.00	0.00	0.00	667,752.00	0.00
36-50-3540-58190	Other debt principal	40,293.07	40,293.07	0.00	-0.07	100.00
36-50-3540-58290	Other debt interest	12,129.00	12,129.02	0.00	-0.02	100.00
Total	Library Special Accounts	720,174.00	52,422.09	0.00	667,751.91	7.28
36-50-9510	Library Buildings					
Total	Library Buildings	0.00	0.00	0.00	0.00	0.00
Total	Library Administration	2,348,486.00	403,805.74	177,245.63	1,767,434.63	24.74
36-51-3520	Library Technical Services					
36-51-3520-52149	Interagency labor charges	1,908,351.00	417,513.60	0.00	1,490,837.40	21.88
36-51-3520-52199	Other professional & technical services	35,000.00	0.00	0.00	35,000.00	0.00
36-51-3520-52248	Software maintenance services	69,253.00	13,306.72	43,697.58	12,248.70	82.31
36-51-3520-52249	Hardware maintenance services	18,454.00	3,851.37	10,907.54	3,695.09	79.98
36-51-3520-52302	Travel and meetings	1,300.00	0.00	0.00	1,300.00	0.00
36-51-3520-52403	Telecommunications service - outside	106,260.00	20,234.75	0.00	86,025.25	19.04
36-51-3520-52972	Printing and binding-outside	11,000.00	5,498.79	0.00	5,501.21	49.99
36-51-3520-53110	Computer supplies	41,300.00	1,251.92	19,661.54	20,386.54	50.64
36-51-3520-53112	Library functional supplies	183,767.00	40,459.85	36,892.77	106,414.38	42.09
36-51-3520-54990	Miscellaneous supplies and services	104,241.74	0.00	35,037.00	69,204.74	33.61
Total	Library Technical Services	2,478,926.74	502,117.00	146,196.43	1,830,613.31	26.15
36-52-3530	Library Public Services					
36-52-3530-52149	Interagency labor charges	5,747,068.00	1,225,083.52	0.00	4,521,984.48	21.32
36-52-3530-52302	Travel and meetings	2,800.00	0.00	0.00	2,800.00	0.00
36-52-3530-52972	Printing and binding-outside	10,000.00	214.79	0.00	9,785.21	2.15
36-52-3530-53106	Books and periodicals	1,017,992.00	250,813.43	0.00	767,178.57	24.64
36-52-3530-53109	Copier supplies	6,948.00	1,065.65	0.00	5,882.35	15.63
36-52-3530-54990	Miscellaneous supplies and services	7,280.00	2,722.73	0.00	4,557.27	37.40
Total	Library Public Services	6,792,088.00	1,479,920.12	0.00	5,312,167.88	21.79
36-52-3531	Read-to Me Grant Program					

Expenditure Status Report
CITY OF SANTA CRUZ
7/1/2007 through 9/30/2007

951 Library Joint Powers Authority

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prcnt Used
36-52-3531-52223	1,000.00	0.00	0.00	0.00	1,000.00	0.00
36-52-3531-52402	925.00	231.25	231.25	0.00	693.75	25.00
36-52-3531-54990	63,948.00	1,288.90	1,288.90	1,977.62	60,681.48	5.11
Total	65,873.00	1,520.15	1,520.15	1,977.62	62,375.23	5.31
Total	6,857,961.00	1,481,440.27	1,481,440.27	1,977.62	5,374,543.11	21.63
36-53-3515						
Library Facilities Management						
36-53-3515-52149	206,458.00	56,512.54	56,512.54	0.00	149,945.46	27.37
36-53-3515-52201	60,468.00	8,771.71	8,771.71	0.00	51,696.29	14.51
36-53-3515-52211	177,168.00	28,361.00	28,361.00	148,807.00	0.00	100.00
36-53-3515-52223	40,000.00	17,499.19	17,499.19	0.00	22,500.81	43.75
36-53-3515-52246	154,282.00	32,161.97	32,161.97	46,537.83	75,582.20	51.01
36-53-3515-52247	36,005.00	3,722.15	3,722.15	7,095.00	25,187.85	30.04
36-53-3515-52261	321,015.00	93,830.40	93,830.40	214,455.36	12,729.24	96.03
36-53-3515-52302	650.00	0.00	0.00	0.00	650.00	0.00
36-53-3515-52932	27,859.00	0.00	0.00	0.00	27,859.00	0.00
36-53-3515-52933	47,906.00	31,848.00	31,848.00	0.00	16,058.00	66.48
36-53-3515-53108	3,670.00	54.54	54.54	0.00	3,615.46	1.49
36-53-3515-53113	20,140.00	2,547.95	2,547.95	0.00	17,592.05	12.65
36-53-3515-53310	0.00	13.88	13.88	0.00	-13.88	0.00
36-53-3515-53311	136,964.00	35,110.70	35,110.70	0.00	101,853.30	25.63
36-53-3515-53312	20,987.00	2,248.93	2,248.93	0.00	18,738.07	10.72
Total	1,253,572.00	312,682.96	312,682.96	416,895.19	523,993.85	58.20
Total	12,938,945.74	2,700,045.97	2,700,045.97	742,314.87	9,496,584.90	26.60
Total	13,363,945.74	2,700,045.97	2,700,045.97	742,314.87	9,921,584.90	25.76
Grand Total	13,363,945.74	2,700,045.97	2,700,045.97	742,314.87	9,921,584.90	25.76



County of Santa Cruz

COUNTY ADMINISTRATIVE OFFICE

701 OCEAN STREET, SUITE 520, SANTA CRUZ, CA 95060-4073

(831) 454-2100 FAX: (831) 454-3420 TDD: (831) 454-2123

SUSAN MAURIELLO, J.D., COUNTY ADMINISTRATIVE OFFICER

October 31, 2007

Anne Turner, Director
Santa Cruz City County Library System
1543 Pacific Avenue
Santa Cruz, California 95060

COST AND FINANCING OF LIBRARY TAX MEASURE

Dear Ms. Turner:

The purpose of this letter is to provide background on the cost and financing of an election to extend the Sales Tax which finances the operations of the Santa Cruz City County Library System and the Watsonville City Library.

Background

In 1996 the Board of Supervisors established the Santa Cruz County Public Library Authority (the "Authority") and then as the Board of Directors of the Authority adopted an ordinance imposing a quarter of one percent transaction and use tax for public library purposes subject to approval by two-thirds approval of the voters. Extending the term of the tax would require that the Board of Supervisors in their capacity as the Board of Directors of the Authority amend the existing ordinance subject to approval by two-thirds vote of the voters. Amending the ordinance requires two readings.

Cost of the Election

Regarding the matter of the cost of submitting the measure to the voters, the County Elections Department estimates that the cost for the June 2008 election will be between \$2.00 and \$3.00 per registered voter and that the cost of the November 2008 election will be approximately \$1.50 per registered voter. There are currently approximately 130,000 registered voters. The table below summarizes the range of costs for the election.

Item	Cost of the Election		
	Jun 2008		Nov 2008
Cost Per Voter	\$ 2.00	\$ 3.00	\$ 1.50
Registered Voters	130,000	130,000	130,000
Total Cost	\$ 260,000	\$ 390,000	\$ 195,000

Anne Turner
October 31, 2007
Page 2

The cost to the Library would depend on the number of parties sharing the cost of the election. For this reason the November 2008 ballot has the lowest cost.

Financing the Election

County Counsel has indicated that the cost of the Election is an appropriate charge to the revenues available to the Authority. The cost of the election would be paid from the Sales Tax Revenues available to the Authority before they are distributed to the Santa Cruz City County Library System and the Watsonville Library.

With respect to the matter of financing the cost of the election, the libraries are currently well positioned to absorb the one-time costs of the election. In this regard,

- The libraries budgeted sales tax revenue for 2007-08 is \$193,906 less than 2006-07 actual receipts (See Attachment 1). Therefore it is not unreasonable to expect that actual sales tax receipts for 2007-08 will exceed the budgeted estimate.
- This expectation was realized in the 1st quarter of 2007-08. Sales Tax receipts for the 1st quarter of 2007-08 were \$58,000 over estimate (See Attachment 2).
- The Library Fund has unbudgeted one-time funds of approximately \$325,000 that could be drawn down to offset the libraries one-time loss of sales tax revenue resulting from paying for the cost of the election.

If you have any questions regarding this matter, please call me at 454-3521.

Very truly yours,

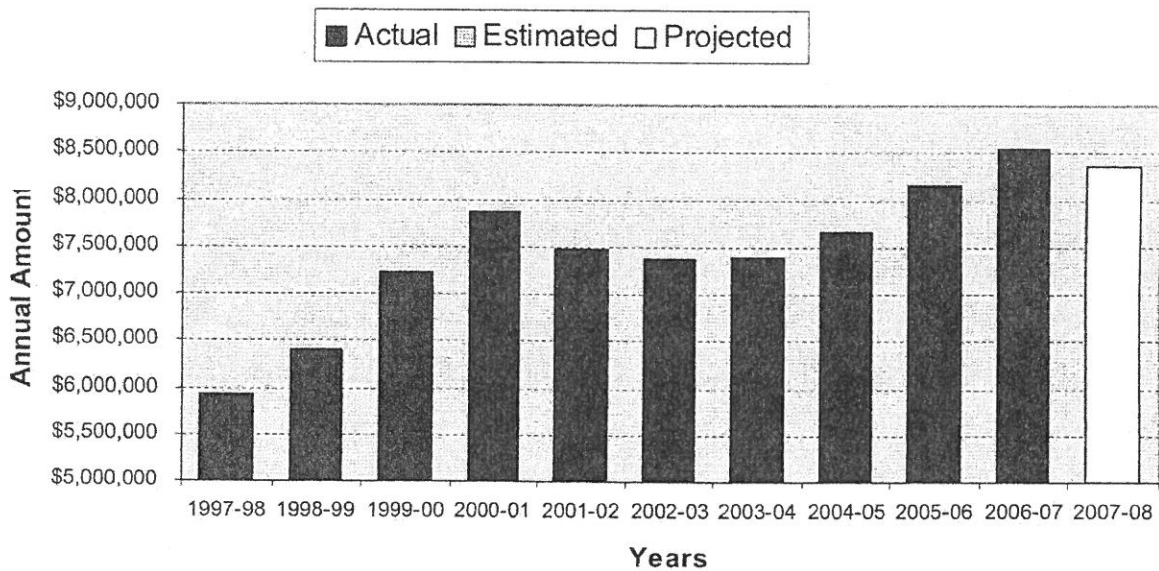


Pat Busch
Assistant County Administrative Officer

Attachments

cc: Carol Heitzig, Director of Libraries, City of Watsonville

Measure B Actual and Estimated Receipts



Measure B Quarterly Receipts

■ Actual □ Estimated Quarterly Receipts

