

SANTA CRUZ • PUBLIC  
LIBRARIES  
A City County System

## LIBRARY JOINT POWERS AUTHORITY BOARD

Monday, December 3, 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 NOVEMBER 5, 2007
4. ORAL COMMUNICATIONS
5. CONSENT AGENDA
  - No items
6. WRITTEN COMMUNICATIONS
7. REPORTS OF ADVISORY BODIES
8. MEMBER REPORTS
9. STAFF REPORTS
  - A. Strategic Financial Projections
10. OTHER BUSINESS
  - A. Adopt Resolution Honoring Margaret Souza
  - B. Revise FY 2007-08 Budget
  - C. Expend Kemme Trust

D. Adopt 2008 Legislative Program

E. Timing for Sales Tax Renewal Vote

11. NEXT MEETING TOPICS

A report on updated Strategic Financial Plan projections will be presented.

12. ADJOURN

The Library Joint Powers Authority Board will adjourn from the regularly scheduled meeting of December 3, 2007, to the next regularly scheduled meeting on January 7, 2008 at 7:30 p.m. in the Community Meeting Room of the Central Branch Library.

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.

**NOTICE**  
November 28, 2007

The following item is being added to the Library Joint Powers Board Agenda for the meeting on December 3, 2007:

**9. STAFF REPORTS**

**B. Report on County Law Library and Legal Information Services**



SANTA CRUZ • PUBLIC  
LIBRARIES  
A City County System

November 14, 2007

TO: LIBRARY JOINT POWERS AUTHORITY BOARD

FR: DIRECTOR OF LIBRARIES

RE: COUNTY LAW LIBRARY AND LEGAL INFORMATION SERVICES

NO ACTION REQUIRED

The Board requested information on the status of the Santa Cruz County Law Library regarding potential receipt of sales tax revenue, and the options for providing legal information services to the people of Santa Cruz County.

#### Receipt of Library Sales Tax Revenue

The Law Library Board proposed sharing the library sales and use tax revenue back in 1997. The County Counsel prepared an opinion (attached) that states the Law Library is not eligible.

Staff has sent Law Library Trustee John A. Mancini, who spoke at your November 5, 2007 meeting, a copy of this opinion. Mr. Mancini was careful to say that he was speaking as an interested citizen, not on behalf of the Law Library Board.

#### Legal Information Services

County Law Libraries were originally established to meet the needs of the professional legal community. Our Santa Cruz County Law Library has a state wide reputation as an excellent resource for law information.

Per statute, the County Law Library is governed by the Law Library Board of Trustees. Financial and personnel management is provided by the Superior Court. Its funding comes from fees that are assessed when cases are filed. Funding is barely adequate for the staffing level required to provide services, and inadequate to purchase the materials the staff would like. The Law Library is located in the basement of the County Building. The Courts recently turned its small conference room (often used by out-of-town attorneys to meet with clients)

into an office. There have been preliminary discussions with the County about co-locating the Jury Assembly function with a portion of the Law Library.

Use of law libraries in smaller counties such as Santa Cruz is changing. As legal resources have become available online, the majority of law firms have simply subscribed to electronic services. Most of the attorney users are now sole practitioners who cannot afford to purchase expensive resources.

Santa Cruz Law Library staff, who our Reference and Adult Services Coordinator interviewed on November 8<sup>th</sup>, estimates that an average of thirty to forty people use the Law Library each day, and that 80-85% of them are members so the public, not attorneys. Law Library staff believes that there is more use by non-attorneys because more lawsuits are being filed, attorney fees continue to rise, and people find themselves needing legal help they can't afford. So they come to the Law Library.

The Santa Cruz Public Libraries staff has been aware of these trends for some time, and has endeavored to improve the legal information services we provide.

#### Current Agreements & Services

In December 2000 the Library Joint Powers Authority Board approved an agreement between the Joint Powers Authority and the County Law Library for expanded law library service. The agreement specifies the terms for placing library-owned automation equipment in the Law Library, and sets the procedures for developing protocols for future collection acquisitions and cataloging, de-acquisitions, patron referrals, etc.

Earlier that year the Library secured a State grant (which the County matched) to conduct retrospective conversion of the County Law Library's collection so as to add it to the public library's catalog. We installed public access computers at the Law Library, and thus substantially improved public access to law materials owned by both libraries.

The Library System continues to provide cataloging and delivery services, but has not upgraded the public access computers located at the Law Library.

#### Future Services

The Library System staff thinks a sensible approach to the funding and service problems of the Law Library would be to conduct a needs study that examines various options for delivering services and makes recommendations for change. It would be necessary to hire a library consultant for this work, since none of the staff involved currently have the time to do the work.

OFFICE OF THE  
COUNTY COUNSEL



COUNTY OF SANTA CRUZ

GOVERNMENT CENTER  
(408)454-2040  
FAX(408)454-2115

701 OCEAN STREET, ROOM 505, SANTA CRUZ, CALIFORNIA 95060-4068

DWIGHT L. HERR  
COUNTY COUNSEL

January 6, 1998

DEBORAH STEEN  
SAMUEL TORRES, JR.  
CHIEF ASSISTANTS

HARRY A. OBERHELMAN III  
MARIE COSTA  
JANE M. SCOTT  
RAHN GARCIA  
TAMYRA RICE  
PAMELA FYFE  
ELLEN LEWIS  
KIM BASKETT  
LEE GULLIVER  
DANA McRAE

ASSISTANTS

Board of Directors  
Library Financing Authority  
224 Church Street  
Santa Cruz, CA 95060

RE: Interpretation of Section 4.4 of the Santa Cruz County  
Library Financing Authority Joint Powers Agreement

Dear Members of the Board::

At your last meeting on June 9, 1997, you directed this office to prepare an opinion regarding the interpretation of Section 4.4 of the Santa Cruz County Library Financing Authority Joint Powers Agreement as to whether that section empowers your Board to allocate Measure B funds to an applicant library. Specifically, this opinion is to consider the application for funds made by the President of the Law Library Board of Trustees.

In May and June of 1996, all of the cities in this county, and the County itself, executed a Joint Powers Agreement which, in part, provided for a Library Financing Authority (hereinafter known as the "Authority"). The Authority's mandate, the Library Financing Authority Agreement, (hereinafter known as the "Authority Agreement") became effective upon the passage of Measure B, which measure outlines an Expenditure Plan for the allotted funds which mirrors that in the Authority Agreement. Therefore, the Authority Agreement is the controlling document in the distribution of Measure B funds.

The Authority Agreement calls for the Authority to receive and equitably distribute all library funds within Santa Cruz County on a per-capita population based revenue sharing model; that is, the sharing of resources is based upon each library's distinct, definable and carefully calculated service area population. (See, Section 4.3, Authority Agreement.) The Authority Agreement does not contemplate distribution of funds using any other alternative method.

The Authority Agreement does, however, provide for a distribution of funds, on a per capita basis, to a new city or independent special district upon the filing of an application with the Authority, and upon the commitment of the new city to make a maintenance of effort contribution to the Authority each year equal to the property taxes assigned to the new city for library services. Again, it is apparent from this language that the formula for the distribution of funds as outlined in Section 4.3, as referenced above, is intended to be applied exactly to new library participants.

The Santa Cruz County Law Library may be properly considered to be a public library, but is not an entity which has a definite, geographically specific service population as required by the Authority Agreement. Therefore, it is unable to participate directly in the distribution of Measure B funds.

To maintain the integrity of provisions of the Authority Agreement, a library which serves the public, but which does not have a distinct service area population, as discussed above, must access Measure B funds indirectly through some form of legal relationship with a library system entitled to receive distribution of such funds directly.

Respectfully submitted,

Lee Gulliver  
Lee Gulliver, Esq.  
Assistant County Counsel

cc: County Administrative Officer  
Each City Manager  
Auditor-Controller  
Treasurer-Tax Collector  
Director of Libraries, Santa Cruz City-County Library System ✓  
Library Director, City of Watsonville  
President of the Board of Law Library Trustees  
County Law Librarian

**LIBRARY JOINT POWERS BOARD  
SUSPENSE LIST**

11/26/07

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



20	Adopt final budget	Jul-08
21	Review quarterly revenue reports	Nov, Feb, May, Aug
22	Review quarterly expenditure reports	Nov, Feb, May, Aug
	<b><u>Personnel Issues</u></b>	
23	Hear report on Staff Reclassification Process	Jan-08
24	Hear report on Staff Hiring Procedures	COMPLETE
25	Receive Annual Staff Safety Report	COMPLETE
	<b><u>Legislation/Advocacy</u></b>	
26	Adopt Annual Legislative Program	Dec-07
27	Expand Public Information Program	FY 2007-08
	Consider date for Sales Tax Renewal	Dec-07
	<b><u>2006 Staff Day Task Force Reports</u></b>	
28	Receive report from Wayfinding Task Force	Jan-08
	<b><u>Headquarters Move</u></b>	
29	Approve move to Locust/Union site	COMPLETE
30	Approve HQ lease amendment	COMPLETE
31	Hear periodic reports on move progress	Sep-07 through Mar-08
	<b><u>Felton Branch</u></b>	
32	Hear report from Felton Task Force on community discussions/architectural plans for Verutti Site	Jan/Feb 2008
	<b><u>Aptos Parking Lot</u></b>	
33	Appropriate funds to secure plans and specs for project	COMPLETE
34	Secure funds to complete project See #1 Above	
	<b><u>Library Program Issues</u></b>	
35	Hear Staff Report on Services to Boomers project	Jan-08

<b>Financial Planning Process</b>			
36	Review/Modify <i>Standards for Library Services/Facilities, and Facilities Master Plan</i>	COMPLETE	
37	Develop estimates for Capital and other Projects	COMPLETE	
38	Determine if Library structural changes are required	PENDING	
39	Prioritize Implementation of Capital Projects	COMPLETE	

SANTA CRUZ PUBLIC LIBRARIES  
A CITY-COUNTY SYSTEM

LIBRARY JOINT POWERS BOARD

MINUTES

November 5, 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, Councilmember Cynthia Mathews

Absent: Councilmember Rotkin

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

II. APPROVAL OF MEETING AGENDA OF NOVEMBER 5, 2007

**Supervisor Stone moved, seconded by Citizenmember Gorson**

**that the Board approve the agenda of November 5, 2007.**

UNAN  
ABSENT: Rotkin

III. APPROVE MINUTES

**Councilmember Mathews moved, seconded by Supervisor Stone**

**that the Board approve the minutes of October 1, 2007 with the deletion on Pg. 3, letter J regarding Citizenmember Gerdt's Felton Report.**

UNAN  
ABSENT: Rotkin

**Citizenmember Gorson moved, seconded by Supervisor Stone**

**that the Board approve the minutes of October 15, 2007.**

**UNAN  
ABSENT: Rotkin  
ABSTAIN: Mathews**

IV. ORAL COMMUNICATIONS

None

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:

- Book Sale was held October 26 & 27 at the Civic Auditorium
  - Made just under \$18,000 in sales
- Results from membership mailing
  - 4% return
- November 29<sup>th</sup> is the Friends Night for the Shakespeare play *Princess and the Pea*
- Friday, November 9<sup>th</sup> is Munching for Mozart Concert

VIII. MEMBER REPORTS

San Lorenzo Valley Community Input on Felton Library Design: Summary of Design Input

IX. STAFF REPORTS

The Director made the following reports:

- A. First Quarter Revenue and Expenditure Reports
- B. Sentinel Article featuring Central Librarian Sarah Harbison
  - Research Workshop on House History
    - i. 100 people showed up and 20 had to be turned away
- C. 2<sup>nd</sup> of the Film Showings
- D. One Book One Community Read
  - *Farewell to Manzanar*
- E. Circulation Data from October: Circulation is Up
- F. Integrated Library System Upgrade and Library Web site Redesign Progress Report

- By Dan Landry, Network Access Administrator and Ann Young, Webmaster

## X. OTHER BUSINESS

### A. Timing for Sales Tax Renewal Vote

John A. Mancini, serves on the Board of Trustees for the Law Library but speaking as a concerned citizen, said that the Law Library is a public library. It is the oldest public library in the county and it is used quite extensively by the public. Mr. Mancini spoke concerning the pending decision on the library tax measure and believes the law library is deserving of support money. Currently the law library is funded by the courts and also through the collection of fees.

Bob Begun, citizen of Santa Cruz County, commented that he would urge the board to go to the voters in November to save money. He also cautioned that the money spent by the Friends of the Library for political reasons may not be in line with the non-profit tax filing.

Councilmember Termini answered a question from Citizen Bob Begun regarding the tax renewal timing. He stated that the Board felt they should go to the voters now because poll results were very favorable and if the renewal did fail there would be time to go back out to try again.

Victor Marani, resident of Rio Del Mar and library patron commented that the Law Library should be included in this tax measure renewal in order to truly represent a public library initiative. Mr. Marani agreed that the Board should support a November ballot measure in order to save money. He also supported a sunset clause and not a permanent measure in order for there to be a review of how the money has been spent. He mentioned another possibility to look at a more straight line relationship with the Director. Instead of having the City Manager having a direct line with the Director the Board should have this relationship.

Supervisor Beautz reported that the Transportation Funding Task Force will be making a decision next week on whether to place the transportation measure on the November ballot.

Citizenmember Poitinger has concerns with a June ballot because of costs and voter turnout.

Councilmember Mathews is in support of going on the June ballot. This measure would also help with the predictability of funding future library expansion projects throughout the county. The comment was also made that the decision on when to go on the ballot should be based on how successful the campaign could be for the library. On the issue of non-profits, 501c3's can spend funds for issues but not candidate or candidate issues.

Councilmember Johnson is not in favor of a June measure because of the costs associated with it. It was also determined that the library will be solely responsible for the costs they would not be shared with the county. He requested that the staff provide a comprehensive report on the future capital projects of the library.

Councilmember Termini commented that he agrees with the sunset concept in almost any other use that the library. The library has a certain amount of institutional permanence in a community and a permanent measure would benefit the public library.

Supervisor Stone also spoke to the issue regarding the sunset clause versus a permanent clause. There are limitations on the sunset clause in terms of receiving state or grant money. For example, when planning for future library expansion the Board will need help financially and this help will not be available because of the sunset clause on the current measure.

Councilmember Johnson questioned whether the Board should look into changing the structure of how the Director reports to the Board during this ballot measure discussion.

Supervisor Beautz stated that she feels the way the board's relationships are working well.

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

**That by motion the Board will postpone a decision regarding the sales tax renewal until the December 3, 2007 meeting.**

**And that the staff will provide the following information for that meeting:**

- A report on the Regional Transportation Commission ballot date decision and information on other measures proposed for the June and November ballots.**
- A report on projected capital expenditures for both the short and the long term and the expected impact on the operating budget.**
- A report on options for providing law information services, including the operations of the County Law Library, relations with the City-County Library system, and the Law Library's eligibility for a share of sales tax revenue.**

**UNAN  
ABSENT: Rotkin**

**XI. SCHEDULE NEXT MEETING**

The next meeting is scheduled for Monday, December 3, 2007.

**XII. ADJOURN**

The regular meeting adjourned at 9:10 p.m.

Respectfully submitted,

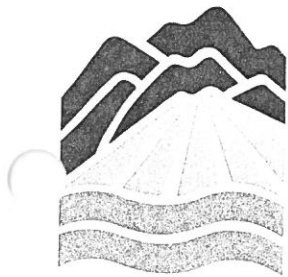
A handwritten signature in cursive script, appearing to read "Kira Henifin".

Kira Henifin, Clerk of the Board

A handwritten signature in cursive script, appearing to read "Sheila Fraser".

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

November 19, 2007

TO: LIBRARY JOINT POWERS AUTHORITY BOARD

FR: DIRECTOR OF LIBRARIES

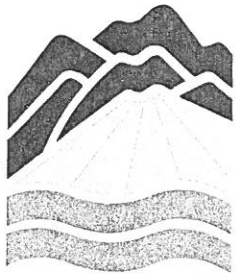
RE: STRATEGIC FINANCIAL PROJECTIONS

NO ACTION REQUIRED

At the Board's request, Citizen member Barbara Gorson and I did some work on updating the strategic financial projections first prepared in 2006. We have agreed that there is insufficient time during November to complete the task. We will therefore report to the Board in January, 2008.

JSTRAPROJ.UDT





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

RESOLUTION 2007-17

RESOLUTION OF THE SANTA CRUZ  
 LIBRARY JOINT POWERS AUTHORITY BOARD  
 HONORING MARGARET SOUZA

WHEREAS Margaret Souza has served the people of Santa Cruz County as a staff member of the Santa Cruz Public Libraries for more than forty years, and

WHEREAS she has held various positions and worked at several branches, but for the last twenty two years has served as Head of Technical Services and been a valued member of the Library's Management team, and

WHEREAS she wrote a history of the library that stands as an invaluable record of nearly one hundred years of service, and

WHEREAS she has brought intelligence, creativity, skill at problem-solving, and exemplary commitment to meeting the public's information needs,

NOW THEREFORE BE IT RESOLVED

That the Library Joint Powers Authority Board salutes Margaret Souza on the occasion of her retirement, thanks her for her many years of fine service, and wishes her a happy future life of hand weaving and travel in which no bindery or leased books ever appear.

PASSED AND ADOPTED this 3<sup>rd</sup> Day of December 2007 by the following vote:

AYES:

NOES:

ABSENT:

DISQUALIFIED:

APPROVED \_\_\_\_\_  
 Chair

Attest: \_\_\_\_\_  
 Board Clerk

PSOUZA.RES  
 11/20/07



SANTA CRUZ • PUBLIC  
LIBRARIES  
A City County System

November 20, 2007

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

**RECOMMENDATION:** That the Library Joint Powers Authority Board adopt a resolution amending the FY 2007-08 budget and approving certain budget transfers as needed.

#### DISCUSSION

When the Board adopted the FY 2007-08 budget in June, it did so with the understanding that negotiations with the collective bargaining units were underway that would eventually have an impact on the final numbers. The Fund Balance and other revenues would also change.

Staff is therefore proposing several amendments to bring the budget into alignment with the latest revenue and expenditure estimates. Also, at least one capital outlay project requires an additional appropriation, and staff believes it would be wise to allocate more funds to the Headquarters move.

#### Revenue Changes

The bottom line is that we now anticipate receiving \$245,548 less than we projected in June. Part of this is a revision of the Fund Balance (comprised of budget savings and unanticipated additional revenue). Also, the amount from the Public Library Fund went down from \$118,436 to \$78,419 due to the Governor's blue pencil.

Although sales tax collections are running slightly ahead of projections (\$64,000), it would be unwise to count on these funds until much further into the fiscal year.

Personnel

The new collective bargaining unit agreements require an additional \$87,718 in Salaries to cover a 2% increase for nine months of the fiscal year. The increase in Benefits is \$238,568, covering the City's agreement to pay a larger share of retirement costs.

Capital Equipment

The Board approved \$40,000 for a project to replace the deck at the Boulder Creek Branch. Its understructure was discovered to be rotting when the redwood tree it surrounded was removed. When the deck was demolished even more rot and termite damage was discovered. \$5,500 is required to mitigate it.

Appropriation to Reserve Funds

The Board originally allocated \$425,000 to reserves, understanding that it would probably be necessary to dip into these funds when the contract negotiations were complete. \$375,000 is needed to cover expenses for the balance of the year, reducing the appropriation to \$50,000.

Moving Expenses

In January the staff will report in detail to the Board on the Locust/Union Street project, its budget impact in FY 2008-09, and other matters. In the meantime, staff recommends that an additional \$50,000 be added to what we are calling "The Headquarters Move:" all the expenses of moving to new space and reconfiguring staff offices at HQ and at the Central Branch.

**F7 2007-2008 REVENUE VS. EXPENSE SUMMARY**

REVENUES				
SOURCE	FY 2006-07 ACTUAL	FY 2007-08 ADOPTED	PROPOSED CHANGES	REVISED TOTALS
MAINTENANCE/EFFORT [County property tax : Cities of Santa Cruz & Watsonville Contributions]	\$ 4,999,615	\$ 5,143,992		5,143,992
SALES & USE TAX	\$ 6,632,947	\$ 6,473,764		6,473,764
COUNTY INTEREST & SUPPLEMENTALS	\$ 33,228	\$ 30,960		30,960
<b>SUBTOTAL</b>	<b>\$ 11,665,790</b>	<b>\$ 11,648,716</b>		<b>\$ 11,648,716</b>
FY 2006-07 CARRYOVER PROJECTS		\$ 218,145	\$ 27,000	\$ 245,145
ESTIMATED FUND BALANCE		\$ 842,375	\$ (205,531)	\$ 636,844
PUBLIC LIBRARY FUND	\$ 118,436	\$ 118,436	\$ (40,017)	\$ 78,419
FEES, FINES, BEQUESTS	\$ 330,375	\$ 313,055		\$ 313,055
GRANTS, FIRST 5 & LSTA	\$ 60,758	\$ 88,159		\$ 88,159
LSTA TUITION REIMBURSEMENT	\$ 950		\$ 10,760	\$ 10,760
TRANSFER FROM TECHNOLOGY RESERVE	\$ 142,000			
TRANSFER FROM FELTON RESERVE	\$ 30,000			
<b>TOTAL</b>	<b>\$ 12,348,309</b>	<b>\$ 13,228,886</b>		<b>\$ 13,021,098</b>

EXPENSES				
	FY 2006-07 ACTUAL	FY 2007-08 APPROVED	PROPOSED CHANGES	REVISED TOTAL
PERSONNEL	\$ 8,268,695	\$ 8,753,470	\$ 326,286	\$ 9,079,756
LESS SAVINGS		\$ (262,604)	\$ (100,586)	\$ (363,190)
SUPPLIES & SERVICES	\$ 2,680,165	\$ 2,825,940		\$ 2,825,940
LESS SAVINGS		\$ (84,778)		\$ (84,778)
GRANTS, FIRST 5 & LSTA	\$ 57,325	\$ 88,159		\$ 88,159
LSTA TUITION GRANT	\$ 900	\$ 10,760		\$ 10,760
DEBT REPAY, #2 & #3	\$ 89,561	\$ -		\$ -
WATSONVILLE PAYBACK	\$ 50,334	\$ 52,422		\$ 52,422
CAPITAL EQUIPMENT & PROJECTS	\$ 8,191	\$ 115,625	\$ 5,500	\$ 121,125
FELTON BRANCH ARCHITECT. SERV.	\$ 6,378			\$ -
FY 2006-07 CARRYOVER PROJECTS		\$ 218,145	\$ 27,000	\$ 245,145
ILS UPGRADE	\$ 263,354			\$ -
APPROPRIATION TO RESERVE FUNDS	\$ 100,000	\$ 425,000	\$ (375,000)	\$ 50,000
ESTIMATED MOVING EXPENSE		\$ 250,000	\$ 50,000	\$ 300,000
<b>SUBTOTAL</b>	<b>\$ 11,524,903</b>	<b>\$ 12,392,139</b>		<b>\$ 12,325,339</b>
CITY CHARGE ESTIMATE	\$ 626,162	\$ 667,752		\$ 677,894
<b>TOTAL</b>	<b>\$ 12,151,065</b>	<b>\$ 13,059,891</b>		<b>\$ 13,003,233</b>
SURPLUS/(DEFICIT)	\$ 197,244	\$ 168,995		\$ 17,865

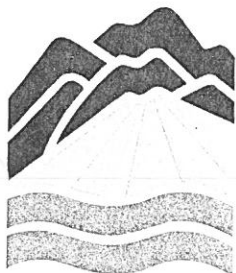
NOTES				
RESERVE FUNDS	BALANCE 3/31/2007	APPROP June		REVISED TOTAL
Contingencies [955]	\$ 139,993	\$ 100,000	\$ (100,000)	\$ 139,993
Technology [956]	\$ 1,233	\$ 200,000	\$ (200,000)	\$ 1,233
Capital Projects [957]	\$ 234,199	\$ 75,000	\$ (75,000)	\$ 234,199
Felton Branch Replacement [950]	\$ 31,040	\$ 50,000		\$ 81,040
Aptos Branch Gift	\$ 50,000			\$ 50,000
<b>TOTALS</b>	<b>\$ 456,465</b>	<b>\$ 425,000</b>		<b>\$ 506,465</b>

OTHER INCOME SOURCES DETAIL				
Fines, Fees, Misc. Revenues	\$ 283,000	\$ 283,000		
Bequest Appropriations	\$ 24,055	\$ 30,055		
<b>TOTAL</b>	<b>\$ 307,055</b>	<b>\$ 313,055</b>		
Aptos Branch Gift		\$ 50,000		

8REVEXP.REV

11/20/2007

<b>NOTES:</b>				
<b>ILS UPGRADE PHASE 1:</b>				
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		
<b>ILS UPGRADE PHASE 1.5:</b>				
Unanticipated Revenues	\$	130,900		
<small>8REVEXP.REV</small>				
<small>11/20/2007</small>				



SANTA CRUZ • PUBLIC  
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RESOLUTION NO. 2007-15

RESOLUTION OF THE SANTA CRUZ  
LIBRARY JOINT POWERS AUTHORITY BOARD  
AMENDING THE FY 2007-08 LIBRARY BUDGET

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 the documents here listed and on file with the Clerk of the Board, is hereby amended by the Board.

FY 2007-08 REVENUE VS. EXPENSE SUMMARY  
BUDGET TRANSFERS LIST

PASSED AND ADOPTED this 3<sup>rd</sup> Day of December 2007 by the following vote:

AYES:

NOES:

ABSENT:

DISQUALIFIED: Board Member

APPROVED \_\_\_\_\_  
Chair

Attest: \_\_\_\_\_  
Board Clerk

8SUMJPB.RES  
11/19/07

FISCAL YEAR 07-08 MIDYEAR BUDGET ADJUSTMENT

**Revenue**

955-00-00-0000-49191	Interagency Transfer In (Contingencies Fund)	(100,000.00)
956-00-00-0000-49191	Interagency Transfer In (Technology Fund)	(200,000.00)
957-00-00-0000-49191	Interagency Transfer In (Capital Projects Fund)	(75,000.00)
951-36-00-0000-43210	State Grants/Contributions	(40,017.00)
951-00-00-0000-46956	Contingency for Revenue (From Fund Balance)	40,017.00
951-00-00-0000-46959	Contingency for Revenue (From Fund Balance)	33,786.00

**Total**

**(341,214.00)**

**Expenses**

951-00-00-0000-59191	Intra-entity Fund Transfer Out (Reserve Funds)	(375,000.00)
951-36-xx-xxxx-52149	Inter-agency Labor Charges	326,286.00
951-36-50-3510-57203	Building Remodel	5,500.00
951-36-50-3510-52973	Moving Costs	50,000.00
951-36-50-3510-57401	Office Equipment/Furniture (Carry Over--Signage)	27,000.00

**Total**

**33,786.00**

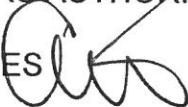
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**(375,000.00)**



SANTA CRUZ • PUBLIC  
LIBRARIES  
A City County System

November 20, 2007

TO: LIBRARY JOINT POWERS AUTHORITY BOARD  
FR: DIRECTOR OF LIBRARIES   
RE: EXPEND KEMME TRUST

**RECOMMENDATION:** That the Library Joint Powers Authority Board adopt a resolution authorizing the expenditure of the Kemme Trust for public area and staff area improvements at the Aptos Branch.

#### DISCUSSION

In May 2007 the Board accepted a distribution in the amount of \$50,000 from the Ragnhild B. Kemme Trust, which was designated for the Aptos Branch Library.

The Branch staff has spent considerable time working on plans to alleviate two problems inside the building: out of date furniture used by the public, and work room space that is outrageously crowded.

#### Public Furniture

Needed are tables equipped with power outlets for laptops, tables and chairs with space for storing equipment and belongings out of the way of foot traffic, and tables for library computers that keep wiring out of sight and are ergonomically safe.

Branch staff has developed a budget of about \$11,000 for the acquisition of tables and chairs that meet these requirements.

Staff also proposes improving the aesthetic of the branch by purchasing end panels for the shelving units throughout the Branch. These will cost \$7,705.

#### Work Room Space

Conditions are so crowded in the back-of-the-house areas and that part time staffers have no place to work when they are not on the Desk. The best solution seems to be consolidating the back periodicals collection (which has already



been heavily weeded) into high density shelving and adding new workstations in the freed up space. The total for this would be roughly \$30,400.

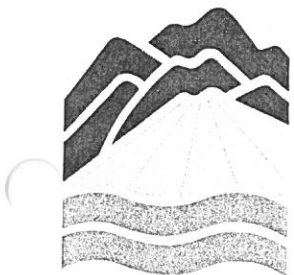
It is important to remember that we have spent considerable time and money reconfiguring the public areas of the branch, painting, recarpeting, buying a new circulation desk, etc. The staff work area, which was "value engineered" when the Branch was built, is more than ready for a makeover.

### SUMMARY ESTIMATED COSTS

	ESTIMATE
<u>Public Area Furniture</u>	
Tables, Chairs, Work Stations for adults and children	\$ 11,343
Shelving End Panels	\$ 7,705
<u>Work Room Space</u>	
High Density Storage Shelving	\$ 14,992
Staff Work Stations	\$ 13,324
Staff Chairs	\$ 2,092
<b>TOTAL</b>	<b>\$ 49,456</b>

There are no restrictions on how the Kemme Trust may be spent at the Branch. The funds could thus be set aside for the parking lot project. But management believes that making the internal changes proposed will contribute to better service to the public, and to the efficiency and morale of the Branch staff.

Approval of the motion is therefore recommended.



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RESOLUTION 2007-16

RESOLUTION OF THE SANTA CRUZ  
LIBRARY JOINT POWERS AUTHORITY BOARD  
AUTHORIZING THE EXPENDITURE OF KEMME TRUST FUNDS

WHEREAS the Kemme Trust was designated for any use at the Aptos Branch Library, and

WHEREAS the Aptos Branch has need for furniture and other improvements to both the public and staff areas of the building,

NOW THEREFORE BE IT RESOLVED

That the Library Joint Powers Authority Board authorizes the expenditure of such Kemme Trust funds as are available for the purchase of furniture, filing systems, and other equipment for Aptos Branch Library.

PASSED AND ADOPTED this 3<sup>rd</sup> Day of December 2007 by the following vote:

AYES:

NOES:

ABSENT:

DISQUALIFIED:

APPROVED \_\_\_\_\_  
Chair


Attest: \_\_\_\_\_  
Board Clerk

BKEMME.RES  
11/20/07



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

November 19, 2007

TO: LIBRARY JOINT POWERS AUTHORITY BOARD  
FR: DIRECTOR OF LIBRARIES   
RE: ADOPT 2008 LEGISLATIVE PROGRAM

**RECOMMENDATION:** That by motion the Library Joint Powers Authority Board adopt the attached legislative program for 2008, and that it request the County Board of Supervisors and the Capitola, Santa Cruz, and Scotts Valley City Councils to also actively support these measures by including them in their own legislative programs.

#### BACKGROUND

Attached are seven legislative proposals for the coming year—four State, two Federal, and one State and Federal:

##### State:

- California Public Library Foundation—PLF
- Transaction Based Reimbursement Program
- Support All Types of Libraries
- California Public Library Construction and Renovation Bond Act

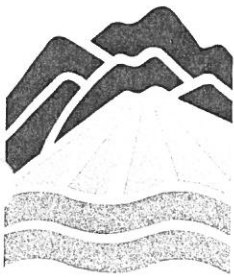
##### Federal:

- Library Services and Technology Act Funding
- Confidentiality of Library Patron Records

##### State and Federal:

- Telecommunications: Discounted Rates for Libraries

GLEGPROG.08



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## 2008 STATE LEGISLATIVE SUPPORT REQUEST

**CONTACT: ANNE M. TURNER, DIRECTOR OF LIBRARIES**  
**831-420-5612**

**TITLE: CALIFORNIA PUBLIC LIBRARY FUND--PLF**

**SUMMARY:** The Library Joint Powers Board advocates restoration of the California Public Library Foundation (PLF) program to its 2006/2007 budget level, and increases to meet the needs of public libraries across the state.

**PRESENT LAW:** Education Code Sections 18010-18031 provide for a Public Library Foundation fund for public libraries on a per capita matching basis with local public library jurisdictions. The per capita funding basis is to be adjusted annually as per the provisions of Education Code Section 18020. The "Foundation" of the title does not refer to a legal entity, but rather to the State's obligation to share in the basic funding of public library services.

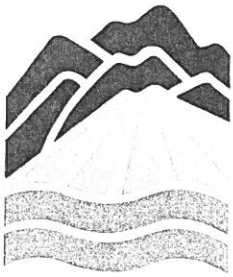
**DISCUSSION/ANALYSIS:** The State has never fully funded the Public Library Fund, and the amounts approved by the Governor steadily declined over the years. In 2006-07 however, under pressure from our legislators, the Governor agreed to a funding amount that allocated \$117,591 to Santa Cruz and \$32,884 to Watsonville. With full funding, these amounts would have been \$520,458 and \$145,101 respectively. But in FY 2007-08 the Governor cut PLF again, reducing the Santa Cruz amount of \$78,419 and Watsonville's to \$22,289. Santa Cruz Library funds are allocated to the library materials budget; Watsonville uses the funds for improving operations and adding open hours. The State must restore these funds, and add to them.

PLF is the only direct support the State provides for public libraries. Funding must be restored.

**FISCAL IMPACT:** Severe local negative fiscal impact as noted above.

AMT:GLEGPORG.PLF  
11/19/07

Library Headquarters and System Services  
1543 Pacific Avenue • Santa Cruz, California 95060 • (831) 420-5600



SANTA CRUZ • PUBLIC  
LIBRARIES  
A City County System

## 2008 STATE LEGISLATIVE SUPPORT REQUEST

**CONTACT: ANNE M. TURNER, DIRECTOR OF LIBRARIES**  
**831-420-5612**

**TITLE: TRANSACTION BASED REIMBURSEMENT PROGRAM**

**SUMMARY:** The Library Joint Powers Board advocates restoration of the Direct Loan and Interlibrary Loan (a.k.a. Transaction Based Reimbursement) funding at least to its 2006/2007 budget level, and increases to meet the needs of public libraries across the state.

**PRESENT LAW:** Transaction Based Reimbursements (TBR) compensate libraries for the cost of sharing their resources with other libraries. The State Library tracks loans among libraries in different jurisdictions, and pays libraries a fee for each of its loans after the items it has borrowed are subtracted.

**DISCUSSION/ANALYSIS:** When he signed the FY 2007-08 budget, the Governor cut \$7 million from the Direct Loan and Interlibrary Loan program. This cut could not come at a worse time. As libraries such as the Santa Cruz System add their records to a California Catalog that is visible to all library patrons, requests for Interlibrary Loans have increased dramatically. Libraries will not be able to sustain their participation in resource sharing programs if they are not compensated for the cost of providing this service. Santa Cruz often borrows more items on behalf of patrons than it lends, so the dollar impact of the cut in TBR is not particularly great. But if other libraries stop lending because of the cut, our patrons will suffer.

**FISCAL IMPACT:** Local negative fiscal impact as noted above.

AMT:GLEGPLOG.TBR  
11/19/07



SANTA CRUZ • PUBLIC  
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## 2008 STATE LEGISLATIVE SUPPORT REQUEST

**CONTACT: ANNE M. TURNER, DIRECTOR OF LIBRARIES**  
**831-420-5612**

**TITLE: SUPPORT ALL TYPES LIBRARIES**

**PROPOSAL:** Encourage support for all types of libraries including public, academic, school, and special libraries, County law libraries, and the California State Library in order to promote resource sharing.

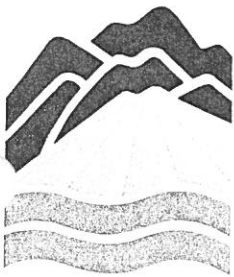
**DISCUSSION/ANALYSIS:** Effective library services to all the people of the State depend on resource sharing among all types of libraries. These include cooperative licensing agreements for access to commercial databases, basic telecommunications infrastructure, and access to library materials.

All types of libraries have been hit by budget cuts during the last decade. Legislation to network California's libraries electronically and through various cooperative programs was signed into law in 1998. It was never adequately funded, and was de-funded completely four years ago. School libraries were among the first programs to be cut by cash-starved local school districts. The State-funded university and community college libraries have been hard hit by funding cuts. Local law libraries are trapped in a funding mechanism that does not grow rapidly enough to meet their needs. And of course the Public Library Foundation program has been steadily under-funded since its inception.

Both the Santa Cruz City-County Library and the Watsonville Public Library have been active participants in the resource-sharing activities of the Monterey Bay Area Cooperative Library System, which includes members of every library type. Both are charter members of CALIFA, a service bureau providing discounts and access to shared resource.

**FISCAL IMPACT:** Cost savings result from sharing resources.

AMT:GLEGPROG.RES  
11/19/07



SANTA CRUZ • PUBLIC  
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## 2008 STATE LEGISLATIVE SUPPORT REQUEST

**CONTACT: ANNE M. TURNER, DIRECTOR OF LIBRARIES**  
**831-420-5612**

**TITLE: CALIFORNIA PUBLIC LIBRARY CONSTRUCTION AND RENOVATION BOND ACT OF 2008**

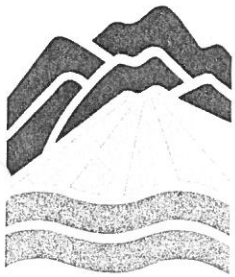
**SUMMARY:** The Library Joint Powers Authority Board advocates passage of a statewide bond measure that would provide funds to meet identified and developing library construction and renovation needs. The measure will be on the November 2008 ballot.

**PRESENT LAW:** In 2000 voters approved a California Public Library Construction and Renovation Bond Act that provided \$350,000,000 to be distributed in three grant cycles ending in early 2004. Only 25% of the projects submitted could be funded.

**DISCUSSION/ANALYSIS:** Statewide assessment sets the need for construction or renovation funds at more than four billion dollars: 600 projects comprising almost 12 million square feet. The new bond measure would award funds on a competitive basis with a required 35% local match. Unfunded applications from the Bond Act of 2000 would be given first priority, up to 50% of the total amount authorized. \$25 million would be made available for joint-use projects with schools. Library construction projects provide jobs and economic stimulus. Current construction is not keeping pace with technological need. Libraries provide necessary after-school programs for youth, a tenet of the Governor's commitment to quality school programs for K-12 students.

**FISCAL IMPACT:** No local negative fiscal impact. Positive impact is noted above.

AMT:GLEGPROG. BOND  
11/19/07



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**2008 FEDERAL LEGISLATIVE  
SUPPORT REQUEST**

**CONTACT: ANNE M. TURNER, DIRECTOR OF LIBRARIES  
831-420-5612**

**TITLE: LIBRARY SERVICES AND TECHNOLOGY ACT FUNDING**

**PROPOSAL:** The Library Joint Powers Authority Board advocates funding for the Library Services and Technology Act (LSTA) of at least \$172 million.

**DISCUSSION/ANALYSIS:** The Library Services and Technology Act is the federal program that provides (through the State) grants to local libraries for information access through technology, and information empowerment through special services. Both the Santa Cruz and Watsonville libraries have used LSTA funds to experiment with various innovative projects. For example, the Library System's community information database was first created with grant funding. Our young adult services at the Garfield Park Branch were strengthened with LSTA funds. We have also used the LSTA program to provide graduate education tuition grants to six library employees and to purchase Spanish-language materials for the Bookmobile and other branches. Congressional appropriations for LSTA (which is located in the federal Institute of Museum and Library Services) have been flat for the last six years, providing only \$16 million to California. Given local and state library needs, substantially more federal library support is needed.

**FISCAL IMPACT:** Grants subsidize special projects outside the regular budget.

AMT:GLEGPROG.LSTA  
11/20/07





SANTA CRUZ • PUBLIC  
LIBRARIES  
A City County System

## 2008 FEDERAL LEGISLATIVE SUPPORT REQUEST

**CONTACT: ANNE M. TURNER, DIRECTOR OF LIBRARIES**  
**831-420-5612**

**TITLE: CONFIDENTIALITY OF LIBRARY PATRON RECORDS**

**PROPOSAL:** The Library Joint Powers Authority Board supports efforts to ensure that federal agencies using the Foreign Intelligence Surveillance Act to obtain information about library users secure judicial review and approval before requesting library records or communications.

**DISCUSSION/ANALYSIS:** In 2003 the Library Joint Powers Authority Board adopted a resolution opposing the USA PATRIOT Act because it opposes any use of governmental power to suppress the free and open exchange of knowledge and information or to intimidate individuals exercising free inquiry. It believes that certain sections of the Act violate fundamental rights and liberties guaranteed by the United States Constitution, including the confidentiality of library patron information.

When the Act was reauthorized in 2005 leading Senators believed libraries were exempt for the Act's definition of an "electronic communication service" and thus were not subject to National Security Letters, which allow the FBI to gather information without going before a judge. The FBI, however, has disagreed, reading the statute literally to include libraries. The American Library Association and others are seeking legislative remedies to clarify the law to protect libraries and their users.

**FISCAL IMPACT:** None.

AMT:GLEGPROG.USA  
11/19/07



SANTA CRUZ • PUBLIC  
LIBRARIES  
A City County System

**2008 STATE & FEDERAL  
LEGISLATIVE SUPPORT REQUEST**

**CONTACT: ANNE M. TURNER, DIRECTOR OF LIBRARIES  
831-420-5612**

**TITLE: TELECOMMUNICATIONS: DISCOUNTED RATES FOR LIBRARIES**

**SUMMARY:** The Library Joint Powers Authority Board supports programs at both the State and Federal levels that guarantee for libraries the largest possible discount in rates for telecommunications services, internal connections, and access to the Internet.

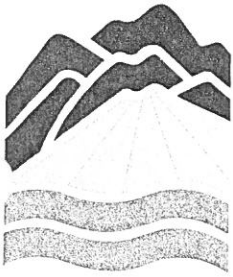
**PRESENT LAW:** The California Teleconnect Fund, administered by the California Public Utilities Commission (CPUC), provides a discount in telecommunications services for all libraries and schools statewide. The federal Telecommunications Act of 1996 also provides for "discounted rates for schools and libraries" under the administration of the Federal Communications Commission (FCC).

**DISCUSSION/ANALYSIS:** Both the City-County Library System and the Watsonville Public Library need to provide equitable access to information on the Internet and other electronic resources. The public now expects and demands current and extensive information, far beyond what is available in print form. Providing this access requires significant and rapidly escalating telecommunications expenditures.

In FY 2007-08 both the Santa Cruz and Watsonville public libraries expect to receive state and federal discounts, enabling them to use the best communications technology to support their information services.


**FISCAL IMPACT:** The state program provides a 50% discount for libraries and schools. The FCC E-rate national program continues to be adjusted and it is virtually impossible to predict the full fiscal impact.

AMT:GLEGPLOG.TELE 11/19//07



SANTA CRUZ • PUBLIC  
LIBRARIES  
A City County System

November 27, 2007

TO: LIBRARY JOINT POWERS AUTHORITY BOARD  
FR: DIRECTOR OF LIBRARIES   
RE: TIMING FOR SALES TAX RENEWAL VOTE

**RECOMMENDATION:** That by motion the Board agree on when the Library Authority should go to the voters to request renewal of the quarter cent sales tax dedicated to library service, and that it also agree on the duration of the proposed measure.

#### BACKGROUND

The Board has been discussing this matter since its meeting on October 1, when polling results were presented that indicated that passage of a renewal measure would be highly likely.

There are two issues: timing and duration.

#### Timing

The Board has already agreed not to place a measure on the February ballot, since this might conflict with the bond measure requests of the San Lorenzo Valley School District and the Santa Cruz City schools.

Two other options remain: the June primary election, and the November general election.

- June will be a low turnout election, which is normally not a good time for a library measure. However, our polling results indicate that this is probably not an issue. It will also be more expensive than the alternative.
- November will be a high turnout election. However, there will probably be a regional transportation sales tax proposal on the ballot that might interfere with passage of the library renewal measure.

TIMING FOR SALES TAX RENEWAL VOTE  
November 27, 2007

Duration

The existing sales tax was set to expire in fourteen years, among other reasons because in 1996 none of us were sure what the outcome of the election would be, or how expanded services would affect the public. There is no technical or legal reason why the renewal cannot be made permanent.

- The advantage of a permanent tax would be stability in funding. The public libraries of Santa Cruz County would be able to guarantee lending institutions a source for paying back loans of virtually any duration. A permanent tax would save future time and money raised to support expensive county-wide campaigns for what more than 90% of the voters regard as a basic government service.
- The disadvantage is in accountability. Returning to the voters is a way to measure public support for library activities, giving the voters the chance to say yay or nay on library services and policies.