



SANTA CRUZ • PUBLIC  
LIBRARIES  
A City County System

## LIBRARY JOINT POWERS AUTHORITY BOARD

Monday, July 7, 2008 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 2, 2008
4. ORAL COMMUNICATIONS
5. CONSENT AGENDA
  - A. Accept Public Library Staff Education Grant
  - B. Accept Grant for Boulder Creek Branch Project
  - C. Accept First Five Commission Read To Me/Family Place Grant
6. WRITTEN COMMUNICATIONS
  - A. June 2008 Newsletters: Read to Me and Family Place
  - B. "Californians and Information Technology." A Statewide Survey From the Public Policy Institute of California (June 25, 2008)
7. REPORTS OF ADVISORY BODIES
8. MEMBER REPORTS
  - A. Library Facilities Master Plan Revision (Gerdt, Poitinger, and Turner)
9. STAFF REPORTS
  - A. Insurance Program Overview (Kris Kamandulis, City of Santa Cruz Risk and Safety Manager)

B. Alba Branch, Election Results, and Other Reports  
(Director of Libraries)

10. OTHER BUSINESS

A. Review and Approve a Resolution amending the FY 2008-09  
Operating Budget

NOTE: Complete budget binders are included for Joint Powers Board members. July Draft revisions are on yellow paper. Summary documents are included in the Agenda packet available to all others. A complete set of budget documents is available to the public on request.

11. NEXT MEETING TOPICS

Absent pressing business, the Board traditionally cancels its August meeting. The next regularly scheduled meeting will therefore be Monday, September 8, 2008. The Board will consider a budget update, reconsider the Holiday Closure, and discuss a draft report from the Subcommittee on revisions to the Library's Facilities Master Plan.

12. ADJOURN

The Library Joint Powers Authority Board will adjourn from the regularly scheduled meeting of July 7, 2008, to the next regularly scheduled meeting on September 8, 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.

SANTA CRUZ PUBLIC LIBRARIES  
A CITY-COUNTY SYSTEM

LIBRARY JOINT POWERS BOARD

MINUTES

June 2, 2008

Central Branch Community Meeting Room  
224 Church Street, Santa Cruz

7:30 PM PUBLIC MEETING

I. ROLL CALL

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

Absent:

Excused:

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

II. APPROVAL OF MEETING AGENDA OF JUNE 2, 2008

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

**that the Board approve the agenda of June 2, 2008.**

**UNAN**

III. APPROVE MINUTES OF May 12, 2008

A. APPROVE MINUTES

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

**that the Board approve the minutes of May 12, 2008.**

**UNAN**

**Abstain: Stone**

#### IV. ORAL COMMUNICATIONS

Al Handell, resident of Santa Cruz, expressed his concern with regards to the noise level in the Central Branch library. The library has become noisy due to cell phones, computers and conversations. He would like to request that the library dedicate an area as a quiet zone with signage. He understands that the library is experiencing hard financial times and does not wish to see library employees as police but would like to be able to use the library as a quiet space.

#### V. CONSENT AGENDA

None

#### VI. WRITTEN COMMUNICATIONS

None

#### VII. REPORTS OF ADVISORY BODIES

JoAnn Mattingley, Board Director of the Friends of the Santa Cruz City-County Library System reported the following Friends' activities:

- Spring Civic Book Sale May 16th & 17th
  - \*Sales were approximately \$18,000
  - \*Bake Sale in the Civic Lobby made approximately \$450 proceeds went to Measure R
- June Board Retreat to work on goals and objectives for the upcoming year

Brent Gifford, FSCPL reported on behalf of the Felton Library Friends the following activities:

- September 13, 2008 2<sup>nd</sup> Annual Felton Library Festival from 1:30-4:30pm

#### VIII. MEMBER REPORTS

None

#### IX. STAFF REPORTS

The Director made the following reports:

- Board members took a tour of the new library headquarters with a few punch items left to be done
- Worked on the upcoming budget

#### X. OTHER BUSINESS

A. 117 Union Street Lease Agreement

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

**That the Library Joint Powers Authority Board adopt Resolution #2008-06 instructing the Director of Libraries to sign the attached lease agreement with the City of Santa Cruz for space at 117 Union Street, Santa Cruz**

**and to direct the Director to have the city report back to the board on how they determine insurance rates.**

UNAN

The Board would like the city to come and explain how they determine insurance rates.

B. FY 2008-09 Operating Budget

The Director made the following report:

- Deficit has reached \$450,000 up from May's \$315,00 projection due to corrections in figures from the Finance Department and Revenue Projections
- Purposing reducing substitute and page budgets in addition to the other personnel cuts proposed in May
- Board asked to investigate the potential savings for the holiday closure during the same time the city is closed
  - reluctantly suggesting that the library also close during this time period
  - saving \$55,000
- Supplies and Services
  - originally proposed to cut the contingencies budget in building operations and maintenance from \$50,000 to \$25,000
  - Learned that the Garfield Park and Central Library Branch both need to have their sidewalks redone costing approximately \$25,000 so the budget has been reinstated to the original \$50,000
  - Misc. saving elsewhere
- Capital Equipment
  - Originally eliminated all building remodeling projects
  - Scotts Valley Door Replacement is budgeted
  - Eliminated most shelving and furniture requests except the ones that would be paid for by gift money
- Leaves a \$78,964 surplus
  - Wise to start the budget year with a surplus because there are two reclassification requests going on regarding salaries

Citizenmember Poitinger is not generally in favor of the furlough concept, but would feel more comfortable projecting the smallest amount of saving to the libraries.

Councilmember Termini is in favor of leaving the sub and page budget in tact and minimizing the surplus.

Councilmember Mathews feels that reducing the surplus put the board in a tight situation if something were to come up in the next fiscal year. She is comfortable with some kind of a furlough and reducing the substitute hour's budget.

Councilmember Rotkin would like to have the board plan for a furlough and keep a conservative surplus due to the projected downward trend of the sales tax.

Pam Downing, Reference Librarian for the Central Branch Library, spoke with regards to the cuts in the substitute budget. The weekends are very short staffed, especially Sundays, which may mean shutting the Reference Desk down on Sundays. She would like to see the cuts made to include all the branches and not just apply to one location. She also expressed the safety concerns associated with less staff at the Reference Desk.

Valerie Murphy, Librarian at the Central Branch Library, also spoke to the cuts in the substitute budget. She is especially concerned with covering during weekends and evenings.

The Director of Libraries agreed to re-visit the substitute hour's cuts to take these comments into consideration.

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

**That the Library Joint Powers Authority Board adopt Resolution #2008-07 adopting the FY 2008-09 Budget with the following changes:**

- \*reduce anticipated savings from the holiday closure by \$20,000**
- \*remove Kemme Trust revenues and expenditures from the budget**
- \*direct staff to bring back the issue of the furlough at the September meeting**

**AYES: Mathews, Gerdt,  
Gorson, Termini, Beautz, Rotkin, Stone, Poitinger  
NAYES: Reed**

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

**That the Library Joint Powers Authority Board adopt Resolutions 2008-08, 2008-09, 2008-10, 2008-11 appropriating and transferring trust and other funds for this purpose.**

**UNAN**

XI. NEXT MEETING

July 7, 2008

XII. ADJOURN

The regular meeting adjourned at 9:15 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Sheila Fraser', written in a cursive style.

Sheila Fraser, Substitute Clerk of the Board

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

Kira Henifin, Clerk of the Board

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








SANTA CRUZ • PUBLIC  
LIBRARIES  
A City County System

June 9, 2008

TO: LIBRARY JOINT POWERS AUTHORITY BOARD  
FR: DIRECTOR OF LIBRARIES   
RE: ACCEPT PUBLIC LIBRARY STAFF EDUCATION GRANT

**RECOMMENDATION:** That the Library Joint Powers Authority Board adopt a resolution accepting a Library Services and Technology Act grant under the Public Library Staff Education program in the amount of \$5,964 for tuition reimbursement for two library employees.

#### BACKGROUND

The State Library has awarded the Library a grant to provide tuition reimbursement to two library employees who are pursuing graduate degrees in Library Science. Grants are awarded on a competitive basis. The following employees qualified for grant reimbursement:

Elizabeth Henry \$2,970  
Library Clerk, Aptos Branch

Chela Lucas \$2,994  
On-Call Librarian

Each employee received the grant amount requested.

GLSTATUITION.JPB

**RESOLUTION # 2008-12**

**RESOLUTION OF THE SANTA CRUZ LIBRARY JOINT POWERS  
AUTHORITY BOARD TRANSFERRING FUNDS AND AMENDING THE  
FY 2008-09 BUDGET TO ACCEPT A GRANT FOR TUITION  
REIMBURSEMENT FOR CERTAIN EMPLOYEES**

WHEREAS: The California State Library has awarded the Santa Cruz Library System a LSTA grant in the amount of \$5,964 to provide tuition reimbursement for the following Library employees pursuing graduate study in library science:

Elizabeth Henry  
Chela Lucas

NOW THEREFORE, BE IT RESOLVED that the Library Joint Powers Authority Board transfer funds and amend the FY 2008-09 budget in the amount of \$5,964 to accept the grant for tuition reimbursement.

PASSED AND ADOPTED this 7th day of July 2008, by the following votes:

AYES: Board Member:

NOES: Board Member:

ABSENT: Board Member:

DISQUALIFIED: Board Member

**Library Joint Powers Board**

**Approved**

Date: \_\_\_\_\_

Chair: \_\_\_\_\_

ATTEST: \_\_\_\_\_  
Board Clerk



CALIFORNIA  
STATE LIBRARY  
FOUNDED 1850

May 27, 2008

Anne M. Turner, Director  
Santa Cruz Libraries  
1543 Pacific Avenue  
Santa Cruz, CA 95060-3873

Subject: LSTA E-48, FY 2008/09, WP07, Grant Award #7058  
Title: Public Library Staff Education Program  
IMLS #LS-00-08-0005-08

Dear Ms. Turner:

I am pleased to approve the grant application from Santa Cruz Libraries for the above named project for a total of \$5,964 in federal Library Services and Technology Act (LSTA) funds for the period ending June 30, 2009. This grant will become effective immediately following the signing of the 2008/09 state budget, which has not yet occurred. Your staff members listed below have been selected to receive tuition reimbursement. The State Library primary consultant assigned to this project will be Kathy Low (tel. (916) 653-6822, e-mail [klow@library.ca.gov](mailto:klow@library.ca.gov)). Please work with this consultant in implementing your project. My staff is ready to assist you in making your project a success.

The program award funds are authorized for reimbursement of the designated student's university fee at the rates listed below. These rates do not include any related fees students are required to pay, since those are not reimbursable under this program. The specific amounts for each staff member reflect the tuition reimbursement rate for the program checked by the student on the application. Please be aware that under the program guidelines, a maximum award limit of \$5,000 has been put in place per student, per grant year. In addition, individuals may receive no more than five years of tuition reimbursement under this program.

If your library submitted tuition reimbursement applications for additional staff members which are not listed below, I regret that due to funding limitations, we are unable to fund their applications. I will be sending you, under separate cover, more information regarding those staff members whose applications will not be funded.

Tuition reimbursement awards are approved for the following students to cover eligible graduate library school courses taken during the Summer 2008 through Spring 2009 sessions.

Elizabeth Henry**	\$2,970
Chela Lucas ##	\$2,994

\*\* Please note this individual is to be reimbursed as follows:

<u>Summer 2008, Fall 2008, and Spring 2009 sessions</u>	
1.00 – 6.00 units	\$ 990
6.1 units or more	\$1,707

## Please note this individual is to be reimbursed as follows:

<u>Summer 2008 session</u>	
\$399 per unit	

JUN - 6 2008

Fall 2008 and Spring 2009 sessions  
\$599 per unit

Funds allowed are as follows:

<u>Categories</u>	<u>2008/09 LSTA Approved Budget</u>
Operating expenses	<u>\$5,964</u>
Program Award Total	\$5,964

Please understand that no grant payments can be processed until the governor signs the State budget. State processing of grant payments can require 6-8 weeks before you receive your check.

On June 30, 2009, this project will be officially closed and no new expenditures may be generated nor funded project activities occur. All unexpended and unencumbered funds must be returned by August 30, 2009. This project is allowed 60 days to liquidate encumbrances that were incurred prior to June 30. After the 60-day period, all encumbered funds that have not been liquidated must be returned to the State Library.

Reporting on financial activities is required quarterly within 30 days of each quarter. The Final Narrative report is required and is due within 30 days after the close of the project, by July 30, 2009. The Final Liquidation report, if required, is due and must be submitted by September 15. Thus, all reporting regarding this project must have been received at the State Library by September 15, 2009.

Failure to provide timely reports is a serious breach of a grant recipient's administrative duty under the grant program, which may result in federal audit exceptions against the state and the loss of LSTA funds.

All required reporting materials are located on the California State Library's website at [<http://www.library.ca.gov/grants/lsta/grants.html>]. Both the Quarterly Fiscal Report (LSTA Form 8) and the Final Narrative Report (LSTA Form 9), along with instructions for completing each report, are on the State Library's web page under the heading "LSTA Reporting and Control Documents." This letter and the enclosed list of LSTA procedural requirements amend the Consolidated Application/Grant Award Certification document and must remain a part of all your existing copies

Best wishes for a successful project year.

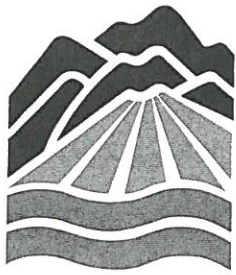
Yours truly,



Susan Hildreth  
State Librarian of California

Enclosures

cc: Colette Moody  
Kathy Low



SANTA CRUZ • PUBLIC  
LIBRARIES  
A City County System

June 30, 2008

TO: LIBRARY JOINT POWERS AUTHORITY BOARD  
FR: DIRECTOR OF LIBRARIES  
RE: GRANT FOR BOULDER CREEK PROJECT

**RECOMMENDATION:** That the Library Joint Powers Authority Board adopt a resolution authorizing the Director of Libraries to accept a \$4,500 grant from the Mihalik Memorial Fund at the Community Foundation of Santa Cruz County for improvements to the Young Adult area at the Boulder Creek Branch and amending the FY 2008-09 budget to implement the project.

#### DISCUSSION

The Board may recall that the original budget presentation for FY 2008-09 included \$2,500 to buy shelving and other furniture to improve and expand the Young Adult area at the Boulder Creek Branch.

The project was eliminated from the budget as we sought to cover the anticipated deficit.

Our Branch Manager at Boulder Creek, Laura Whaley, discovered the availability of the Carol Anicka Mihalik Memorial Fund for the San Lorenzo Valley administered by the Community Foundation. We filed an application (attached), which we have been told informally has been approved. Furthermore, the family that set up the Memorial has granted an additional \$2,000 for the purchase of audio visual materials for young adults at the Branch.

Formal notification of grant approval is forthcoming. We are therefore asking that the Board authorized me to accept the grant. This will enable the project to proceed quickly.

Staff plans to hold an opening ceremony for the new space when it is complete, and will install a plaque honoring the donor.

GBCMIHALIK.JPB

**RESOLUTION # 2008-13**

**RESOLUTION OF THE SANTA CRUZ LIBRARY JOINT POWERS  
AUTHORITY BOARD TRANSFERRING FUNDS AND AMENDING THE  
FY 2008-09 BUDGET TO ACCEPT A GRANT FOR IMPROVEMENTS  
TO THE BOULDER CREEK BRANCH**

WHEREAS: The Carol Anicka Mihalik Memorial Fund for the San Lorenzo Valley at the Community Foundation of Santa Cruz County has awarded the Santa Cruz Library System a grant in the amount of \$4,500 to make improvements in the Young Adult area of the Boulder Creek Branch and acquire audio visual materials, and

WHEREAS the improvements are greatly needed for service at the Branch,

NOW THEREFORE, BE IT RESOLVED that the Library Joint Powers Authority Board transfer funds and amend the FY 2008-09 budget in the amount of \$4,500 to accept the grant for furniture and other improvements.

PASSED AND ADOPTED this 7th day of July 2008, by the following votes:

AYES:                      Board Member:

NOES:                      Board Member:

ABSENT:                      Board Member:

DISQUALIFIED:      Board Member

ATTEST: \_\_\_\_\_  
            Board Clerk

**Carol Anicka Mihalik Memorial Fund for the San Lorenzo Valley  
at the  
The Community Foundation of Santa Cruz County**

Complete the following information for consideration in 2008. *Please limit your submission to three pages maximum using 12-point font.* Thank you.

.....

**Agency** Santa Cruz City-County Public Libraries: Boulder Creek Branch **Year Incorporated** 1985

**Director** Anne Turner

**Address** 117 Union St **City** Santa Cruz **Zip** 95060

**Telephone** 831-420-5600 **Fax** 831-420-5601 **Email**

**Website** www.santacruzpl.org

**Contact Person (if different from above) & Title** Laura Whaley, SLA Branch Manager 831-338-5852

**Email** whaley1@santacruzpl.org

**Date Fiscal Year (FY) Begins** 7/1/2008 **Current FY Agency Budget** \$12,502,469 (entire Library System)

**\*\*Attach a copy of your current fiscal year budget that includes revenue and expenses\*\***

.....

**1. Briefly describe the organization's mission and major programs.** (Please limit your response to include activities within the past three years.)

Serving County residents since 1917, the mission of the Santa Cruz Public Libraries, California, is to provide materials and services which help community residents meet their personal, educational, cultural, and professional information needs. Our mandate is to provide free information services to all residents of Santa Cruz, Scotts Valley, Capitola, and the County's unincorporated areas.

The major programs in the past three years include: the annual Summer Reading program, which is for children 6mos to 18 years of age; the Adult Summer Reading program; and the Santa Cruz County One Book event. Specific programming at the Boulder Creek Branch includes: Shakespeare to Go performances, the SLV Community Band concerts, local author talks, Family Place, pre-school and elementary age story times, after school science activities, and a young volunteer program.

**2. Briefly describe the geographic area served and estimate the number and demographic characteristics of the population(s) served in the most recently completed fiscal year.** If the organization is not located in the San Lorenzo Valley, please include specific information about activities in the Valley.

The area served by the Boulder Creek Branch Library encompasses the unincorporated towns of Boulder Creek, Brookdale, and Ben Lomond as well as the outlying areas of the San Lorenzo Valley. Total population is 7508, residing in 129 square miles.

The student population currently in grades K through 12 is 3516. Fifteen percent of all students are enrolled in the free/reduced meals program available through the San Lorenzo Valley School District. Additionally, the number of students to available computer, is: elementary students 3.5 to 1, middle school 8.2 to 1, and at the high school 5.1 to 1.

The median household income is \$60, 455, 38% of homes are owner-occupied, 32% are renter-occupied. The current unemployment rate is 6.4%. The ethnic demographics are: White/Non-Hispanic 91%, Hispanic 5.4%, Two or more races 3.7%, Other 1.9%, Black 0.6%, American Indian 0.6%.

**3. Briefly describe the need to be addressed.**

The current layout and furniture in the Young Adult room is not adequate to handle the number of middle school and high school students who come in after school to use the homework center for joint study projects or computer work. The Homework Center consists of a small irregular table with two PC workstations and one library catalog computer. The only open work space is a table along one wall that allows for two people to work side by side. Having only two workstations means there is a long wait list after school for computer time. This arrangement produces crowding around the PC workstations as multiple students try to work together which disrupts the students on the other workstation. Additionally, the lack of a viable study table in the Homework center causes the young people needing to use a table to scatter throughout the library for joint study sessions which can disrupt other library patrons.

**4. Briefly describe the proposed project and the target population to be served.**

The library system is providing two additional PC workstations for the Homework Center but the only place that they can be installed is the work table currently used as a joint study area. The Young Adult room needs to be reconfigured to accommodate the four workstations and still provide a work table for students. This reconfiguration will entail moving shelving units from one wall to another, installing four workstations along the newly open wall, then removing the old workstation table and replacing it with a table that can accommodate four students as a work space.

Additionally, when the students work together they tend to get a little loud so we want to install three bulletin boards along the shelving units which face the main area of the library to lower the noise while providing a place for the teens to post school activities and their art work. Having a space devoted to their needs will promote a sense of inclusion in the library population which we hope will encourage them to remain lifelong library users.

The target population is young adults, ages 12 through 18, who need a place to study after school or who do not have computer access at home. Most of the after school students who are frequent users of the library either do not have computer access at home or are those who live beyond the bus routes and are waiting for parents to pick them up and/or who are using the library as a place to meet classmates for study sessions.

**5. Briefly describe how the proposed project fits into the organization's overall goals and long range plan.**

The redesign will facilitate local young adults' ability to gather and process information through technological sources. By creating a area that encourages young people to explore and work together we will be helping them to achieve their scholastic goals while at the same time be providing a safe place for them to explore the world through the Internet and print materials. Our ultimate goal is to help people find answers to their questions. What better way can we do this then to create a space that encourages young people to become lifelong learners?

**6. Indicate the amount requested and describe how the funds would be used. \$2500.00**

2	72x24x26-32 work stations	998.00
4	CPU racks	364.00
3	Wall Strips	69.00
6	30x10 shelves	192.00
3	Backstops	24.00
3	Bulletin Boards	139.50
8	Intellect Chairs by KI	511.00



Labor:	550.00
Freight:	320.00
Misc. Expenses (new cabling, etc.)	267.00
<b>Total:</b>	<b>2,500.00</b>

**7. List the specific outcomes or results to be achieved with requested funds.**

- \* Reduce the over-crowding of the current PC workstations.
- \* Create a viable study area for young adults.
- \* Encourage patronage of the library by teenagers.


**Please return completed forms to the Community Foundation of Santa Cruz County  
2425 Porter Street, Suite 17, Soquel, CA 95073  
or email as attachment to [grants@cfsc.org](mailto:grants@cfsc.org).**





SANTA CRUZ • PUBLIC  
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June 30, 2008

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

**RECOMMENDATION:** That by resolution the Library Joint Powers Authority Board accept a grant and authorize the Director of Libraries to sign an agreement with the First 5 Commission of Santa Cruz County for continuation in FY 2008-09 of the consolidated *Read to Me* and *Family Place* Grant Projects.

**BACKGROUND:**

At its June meeting The First 5 Commission agreed to fund a continuation of the Library's highly successful *Read to Me* and *Family Place* projects, in the amount of \$44,354. Commission staff suggested consolidating the two projects, which will save considerable accounting time.

The detailed Scopes of Work and project budget are available from the Library Office on request. Both projects continue successful work from FY 2007-08.

In the coming year the grant project, which is based in the Library's Outreach Program, will continue to refresh and supply reader kits for home care providers day care centers, and circulation to parents. It will continue its partnership with the WIC program and will provide workshop sessions for providers and parents.

GRTM08.JPB

**RESOLUTION # 2008-14**

**RESOLUTION OF THE SANTA CRUZ LIBRARY JOINT POWERS  
AUTHORITY BOARD TRANSFERRING FUNDS AND AMENDING THE  
FY 2008-09 BUDGET TO ACCEPT A GRANT FOR THE READ TO ME AND  
FAMILY PLACE PROJECTS**

WHEREAS: The First 5 Commission of Santa Cruz County has awarded the Santa Cruz Library System a grant in the amount of \$44,354 to continue its Read to Me and Family Place projects,

NOW THEREFORE, BE IT RESOLVED that the Library Joint Powers Authority Board transfer funds and amend the FY 2008-09 budget in the amount of \$44,354 to accept the grant for the above named projects.

PASSED AND ADOPTED this 7th day of July 2008, by the following votes:

AYES: Board Member:

NOES: Board Member:

ABSENT: Board Member:

DISQUALIFIED: Board Member

**Library Joint Powers Board**

Approved

Date: \_\_\_\_\_

Chair: \_\_\_\_\_

ATTEST: \_\_\_\_\_  
Board Clerk

# EXTRA! EXTRA!

## Read to Me all about it! June 2008

### New Library Service



#### READ TO ME

Read to Me kits are now available to anyone who has a Santa Cruz Public Libraries card. Each blue canvas bag contains books, puppets, felt stories, and music CDs or cassettes. Parents, home day care providers, preschool teachers — anyone who works and plays with very young children — will want to take advantage of this service.

To request a kit: Go to the library website and click on the Library Catalog link. Type “read to me kit” in the search box and enter a request for the kit you choose. It will be sent to the branch you designate for pickup. Kits are automatically checked out for 4 weeks. They are not renewable.



### Summertime Activities



Your three year old has just tried to bury your 18 month old in the sand, the fog is rolling in, and even if your car weren't making distressing noises, gas costs a small (or not so small) fortune. What's a frazzled parent to do that doesn't require a trek to a bazaar?

Answer: Go directly to your local branch library. Sign up the kids for Catch the Reading Bug, our 2008 Summer Reading program. Read with them, share books with them, and earn Summer Reading dollars to spend at local merchants.

As members of the national Family Place initiative, Santa Cruz Public Libraries have redesigned their spaces to be as comfortable as possible for very young children and their caregivers. Bright rugs, soft toys, low furniture, board books, and parenting and child care information for the adults mark out a space for the community of the very young, which of course includes those who care for these children. Bring your children here, meet other members of this community, and share ideas about the best possible future for these young people as they learn by having fun.

## Celebrate Reading



And don't forget to join other families with young readers for the 11<sup>th</sup> annual Festival of the Book at Harvey West Park on Sunday, July 27 from 1-4 pm. Come celebrate books, reading, and the end of Catch the Reading Bug @ Your Library. Shop at the Children's Only Book Sale sponsored by the Friends of the Santa Cruz Public Libraries, play early literacy games, learn about all our early literacy programs, and enjoy a free – yes, we mean FREE – lunch for everyone who has earned at least 1 Summer Reading dollar.



Read to Me  Léemelo

831-420-5655

<http://www.santacruzpl.org/readtome/>

# Together @ the Library

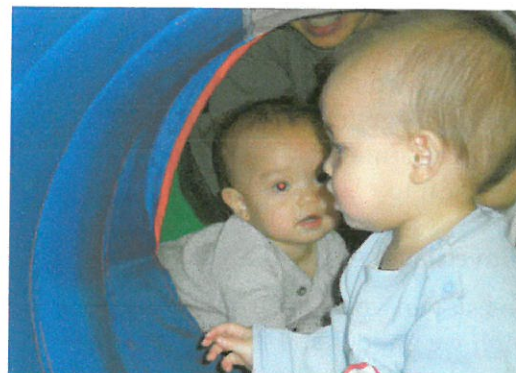
Family Place at Santa Cruz Public Libraries June 2008

## What's New

About 45 families enjoyed Together @ the Library at Live Oak, Branciforte, Capitola, Central, and Boulder Creek in 2007-2008. Now, many more families who already enjoy regular storytime and laptime programs at our branches will be able to play in the library and meet community resource people once a month during storytime hours.

Starting in Boulder Creek in the fall, we will designate one week a month as Family Place Storytime. There will still be stories and songs, but there will also be the opportunity to play with the great, age and developmentally appropriate toys featured at our Family Place and Together @ the Library programs. In addition, at least one of our community resource people will be there each month to talk with parents about their questions and concerns.

We will offer these special Family Place storytimes at other branches as well. For more information or to ask for a program at your local library, call Jeanne O'Grady, Youth Services Outreach Librarian at 420-5652.



831-420-5652

<http://www.familyplacescpl.blogspot.com>

# Together @ the Library

Family Place at Santa Cruz Public Libraries June 2008



## Family Place FAQs

**What do you mean by a Family Place Library? Haven't Santa Cruz Public Libraries always been places for families?**

Our libraries have always welcomed families; but it hasn't always been easy for people with very small children to make the most of library visits. Family Place libraries are designed to be comfortable for young children and their adults. Soft toys, bright rugs, inviting seating, and plenty of books for the very young may not sound all that different from the children's room of the past, but they are put together and used deliberately to encourage families to visit their library.

## What is the Parent-Child Workshop series?

Once a week for five weeks, families (adults and young children) meet to play and learn from experts on various childhood issues: speech, nutrition, physical development, and reading. These aren't lectures; the experts are on tap while families are Together @ the Library. You can chat with them informally, while bouncing an infant or tossing a soft toy back and forth with your toddler.

## Do I have to come to all 5 weeks?

We do ask that you register for the entire series, although we understand that there may be an occasional conflict or emergency. The full benefit of the Parent-Child Workshop comes from the time it gives you to hang out with community experts, library staff, and other families.



*Coming to a branch near you...*

## Together @ the Library 5-session series

Live Oak  
Saturdays, Fall dates to be announced  
10:30-11:45 am

Aptos  
Dates and times to be announced

Scotts Valley  
Dates and times to be announced

## Together @ the Library Monthly Storytimes

Coming to Boulder Creek and other branches in the Fall. One week of the month will be designated Family Place Storytime. Come on a regularly scheduled storytime day and enjoy a session of Together @ the Library. Play in the library with your child and meet community resource people.

For information or to register, call Jeanne O'Grady, Youth Services Outreach Librarian  
420-5652



831-420-5652

<http://www.familyplacescpl.blogspot.com>



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**From:** calix-bounces@lists.sjsu.edu [mailto:calix-bounces@lists.sjsu.edu] **On Behalf Of** Brandis, Rushton  
**Sent:** Tuesday, July 01, 2008 11:25 AM  
**To:** calix@listproc.sjsu.edu  
**Subject:** [calix] [Public Policy Institute of California] Statewide Survey: Californians and Information Technology

PPIC is a private, nonprofit organization dedicated to informing and improving public policy in California through independent, objective, nonpartisan research on major economic, social, and political issues. The institute was established in 1994 with an endowment from William R. Hewlett. PPIC does not take or support positions on any ballot measure or on any local, state, or federal legislation, nor does it endorse, support, or oppose any political parties or candidates for public office.

<http://www.ppic.org/main/publication.asp?i=831>

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SAN FRANCISCO, California, June 25, 2008 — At least half of Californians go online to get news, make purchases, look for health information, or visit government websites. But as the state's residents integrate the Internet into their daily lives, there are signs that the digital divide is widening for some groups, particularly Latino and low-income residents. These are among the key findings in a statewide survey released today by the Public Policy Institute of California (PPIC) in collaboration with the California Emerging Technology Fund.

Californians value access to the web: Nearly all Internet users (92%) say it is at least somewhat important in everyday life, and even 56 percent of those who don't go online agree. But disparities in Californians' use of technology reveal a digital divide: Residents who are white, black, or over age 55 have significantly increased their use of computers and the Internet since 2000, while Latinos, Asians, and low-income residents have not.

"Many Californians go online to research the decisions they make as voters, taxpayers, and consumers," says Mark Baldassare, PPIC president and CEO. "Yet there are tremendous differences in access to critical information that put many at a

7/1/2008

disadvantage in their everyday lives. At a time when technology's role is growing and in a state that has led the way, this poses a major policy challenge.”

### **Computer Use Similar in California and Nation**

Three in four Californians (75%) use a computer at home, school, or work, a statistic that has held steady since 2000. A 2008 survey by the Pew Internet & American Life Project found similar results (74%) nationwide. The percentage of Californians who use the Internet has increased since 2000, from 65 percent to 70 percent. Today, Californians and adults across the nation are equally likely to have Internet access at home (63% vs. 62% in the 2008 Pew survey) and a broadband connection (55% each).

### **White, Black, Older Californians Increase Use**

Differences emerge in the way demographic groups use technology.

- **Race/ethnicity:** Since 2000, computer use has grown among whites (79% to 85%) and blacks (76% to 83%), as has Internet use (70% to 81% for whites, 60% to 82% for blacks). Among Latinos, computer use has declined (64% to 58%) and Internet use is unchanged (47% to 48%). Asians have seen declines in both their use of computers (91% to 81%) and the Internet (84% to 80%).
- **Age and income:** Internet use has grown sharply among those age 55 and older (42% to 58%), but not among adults with household incomes less than \$40,000 (47% to 49%). Adults under age 35 are more likely to use the Internet (78%) than older adults. Almost all adults with household incomes of \$80,000 or more use computers (94%) and the Internet (92%).

### **Fewer Latinos Have Computers, Web Access at Home**

A digital divide is also apparent among ethnic/racial groups, income levels, and regions when comparing rates of computer ownership, Internet access, and broadband connections at home.

- **Race/ethnicity:** Less than half of Latinos (48%) have a home computer compared to about eight in 10 or more for whites (86%), Asians (84%), and blacks (79%). Just four in 10 Latinos (40%) have Internet access and a third (34%) broadband connection at home. In contrast, majorities in other racial or ethnic groups have both Internet access and broadband.
- **Income:** Among households with incomes under \$40,000, half have home computers, but only four in 10 (40%) have home Internet access and just a third (33%) have broadband. At higher income levels, overwhelming majorities of Californians have home computers, Internet access, and broadband.
- **Region:** Majorities in each region of the state say they have home computers and Internet access, but Los Angeles residents report lower rates of

demographic categories have cell phones. Whites (83%) and blacks (78%) are more likely than Asians (72%) and Latinos (63%) to have cell phones.

Nearly six in 10 use their cell phones to send or receive text messages, and younger residents (87%) are the most likely to do so. They are also most likely to use their cell phones for email or to access the Internet. Overall, one in four Californians uses cell phones for email (26%) or to go online (25%).

### **More Key Findings:**

- **More have DSL connections** – Page 12  
To access the Internet, 29 percent have DSL, 19 percent have cable modems, 5 percent have wireless, and 2 percent have fiber optic or T-1 connections. Just 7 percent have dial-up connections.
- **Most say cities should provide free wireless** – Page 19  
As local governments consider the benefits and difficulties of providing free wireless Internet access, 67 percent of Californians say it is a good idea and 26 percent say it is a bad one.
- **Comfort with technology, worries about security** – Pages 20, 21  
Internet users are comfortable using technology but less confident that they can keep viruses and spyware out of their computers. They're even less confident about the security and privacy of financial transactions online.
- **Californians concerned about digital divide** – Page 22  
Two-thirds (65%) think Californians in lower-income areas are less likely to have broadband Internet access, and nearly as many (62%) are at least somewhat concerned about the disparities.

### **About the Survey**

This is the first survey in a series on public opinion and information technology conducted with funding from the California Emerging Technology Fund (CETF) and ZeroDivide. The report is based on a telephone survey of 2,503 California adult residents, including 2,253 interviewed on landline telephones and 250 on cell phones, conducted between June 3 and June 17, 2008. Interviews were conducted in English, Spanish, Chinese (Mandarin or Cantonese), Vietnamese, and Korean. The sampling error for the 2,503 adults is +/- 2%. The sampling error for subgroups is larger. For more information on methodology, see page 25.

Mark Baldassare is president and CEO of PPIC, where he holds the Arjay and Frances Fearing Miller Chair in Public Policy. He is founder of the PPIC Statewide Survey which he has directed since 1998. This is the 87th PPIC Statewide Survey in a series that has generated a database that includes the responses of more than 185,000 Californians.

broadband connection (48%) than residents in the San Francisco Bay Area (65%), Orange County/San Diego (58%), Inland Empire (56%), and Central Valley (53%). Rural residents are somewhat less likely than urban residents to have a computer (65% vs. 73%), Internet connection (58% vs. 63%), or broadband (51% vs. 56%).

## What Are Californians Doing Online?

Californians are far more likely than they were in 1999 (PPIC Statewide Survey: Californians and Their Government, September 1999) to report that they go online to shop (52% vs. 30% in 1999) or get news about current events (55% vs. 43% in 1999), and slightly more likely to seek information about their work or jobs (49% vs. 45% in 1999). Half of Californians (50%) look for health information online or visit government websites. Less than half (47%) bank or manage finances online or look for community events and activities (47%). Fewer go online to use government resources, such as downloading forms (43%); get housing or real estate information (40%); engage in education activities, such as taking a class (27%); or use social networking sites (26%), such as Facebook, MySpace, or LinkedIn.

Stark differences emerge in the way demographic groups use the Internet. Latinos are more likely than they were in 1999 to go online for news (35% vs. 28%), but far less likely to do so than whites (67%), blacks (62%), and Asians (61%). Comparing age groups, most people under age 35 (62%) and between ages 35 and 54 (61%) get news online, compared to 41 percent of residents age 55 and older.

While more Latinos report shopping on the web today (29% vs. 16% in 1999), they are far less likely than whites (67%), blacks (63%), or Asians (58%) to research or make purchases online. Among other differences:

- **Health information:** While half of Californians say they get health information online, lower income adults (30%) and Latinos (31%) are the least likely to do so.
- **Social networking:** Half of residents under age 35 use social networking sites, compared to 20 percent in the 35-54 age group and 8 percent of adults over age 55.
- **School websites:** More than half of parents (56%) visit their children's school websites. However, only 30 percent of those with household incomes under \$40,000 do so, compared to 84 percent of those with incomes of \$80,000 or more.

## Who's Texting?

Some experts have suggested that mobile devices may be the platform to bridge the digital divide because a phone and service plan costs less than a computer and Internet connection. In California, 75 percent of all adults and solid majorities in all

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The full report is available at

[http://www.ppic.org/content/pubs/survey/S\\_608MBS.pdf](http://www.ppic.org/content/pubs/survey/S_608MBS.pdf)

Rush Brandis

California State Library





**Human Resource Department  
Risk Management  
809 Center Street, Room 7  
Santa Cruz, CA 95060**

**TO:** Anne Turner, Director of Libraries  
Santa Cruz Library Joint Powers Authority

**FROM:** Kris Kamandulis, Risk and Safety Manager

**DATE:** June 11, 2008

**SUBJECT:** Request for Insurance Program Overview

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Due to the complexities of insurance coverage, I would be more than willing to attend a Library JPA to explain coverage.

### **The Players**

Under the **Library JPA Agreement**, the City of Santa Cruz is responsible for insuring all library assets, except buildings, under their casualty insurance policies.

Each library agency is responsible for library system buildings situated within their respective jurisdictions. Costs for insuring such buildings shall be considered direct costs and borne by the agency where the building is located, except for the Central Branch which is a shared cost system-wide.

Currently, it looks like the Commercial Package covers 11 building locations. I make the assumption the each agency is being billed appropriately for their location.

### **Broker**

The inherited Library program is managed by the current broker, Thoits Insurance. In a review of the past coverage, their ability to continually obtain lower premiums has not stimulated the City to ask for a Request for Proposal to change brokers.

### **Insurance Market**

Annually policies are reviewed and coverage amended based on data provided to the underwriters of various insurance carriers engaged in providing insurance coverage. Underwriters review the agency's background and past experience of historical claims (usually prior 5 years); the agency's financial stability; what loss control programs are in place and other factors relating to the specific insurance coverage sought.

Broker notifies Risk Manager of changes within the market and either can make recommendations to the other to look into other carriers or markets.

## **Risk Manager**

Assumes management responsibility for all City-wide services and activities of the Risk Management Division, including liability coverage programs and safety programs; self-insured, self-administered worker's compensation program; pre-employment medical program; self-insured unemployment claims program; and other assigned programs and activities.

The City of Santa Cruz purchases insurance for the Library JPA for coverage including a Commercial Business Package encompassing General, Property and Auto Liability, an Excess Liability policy and Director's and Officer's Liability coverage.

1) (i) How the City determines the levels of insurance to be purchased.

Insurance coverage limits for the Library are based on historical loss history, number of claims and the underwriter's perception of the agency's risk. This data is statistically evaluated based on others with similar coverage and loss experience.

The Aptos branch incurred a substantial loss claim (\$80K) in the current policy term. This will most likely increase the premium for the next fiscal year's renewal of coverage.

(ii) Does it take advice from associations such as the League of Cities?

Of course, we are open to any information regarding favorable coverage from reliable resources. I do not know if this was done by past Risk Managers.

2) How [the City] it chooses insurance vendors.

The City is required to provide an insurance application to the incumbent carrier annually for the required coverage as well as any other carriers likely to respond to a coverage request. Coverage limits, coverage terms and market capacity normally determines who the broker contacts to provide quotes for coverage. At least three underwriters should provide premium bid quotes depending on the above factors. Competitive bids allow the insured to negotiate terms and conditions most favorable to the agency.





SANTA CRUZ • PUBLIC  
LIBRARIES  
A City County System

June 3, 2008

TO: LISA SULLIVAN  
DIRECTOR OF HUMAN RESOURCES

KRIS KAMANDULIS  
CITY RISK MANAGER

FR: ANNE M. TURNER  
DIRECTOR OF LIBRARIES

RE: REQUEST FOR REPORT

The Library Joint Powers Authority Board met last night and approved the proposed lease for the space at 117 Union Street, as well as the FY 2008-09 Library Operating Budget. But Board members had questions about how the City buys insurance and how it assigns costs to the Library System. Insurance is mentioned in the lease agreement, and of course the Library has budgeted \$103,505 for insurance costs during the coming fiscal year.

Specifically, the Board would like a written report from the Risk Manager covering the following topics:

- How the City determines the levels of insurance to be purchased. Does it take advice from associations such as the League of Cities?
- How it chooses insurance vendors
- Any other topics the Risk Manager feels would help the Board understand the risk management program.

Having received the written report, individual Board members may request that the Risk Manager appear at a Board meeting to provide further explication.

The Board will next meet on July 7, 2008. I would need a written report by July 1st to include it in the Board meeting packet.

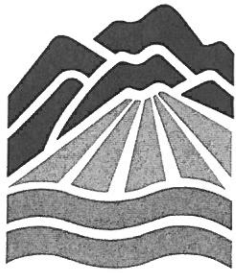
Thanks for your help.

BRISKMAN.RPT










SANTA CRUZ • PUBLIC  
LIBRARIES  
A City County System

July 1, 2008

TO: LIBRARY JOINT POWERS AUTHORITY BOARD  
FR: DIRECTOR OF LIBRARIES   
RE: REVISED FY 2008-09 BUDGET

**RECOMMENDATION:** That by resolution the Library Joint Powers Authority Board make changes as described below in the previously adopted budget for FY 2008-09.

#### DISCUSSION

Staff is proposing several changes in the adopted budget as follows:

Insurance, Inside & Outside: Reduce the total allocation from \$103,505 to \$55,708

Renewal quotes have now been received by the City Risk Manager. As it turns out, the Library was grossly over-budgeting insurance costs: \$84,350 in 07-08, when the actual charge was \$47,634. Working with the City Risk Manager, staff has now verified the actual charges and proposes that the budget for FY 08-09 be adjusted accordingly. Budget sheets (yellow) showing the new amounts are attached.

These changes are incorporated into the revised FY 2008-09 Supplies and Services budget attached as Table III (in yellow).

Administration/Advertising: Increase the budget from \$1,000 to \$3,000.

These are funds for bid advertisements, public hearings, and other advertising. In late May the bill for 2008-09 Yellow Pages advertising arrived: it is \$2,457. The increase will leave \$500 for other needs during the fiscal year. A budget sheet (yellow) showing the new amount is attached.

In addition, attached are revised budget tables incorporating the changes the Board made when it adopted the budget at its meeting on June 2<sup>nd</sup>. The changes are as follows:

The Personnel Budget has been revised to reduce projected savings from a Holiday Closure from \$55,000 to \$35,000. And the projected savings for reduction in substitutes, pages, etc. have been inserted in Table II (yellow).

The Revenue projections have been revised to eliminate the Kemme Trust, and the proposed expenditure of Trust monies at the Aptos Branch has been eliminated from the Capital Equipment and Projects expenses.

The FY 2008-09 REVENUE VS. EXPENSES Table has been changed to reflect a reduction in the Estimated Fund Balance from \$250,000 to \$179,262. We will know the correct Fund Balance when the audit is completed in late August. Also, amounts for Carryover Projects and grant funds have been added. And I have followed City of Santa Cruz practice and estimated total budget savings at 5%, rather than splitting the savings between Personnel and Supplies & Services as was done in FY 2007-08.

As the Board requested, it will be asked to reconsider the budget in September, when we have more information about sales tax revenues.

RESOLUTION NO. 2008-15

RESOLUTION OF THE SANTA CRUZ  
LIBRARY JOINT POWERS AUTHORITY BOARD  
ADOPTING A BUDGET FOR THE FISCAL YEAR 2008-09

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 2008-2009, be amended to include changes incorporated in various documents here listed and on file with the Clerk of the Board:

FY 2008-09 REVENUE VS. EXPENSE SUMMARY  
FY 2008-09 PERSONNEL BUDGET  
FY 2008-09 SUPPLIES AND SERVICES BUDGET  
FY 2008-09 CAPITAL EQUIPMENT

PASSED AND ADOPTED this 7th Day of July 2008 by the following vote:

AYES:

NOES:

ABSENT:

DISQUALIFIED: Board Member

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

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

9SUMJPB.RES  
06/30/08





**TABLE I  
FY 2008-09 REVENUE VS. EXPENSES**

REVENUE			
SOURCE	FY 2007-08 REV TOTAL	FY 2008-09 JAN ESTIM	FY 2008-09 JULY FINAL
MAINTENANCE OF EFFORT [County Property Tax, Cities of Santa Cruz & Watsonville Contributions]	\$ 5,154,273	\$ 5,226,822	\$ 5,579,803
SALES AND USE TAX	\$ 6,473,764	\$ 6,659,719	\$ 6,288,944
COUNTY INTEREST & SUPPLEMENTALS	\$ 30,960	\$ 30,960	\$ 11,612
<b>SUBTOTAL</b>	<b>\$ 11,658,997</b>	<b>\$ 11,917,501</b>	<b>\$ 11,880,359</b>
CARRYOVER PROJECTS/PREVIOUS FISCAL YEAR	\$ 246,145		\$ 294,850
ESTIMATED FUND BALANCE	\$ 601,697	\$ 179,262	\$ 179,262
PUBLIC LIBRARY FUND	\$ 79,005	\$ 79,005	\$ 79,005
FEES & FINES	\$ 274,000	\$ 270,014	\$ 270,014
BEQUESTS FOR LIBRARY MATERAILS	\$ 30,055	\$ 30,055	\$ 32,055
GRETA BELL ESTATE/BRANCIFORTE BRANCH		\$ 25,000	Friends
MCCASKILL TRUST FOR LOCAL HISTORY	\$ 11,300	\$ 20,000	\$ 20,000
RESERVE APPROPRIATON, ILS UPGRADE	\$ 130,000		
RESERVE APPROPRIATON, APTOS PARKING	\$ 275,000		
GRANTS, FIRST 5 & LSTA	\$ 88,159		\$ 44,354
LSTA TUITION REIMBURSEMENT	\$ 10,760		\$ 5,964
GRANTS, BOULDER CREEK			\$ 4,500
<b>TOTAL</b>	<b>\$ 13,405,118</b>	<b>\$ 12,520,837</b>	<b>\$ 12,810,363</b>
EXPENSES			
	FY 2007-08	FY 2008-09 PROPOSED	FY 2008-09 REVISED
PERSONNEL	\$ 8,600,933	\$ 9,752,873	\$ 9,437,999
SUPPLIES & SERVICES	\$ 3,143,478	\$ 2,819,250	\$ 2,745,934
<b>SUBTOTAL</b>	<b>\$ 11,744,411</b>		<b>\$ 12,183,933</b>
LESS FY 08-09 SAVINGS @ 5%	\$ (180,313)		\$ (609,197)
CAPITAL EQUIPMENT & PROJECTS	\$ 126,625	\$ 146,545	\$ 18,061
MCCASKILL TRUST LOCAL HISTORY PROJECTS	\$ 11,300		
ILS UPGRADE PROJECT	\$ 130,000		see carryover
APTOS PARKING LOT PROJECT	\$ 275,000		see carryover
GRANTS, FIRST 5 & LSTA	\$ 88,159		\$ 44,354
LSTA TUITION GRANT	\$ 10,760		\$ 5,964
GRANTS, BOULDER CREEK			\$ 4,500
<b>SUBTOTAL</b>	<b>\$ 12,205,942</b>	<b>\$ 12,718,668</b>	<b>\$ 11,647,615</b>
CITY CHARGE ESTIMATE	\$ 671,327	\$ 699,527	\$ 640,619
CARRYOVER PROJECTS/PREVIOUS FISCAL YEAR	\$ 246,145		\$ 294,850
WATSONVILLE PAYBACK	\$ 52,442	\$ 50,401	\$ 49,879
CITY OF SANTA CRUZ LOAN		\$ 55,428	\$ 55,428
APPROPRIATION TO RESERVE FUNDS	\$ 50,000		
<b>TOTAL</b>	<b>\$ 13,225,856</b>	<b>\$ 13,524,024</b>	<b>\$ 12,688,391</b>
SURPLUS/(DEFICIT)	\$ 179,262	\$ (1,003,187)	\$ 121,972
9REVEXP.SUM			
REV. 7/01/08			







TABLE III

FY 2008-09 SUPPLIES & SERVICES -- DRAFT

	3510 ADMIN SERVICES				3515 FACILITIES MANAGEMENT				3520 TECHNICAL SERVICES				3530 PUBLIC SERVICES				TOTALS	
	2007-08		2008-09		2007-08		2008-09		2007-08		2008-09		2007-08		2008-09		2007-08	2008-09
	\$		\$		\$		\$		\$		\$		\$		\$		\$	
52131	Claims Management	\$ 14,000	14,000														\$ 14,000	\$ 14,000
52135	Prof Serv Fiscal	\$ 6,381	6,598														\$ 6,381	\$ 6,598
52199	Prof Serv Other	\$ 28,500	12,500			\$ 35,000	15,000										\$ 63,500	\$ 27,500
52201	Water/Sewer/Refuse			\$ 60,468	65,083												\$ 60,468	\$ 65,083
52211	Janitorial Services			\$ 179,729	185,928												\$ 179,729	\$ 185,928
52223	Vehicle O&M Inside			\$ 40,000	41,360												\$ 40,000	\$ 41,360
52240	Office Equip O&M	\$ 5,180	5,386														\$ 5,180	\$ 5,386
52244	Other Equip O&M	\$ 3,850	3,850														\$ 3,850	\$ 3,850
52246	Building O&M			\$ 154,282	142,052												\$ 154,282	\$ 142,052
52247	Landscape Maint Ser			\$ 36,005	32,525												\$ 36,005	\$ 32,525
52248	Software Maint. Serv					\$ 69,253	60,153										\$ 69,253	\$ 60,153
52249	Hardware Maint Serv					\$ 18,454	44,700										\$ 18,454	\$ 44,700
52261	Bldg/Equip Rental			\$ 352,946	358,552												\$ 352,946	\$ 358,552
52302	Travel	\$ 3,000	3,097	\$ 650	683	\$ 1,300	1,365										\$ 7,750	\$ 8,060
52304	Training	\$ 19,715	17,590														\$ 19,715	\$ 17,590
	LSTA ELF Grant	\$ 22,286															\$ 22,286	\$ -
52306	LSTA Tuition Grant	\$ 10,760															\$ 10,760	\$ -
52402	Telecomm-Internal	\$ 74,667	75,890														\$ 74,667	\$ 75,890
52403	Telecomm-Outside	\$ 33,652	34,796			\$ 106,260	60,067										\$ 139,912	\$ 94,863
52932	Insurance-Internal			\$ 27,859	10,925												\$ 27,859	\$ 10,925
52933	Insurance-Outside	\$ 20,280	11,970	\$ 47,906	32,813												\$ 68,186	\$ 44,783
52960	Advertising	\$ 1,000	3,000														\$ 1,000	\$ 3,000
52961	Dues/Memberships	\$ 9,547	9,856														\$ 9,547	\$ 9,856
52972	Printing-Outside	\$ 6,000	6,000														\$ 6,000	\$ 6,000
52973	Moving Costs	\$ 250,000															\$ 250,000	\$ -
53101	Postage	\$ 21,000	21,680														\$ 21,000	\$ 21,680
53102	Office Supplies	\$ 17,500	18,067														\$ 17,500	\$ 18,067
53106	Books/Periodicals																\$ 1,017,992	\$ 1,022,000
53108	Safety Cloth/Equip			\$ 3,670	3,789												\$ 3,670	\$ 3,789
53109	Copier Supplies																\$ 6,948	\$ 7,184
53110	Computer Supplies					\$ 41,300	17,704										\$ 41,300	\$ 17,704
53112	Library Func. Suppl					\$ 183,767	168,053										\$ 183,767	\$ 168,053
53113	Janitorial Supplies			\$ 20,140	20,793												\$ 20,140	\$ 20,793
53111	Electricity			\$ 136,964	150,641												\$ 136,964	\$ 150,641
53312	Natural Gas			\$ 20,987	24,889												\$ 20,987	\$ 24,889
54990	Misc. Supp/Serv	\$ 3,200	3,200														\$ 7,280	\$ 7,280
	<b>TOTAL S&amp;S</b>	\$ 550,518	\$ 247,480	\$ 1,081,606	\$ 1,070,033	\$ 466,334	\$ 379,042	\$ 1,045,020	\$ 1,049,379	\$ 3,143,478	\$ 2,745,934						\$ 3,143,478	\$ 2,745,934
	9SSBUDGET.CHT																	

rev. 6/30/08









CITY OF SANTA CRUZ  
BUDGET FORM  
2008-09

SUPPLIES & SERVICES

Department: LIBRARY  
Activity: FACILITIES  
Object: INSURANCE - INTERNAL

Fund	Sub Fund	Dept	Activity	Object	Amount Requested
951	36	53	3515	52932	\$ 10,925.00

FY 2007-08: \$27,859

The City bills the Library System for its pro-rated share of property insurance. The City Risk Manger makes insurance cost projections and handles the Library System's insurance accounts.

952932  
05/13/08



CITY OF SANTA CRUZ  
BUDGET FORM  
2008-09

SUPPLIES & SERVICES

Department: LIBRARY  
Activity: FACILITIES  
Object: INSURANCE - OUTSIDE

Fund	Sub Fund	Dept	Activity	Object	Amount Requested
951	36	53	3515	52933	\$ 32,813.00

FY 2007-08: \$47,906

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

ACTUAL		
	FY 2007-08	FY 2008-09
Primary Package Liability	\$ 10,506	\$ 10,925
Excess Liability	\$ 9,000	\$ 10,828
Vehicle Insurance	\$ 12,528	\$ 11,060
<b>TOTAL</b>	<b>\$ 32,034</b>	<b>\$ 32,813</b>

Definitions:

Primary Package: liability each location per listing on policy

Excess Liability: over primary auto/general liability

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

952933b  
06/16/08



CITY OF SANTA CRUZ  
BUDGET FORM  
2008-09

SUPPLIES & SERVICES

Department: LIBRARY  
Activity: ADMINISTRATION  
Object: INSURANCE – OUTSIDE

Fund	Sub Fund	Dept	Activity	Object	Amount Requested
951	36	50	3510	52933	\$ 11,970.00

FY 2007-08: \$20,280.00

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.

952933  
06/16/08



CITY OF SANTA CRUZ+  
BUDGET FORM  
2008-09

SUPPLIES & SERVICES

Department: LIBRARY  
Activity: ADMINISTRATION  
Object: ADVERTISING

Fund	Sub Fund	Dept	Activity	Object	Amount Requested
951	36	50	3510	52960	\$ 3,000.00

FY 2007-08: \$1,000

Bid advertisements, public hearings, other advertising.

May 2008: Yellow Pages ad for 08-09 billed at \$2,457.00

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06/16/08

