



SANTA CRUZ • PUBLIC  
LIBRARIES  
A City County System

## LIBRARY JOINT POWERS AUTHORITY BOARD

Monday, December 8, 2008  
Community Meeting Room  
224 Church Street, Santa Cruz

### 6:00 PM CLOSED AND (CLOSED) LITIGATION SESSION

At 6:00 PM Chair Termini will open the Library Joint Powers Authority Board Meeting Closed and Litigation session in a public meeting at the Central Branch Community Meeting Room for the purpose of announcing the agenda; thereafter the meeting will be closed to the public.

#### A. Public Employee Hiring (Government Code Section 54957 (b) )

Meet with Recruitment Consultant June Garcia

#### B. Labor Negotiations (Government Code Section 54957.6); Management Negotiator: Anne Turner and/or Acting Director, Susan Elgin; Employee Organizations SEIU 521; Operating Engineers, Local #3

### 7:30 PM PUBLIC MEETING

1. ROLL CALL
  2. APPROVE AGENDA
  3. APPROVE MINUTES OF NOVEMBER 10, 2008
  4. ORAL COMMUNICATIONS
  5. CONSENT AGENDA
- NO ITEMS
6. WRITTEN COMMUNICATIONS
  7. REPORTS OF ADVISORY BODIES

#### A. Friends of the Santa Cruz Libraries, Inc.

Library Headquarters and System Services  
117 Union Street • Santa Cruz, California 95060 • (831) 420-5600

8. MEMBER REPORTS

- A. Felton Library Task Force (Gerdt)
- B. Scotts Valley Branch Replacement (Reed)

9. STAFF REPORTS

- A. Budget Update
- B. Pending Citizen Member appointment

10. OTHER BUSINESS

- A. Aptos Parking Lot Project Modifications

11. NEXT MEETING TOPICS

The next scheduled meeting is Monday, January 5, 2009. It will convene at 6:30 pm for a closed session to discuss budget and personnel matters. At the regular meeting it will seat new members.

12. ADJOURN

The Library Joint Powers Authority Board will adjourn from the regularly scheduled meeting of December 8, 2008, to the next regularly scheduled public meeting on January 5, 2009 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.

**CLOSED SESSION**

**MATERIALS FOR**

**December 8, 2008**

**LJPB MEETING**







## DOCUMENT #2

## DECEMBER PERSONNEL SAVINGS

PERSONNEL	BASE COST	SAVINGS	EXPENSE	NET SAVINGS
<b>Librarian IV Retirement</b>				
Salary @ 6 months	\$ 98,052.00	\$ 49,026.00		
Benefits @ 6 months	\$ 35,658.00	\$ 17,829.00		
Vacation Payoff Estimate			\$ 9,494.08	
Upgrade SLA to Libr I/11 add \$2.25/hr X 12 weeks			\$ 1,080.00	
Upgrade LA to SLA add \$1.49 X 12 weeks			\$ 715.20	
Add 40 hrs Library Clerk add \$17.8237 X 12 weeks			\$ 8,555.38	
New Librarian IV X 12 weeks add \$2105.34/week inc benefits			\$ 25,264.08	
SUBTOTAL		\$ 66,855.00	\$ 45,108.74	\$ 21,746.26
<b>Director Retirement</b>				
Salary @ 6 months	\$ 164,567.00	\$ 82,283.50		
Benefits @ 6 months	\$ 44,948.00	\$ 22,474.00		
Vacation Payoff Estimate			\$ 2,071.34	
Upgrade AD by 5%			\$ 3,140.70	
Add Prof/Tech Collection Devel. & Management @ \$27.30/hr X 15 hrs/week X 26 weeks			\$ 10,647.00	
Recruiting Contract			\$ 25,000.00	
SUBTOTAL		\$ 104,757.50	\$ 40,859.04	\$ 63,898.46
<b>SV Branch Manager Vacancy</b>				
Salary @ 28 weeks	\$ 1,095.46	\$ 30,672.92		
Benefits @ 28 weeks	\$ 445.19	\$ 12,465.38		
Vacation Payoff Estimate			\$ 2,225.95	
Assign Librarian III (HJS) as temp BranMan				
SUBTOTAL		\$ 40,057.97	\$ 2,225.95	\$ 37,832.02
<b>Central Branch Libr I/II Vacancy</b>				
Assign Librarian I/II J. Cockerill to job for training purposes				
End Temp Fill @ \$19.45/hr X 25 hrs X 26 weeks		\$ 12,642.50		
End benefits @ 52 weeks		\$ 9,955.00		
SUBTOTAL		\$ 22,597.50		\$ 22,597.50
<b>Central Br YP Library Assistant Vacancy</b>				
Stop filling with temp workers 26 weeks		\$ 16,107.00		\$ 16,107.00
<b>TOTAL PERSONNEL SAVINGS</b>				<b>\$ 161,483.41</b>
9MORECUTS.LST				
12/5/2008				





**DOCUMENT #3  
BUDGET CUT PROPOSALS  
12/08/08**

**CLOSE SYSTEM ON FRIDAYS**

Staff is proposing that employees be furloughed for four hours per week, beginning in mid-February. We see this as preferable to laying off workers, but if we do this we will be required to cut some services:

- We should close all Branches on Fridays, beginning in mid-February. We cannot continue to provide Friday service when we have furloughed the employees.

**Why Friday?**

- Eight out of ten branches are already closed on Friday morning, and none are open on Friday evening. So the impact of the closed hours will be considerably less than if we closed on some other day. It will amount to a 59 hours per week reduction. The current open hours total is 444 per week.
- Friday is the least busy day of the week.
- Staff working on weekends (Saturday or Sunday or both) usually have Monday and/or Tuesday off. If we closed on one of those days, the day off scheduling problems would be enormous.
- We should suspend Interlibrary Loan services for the balance of the fiscal year so that the workers assigned to this task can be deployed elsewhere in public service work at the Central Branch.
- We should accept requests only for items we own for the balance of the fiscal year. This supports the Interlibrary Loan suspension above. Staff believes that most of the items borrowed from other libraries are available on the internet, far more cheaply than it costs the Library to provide the service. It also returns the Request System to its original purpose—moving materials we own around the library system to where people need them.

Other personnel changes may be possible, but they are subject to discussion with the collective bargaining units. For example, the City is discussing a freeze in salary step increases and cost of living adjustments. If these reductions are implemented, and the Joint Powers Board agrees that they should be imposed



on Library workers, it may be possible to reduce the number of weeks of furlough.

## **SUPPLIES & SERVICES BUDGET**

Document #4 lists \$180,500 in Supplies & Services reductions that can be made between now and the end of the fiscal year. Two require explanation:

Cutting \$130,000 from the Library Materials budget will be difficult, but seems sensible given the cuts (via furloughing) in the Technical Services staff.

Cancelling the Landscaping contract and shifting the work to the Building Maintenance Workers is a cost savings that protects jobs. The workers and their supervisor have agreed that they have time to do the added tasks.

## **DIRECTION FROM JOINT POWERS BOARD**

The Board needs to decide whether it agrees in concept with the Friday closure and furloughing option, so that staff can pursue informing the collective bargaining units. A formal decision would be made at the Board's January 4, 2009 meeting.

If the Board does not agree with this concept, it needs to identify alternatives for the staff to investigate.

The Board also needs to decide whether it wishes to consider (in January) imposing on Library workers the same cutbacks in benefits and step increases as those for City workers



<b>DOCUMENT # 4</b>	
<b>POTENTIAL BUDGET SAVINGS</b>	
<b>TARGET: \$583,278</b>	
<b>PERSONNEL</b>	
SEE DOCUMENT #3	
Holiday Leave w/o Pay	\$ 29,000.00
Freeze Step Increases @ \$25,.000	
Benefit reductions @ ???	
Close System-wide on Friday and Furlough 21 weeks SEE DOC 3	\$ 372,417.00
<b>SUBTOTAL</b>	<b>\$ 401,417.00</b>
Note: Employees electing Voluntary Time Office would be exempted from furlough for hours equivalent to VTO	
<b>SUPPLIES &amp; SERVICES</b>	
Delay Reclass Consultant	\$ 12,500.00
Reduce Book/Materials Budget	\$ 130,000.00
Reduce Tech Services Supplies	\$ 15,000.00
Reduce Advertising	\$ 3,000.00
Reduce Dues & Memberships	\$ 4,000.00
Reduce Training	\$ 3,000.00
Shift Landscaping to Bldg Maint. Workers	\$ 8,000.00
Reduce Printing	\$ 5,000.00
<b>SUBTOTAL</b>	<b>\$ 180,500.00</b>
<b>GRAND TOTAL</b>	<b>\$ 581,917.00</b>
	9CUTS2.LST
	12/5/2008





FY 2008-2009 SUPPLIES & SERVICES												
TABLE III												
	3510 ADMIN SERVICES			3515 FACILITIES MANAGEMENT			3520 TECHNICAL SERVICES			3530 PUBLIC SERVICES		
	2007-08	2008-09	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								\$ 63,500	\$ 27,500
52201	Water/Sewer/Refuse			\$ 60,468	65,083			\$ 35,000	15,000		\$ 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
52251	Bldg/Equip Rental			\$ 352,946	358,552			\$ 1,300	1,365	\$ 2,800	\$ 2,915	\$ 358,552
52302	Travel	\$ 3,000	3,097	\$ 650	683						\$ 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					\$ 11,000	12,000	\$ 10,000	\$ 10,000	\$ 28,000
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			\$ 3,670	3,789					\$ 1,017,992	\$ 1,022,000	\$ 1,022,000
53108	Safety Cloth/Equip										\$ 3,670	\$ 3,789
53109	Copier Supplies									\$ 6,948	\$ 7,184	\$ 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
53311	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	\$ 10,480
	<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	
	9SSBUDGET.CHT											

rev. 6/30/08







**LIBRARY JOINT POWERS BOARD  
SUSPENSE LIST**

**12/4/08**

	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	COMPLETE
	<b><u>Library Automation System Upgrade</u></b>	
3	Staff continues implementation plus revision of Library Web Site; Rept to Board	Jan-09
	<b><u>Joint Powers Board Housekeeping</u></b>	
4	Annual election of officers	Feb-09
5	Appoint Citizen Members	Jan 09, 10,12
	<b><u>Budgeting/Financial Management</u></b>	
7	Review Annual Audit	Jan-09
8	Review current budget status, consider budget revision proposals	Dec-08 Jan-09
9	Discuss budget priorities for coming fiscal year, provide staff direction	Apr-09
10	Consider draft budget, recommend changes	May, June 09
11	Adopt final budget	Jul-09
12	Review quarterly revenue reports	Nov, Feb, May, Aug
13	Review quarterly expenditure reports	Nov, Feb, May, Aug
14	Set Holiday Hours	Oct-09
	<b><u>Personnel Issues</u></b>	
15	Work with SC City Manager on selection of new Director of Libraries	Jan - Mar 2009
	<b><u>Legislation/Advocacy</u></b>	
16	Adopt Annual Legislative Program	Feb-09
17	Expand Public Information Program	FY 2009-10
	<b><u>Felton Branch</u></b>	
18	Hear report from Felton Task Force on community discussions/architectural plans for Verutti Site	On-going





SANTA CRUZ PUBLIC LIBRARIES  
A CITY-COUNTY SYSTEM

LIBRARY JOINT POWERS BOARD

MINUTES

November 10, 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, Citizen Leigh Poitinger, Councilmember Mike Rotkin, Supervisor Mark Stone, Councilmember Michael Termini

Absent: Councilmember Cynthia Mathews

Excused:

Staff: Anne Turner, Director of Libraries

II. APPROVAL OF MEETING AGENDA OF NOVEMBER 10, 2008

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

**that the Board approve the agenda of November 10, 2008.**

**UNAN**

**Absent: Mathews**

III. APPROVE MINUTES OF OCTOBER 6, 2008

A. APPROVE MINUTES

**Councilmember Rotkin moved, seconded by Citizenmember Poitinger**

**that the Board approve the minutes of October 6, 2008 with the following correction: under Report of Advisory Bodies Rich Riley should be changed to George Wylie.**

**UNAN**

**Absent: Mathews**

**Abstain: Rotkin, Reed, Gorson**

IV. ORAL COMMUNICATIONS

None



V. CONSENT AGENDA

None

VI. WRITTEN COMMUNICATIONS

None

VII. REPORTS OF ADVISORY BODIES

Sharon Skold, Board Member for the Friends of the Santa Cruz City-County Library System reported the following Friends' activities:

- Nov 7-8<sup>th</sup> Civic Sale proceeds were just under \$16,000-don't about 15% from previous fall sales
- Participating in a Grass Roots Advocacy "table top" panel at the California Library Association meeting this Friday, November 14<sup>th</sup>
- Munching with Mozart concert series continues to be a huge success with standing room only
  - \*Next concert: December 5<sup>th</sup> 12:10pm @ Central Branch Meeting Room- "L'Armonia: Vocal music for the Holiday Season"
- Continuing Collaboration with Shakespeare Santa Cruz
  - \*Presenting "Mr. Toad" (actor Mike Ryan with others from the SSC Company), upstairs, Central Branch, Dec. 1<sup>st</sup> @ 6:30pm
- Wind and the Willows "Friends Night" at Shakespeare Santa Cruz Mainstage @ Theater Arts Complex, 6 pm.

VIII. MEMBER REPORTS

A. Felton Library Task Force

Citizenmember Gerdt reported on the Felton Task Force. Last month five members of the Felton Task Force went on a tour of four San Jose Libraries. Three of the libraries were new and one had recently been remodeled. The Task Force found aspects of these libraries that they liked including self check out machines and a market place concept. These ideas will be reviewed for the Felton Library project.

IX. STAFF REPORTS

A. Review and Discuss Financial Report of Assistant County Administrator to Library Financing Authority

Director reported on the "Receipts for the Library Sales Tax" information. The projections are bleak and the Director would like to wait on the 2<sup>nd</sup> Quarter Tax Return Report. Meanwhile library staff has been very careful about library expenditures and are waiting to fill a few vacancies.

Board would like to put on the agenda for January after 2<sup>nd</sup> Quarter Tax Returns are in to discuss strategies.

B. Hear oral report on Aptos Parking Lot Expansion Project

Director reported that the Aptos Parking Lot Expansion Project which is set to begin Monday, November 17<sup>th</sup>. One problem did surface which is the curb separating the parking lot from the sidewalk, it is too high and often patron's trip stepping up from the driveway. The alternative is to put a railing in to assist people when making the step. There are two options that the Director will come back in December to propose with cost estimates and they are: 1. an individual contract 2. handle through the current parking lot project which would be a change order with the County Public Works Department

C. Review and Discuss Final Report on Public Relations Contract by Mike Wallace, News Consulting

Director summarized Mike Wallace's "Final Report on Public Relations Contract". His final recommendations were to implement an effective speaking program to educate the community about the library and to post stories about library services on the internet.

X. OTHER BUSINESS

A. Library Director's Surprise Farewell Party

Retirement Celebration for Anne Turner Sunday, December 14<sup>th</sup> at the Live Oak Library Branch from 4:30pm-7:00pm. The cost will be \$15 per person and will include a gift.

Councilmember Rotkin has volunteered to be on the committee.

XI. NEXT MEETING

December 8, 2008

XII. ADJOURN

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

Respectfully submitted,

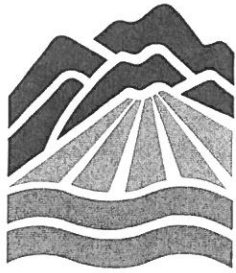


Kira Henifin, Clerk of the Board



Sheila Fraser, Substitute Clerk of the Board





SANTA CRUZ • PUBLIC  
LIBRARIES  
A City County System

December 3, 2008

TO: LIBRARY JOINT POWERS AUTHORITY BOARD  
FR: DIRECTOR OF LIBRARIES   
RE: APTOS PARKING LOT PROJECT

**RECOMMENDATION:** That by resolution the Library Joint Powers Authority Board appropriate an amount not to exceed \$11,500 from the Kemme Trust for Aptos Branch Parking Lot modifications, that it transfer \$8,600 in available Reserve funds for landscaping changes on the same project, and that the Library budget be amended to reflect these changes.

#### Sidewalk Railing

As was described to the Board at its November meeting, the parking lot project has revealed a serious safety issue for disabled and other users. The curb up from the parking lot to the sidewalk surrounding the Branch is too high in many places, and has resulted in several accidents.

After consultation with Architect Teall Messer, the Branch Manager, and others, staff has agreed that it would be sensible to install a railing along the sidewalk frontage next to the lot. The railing would have an opening where the curb is a suitable height. It would provide hand held assistance to users coming from the disabled parking space and from the lot itself, and it would also prevent cars from stopping in the driveway to return library materials—another existing safety hazard.

We expect the cost of fabrication of the rail, installation, and Messer's services to total \$11,375. Thus I am requesting than an amount not to exceed \$11,500 be transferred from the Kemme Trust for this purpose. The Trust balance is at least \$12,000, with interest yet to be posted.

### Landscaping Services

The parking lot construction project also revealed the need to repair and upgrade various sprinkler heads on the irrigation system, as well as add more heads and planting. At the time this work was done (August 2008) we did not have a final project budget or an appropriation for it. So we paid for the landscaping improvements from the regular Library landscaping budget.

This budget line is now over-spent for the time of year. I recommend that the Board allocate available Reserve Funds for General Projects (\$8,700) to the operating budget.

JAPTOSPKG.#3



RESOLUTION NO. 2008-21

RESOLUTION OF THE SANTA CRUZ  
LIBRARY JOINT POWERS AUTHORITY BOARD  
APPROPRIATING FURTHER FUNDS FOR CONSTRUCTION OF THE APTOS  
BRANCH PARKING LOT EXPANSION

WHEREAS, additional funds are required to make safety improvements to the entrance sidewalk adjacent to the Aptos Branch Parking lot, and

WHEREAS, funds are also required for landscaping repairs and improvements associated with the parking lot expansion project, and

WHEREAS, sufficient funds exist in the Kemme Trust for the safety improvements, and in Reserve Funds for the landscaping repairs,

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

That the Library Joint Powers Authority Board resolves that an amount not to exceed \$11,500 be appropriated from the Kemme Trust for the safety improvements, and

That \$8,600 from Reserve Funds be appropriated for the landscaping repairs, and

Directs that the Library Budget to be amended by these amounts.

PASSED AND ADOPTED this 8<sup>th</sup> day of December 2008 by the following votes:

AYES: Board Member(s)

NOES: Board Member(s)

ABSENT: Board Member(s)

DISQUALIFIED: Board Member(s)

APPROVED

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

