



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

LIBRARY JOINT POWERS AUTHORITY BOARD

Monday, May 18, 2009  
Community Meeting Room  
224 Church Street, Santa Cruz

8:30 AM PUBLIC MEETING

1. ROLL CALL
2. APPROVE AGENDA
3. ORAL COMMUNICATIONS
4. OTHER BUSINESS
  - A. Closing All Branches Early on June 1, 2009
5. NEXT MEETING TOPICS

The next scheduled meeting is Monday, June 1, 2009.

6. ADJOURN

The Library Joint Powers Authority Board will adjourn from the special meeting of May 18, 2009 to the next regularly scheduled public meeting on June 1, 2009 at 7:00 pm the meeting space is to be determined.

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 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

May 14, 2009

TO: LIBRARY JOINT POWERS AUTHORITY BOARD  
FR: SUSAN ELGIN, ACTING DIRECTOR OF LIBRARIES  
RE: CLOSING ALL BRANCHES EARLY ON JUNE 1, 2009

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**RECOMMENDATION:** That the Library Joints Powers Authority Board authorize the closure the Scotts Valley, Garfield Park, Branciforte, Central, Live Oak and La Selva Beach as well as Outreach Services at 6p.m. on June 1, 2009 so that staff can attend the board meeting held later that same evening.

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**Discussion:**

The Joint Powers Authority Board has changed its meeting time on June 1<sup>st</sup> from its normal start at 7:30 p.m. to 7:00 p.m. This meeting will involve budget discussions and decisions that will directly affect library employees.

Normally, employees who work Mondays nights can arrive at a Board meeting between 8:15 p.m. and 8:45 p.m., only having missed the first 30-45 minutes of the meeting. However, by moving the start to 7:00 p.m., employees who work on Monday evenings will miss over at least an hour of the meeting.

If the branches close at 6:00 p.m., those scheduled to work that evening would either start their day earlier or they would use one of their paid leave banks to complete the number of hours they are normally scheduled to work.

The recommendation would change the hours on June 1<sup>st</sup> for Outreach, Scotts Valley, Garfield Park, Branciforte, Live Oak, Central, and La Selva Beach...

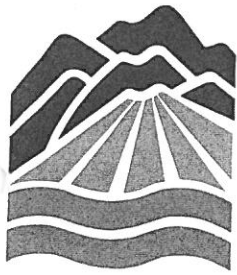
Boulder Creek, Felton, and Capitola normally close at 6 p.m. on Mondays.











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

LIBRARY JOINT POWERS AUTHORITY BOARD

Monday, May 11, 2009  
City of Santa Cruz Council Chambers  
809 Center Street , Santa Cruz

7:30 PM PUBLIC MEETING

1. ROLL CALL
2. APPROVE AGENDA
3. APPROVE MINUTES OF APRIL 6, 2009
4. CONSENT AGENDA
5. ORAL COMMUNICATION
  - A. Announcement of the New Library Director
6. WRITTEN COMMUNICATIONS
  - A. Letter to Legislators in Support of LSTA
  - B. Email & Mail Comments from the Public
  - C. ACT Board Letter
7. REPORTS OF ADVISORY BODIES
  - A. Felton Library Task Force (Gerdt)
  - B. Scotts Valley Report (Reed)
8. Staff Reports
  - A. Young Adult Gaming Grant (oral)
  - B. Summer Reading Plans (oral)

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

C. Current Year Budget

- Month End Cash Balances
- Library's Negative July 2008 Cash Balance
- Library Budget Reconciliation
- July 2008-April 27 2009 Expenditure Status Report
- July 2008—May 2<sup>nd</sup> 2009 Revenue Status Report
- Financial Status Balances As of 3/31/09

D. February Circulation Report

E. February Circulation by Registration Qualifier

9. OTHER BUSINESS

A. Consider Draft Budget FY 2009-2010 Budget

NOTE: Complete Budget binders are included for Joint Powers Board members. Summary documents are included in the agenda packet for the public and a complete set of budget documents is available upon request.

B. Elimination of Library Positions

C. Re-instate the Request No Pick-up Fine

D. Public Library Staff Education Program Grant Award

10. NEXT MEETING TOPICS

The next scheduled meeting is Monday June 1, 2009. A final budget for FY 2009-2010 will be presented.

11. ADJOURN

The Library Joint Powers Authority Board will adjourn from the meeting of May 11, 2009 to the next regularly scheduled public meeting on June 1, 2009, 7:30 pm in the Community Meeting Room of the Central Branch Library.

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SANTA CRUZ PUBLIC LIBRARIES  
A CITY-COUNTY SYSTEM

LIBRARY JOINT POWERS BOARD

MINUTES

April 6, 2009

Central Branch Community Meeting Room  
224 Church Street, Santa Cruz

7:30 PM PUBLIC MEETING

I. ROLL CALL

Present: Supervisor John Leopold, Citizen Nancy Gerdt, Citizen Barbara Gorson, Councilmember Katherine Beiers, Councilmember Jim Reed, Citizen Leigh Poitinger, Councilmember Mike Rotkin, Supervisor Mark Stone, Councilmember Sam Storey

Staff: Susan Elgin, Acting Director for Santa Cruz Public Libraries

II. APPROVAL OF MEETING AGENDA OF APRIL 6, 2009

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

**that the Board approve the agenda of April 6, 2009 with the following change:  
delete item 10A Felton Branch Library Plans and Permits.**

UNAN

III. APPROVE MINUTES OF MARCH 2, 2009

**Councilmember Rotkin moved, seconded by Councilmember Storey**

**that the Board approve the minutes of March 2, 2009.**

UNAN

IV. ORAL COMMUNICATIONS

None

V. CONSENT AGENDA

None

VI. WRITTEN COMMUNICATIONS

- A. The Great Blindini
- B. WIFI access when branches are closed



## VII. REPORTS OF ADVISORY BODIES

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

- Worked on FY 2009-2010 Budget
- Friends Annual Meeting on April 22<sup>nd</sup>
- Working with consultant to look at new fundraising opportunities to help the library
- Friends of the Santa Cruz Public Libraries is sponsoring Community Night at Shakespeare Santa Cruz
  - \*August 13<sup>th</sup> at 7:30pm
  - \*Donald Margulies' *Shipwrecked! An Entertainment-The Amazing Adventures of Louis de Rougemont (As Told by Himself)*
- Next "Munching with Mozart" is April 16<sup>th</sup> and features "John Orlando and Friends" performing "Dances, Epigraphs, Sonatas and Ballades". Performers are John Orlando, Michael Tierra, Anne Theirmann, and Josselyn Verruti, pianists.
- Civic Auditorium Book Sale: May 29<sup>th</sup> and 30<sup>th</sup>

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

- 5<sup>th</sup> Annual Poetry Contest
  - \* Approximately 150 poems received for 5 different categories
  - \*Contest winners will be read on April 29<sup>th</sup>, 7pm at the Felton Community Hall

## VIII. MEMBER REPORTS

### A. Felton Library Task Force

No report this month.

### B. Scotts Valley Report

Councilmember Reed reported that a meeting was held to review the 29 applications architectural firms had submitted for the Scotts Valley Branch Library design. The sub-committee consisting of Councilmember Reed, Mayor Johnson, Elizabeth Walch, Heidi Jaeger-Smith, and Stephen Ando, Scotts Valley City Manager reviewed the applications. The sub-committee was able to narrow down the field to 10 finalists pending the completion of decisions that need to be made concerning square footage, location, and the housing component. The sub-committee also agreed to hire an RDA Housing Attorney who can help advise the committee on the leveragability of housing funds that could potentially contribute to library construction. The City of Scotts Valley has a library fund that is currently growing by \$350,000 per year and the total is now at \$2.57 million. The City of Scotts Valley has also been working with Congresswoman Eshoo's office and Congressman Monning's office to help apply for federal stimulus monies available. Initially the City of Scotts Valley was thinking that there was a large potential for a housing component to help with construction costs but the Housing Attorney has scaled back these expectations.

Councilmember Reed also reported that the City of Scotts Valley is putting out requests for RFP's for construction managers at its next council meeting. The decision is to hire a



construction manager first who will assist the City in its final architect selection as well as managing all the contractors who will be working on the project.

The final report Councilmember Reed made was that the sub-committee has agreed that the new branch will focus on the importance of the branch design and make a conscious effort to minimize the staff required to operate the branch. The sub-committee is also focused on getting specific cost figures on what it will take to build this new branch in Scotts Valley and to decide on the size of the collection.

## IX. STAFF REPORTS

### A. April Launch of New Library Website

Dan Landry, Library Network Administrator, spoke of the major effort that was put forth in order to bring the new website project to completion. He commended the effort taken by staff on design, selecting the framework, and developing skills in-house in order to create the site. A combined effort by library staff contributed to the website content and tools. This project has made a large shift from a hierarchical listing to an interactive site developed by staff contributors. Dan also spoke to the efforts of one staff member in particular, Ann Young, Webmaster, who had the primary responsibility for designing the new website as well as directing all the efforts of staff in order to complete the project.

Ann Young, Webmaster, introduced the new website to the Board and pointed out the new design and features of the collaborative website design.

Janis O'Driscoll, Youth Services Coordinator, explored the children's page with the Board.

Sandi Imperio, Young Adult Librarian, explored the teen page with the Board.

Gale Farthing, Outreach Department, explored the Outreach page with the Board.

May 1<sup>st</sup> will be the launch date for the new website.

### B. Library Survey Results for February and March 2009

Acting Director Susan Elgin reported that the survey was a success and responses overwhelmingly spoke to the value of staff, and library programs.

### C. Application for Young Adult Gaming Programs

In an effort to expand library services to teens the Libraries, Literacy and Gaming Grant was applied for on March 19, 2009. The grant funds, if appropriated to our system, will be used to continue expanding our successful Young Adult programs out at the branches by creating a roaming gaming center.

### D. Felton Grant Application and Support Letters

Grant Application was submitted for funding the new Felton Library project.

- E. Circulation by Branch and Borrower Residence for 2007-08
- F. Circulation by Branch and Borrower Residence for January 2009
- G. Total Number of Items Circulated by Branch for 2007-08
- H. Total Number of Items Circulated by Branch for January 2009
- I. Circulation Statistics for Self Charge Machines January 2009
- J. Scotts Valley Subcommittee

This item has been postponed until the City Attorney can be consulted.

#### X. OTHER BUSINESS

- A. Felton Branch Library Plans and Permit

This item was canceled in the motion to approve the agenda.

- B. Annual Audit FY 2007-08 Review

Jack Dilles, City of Santa Cruz Finance Director, summarized the audit. He reported that the audit was clean. There were no obvious weaknesses in the financial controls and no obvious management recommendations from the audit.

Supervisor Stone commented that he would like to see the Board presented with financial updates in order to get a better picture of library finances throughout the year.

Mr. Dilles also responded to a question from the Board regarding the adopted FY 2007-08 budget. He explained that the estimates used to balance the budget included carry forward balances that were inflated. In addition, at year-end there were several hundred thousand dollars worth of expenditures with legal obligations to be paid. These obligations that were incurred in FY 2007-08 were not fully financed and were pushed into the FY 2008-09 budget.

Supervisor Leopold suggested that the Board be presented with monthly financials especially since the library is a multi-million dollar operation.

Acting Director Susan Elgin responded to Board questions about how the library has changed some procedures in order to identify financial problems as early as possible. She responded that all library mid-management now has access to the City's Financial program and are each responsible for their own part of the budget. Weekly meetings are held with the library Accountant and Office Supervisor to look at income and expenses. In addition, one of the recommendations is for the sub-committee to continue to meet this year so they can get an overview and help prepare answers for the Board.

Councilmember Reed would like to have a report back next month on the cash balance for the library.

**Councilmember Beiers moved, seconded by Councilmember Rotkin**

**That by motion the Library Joint Powers Authority Board accept the Basic Financial Statements and Independent Auditors' Report for the Year Ended June 30, 2008 prepared by Caporicci & Larson, Certified Public Accountants.**

UNAN

C. Santa Cruz Public Libraries Furlough Plan

Santa Cruz Library Furlough Plan was established to clarify for the unions the Library Joint Powers authority to declare a furlough.

D. Recommendation to Eliminate Three Positions from FY 2008-09 Library Budget

**Councilmember Storey moved, seconded by Councilmember Beiers**

**that the Library Joint Powers Board adopt Resolution #2009-03 eliminating the following vacant positions from the FY 2008-09 library budget:**  
**25 hour Central Adult Reference Librarian/Subject Selector (149-013)**  
**20 hour Central Youth Services Library Assistant (150-029)**  
**40 hour Technical Services Librarian III, Lead Cataloger/Subject Selector (313-006)**

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E. Concerns and Parameters for the Library's FY 2009-10 Budget

Acting Director Susan Elgin laid out concerns for the upcoming budget.

F. Recommendation on Guidelines for Future Library Budgets

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

**That the Library Joint Powers Board adopt the following budget guidelines:**

- **The Library System will strive to establish and maintain at least 5% of its annual budget for its ongoing cash reserve**
- **At least 8% of the Library's operating budget should be dedicated to the Library's book and media budget (Motion 2007-12)**
- **Carry-over funds (funds encumbered but not yet spent) are not to be added into the next fiscal year's budget as new funds. Carry-overs are not to be encouraged.**

**The Board will want a report in September each year from the Library Director and the SC City Finance Director on these carry-over projects and if they have a negative effect on the new fiscal year's budget in any way.**

- **The Library Director at the Board's September meeting will report year-end fund balances approved by the City Finance Department to the Board. At that time, the Board may decide how the funds are to be used.**
- **The Board will review, at a minimum, library expenditure and revenue statements every 4 months.**
- **The Budget Subcommittee should continue to meet on a once a month basis during the 2009-10 fiscal year.**

**AMENDMENT**

- **Monthly (second preceding month) revenue, expense and cash reports**
- **3-5 year long term projections in December focused on expenses and projected projects**

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XI. NEXT MEETING

May 11, 2009

XII. ADJOURN

The regular meeting adjourned at 9:27 p.m.

Respectfully submitted,



Kira Henifin, Clerk of the Board

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





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

23 April 2009

Senator Dianne Feinstein  
One Post Street, Suite 2450  
San Francisco, CA 94104

Dear Senator Feinstein:

I write to urge you to sign Senator Jack Reed and Senator Olympia Snow's letter to Chairman Harkin and Ranking Member Specter in support of funding for the **Library Services and Technology Act (LSTA)**.

Here in Santa Cruz, public library usage has increased seven percent over last year in spite of the service and staffing reductions the economy has forced us to make.

LSTA is the only federal funding program exclusively for libraries and its support has helped us create and continue library services for parents and preschoolers, farmworker families, and small businesses.

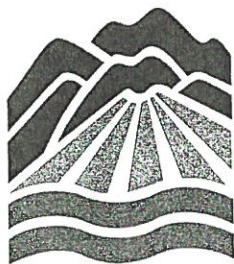
As our California public libraries struggle to serve our communities just when they need us most, please help us retain the LSTA funding which support our work.

If you would like to sign the letter or if you have any questions, please contact Andrew Odgren with Senator Reed at 4-4642 or Matthew Hussey with Senator Snowe at 4-5344 by May 5<sup>th</sup>.

Thank you for your continued support.

Sincerely,

Susan Elgin, Interim Director of Libraries



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

23 April 2009

Senator Barbara Boxer  
1700 Montgomery Street, Suite 240  
San Francisco, CA 94111

Dear Senator Boxer:

I write to urge you to sign Senator Jack Reed and Senator Olympia Snow's letter to Chairman Harkin and Ranking Member Specter in support of funding for the Library Services and Technology Act (LSTA).

Here in Santa Cruz, public library usage has increased seven percent over last year in spite of the service and staffing reductions the economy has forced us to make.

LSTA is the only federal funding program exclusively for libraries and its support has helped us create and continue library services for parents and preschoolers, farmworker families, and small businesses.

As our California public libraries struggle to serve our communities just when they need us most, please help us retain the LSTA funding which support our work.

If you would like to sign the letter or if you have any questions, please contact Andrew Odgren with Senator Reed at 4-4642 or Matthew Hussey with Senator Snowe at 4-5344 by May 5<sup>th</sup>.

Thank you for your continued support.

Sincerely,

Susan Elgin, Interim Director of Libraries

to whom it may concern, (and it should concern us all), 5/2/09

I am writing to emphasize how very important it is to keep our libraries open and functioning, especially in the wake of hearing that the La Selva Beach Branch of the Santa Cruz Library system may be closed. For us citizens of South County Santa Cruz this particular branch is vital, it serves a large population of people who live in rural areas of South Santa Cruz County. I can't express how important it is for us to have access to books, the internet, videos etc. in a public and free forum. This particular branch also has an excellent children's section, and there is a daycare and many children who do live in this particular community. For me, personally, it has been so useful. I am a survivor of the Trabing Road Fire, and in the aftermath of that, I was still able to have valuable access to information I needed when all my own reference books had been burned. If you think about it, that particular library branch is probably serving the same purpose for all of us Summit & Trabing Rd Fire victims. It is after all the nearest library branch. That is, many people in the county who have lost everything including books, are using this branch to access information. Just something to think about. I know how much it has helped me to have the La Selva Beach Library branch open and available. I do not want to forget to mention how helpful the librarians have been, especially Heather & Gail. They are some of the quickest, brightest, and most helpful I've ever encountered. In closing, I am just trying to say that many of us think this branch and it is priceless.

Thanks,

Maria Cahill 216 DAKOTA AVE  
SANTA CRUZ CA  
9506

**Merritt Taylor**

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**Sent:** Wednesday, April 29, 2009 7:27 AM  
**To:** Web2 Suggestions

The following suggestion was received from .

Please keep Garfield Park Library open. Maybe reduce staff?? Use more volunteers?



**Merritt Taylor**

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Sent: Tuesday, April 28, 2009 9:10 PM  
To: Web2 Suggestions

The following suggestion was received from caprice potter.

dear susan,

I was notified by a friend about the possible closing of the garfield park library. I hope we can do whatever it takes to keep it open as all libraries no matter what size are such treasures and an important part of our community's education! I have especially loved that branch for its access to school, its quite and intimate setting like being in someones home library.

thanks so much and say hi to craig and laura for me (the kids!?) caprice potter @gateway school

caprice potter  
po box 2  
aptos ca 95001

caprice@cruzio.com

## Merritt Taylor

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Sent: Tuesday, April 28, 2009 6:44 PM  
To: Web2 Suggestions

The following suggestion was received from yonat michaelov.

Please Please do not close or reduce the Young Adult selection in Garfield library, My Children love and use it weekly, they ride their bikes, ordering the books online to be send to Garfield library , and then pick them up. we love this library .Please do not close this branch!!!!  
yonat, and my girls Maya and Yasi.

yonat michaelov  
614 almar ave  
santa cruz ca 95060  
831 454 0716  
yonat@sbcglobal.net

**Merritt Taylor**

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**From:** tobias weinert [tobyweinert@gmail.com]  
**Sent:** Tuesday, April 28, 2009 6:28 PM  
**To:** kbeirs@ci.santa-cruz.ca.us; nancyg@surfnetusa.com; gorson@pacbell.net; john.leopold@co.santa-cruz.ca.us; lpoitinger@comcast.net; jimreedssv@gmail.com; mrotkin@ci.santa-cruz.ca.us; mark.stone@co.santa-cruz.ca.us; samforcapitola@att.net; dmiller@santacruzsentinel.com; WEBMASTER  
**Subject:** Please Save The Garfield Park Library

To the Library Joint Powers Board and Citizens of Santa Cruz. Board members, Citizens, please save the historic Garfield Park Library. We are all feeling the effects of the down economy, but to sacrifice such an important part of the West Side community is unacceptable. As a young man starting a family on the West Side I want my kids to be able to enjoy this resource while there growing up here in the circles. There are certain things that make a neighborhood home. A library is a place where our children can show there art work, find resources for homework or to discover new ideas and interests, learning and growing as individuals. It's a place to meet our neighbors and there children and there pets. to forge new friendships, to build respect and strengthen our community. If the Garfield Park Library is lost a large part of our community will go with it.

The Garfield Park Library has been around for almost a hundred years. In 1915 it opened as the second Carnegie library in Santa Cruz. The West Side has grown around this library, which has remained little changed since it opened it's doors. It has served its community as a library through much harder times then these, it would be an insult to our parents and grand parents to get rid of it now. This library survived the great depression, and people struggling much more then us thought it was too important to lose, how can we kill it now? Where are our priorities? Would you want your kids shoulder to shoulder with drug addicts and mental patients in the downtown branch? Would you want mine to be?

Board members please consider my voice and the voices of my neighbors and fellow citizens before damaging the West Side community and throwing away a piece of Santa Cruz history. Citizens please call and email the board members and tell them how you feel. Also please show them how you feel in person at the Joint Powers Board Meeting on Monday, May 11 @ 7:30 PM, in the SC City Hall Chambers. please get involved and save the Garfield Park Library.

Sincerely,

Tobias A. Weinert

## Merritt Taylor

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Sent: Tuesday, April 28, 2009 4:22 PM  
To: Web2 Suggestions

The following suggestion was received from Eileen Murphy.

I know that times are hard, but please don't close Garfield Park Library. It is a wonderful place that our whole family uses regularly. Any time that you are in the library it is busy with people of all ages. It is one of my most favorite places in Santa Cruz. Please find some other option -- reduced hours across all branches?

Eileen Murphy  
253 Moore Street  
Santa Cruz Ca 95060  
8314255015  
emurphy\_sc@yahoo.com

**Merritt Taylor**

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**Sent:** Tuesday, April 28, 2009 2:15 PM  
**To:** Web2 Suggestions

The following suggestion was received from .

Please do not close Garfield Park Library. The teens and children need this place. The disabled and seniors need a place in their neighborhood. Those who can't drive need this place. Students.

Find some other solution or cut staff, like administration.

## Merritt Taylor

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Sent: Tuesday, April 28, 2009 2:09 PM  
To: Web2 Suggestions

The following suggestion was received from irate patron.

I think your plan to close Garfield park Library for regular patrons and children is horrible. Whoever is in charge should resign. You have absolutely no understanding of the needs of children, teens and seniors.

irate patron

## Merritt Taylor

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Sent: Tuesday, April 28, 2009 8:27 AM  
To: Web2 Suggestions

The following suggestion was received from Erika Perloff.

I am very concerned about the closing of the Garfield Park library. It seems to me that the message being put out to the public is that the libraries are only shuffling some collections around, when actually the proposed plan would move the library staffers and leave only the genealogy department at Garfield, and that on a part time basis. How sad that we would take such a gem and close it down. People love the Garfield branch because it is safe, cozy and small. The librarians know your name and personally select books for you. Families feel welcome and children can walk or ride there after school. My children have been going there since they were born. My daughter walks there from middle school to do homework and volunteer. (I would not be comfortable with her walking the 4.4 miles round trip to the Central Branch.) She checks out many books each week from the library (She also pays a lot of over due fines!). On any given day the library is full of toddlers, seniors, teens, parents, and students, working, reading, studying, using the internet, visiting, and connecting as a community. Today's Sentinel noted that Garfield Park users checked out 58,400 books last year, as compared to 522,100 downtown. This is a huge number considering it is such a small branch.

A closed library is hard to reopen. Wouldn't it be more fair to "share the pain" by cutting hours at all the libraries, instead of closing one entirely? The plans call for cutting hours at La Selva.

Why not cut hours at Garfield and other libraries, rather than close it down?

Erika Perloff  
125 Centennial St.  
Santa Cruz  
95060

Erika Perloff  
125 Centennial  
Santa Cruz CA 95060

## Merritt Taylor

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Sent: Thursday, April 23, 2009 12:20 PM  
To: Web2 Suggestions

The following suggestion was received from .

don't close the garfield park branch.close the main branch on sundays.make the bums that hang out there find someplace else to go and bother people.keep garfield open,ask for volunteer help to cut staff costs.the staff there is the best.i live next to live oak branch but choose garfield instead.



## Merritt Taylor

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Sent: Saturday, April 25, 2009 6:57 PM  
To: Web2 Suggestions

The following suggestion was received from Elizabeth Brennan.

I have recently heard that you are considering dramatically reducing the services at the La Selva Branch Library. I have used this branch very actively for several years and I think this move would be a mistake. It serves the population between Aptos and Watsonville, is very geared towards young readers in a neighborhood full of young families. The staff there, especially Heather have been invaluable in finding subject matter appropriate and absorbing for my 8 and 4 year old boys and 6 year old girl. The community would be very negatively affected if the changes suggested go into affect. I believe it would be much more equatable to reduce the hours in all locations, begin a charge for services which I would be more than willing to pay with perhaps a waiver for those who could not. How about a punch card for book rentals? I believe another way can be found to work with the budget constraints without such apparently unilateral decisions. I understand the pressure you are under but hope that my voice and that of my children can be added to the process and a fair decision can be reached.

Thank you for your consideration.

Sincerely

Beth Brennan  
and Kira, Noah and Sam

Elizabeth Brennan  
381 Pebble Beach Dr.  
Aptos CA 95003  
18316885023  
hulabrennan@gmail.com

## Merritt Taylor

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Sent: Sunday, March 29, 2009 4:04 PM  
To: Web2 Suggestions

The following suggestion was received from .

regarding friday closure

have you thought of closing at seven or reducing staff hours ar allowing communtiy service people to shelve instead of pages then you could remain open on fridays you are not saving on rent by closing what happened to the 1/2 cent sales tax we voted for last crisis

## Merritt Taylor

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Sent: Sunday, April 05, 2009 11:06 PM  
To: Web2 Suggestions

The following suggestion was received from .

instead of closing all of the library's on one day (fridays) why not stagger the closings on different days so as to always have a library available.

## Merritt Taylor

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Sent: Wednesday, April 15, 2009 6:13 PM  
To: Web2 Suggestions

The following suggestion was received from Jeanie Darling.

I have heard that the Garfield Branch may face closure due to budget restrictions. My suggestion would be to close the central branch before you close Garfield. Garfield is friendly, clean, and the librarians are helpful and nice. The same cannot be said of the central library. Garfield is a vital part of the community it serves--a gathering place for young people and neighbors. I understand your budget is tight, but it would be such a disservice to the westside to close this wonderful branch.

Jeanie Darling  
232 Miramar Drive  
Santa Cruz ca 95060

**Merritt Taylor**

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Sent: Saturday, April 18, 2009 12:28 PM  
To: Web2 Suggestions

The following suggestion was received from .

instead of closing all of the libraries on fridays, why not have different libraries closed on different days. why inconvenience the general public?

## Merritt Taylor

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Sent: Saturday, April 18, 2009 7:17 PM  
To: Web2 Suggestions

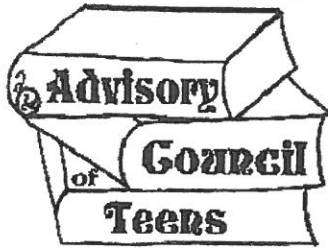
The following suggestion was received from Christine Altermann.

Dear Library Administration,  
I was deeply disappointed to hear that there is a proposal to close the Garfield Branch library on the west side of Santa Cruz. My family uses this library on a weekly basis. The staff is so friendly and attentive. They know us by name and have our requested material ready before we even reach the counter. This library reaches out to teenagers with movie nights, craft activities and a welcoming attitude. I often see groups of teenagers hanging out there in comfort and wholesome camaraderie. Visiting dogs get fresh water and biscuit. This sweet little library has a homey and small town feel that you just can't get at the next nearest library: Central. I know the library is facing serious budget issues but it would be such a shame to lose this wonderful resource on the underserved Westside. Can some hours be cut at other branches? Is there some other solution?

-Christine Altermann  
831-459-8724

Christine Altermann  
451 Palm St  
Santa Cruz CA 95060  
831-459-8724  
altermannchristine@yahoo.com

# ACT



**Advisory Council of Teens  
Santa Cruz Public Libraries  
117 Union Street  
Santa Cruz, CA 95060**

April 19, 2009

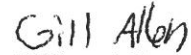
To Library Joint Powers Board:

At our April 19, 2009 meeting, Library Director Susan Elgin presented her budget recommendations for 2009-2010. Included in these recommendations are the proposed closures of the Garfield Park Branch and La Selva Beach branch libraries. After due consideration and a vote, we agreed with her recommendations. However, it is very important that the Garfield Park's youth programs still be available, and that the youth of Santa Cruz are still represented at the Library.

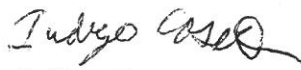
Thank you.

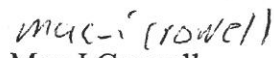
Advisory Council of Teen  
Santa Cruz Public Libraries

  
Avi Aizenman

  
Gillian Allen

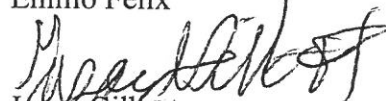
  
Phoebe Beithes

  
Indigo Casson

  
Mac-I Crowell

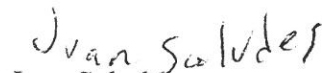
  
Jake Cushnir

  
Emilio Felix

  
Jason Gilbert

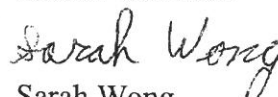
  
Henry Lara

  
Sammy Pollock

  
Juan Saludes

  
Matt Straube

  
Patrice Williams

  
Sarah Wong





Library - Fund 951  
Month-End Cash Balances

	July	August	September	October	November	December	January	February	March	April	May	June
FY 2009 Pooled cash	(1,028,955.46)	(397,327.61)	(356,999.20)	252,949.44	(714,416.36)	(711,714.61)	(812,054.05)	(668,015.42)	(595,048.05)	(462,372.41) *		
FY 2008 Pooled cash	555,177.28	285,993.39	362,222.74	452,678.88	381,688.89	348,644.68	414,873.10	180,026.54	267,117.50	988,379.63	877,239.75	65,274.00
FY 2007 Pooled cash	378,173.37	260,209.81	(47,055.07)	77,967.52	141,276.32	331,082.13	1,134,207.34	1,970,264.04	582,080.73	688,990.25	693,402.17	260,082.00

\* Subject to change





FINANCE DEPARTMENT

809 Center Street, Room 8, Santa Cruz, CA 95060 • 831 420-5054 • Fax: 831 420-5312 • www.ci.santa-cruz.ca.us

## MEMORANDUM

DATE: 4/30/09  
TO: Jack Dilles, Director of Finance  
FROM: Raymond Chin, Finance Manager  
RE: Library's Negative July Cash Balance

---

Jack,

I have reviewed the matter of why the Library's cash balance went from a positive \$64 thousand at the end of June 2008 to over \$1 million negative at the end of July 2008. Here are the main reasons why there was such a big shift in the cash balance during July:

- At the end of June 2008, even though the cash balance was \$64 thousand positive, there were expenditure accruals of over \$780 thousand. These represent accounts payable invoices that had been processed, but the checks had not been issued yet. These checks were issued in July, resulting in a decrease in the Library fund's cash.
- There was also over \$340 thousand of new expenditures in July as well.
- The July revenue check from the County was not recorded in the Library fund until early August. The County check represents the main source of revenue for the Library each month. This check was for over \$890 thousand.

As you can see, the combination of the above items is what caused the Library fund's cash to shift so dramatically in July of 2008. I have attached a spreadsheet to further illustrate the shift in the cash. Please let me know if you have any questions.

Attachment

Library Joint Powers Authority  
Fund 951  
Review of Cash

Cash balance, 6/30/08	<u>63,857.15</u> [a]
Expenditures:	
July expenses paid	343,223.52
Prior months accruals paid	780,697.33
Subtotal cash expenditures	<u>1,123,920.85</u> [b]
Revenues:	
July cash receipts	<u>31,108.24</u> [c]
Cash balance, 7/31/08	<u><u>(1,028,955.46)</u></u> [a]-[b]+[c]

LIBRARY BUDGET RECONCILIATION  
2008/09

	<u>WITH SAVINGS</u>	<u>WITH SAVINGS</u>	<u>WITH SAVINGS</u>	<u>WITHOUT SAVINGS</u>	<u>WITH SAVINGS</u>	<u>WITHOUT SAVINGS</u>
		Original Budget Sent to Finance	Budget Sent to Finance Adjusted for Actual Fund Balance	Original Budget Inputted by Finance Including Actual Fund Balance & Including Carryover Projects	Original Budget Inputted by Finance Including Actual Fund Balance & Including Carryover Projects	Other Budget Adjustments During 2008/09
<b>Fund Balance</b>						
Fund balance	250,000	179,262				
Additional fund balance for carryover projects	-	294,850	308,490	308,490	308,490	308,490
<b>Total fund balance</b>	<b>250,000</b>	<b>474,112</b>	<b>308,490</b>	<b>308,490</b>	<b>308,490</b>	<b>308,490</b>
<b>Revenues</b>	<b>12,331,433</b>	<b>12,336,251</b>	<b>12,336,251</b>	<b>12,336,251</b>	<b>12,336,251</b>	<b>12,923,354</b>
<b>Total resources</b>	<b>12,581,433</b>	<b>12,810,363</b>	<b>12,644,741</b>	<b>12,644,741</b>	<b>12,644,741</b>	<b>13,231,844</b>
Expenditures	13,029,260	13,002,738	13,002,738	13,002,738	13,002,738	13,409,341
Savings	(526,791)	(609,197)	(609,197)	(609,197)	(609,197)	
Carryover projects		294,850	294,850	417,704	417,704	417,704
<b>Total expenditures</b>	<b>12,502,469</b>	<b>12,688,391</b>	<b>12,688,391</b>	<b>13,420,442</b>	<b>12,811,245</b>	<b>13,827,045</b>
<b>Operating Margin</b>	<b>(171,036)</b>	<b>(352,140)</b>	<b>(352,140)</b>	<b>(1,084,191)</b>	<b>(474,994)</b>	<b>(903,691)</b>
<b>Budget surplus (deficit)</b>	<b>78,964</b>	<b>121,972</b>	<b>(43,650)</b>	<b>(775,701)</b>	<b>(166,504)</b>	<b>(595,201)</b>



Expenditure Status Report  
 CITY OF SANTA CRUZ  
 7/1/2008 through 6/30/2009

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
951	Library Joint Powers Authority					
36	Library (JPA)					
50	Library Administration					
3510	Library Administration					
951-36-50-3510-51000	PERSONNEL SERVICES					
Total	PERSONNEL SERVICES	0.00	0.00	0.00	0.00	0.00
951-36-50-3510-52000	SERVICES					
951-36-50-3510-52131	Claims management services - outside	14,087.30	14,087.30	0.00	-87.30	100.62
951-36-50-3510-52135	Financial services - outside	6,598.00	6,181.00	0.00	417.00	93.68
951-36-50-3510-52139	Medical services	0.00	1,055.00	0.00	-1,055.00	0.00
951-36-50-3510-52149	Interagency labor charges	1,032,723.00	746,466.50	0.00	286,256.50	72.28
951-36-50-3510-52199	Other professional & technical services	97,131.03	52,820.33	30,172.15	14,138.55	53.44
951-36-50-3510-52240	Office equipment operation/maint	5,386.00	2,936.01	0.00	2,449.99	54.51
951-36-50-3510-52244	Other equipment operation/maintenance	4,850.00	1,825.42	499.00	2,525.58	47.93
951-36-50-3510-52302	Travel and meetings	3,097.00	982.39	0.00	2,114.61	31.72
951-36-50-3510-52304	Training	21,747.81	6,219.08	0.00	15,528.73	28.60
951-36-50-3510-52306	LSTA Tuition Reimb grant training	5,964.00	2,187.00	0.00	3,777.00	36.67
951-36-50-3510-52402	Telecommunications service - internal	75,890.00	56,917.50	0.00	18,972.50	75.00
951-36-50-3510-52403	Telecommunications service - outside	34,796.00	24,148.17	2,385.09	8,262.74	76.25
951-36-50-3510-52933	Liability insurance/surety bonds-outside	11,970.00	11,970.00	0.00	0.00	100.00
951-36-50-3510-52961	Dues and memberships	5,856.00	1,923.00	0.00	3,933.00	32.84
951-36-50-3510-52972	Printing and binding-outside	6,000.00	8,701.54	0.00	-2,701.54	145.03
951-36-50-3510-52973	Moving Costs	0.00	3,901.19	0.00	-3,901.19	0.00
Total	SERVICES	1,326,008.84	942,321.43	33,056.24	350,631.17	73.56
951-36-50-3510-53000	SUPPLIES					
951-36-50-3510-53101	Postage charges	21,680.00	12,042.98	0.00	9,637.02	55.55
951-36-50-3510-53102	Office supplies	18,067.00	17,404.40	0.00	662.60	96.33
Total	SUPPLIES	39,747.00	29,447.38	0.00	10,299.62	74.09
951-36-50-3510-54000	OTHER MATERIALS AND SERVICES					

Expenditure Status Report  
 CITY OF SANTA CRUZ  
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Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
951 Library Joint Powers Authority						
36 Library (JPA)						
50 Library Administration						
3510 Library Administration						
951-36-50-3510-54990 Miscellaneous supplies and services	3,200.00	2,143.27	2,143.27	0.00	1,056.73	66.98
Total OTHER MATERIALS AND SERVICES	3,200.00	2,143.27	2,143.27	0.00	1,056.73	66.98
951-36-50-3510-56000 OTHER CHARGES						
Total OTHER CHARGES	0.00	0.00	0.00	0.00	0.00	0.00
951-36-50-3510-57000 CAPITAL OUTLAY						
951-36-50-3510-57309 Parking lots	309,100.00	183,630.39	183,630.39	0.00	125,469.61	59.41
951-36-50-3510-57401 Office furniture/equipment	23,294.80	19,206.78	19,206.78	0.00	4,088.02	82.45
Total CAPITAL OUTLAY	332,394.80	202,837.17	202,837.17	0.00	129,557.63	61.02
Total Library Administration	1,701,350.64	1,176,749.25	1,176,749.25	33,056.24	491,545.15	71.11



**Expenditure Status Report**  
 CITY OF SANTA CRUZ  
 7/1/2008 through 6/30/2009

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
951-36-50-3540-52000 SERVICES						
951-36-50-3540-52135 Financial services - outside	640,619.00	473,647.18	473,647.18	0.00	166,971.82	73.94
Total SERVICES	640,619.00	473,647.18	473,647.18	0.00	166,971.82	73.94
951-36-50-3540-57000 CAPITAL OUTLAY						
Total CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00	0.00
951-36-50-3540-58000 DEBT SERVICE						
951-36-50-3540-58190 Other debt principal	90,293.00	77,445.80	77,445.80	0.00	12,847.20	85.77
951-36-50-3540-58290 Other debt interest	15,014.00	32,950.87	32,950.87	0.00	-17,936.87	219.47
Total DEBT SERVICE	105,307.00	110,396.67	110,396.67	0.00	-5,089.67	104.83
Total Library Special Accounts	745,926.00	584,043.85	584,043.85	0.00	161,882.15	78.30

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Account Number	Library Joint Powers Authority	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
951	Library Joint Powers Authority						
36	Library (JPA)						
50	Library Administration						
9510	Library Buildings						
951-36-50-9510-52000	SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
Total	SERVICES						
951-36-50-9510-53000	SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00
Total	SUPPLIES						
951-36-50-9510-57000	CAPITAL OUTLAY	2,447,276.64	1,760,793.10	1,760,793.10	33,056.24	653,427.30	73.30
Total	Library Buildings						
Total	Library Administration						

**Expenditure Status Report**  
 CITY OF SANTA CRUZ  
 7/1/2008 through 6/30/2009

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
951-36-51-3520-51000 PERSONNEL SERVICES						
Total PERSONNEL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
951-36-51-3520-52000 SERVICES						
951-36-51-3520-52149 Interagency labor charges	2,102,305.00	1,473,584.37	1,473,584.37	0.00	628,720.63	70.09
951-36-51-3520-52199 Other professional & technical services	37,920.00	12,948.08	12,948.08	15,364.85	9,607.07	74.66
951-36-51-3520-52248 Software maintenance services	60,153.00	53,634.72	53,634.72	0.00	6,518.28	89.16
951-36-51-3520-52249 Hardware maintenance services	44,700.00	25,799.29	25,799.29	17,999.44	901.27	97.98
951-36-51-3520-52302 Travel and meetings	1,365.00	679.58	679.58	0.00	685.42	49.79
951-36-51-3520-52403 Telecommunications service - outside	60,067.00	98,006.74	98,006.74	9,826.22	-47,765.96	179.52
951-36-51-3520-52972 Printing and binding-outside	9,500.00	7,115.42	7,115.42	0.00	2,384.58	74.90
Total SERVICES	2,316,010.00	1,671,768.20	1,671,768.20	43,190.51	601,051.29	74.05
951-36-51-3520-53000 SUPPLIES						
951-36-51-3520-53110 Computer supplies	17,704.00	91.06	91.06	0.00	17,612.94	0.51
951-36-51-3520-53112 Library functional supplies	157,653.00	95,019.85	95,019.85	31,131.98	31,501.17	80.02
Total SUPPLIES	175,357.00	95,110.91	95,110.91	31,131.98	49,114.11	71.99
951-36-51-3520-54000 OTHER MATERIALS AND SERVICES						
951-36-51-3520-54990 Miscellaneous supplies and services	145,495.26	1,124.04	1,124.04	64,962.40	79,408.82	45.42
Total OTHER MATERIALS AND SERVICES	145,495.26	1,124.04	1,124.04	64,962.40	79,408.82	45.42
951-36-51-3520-57000 CAPITAL OUTLAY						
Total CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00	0.00
Total Library Technical Services	2,636,862.26	1,768,003.15	1,768,003.15	139,294.89	729,574.22	72.33

**Expenditure Status Report**  
**CITY OF SANTA CRUZ**  
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Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
951 Library Joint Powers Authority						
36 Library (JPA)						
52 Library Public Services						
3530 Library Public Services						
<b>Account Number</b>	<b>Adjusted Appropriation</b>	<b>Expenditures</b>	<b>Year-to-date Expenditures</b>	<b>Year-to-date Encumbrances</b>	<b>Balance</b>	<b>Prct Used</b>
951-36-52-3530-51000 PERSONNEL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
Total PERSONNEL SERVICES						
951-36-52-3530-52000 SERVICES						
951-36-52-3530-52149 Interagency labor charges	6,329,103.00	4,695,866.53	4,695,866.53	0.00	1,633,236.47	74.19
951-36-52-3530-52302 Travel and meetings	2,915.00	461.98	461.98	0.00	2,453.02	15.85
951-36-52-3530-52972 Printing and binding-outside	7,500.00	1,038.28	1,038.28	467.90	5,993.82	20.08
Total SERVICES	6,339,518.00	4,697,366.79	4,697,366.79	467.90	1,641,683.31	74.10
951-36-52-3530-53000 SUPPLIES						
951-36-52-3530-53106 Books and periodicals	839,064.72	716,280.84	716,280.84	0.00	122,783.88	85.37
951-36-52-3530-53109 Copier supplies	7,184.00	4,428.60	4,428.60	0.00	2,755.40	61.65
Total SUPPLIES	846,248.72	720,709.44	720,709.44	0.00	125,539.28	85.17
951-36-52-3530-54000 OTHER MATERIALS AND SERVICES						
951-36-52-3530-54990 Miscellaneous supplies and services	7,280.00	2,875.43	2,875.43	0.00	4,404.57	39.50
Total OTHER MATERIALS AND SERVICES	7,280.00	2,875.43	2,875.43	0.00	4,404.57	39.50
951-36-52-3530-57000 CAPITAL OUTLAY						
Total CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00	0.00
Total Library Public Services	7,193,046.72	5,420,951.66	5,420,951.66	467.90	1,771,627.16	75.37

**Expenditure Status Report**  
 CITY OF SANTA CRUZ  
 7/1/2008 through 6/30/2009

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
951-36-52-3531-51000 PERSONNEL SERVICES						
Total PERSONNEL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
951-36-52-3531-52000 SERVICES						
951-36-52-3531-52402 Telecommunications service - internal	883.00	662.25	662.25	0.00	220.75	75.00
Total SERVICES	883.00	662.25	662.25	0.00	220.75	75.00
951-36-52-3531-53000 SUPPLIES						
951-36-52-3531-53101 Postage charges	0.00	1.92	1.92	0.00	-1.92	0.00
Total SUPPLIES	0.00	1.92	1.92	0.00	-1.92	0.00
951-36-52-3531-54000 OTHER MATERIALS AND SERVICES						
951-36-52-3531-54990 Miscellaneous supplies and services	44,354.00	18,103.11	18,103.11	701.56	25,549.33	42.40
Total OTHER MATERIALS AND SERVICES	44,354.00	18,103.11	18,103.11	701.56	25,549.33	42.40
951-36-52-3531-57000 CAPITAL OUTLAY						
Total CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00	0.00
Total First 5 Grant Program	45,237.00	18,767.28	18,767.28	701.56	25,768.16	43.04
Total Library Public Services	7,238,283.72	5,439,718.94	5,439,718.94	1,169.46	1,797,395.32	75.17



**Expenditure Status Report**  
 CITY OF SANTA CRUZ  
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Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used	
951	Library Joint Powers Authority						
36	Library (JPA)						
53	Library Facilities Management						
3515	Library Facilities Management						
	<b>Account Number</b>	<b>Adjusted Appropriation</b>	<b>Expenditures</b>	<b>Year-to-date Expenditures</b>	<b>Year-to-date Encumbrances</b>	<b>Balance</b>	<b>Prct Used</b>
951-36-53-3515-52000	SERVICES						
951-36-53-3515-52149	Interagency labor charges	238,023.00	181,680.71	181,680.71	0.00	56,342.29	76.33
951-36-53-3515-52201	Water, sewer and refuse	65,083.00	47,553.52	47,553.52	0.00	17,529.48	73.07
951-36-53-3515-52211	Janitorial services	185,928.00	124,069.71	124,069.71	55,844.00	6,014.29	96.77
951-36-53-3515-52223	Vehicle operation charges - internal	41,360.00	26,463.73	26,463.73	0.00	14,896.27	63.98
951-36-53-3515-52246	Building and facility o & m - outside	146,792.00	117,337.42	117,337.42	40,955.30	-11,500.72	107.83
951-36-53-3515-52247	Landscaping maintenance services	24,525.00	24,551.47	24,551.47	0.00	-26.47	100.11
951-36-53-3515-52261	Equipment, building and land rentals	358,552.00	290,800.97	290,800.97	22,446.69	45,304.34	87.36
951-36-53-3515-52302	Travel and meetings	683.00	0.00	0.00	0.00	683.00	0.00
951-36-53-3515-52932	Liability insurance/surety bonds-interna	10,925.00	20,048.15	20,048.15	0.00	-9,123.15	183.51
951-36-53-3515-52933	Liability insurance/surety bonds-outside	32,813.00	30,055.00	30,055.00	0.00	2,758.00	91.59
	<b>Total SERVICES</b>	<b>1,104,684.00</b>	<b>862,560.68</b>	<b>862,560.68</b>	<b>119,245.99</b>	<b>122,877.33</b>	<b>88.88</b>
951-36-53-3515-53000	SUPPLIES						
951-36-53-3515-53108	Safety clothing and equipment	3,789.00	1,377.08	1,377.08	0.00	2,411.92	36.34
951-36-53-3515-53113	Janitorial supplies	20,793.00	18,209.57	18,209.57	0.00	2,583.43	87.58
951-36-53-3515-53311	Electricity	150,641.00	126,031.54	126,031.54	0.00	24,609.46	83.66
951-36-53-3515-53312	Natural gas	24,889.00	19,985.03	19,985.03	0.00	4,903.97	80.30
	<b>Total SUPPLIES</b>	<b>200,112.00</b>	<b>165,603.22</b>	<b>165,603.22</b>	<b>0.00</b>	<b>34,508.78</b>	<b>82.76</b>
951-36-53-3515-54000	OTHER MATERIALS AND SERVICES						
951-36-53-3515-54990	Miscellaneous supplies and services	4,500.00	3,441.50	3,441.50	0.00	1,058.50	76.48
	<b>Total OTHER MATERIALS AND SERVICES</b>	<b>4,500.00</b>	<b>3,441.50</b>	<b>3,441.50</b>	<b>0.00</b>	<b>1,058.50</b>	<b>76.48</b>
951-36-53-3515-57000	CAPITAL OUTLAY						
951-36-53-3515-57203	Building remodeling	0.00	2,540.00	2,540.00	0.00	-2,540.00	0.00
951-36-53-3515-57401	Office furniture/equipment	0.00	11,126.83	11,126.83	0.00	-11,126.83	0.00
	<b>Total CAPITAL OUTLAY</b>	<b>0.00</b>	<b>13,666.83</b>	<b>13,666.83</b>	<b>0.00</b>	<b>-13,666.83</b>	<b>0.00</b>
	<b>Total Library Facilities Management</b>	<b>1,309,296.00</b>	<b>1,045,272.23</b>	<b>1,045,272.23</b>	<b>119,245.99</b>	<b>144,777.78</b>	<b>88.94</b>

**Expenditure Status Report**  
 CITY OF SANTA CRUZ  
 7/1/2008 through 6/30/2009

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
951 Library Joint Powers Authority						
36 Library (JPA)						
54 Library Network Access Services						
3550 Library Network Access Services						
<b>951-36-54-3550-52000 SERVICES</b>						
Total SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
<b>951-36-54-3550-53000 SUPPLIES</b>						
Total SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00
<b>951-36-54-3550-54000 OTHER MATERIALS AND SERVICES</b>						
Total Library Network Access Services	0.00	0.00	0.00	0.00	0.00	0.00
Total Library Joint Powers Authority	13,631,718.62	10,013,787.42	10,013,787.42	292,756.58	3,325,174.62	75.61
<b>Grand Total</b>	13,631,718.62	10,013,787.42	10,013,787.42	292,756.58	3,325,174.62	75.61





Revenue Status Report  
CITY OF SANTA CRUZ  
7/1/2008 through 6/30/2009

Account Number	Library Agency Funds	Adjusted Estimate	Revenues	Year-to-date Revenues	Balance	Prct Rcvd
950	Library Agency Funds					
951	Library Joint Powers Authority					
951-41200	SALES AND USE TAX					
951-00-00-0000-41211	Sales and use tax	6,288,944.00	4,516,325.94	4,516,325.94	1,772,618.06	71.81
	Total TAXES	6,288,944.00	4,516,325.94	4,516,325.94	1,772,618.06	71.81
951-43100	FEDERAL					
951-36-00-0000-43190	Federal grants - other	0.00	0.00	0.00	0.00	0.00
951-36-50-3510-43190	Federal grants - other	5,964.00	5,964.00	5,964.00	0.00	100.00
	Total FEDERAL	5,964.00	5,964.00	5,964.00	0.00	100.00
951-43200	STATE					
951-36-00-0000-43210	State operating grants and contributions	79,005.00	70,679.00	70,679.00	8,326.00	89.46
951-36-00-0000-43290	State grants - other	0.00	0.00	0.00	0.00	0.00
951-36-50-3510-43250	State capital grants and contributions	0.00	0.00	0.00	0.00	0.00
951-36-52-3530-43290	State grants - other	0.00	0.00	0.00	0.00	0.00
951-36-52-3531-43210	State operating grants and contributions	44,354.00	26,766.62	26,766.62	17,587.38	60.35
	Total STATE	123,359.00	97,445.62	97,445.62	25,913.38	78.99
951-43300	LOCAL					
951-36-00-0000-43310	Local operating grants and contributions	5,579,803.00	4,184,852.48	4,184,852.48	1,394,950.52	75.00
951-36-52-3531-43310	Local operating grants and contributions	0.00	0.00	0.00	0.00	0.00
	Total LOCAL	5,579,803.00	4,184,852.48	4,184,852.48	1,394,950.52	75.00
	Total INTERGOVERNMENTAL	5,709,126.00	4,288,262.10	4,288,262.10	1,420,863.90	75.11
951-44600	LIBRARY					

Revenue Status Report  
 CITY OF SANTA CRUZ  
 7/1/2008 through 6/30/2009

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 Periods: 1 through 14

Account Number	Adjusted Estimate	Revenues	Year-to-date Revenues	Balance	Prct Rcvd
950 Library Agency Funds					
951 Library Joint Powers Authority					
951-36-00-0000-44612 Request no pick-up fee	0.00	0.00	0.00	0.00	0.00
951-36-00-0000-44613 Internet use fee	0.00	6,353.17	6,353.17	-6,353.17	0.00
951-36-00-0000-44630 Room rentals-library JPA	0.00	3,200.00	3,200.00	-3,200.00	0.00
951-36-00-0000-44680 Interlibrary loan reimbursement	0.00	1,180.60	1,180.60	-1,180.60	0.00
Total LIBRARY	0.00	10,733.77	10,733.77	-10,733.77	0.00
951-44900 MISCELLANEOUS CHARGES FOR SERVICES					
951-36-00-0000-44901 Photocopy fee	0.00	8,668.30	8,668.30	-8,668.30	0.00
Total MISCELLANEOUS CHARGES FOR SERVICES	0.00	8,668.30	8,668.30	-8,668.30	0.00
Total CHARGES FOR SERVICES	0.00	19,402.07	19,402.07	-19,402.07	0.00
951-45100 FINES AND FORFEITS					
951-36-00-0000-45131 Library fines	240,014.00	178,014.41	178,014.41	61,999.59	74.17
951-36-00-0000-45132 Lost library items	30,000.00	23,442.60	23,442.60	6,557.40	78.14
Total FINES AND FORFEITS	270,014.00	201,457.01	201,457.01	68,556.99	74.61
951-46100 INVESTMENT EARNINGS					
951-00-00-0000-46110 Pooled cash and investment interest	8,000.00	-3,637.79	-3,637.79	11,637.79	45.47
951-00-00-0000-46115 Unrealized gain/loss-invest held by City	0.00	0.00	0.00	0.00	0.00
951-00-00-0000-46190 Interest earnings - other	11,612.00	8,558.11	8,558.11	3,053.89	73.70
Total INVESTMENT EARNINGS	19,612.00	4,920.32	4,920.32	14,691.68	25.09
951-46300 CONTRIBUTIONS & DONATIONS-PRIVATE SOURCE					
951-36-00-0000-46303 Donations - library	86,055.00	74,125.00	74,125.00	11,930.00	86.14
Total CONTRIBUTIONS & DONATIONS-PRIVATE SOURCE	86,055.00	74,125.00	74,125.00	11,930.00	86.14

Revenue Status Report  
 CITY OF SANTA CRUZ  
 7/1/2008 through 6/30/2009

Account Number	Adjusted Estimate	Revenues	Year-to-date Revenues	Balance	Prct Rcvd
950	Library Agency Funds				
951	Library Joint Powers Authority				
951-46900	OTHER MISCELLANEOUS REVENUES				
951-00-00-0000-46910	Miscellaneous operating revenue	0.00	0.00	0.00	0.00
951-00-00-0000-46956	Contingency for Revenues	0.00	0.00	0.00	0.00
951-00-00-0000-46990	Miscellaneous non-operating revenue	0.00	0.00	0.00	0.00
951-36-00-0000-46910	Miscellaneous operating revenue	4,023.08	4,023.08	-4,023.08	0.00
951-36-00-0000-46916	Cash over/short	0.00			0.00
951-36-00-0000-46918	Damaged property recovery	32.33	32.33	-32.33	0.00
951-36-00-0000-46919	Recovery of prior year expenses	0.00	0.00	0.00	0.00
951-36-00-0000-46923	Insurance reimbursements	0.00	0.00	0.00	0.00
Total	OTHER MISCELLANEOUS REVENUES	14,700.00	14,700.00	-14,700.00	0.00
Total	MISCELLANEOUS REVENUES	18,755.41	18,755.41	-18,755.41	0.00
951-49100	INTERFUND TRANSFERS IN	105,667.00	97,800.73	7,866.27	92.56
951-00-00-0000-49122	From Library Private Trust Fund	0.00			
951-00-00-0000-49191	Intra-entity fund transfer in	70,300.00	20,455.00	-20,455.00	0.00
951-49200	PROCEEDS OF ASSET DISPOSITIONS		65,700.00	4,600.00	93.46
951-36-00-0000-49201	Sales of surplus equipment	0.00	0.00	0.00	0.00
Total	PROCEEDS OF ASSET DISPOSITIONS	0.00	0.00	0.00	0.00
951-49300	LONG-TERM DEBT ISSUED				
951-00-00-0000-49330	Loan proceeds	0.00	0.00	0.00	0.00
Total	LONG-TERM DEBT ISSUED	0.00	0.00	0.00	0.00
Total	OTHER FINANCING SOURCES	70,300.00	86,155.00	-15,855.00	122.55
Total	FIDUCIARY FUNDS	12,444,051.00	9,209,402.85	3,234,648.15	74.01

Revenue Status Report  
CITY OF SANTA CRUZ  
7/1/2008 through 6/30/2009

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Periods: 1 through 14

74.01

3,234,648.15

9,209,402.85

9,209,402.85

12,444,051.00

Grand Total

**Fund 951 -- Library Joint Powers Authority**  
**Financial Status Balances**  
**As of 3/31/2009 (75% of Year)**

Account	Year-To-Date Adj Budget	Year-To-Date Actual	Bdgt. to Act. Variance	Pct. Spent
<b>Revenues</b>				
<b>41200 -- SALES AND USE TAX</b>				
41211 -- Sales and use tax	\$ 6,288,944	\$ 4,081,670	2,207,274	64.9
<b>43100 -- FEDERAL</b>				
43190 -- Federal grants - other	5,964	5,964	-	100.0
<b>43200 -- STATE</b>				
43210 -- State operating grants and contributions	123,359	96,390	26,969	78.1
<b>43300 -- LOCAL</b>				
43310 -- Local operating grants and contributions	5,579,803	3,719,869	1,859,934	66.7
<b>44600 -- LIBRARY</b>				
44613 -- Internet use fee	-	5,942	(5,942)	--
44630 -- Room rentals-library JPA	-	2,860	(2,860)	--
44680 -- Interlibrary loan reimbursement	-	1,181	(1,181)	--
<b>44900 -- MISCELLANEOUS CHARGES FOR SERVICES</b>				
44901 -- Photocopy fee	-	7,898	(7,898)	--
<b>45100 -- FINES AND FORFEITS</b>				
45131 -- Library fines	240,014	162,824	77,190	67.8
45132 -- Lost library items	30,000	21,535	8,465	71.8
<b>46100 -- INVESTMENT EARNINGS</b>				
46110 -- Pooled cash and investment interest	-	(3,997)	3,997	--
46190 -- Interest earnings - other	11,612	7,638	3,974	65.8
<b>46300 -- CONTRIBUTIONS &amp; DONATIONS-PRIVATE SOURCE</b>				
46303 -- Donations - library	86,055	24,625	61,430	28.6

**Fund 951 -- Library Joint Powers Authority**  
**Financial Status Balances**  
**As of 3/31/2009 (75% of Year)**

Account	Year-To-Date Adj Budget	Year-To-Date Actual	Bdgt. to Act. Variance	Pct. Spent
<b>46900 -- OTHER MISCELLANEOUS REVENUES</b>				
46910 -- Miscellaneous operating revenue	-	4,023	(4,023)	--
46916 -- Cash over/short	-	19	(19)	--
46923 -- Insurance reimbursements	-	14,700	(14,700)	--
<b>49100 -- INTERFUND TRANSFERS IN</b>				
49122 -- From Library Private Trust Fund	20,000	-	20,000	0.0
49191 -- Intra-entity fund transfer in	70,300	20,455	49,845	29.1
<b>49300 -- LONG-TERM DEBT ISSUED</b>				
49330 -- Loan proceeds	467,303	467,303	-	100.0
<b>TOTAL REVENUES</b>	<b>\$ 12,923,354</b>	<b>\$ 8,640,900</b>	<b>\$ 4,282,454</b>	
<b>Expenditures</b>				
<b>52100 -- PROFESSIONAL AND TECHNICAL</b>				
52131 -- Claims management services - outside	14,000	12,664	1,336	90.5
52135 -- Financial services - outside	647,217	479,828	167,389	74.1
52139 -- Medical services	-	1,055	(1,055)	--
52149 -- Interagency labor charges	9,412,999	6,461,744	2,951,255	68.6
52199 -- Other professional & technical services	135,051	40,714	94,337	30.1
<b>52200 -- PROPERTY SERVICES</b>				
52201 -- Water, sewer and refuse	65,083	46,332	18,751	71.2
52211 -- Janitorial services	185,928	122,192	63,736	65.7
52223 -- Vehicle operation charges - internal	41,360	26,354	15,006	63.7
52240 -- Office equipment operation/maint	5,386	2,817	2,569	52.3
52244 -- Other equipment operation/maintenance	4,850	1,690	3,160	34.9
52246 -- Building and facility o & m - outside	614,095	577,706	36,389	94.1
52247 -- Landscaping maintenance services	24,525	24,551	(26)	100.1
52248 -- Software maintenance services	60,153	53,635	6,518	89.2



**Fund 951 -- Library Joint Powers Authority**  
**Financial Status Balances**  
**As of 3/31/2009 (75% of Year)**

Account	Year-To-Date Adj Budget	Year-To-Date Actual	Bdgt. to Act. Variance	Pct. Spent
52249 -- Hardware maintenance services	44,700	24,557	20,143	54.9
52261 -- Equipment, building and land rentals	358,552	261,722	96,830	73.0
<b>52300 -- TRAVEL AND TRAININGS</b>				
52302 -- Travel and meetings	8,060	2,019	6,041	25.1
52304 -- Training	21,748	6,219	15,529	28.6
52306 -- LSTA Tuition Reimb grant training	5,964	2,187	3,777	36.7
<b>52400 -- COMMUNICATIONS</b>				
52402 -- Telecommunications service - internal	75,890	57,580	18,310	75.9
52403 -- Telecommunications service - outside	94,863	121,645	(26,782)	128.2
<b>52900 -- OTHER PURCHASED SERVICES</b>				
52932 -- Liability insurance/surety bonds-interna	10,925	20,048	(9,123)	183.5
52933 -- Liability insurance/surety bonds-outside	44,783	42,025	2,758	93.8
52960 -- Advertising	-	-	-	--
52961 -- Dues and memberships	5,856	1,923	3,933	32.8
52972 -- Printing and binding-outside	23,000	16,855	6,145	73.3
52973 -- Moving Costs	-	3,901	(3,901)	--
<b>53100 -- OPERATING SUPPLIES</b>				
53101 -- Postage charges	21,680	11,286	10,394	52.1
53102 -- Office supplies	18,067	16,449	1,618	91.0
53106 -- Books and periodicals	839,065	706,210	132,854	84.2
53108 -- Safety clothing and equipment	3,789	1,377	2,412	36.3
53109 -- Copier supplies	7,184	4,429	2,755	61.6
53110 -- Computer supplies	17,704	91	17,613	0.5
53112 -- Library functional supplies	157,653	93,605	64,048	59.4
53113 -- Janitorial supplies	20,793	16,859	3,934	81.1
<b>53300 -- ENERGY</b>				

**Fund 951 -- Library Joint Powers Authority**  
**Financial Status Balances**  
**As of 3/31/2009 (75% of Year)**

Account	Year-To-Date Adj Budget	Year-To-Date Actual	Bdgt. to Act. Variance	Pct. Spent
53311 -- Electricity	150,641	115,015	35,626	76.4
53312 -- Natural gas	24,889	17,719	7,170	71.2
<b>54900 -- MISCELLANEOUS SUPPLIES AND SERVICE</b>				
54990 -- Miscellaneous supplies and services	204,829	27,438	177,391	13.4
<b>57200 -- BUILDINGS AND BUILDING IMPROVEMENTS</b>				
57203 -- Building remodeling	3,000	2,540	460	84.7
<b>57300 -- INFRASTRUCTURE</b>				
57309 -- Parking lots	309,100	120,141	188,959	38.9
<b>57400 -- MACHINERY AND EQUIPMENT</b>				
57401 -- Office furniture/equipment	38,356	30,334	8,022	79.1
<b>58100 -- PRINCIPAL</b>				
58190 -- Other debt principal	90,293	77,446	12,847	85.8
<b>58200 -- INTEREST</b>				
58290 -- Other debt interest	15,014	32,951	(17,937)	219.5
<b>TOTAL EXPENDITURES</b>	<b>\$ 13,827,045</b>	<b>\$ 9,685,855</b>	<b>\$ 4,141,189</b>	
<b>TOTAL OPERATING MARGIN</b>	<b>\$ (903,691)</b>	<b>\$ (1,044,956)</b>	<b>\$ 141,265</b>	



MONTHLY CIRCULATION REPORT FROM REGISTRATION QUALIFIER REPORT

February 2009

LIBRARY	MANUAL	COMPUTER	TOTAL	MONTH		YEAR TO DATE	LAST YEAR TO DATE	# CHANGE
				LAST YR	# CHANGE			
Aptos		20142	20,142	20,304	-162	168,120	160,356	7,764
Boulder Creek		4,662	4,662	4,743	-81	37,550	38,327	-777
Branciforte		9,075	9,075	9,315	-240	79,568	79,190	378
Capitola		10,927	10,927	10,749	178	91,191	79,998	11,193
Central		43,611	43,611	43,792	-181	349,777	343,496	6,281
Felton		4,048	4,048	3,895	153	33,883	31,536	2,347
Garfield Park		4,718	4,718	4,582	136	39,428	37,930	1,498
La Selva Beach		1,580	1,580	1,467	113	13,127	11,121	2,006
Live Oak		12,797	12,797	12,401	396	107,175	97,635	9,540
Outreach		2,846	2,846	3,504	-658	27,568	26,816	752
Scotts Valley		15,742	15,742	15,922	-180	135,077	123,650	11,427
SUBTOTAL	0	130,148	130,148	130,686	-538	1,082,464	1,030,180	52,284
HQ & System	19	298	427	466	-39	3,087	3,727	-640
Electronic books*		6,588	6,588	4,735	1,853	43,407	26,191	17,216
Phone Renewals		5,890	5,890	6,984	-1,094	51,096	56,211	-5,115
Web2 Renewals		38,749	38,749	37,241	1,508	322,782	289,890	32,892
SUBTOTAL	19	51,525	51,654	49,426	2,228	420,229	376,019	44,353
GRAND TOTAL	19	181,673	181,802	180,112	1,690	1,502,693	1,406,199	96,494

TOTAL FROM MONTHLY ITEM CIRCULATION REPORT 181673  
 TOTAL FROM REGISTRATION QUALIFIER minus e-books 175,085  
6,588





February 2009

	APT	BC	B40	CAP	CEN	FEL	GP	HQ	LS	LO	OUT	SV	REN	EBOOK	JEBOOK	TOTALS
35 SAN FRANCISCO	18	0	0	0	1	0	0	0	0	14	0	0	14	0	0	47
36 PACIFIC GROVE	0	0	0	0	3	0	0	0	0	6	0	0	0	0	0	9
37 BERKELEY	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
38 FRESNO	1	0	0	0	4	0	0	0	0	0	0	0	0	0	0	5
39 SALINAS	58	0	3	0	12	0	1	0	0	26	0	0	25	0	0	125
40 SANTA CLARA CITY	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1
41 SAN JOSE	59	0	6	4	95	15	0	0	3	15	0	65	72	0	0	334
42 SANTA CLARA CO OTHER	2	2	6	0	40	5	0	0	0	0	0	5	16	0	0	76
43 MOBAC-ILL	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1
44 MONTEREY COUNTY OTHER	83	2	2	18	76	0	0	0	2	2	0	1	94	0	0	280
45 CALIFORNIA OTHER	28	10	10	7	84	1	0	0	0	7	0	14	32	0	0	193
S. CRUZ COUNTY MANUAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
NET LIBRARY E-BOOKS	0	0	0	0	0	0	0	0	0	0	0	0	0	4829	0	4829
TUMBLEBOOKS E-BOOKS	0	0	0	0	0	0	0	0	0	0	0	0	0	1759	0	1759
<b>TOTAL</b>	<b>20142</b>	<b>4862</b>	<b>9075</b>	<b>10927</b>	<b>43611</b>	<b>4048</b>	<b>4718</b>	<b>298</b>	<b>1580</b>	<b>12797</b>	<b>2846</b>	<b>15742</b>	<b>44639</b>	<b>4829</b>	<b>1759</b>	<b>181673</b>



LIBRARY DRAFT  
BUDGET  
FY 2009-2010







May 1, 2009

TO: LIBRARY JOINT POWERS AUTHORITY BOARD

FR: ACTING DIRECTOR OF LIBRARIES

RE: DRAFT FY 2009-2010 LIBRARY BUDGET

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Recommendation: That the Library Joint Powers Authority Board consider the draft FY 2008-2009 budget prepared by staff, and provide direction on changes and revisions

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Table 1 shows that the Library anticipates **\$11,354,276** in revenue during the coming fiscal year. This includes allocations from the Library Financing Authority that are based on projections of sales and property tax revenues. The County has informed us that these projections have fallen further. The \$11,354,276 amount is based on the lower projections we received in early April and on May 1<sup>st</sup>.

I have not included any estimates for fund balances or any carryover funds in this year's projected revenues. This is a change from the budgets of past years. As agreed to by the Board earlier this year, it is too difficult to foresee in April and May exactly what fund balances the library will have by July 1<sup>st</sup>. If there are fund balances or carryovers, the Board can decide in late summer how to apply these to the budget or use them to build cash reserve.

Bequests are listed; these are all tied to the book budget except for the one time request to take \$15,000 from the McCaskill local history fund to pay for the proposed move of the local history collection at Central and the genealogy collection there to allow room for young adult services to be moved from the Garfield Park Branch to the Central Branch.

We anticipate that we will receive the LSTA funds that are awarded to public library employees working on their MLS later this year. We have not included any funds from First 5 Grants, which the library has used for our early literacy programs. Proposition 1D on the May ballot, if passed, temporarily allows the redirection of existing money to fund health and human service programs for children 5 years old and under.

**Expenses** are discussed in detail later in this memo. Last year the budget that passed had built in an anticipated 5% savings in personnel and an anticipated 2% savings in supplies and services. This year's budget is not built around a savings. We see no way to save funds in personnel through standard turnover. This is not an economy in which people are taking any chances with employment. The supplies and services portion of the budget is bare bones. Again, we do not feel we can comfortably promise to save more in

this area. This draft budget had no funds allocated to the new ILS system. The Library Board had approved our move to open source software and the planning and some initial work had begun. It is quite worrisome to not be moving forward with this project; our current software is no longer supported by the vendor. We are looking at several options. One is to continue to watch the development of open source systems for libraries, knowing that development is continuing to happen. We are also discussing with LibLime--with whom we have been working with on development-- the possibility of spreading out our costs over 5 years. If this turns out to be possible, staff will return to the Board with the information

### **2007-2008 Budget problems**

- The Board cut the 2008-2009 budget in January 2009 by \$624,960 when the Board and staff anticipated that the economy was falling and our revenue would decrease. Supplies and Services were cut. Library staff delayed cost of living increases, merit increases, and agreed to be furloughed by 10%. At that time we began closing system-wide on Fridays. We believe we are very close to making the savings we set for ourselves.
- By March of 2009, we had realized that the carryover funds that we thought had come forward were not there and that our revenue was continuing to fall. Our shortfall at that time looked like another \$600,000. Realizing that cutting that much from the budget with only 4 months left would have meant massive layoffs and corresponding cuts in hours and services, we asked to be able to bring to the Board a 16 month budget with the understanding the City of Santa Cruz would lend us the money for in 2009-2010 charging the library 2% over their portfolio rate.

We now know that our sales tax revenue dropped by \$216,270 in 2008-2009. We also had a \$9,000 cut in the revenue from the state Public Library Fund. State-wide this fund was cut 1.4 million in the 2008-2009 state budget, and 7 million in the 2007-2008 state budget. With these cuts, California public libraries now receive in total, less than \$13 million out of the \$106.5 million required by statute to fully fund the program.

- **2009-2010 budget overview**

Table 2: 2009-2010 proposed Services and Supplies

Table 3: 2009-2010 Personnel costs as currently projected by the SC City

Table 4: 2009-2010 Total Expenses and Offsets

This table shows both Services and Supplies as well as Personnel costs with the three positions cuts made in April removed. It also shows the potential savings if staff continues to furlough and if the staffing changes are made to GP, LSB (with corresponding changes in service) and to BC (with no change in service)

## Table 5: 2009-2010 Budget Goal

We do not have a cash reserve. Except for expanding the existing Felton Branch (and the community now wishes to have a new library at another location) we have fulfilled all the promises made to the voters in 1996. The Board has agreed that establishing at least a 5% cash reserve is now one of our goals. The cash reserve is needed so that we do not get ahead of our revenue when expenses run higher some months than others. It is also needed to cover unexpected emergencies. If we can live within the very austere budget that is being developed, it is hoped that there might be a small budget savings. This hope, however, continues to be based on the assumption that we have anticipated just how low sales tax and property tax will drop in 2009-2010 and that we can make the necessary cuts to match our lower revenue—now and if there are future drops.

We will not know the full extent of the March estimate of the second \$600,000 loss until the 2008-2009 expenses and revenues are all in and the “books” are closed. The Board could decide to drop for the book and media budget **for one year only** down to **\$232,000**. After the January 2009 cut to the book budget, the 2008-2009 had \$832,000 spent on library content—books, media, periodicals, and databases... We would have to go back 1988-1989 to see a book and media budget close to this new low; then at \$320,943. Libraries cease being vital without current content. Obviously this is a drastic measure. Staff would only feel comfortable with such a decision, if it were for one year only, and was done to wipe out a potential 2008-2009 shortfall.

Cuts elsewhere to the 2009-2010 budget are necessary due to the predicted drop in revenues for 2009-2010. These cuts should be ones that can be sustained through several years of continuing bad economies. The staff recommends that they not be ones that give us today’s open hours but leave us with libraries that house out-of-date information and only the classics of the past.

The budget you see in the pages that follow does not yet have this \$600,000 cut to the book and media budget. This is a decision for the Board.

If this low book budget proves to be necessary, Library staff will work with the Friends of the Library and other interested community members to mount an aggressive fundraising campaign.

As of May 1<sup>st</sup>, revenues for all sources for 2009-2010 look as though they will drop to **\$11,354,276**. For the 2008-2009 revenues were estimated at \$12,336,575. We are facing a potential drop of \$982,299.

The decisions made for the 2009-2010 budget are pivotal and difficult. With the downturn in the economy, the decisions will, of necessity, restructure the system and set the course for how it provides services and the level of those services.



Staff is bringing to the Board a budget that is not yet balanced and is asking for direction. The draft budget being presented has costs of \$12,597,659. To bring it into line we need--and to have more assurance that the Library will not go into 2009-2010 with a debt of up to \$600,000, the Board might consider:

- The possibility of cutting \$320,943 (from the \$832,000 currently show) from the book and media budget to take care of this possible \$600,000 loss. If the cut is made and the shortfall turns out not to be less, the Board could decide in late summer to re-apply it to the book and media budget or for any other purpose; including the start of a cash reserve.
- To continue to furlough staff for another year at 10% saving for a savings of \$473,309
- .To eliminate one 20 hour clerk at BC, adding 4 hours to another clerk, With staff shared between Felton and BC hours would not need to change at this time. Savings \$20,646.
- To change service at two branches which are geographically close to other branches and whose circulation and programming could be picked up by a larger regional branch.
  - Cut the LSB existing staff positions. Saving \$104,021. We would send Outreach staff there twice a week to bring new times, pick up returns, and bring out requests. A self check machine would allow users to check out items without library staff. This model works in LSB where the small community knows each other well, and the facility is located in the recreation district and next to the fire station where help could be quickly obtained if need
  - Cut the existing staff at Garfield Par. Saving \$189,044. Move the well used young adult and children's collection to Central. The heart of the young adult services (ages 12-18) for the City of Santa Cruz is at Garfield Park. However, the collection is not located where it can be used widely or with enough hours to be service the entire city. We can provide better access to the collection by moving it to Central. Much as staff would like to recommend that GP continue to have a small children's, young adult and adult collection, there are wider community merits to the change proposed. What we can offer is to move the Genealogy Collection there. This gives Central the space it needs for young adult services for the wider SC City young adult population and it guarantees that the Garfield Park Branch will continue to have a vital library service; a library service which ahs been provided by

the GSSC since the late 1970s, This is an organization with a proven track record of working successfully with the library system for the benefit of both. Under this plan the building to continue to be used for Library Service; in this case the search for our historic roots in our branch with the longest continuous library service

The GSSC is committed to reaching a goal of having the building and its collection open to the public at least 25 hours; over 5 days. The GP Branch is the heart of the neighborhood. Staff want to be sure the building is maintained and used. If the change in collections is approved, we will be drafting a Memorandum of Understanding with the GSSC.

The branch does not have the space for both the genealogy collection and a small neighborhood collection. There will be internet connections there and the neighborhood will still be able to come there to study during the open hours. The public could continue to return items there.

- To provide the Acting Director with Board direction on the approach the Board wishes staff to take when they return to the in June with further cuts (\$456,293) to balance revenue and expenses.

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ANTICIPATED REVENUES  
2009-2010  
Table 1

Revenue	April Estimates
McCaskill Local History for books	\$5,000
McCaskill Local History for move	\$15,000
McCaskill Visually Impaired for books and media	\$10,000
Finkeldey for music	\$755
Richardson for books	\$12,000
Felton Contingency Fund	\$18,018
LSTA Grant for MLS	\$6,762
Public Library fund	\$70,000
Sales Tax	\$5,702,299*
Maintenance of Effort/Property Tax	\$5,091,681**
Interest	\$3,871
Grants—Read to Me, etc	0
Late Erate and Calnet credits from 2008-2009 expected to be received in 2009-2010	\$60,000
Fees & Fines—estimated increase in fees and fines. Low estimate for on doubling of late fees	\$320,000
Internet Use Fee	\$7,000
Meeting Room bookings. May go up in 2009/10 as Aptos meeting room re-opened	\$1,890
Photocopy fee	\$10,000
Request non-pick-up fee (18,000 x \$2.50). Estimating less than half collected.	\$20,000
Fund Balances from 2008-2009 not to considered until 2008/09 books are closed	0
Carryover	0
Estimated Fund Balance	0
Miscellaneous revenues	0
Encumbered funds for ILS Migration	0
<b>TOTAL</b>	<b>\$11,354,276.00</b>

\*Early April estimate for sales tax for 2009-2010. Based on a 10% fall July-December 2009

\*\*May 1<sup>st</sup> estimate for property tax revenue in 2009-2010. This reflects a 2.7% cut from the number estimated in early April

Between July 1<sup>st</sup> 2008 and June 30<sup>th</sup> 2009, sales tax and property tax drop \$894,201

5/1b



FY 2009-2010 Expenses & Services

1 2

	System Services		Library Special Accounts (Admin)		Technical Services		Public Services		Facilities Mgmt		Library/IT		TOTALS	TOTALS
	2008-09	2009-2010	2008-2009	2009-2010	2008-2009	2009-2010	2008-2009	2009-2010	2008-2009	2009-2010	2008-2009	2009-2010	2008-2009	2009-2010
52131 Claims Management	\$ 14,000												\$ 14,000	\$ 16,000
52135 Prof Serv Fiscal	\$ 6,598	\$ 6,200											\$ 6,598	\$ 605,726
52199 Prof Serv Other	\$ 12,500	\$ 18,018			\$ 15,000								\$ 27,500	\$ 36,018
52201 Water/Sewer/Refuse													\$ 65,083	\$ 64,706
52211 Janitorial Services													\$ 185,928	\$ 180,928
52223 Vehicle O&M Inside													\$ 41,360	\$ 38,103
52240 Office Equip O&M	\$ 5,386	\$ 4,620											\$ 5,386	\$ 4,620
52244 Other Equip O&M	\$ 3,850	\$ 400											\$ 3,850	\$ 5,900
52246 Building O&M													\$ 142,052	\$ 138,781
52247 Landscape Maint Serv													\$ 32,525	\$ 21,145
52248 Software Maint Serv					\$ 60,153	\$ 17,588							\$ 60,153	\$ 57,741
52249 Hardware Maint Serv					\$ 44,700								\$ 44,700	\$ 60,300
52261 Bldg/Equip Rental													\$ 358,552	\$ 407,835
52302 Travel	\$ 3,097	\$ 2,000			\$ 1,365								\$ 8,060	\$ 6,595
52304 Training/Conference	\$ 17,590	\$ 10,910											\$ 17,590	\$ 10,910
LSTA ELF Grant														
52306 LSTA Tuition Grant		\$ 6,762												\$ 6,762
52402 Telecomm-Internal	\$ 75,890	\$ 82,224											\$ 75,890	\$ 82,224
52403 Telecomm-Outside	\$ 34,796	\$ 21,794			\$ 60,067								\$ 94,863	\$ 80,217
52932 Insurance-Internal													\$ 10,925	\$ 15,500
52933 Insurance-Outside	\$ 11,970	\$ 13,167											\$ 44,783	\$ 46,354
52960 Advertising	\$ 3,000	\$ 3,000											\$ 3,000	\$ 3,000
52961 Dues/Memberships	\$ 9,856	\$ 2,720											\$ 9,856	\$ 2,720
52972 Printing-Outside	\$ 6,000	\$ 7,500			\$ 12,000	\$ 10,000							\$ 28,000	\$ 26,500
52973 Moving Costs														
53101 Postage	\$ 21,680	\$ 17,000											\$ 21,680	\$ 17,000
53102 Office Supplies	\$ 18,067	\$ 16,500											\$ 18,067	\$ 16,500
53106 Books/Periodicals													\$ 1,022,000	\$ 832,000
53108 Safety Cloth/Equip													\$ 3,789	\$ 3,690
53109 Copier Supplies					\$ 17,704								\$ 17,704	\$ 7,248
53110 Computer Supplies					\$ 168,053	\$ 150,276							\$ 168,053	\$ 150,276
53112 Library Func Suppl													\$ 20,793	\$ 18,000
53113 Janitorial Supplies													\$ 150,641	\$ 152,710
53311 Electricity													\$ 20,987	\$ 25,200
53312 Natural Gas													\$ 20,987	\$ 25,200
54990 Misc Suppl/Serv	\$ 3,200	\$ 3,480											\$ 10,480	\$ 10,755
57401 Office Furniture/Equip														
58140 Loan Principal													\$ 90,200	\$ 40,293
58190 Other Debt Principal					\$ 90,200	\$ 40,293							\$ 90,200	\$ 40,293
58240 Loan Interest					\$ 4,000	\$ 8,500							\$ 4,000	\$ 8,500
58290 Other Debt Interest														
Subtotals	\$ 247,480	\$ 216,295	\$ 94,200	\$ 728,849	\$ 379,042	\$ 196,364	\$ 1,049,379	\$ 876,438	\$ 1,066,131	\$ 1,100,035	\$ -	\$ 196,306	\$ 2,742,032	\$ 3,184,964
<b>Total S &amp; S</b>														

Expenditure Budget Worksheet

CITY OF SANTA CRUZ

Account Number		2009		2009 YTD		2009		2010	
		Amended Budget	Actual + Encumb	Actuals	Yr. End Est	Dept Request	Finance Recmd		
101	General Fund								
101-3410	Library Administration - City								
101-3410-51000	PERSONNEL SERVICES								
101-35-50-3410-51110	Regular full time	693,617.00	476,585.15	476,585.15	585,524.00	669,595.00	585,524.00	669,595.00	0.00
101-35-50-3410-51111	Regular part time	75,832.00	58,060.79	58,060.79	76,678.00	79,492.00	76,678.00	79,492.00	0.00
101-35-50-3410-51114	Overtime	0.00	16.45	16.45	0.00	0.00	0.00	0.00	0.00
101-35-50-3410-51115	Termination pay	0.00	1,880.23	1,880.23	1,880.00	0.00	1,880.00	0.00	0.00
101-35-50-3410-51132	Special vacation pay	0.00	1,898.86	1,898.86	1,899.00	0.00	1,899.00	0.00	0.00
101-35-50-3410-51150	Vehicle allowance	5,760.00	2,400.00	2,400.00	2,400.00	0.00	2,400.00	0.00	0.00
101-35-50-3410-51201	Retirement contribution	101,891.00	70,022.08	70,022.08	88,811.00	96,175.00	88,811.00	96,175.00	0.00
101-35-50-3410-51202	F.I.C.A.	0.00	191.65	191.65	192.00	0.00	192.00	0.00	0.00
101-35-50-3410-51210	Group health insurance	115,777.00	62,552.63	62,552.63	83,363.00	96,196.00	83,363.00	96,196.00	0.00
101-35-50-3410-51212	Group dental insurance	13,213.00	7,019.90	7,019.90	9,310.00	10,722.00	9,310.00	10,722.00	0.00
101-35-50-3410-51213	Vision insurance	2,408.00	1,363.16	1,363.16	1,814.00	2,068.00	1,814.00	2,068.00	0.00
101-35-50-3410-51214	Medicare insurance	5,409.00	4,135.24	4,135.24	5,381.00	7,572.00	5,381.00	7,572.00	0.00
101-35-50-3410-51220	Group life insurance	352.00	220.53	220.53	293.00	312.00	293.00	312.00	0.00
101-35-50-3410-51221	Disability insurance	5,803.00	3,356.15	3,356.15	4,281.00	5,070.00	4,281.00	5,070.00	0.00
101-35-50-3410-51230	Unemployment insurance	1,923.00	1,346.19	1,346.19	1,701.00	1,873.00	1,701.00	1,873.00	0.00
101-35-50-3410-51240	Workers' compensation	35,738.00	25,749.50	25,749.50	33,048.00	29,527.00	33,048.00	29,527.00	0.00
<b>Total</b>	<b>PERSONNEL SERVICES</b>	<b>1,057,723.00</b>	<b>716,798.51</b>	<b>716,798.51</b>	<b>896,575.00</b>	<b>998,602.00</b>	<b>896,575.00</b>	<b>998,602.00</b>	<b>0.00</b>
<b>Total</b>	<b>Library Administration - City</b>	<b>1,057,723.00</b>	<b>716,798.51</b>	<b>716,798.51</b>	<b>896,575.00</b>	<b>998,602.00</b>	<b>896,575.00</b>	<b>998,602.00</b>	<b>0.00</b>
101-3411	Library Technical Services - City								
101-3411-51000	PERSONNEL SERVICES								
101-35-51-3411-51110	Regular full time	1,456,656.00	981,481.50	981,481.50	1,250,209.00	957,668.00	1,250,209.00	957,668.00	0.00
101-35-51-3411-51111	Regular part time	16,294.00	12,155.20	12,155.20	16,079.00	17,036.00	16,079.00	17,036.00	0.00
101-35-51-3411-51114	Overtime	0.00	77.65	77.65	0.00	0.00	0.00	0.00	0.00

CITY OF SANTA CRUZ

Account Number	2009		2009 YTD		2009		2010	
	Amended Budget	Actual + Encumb	Actuals	Yr. End Est	Dept Request	Finance Recmd	Dept Request	Finance Recmd
101-35-51-3411-51115 Termination pay	0.00	9,109.88	9,109.88	9,110.00	0.00	0.00	0.00	0.00
101-35-51-3411-51122 Temporary	18,824.00	8,536.92	8,536.92	0.00	0.00	0.00	0.00	0.00
101-35-51-3411-51130 Other pay	0.00	234.97	234.97	235.00	0.00	0.00	0.00	0.00
101-35-51-3411-51133 Special sick leave pay	0.00	59.11	59.11	59.00	0.00	0.00	0.00	0.00
101-35-51-3411-51201 Retirement contribution	195,048.00	130,767.52	130,767.52	171,032.00	125,142.00	0.00	0.00	0.00
101-35-51-3411-51202 F.I.C.A.	1,465.00	741.62	741.62	932.00	0.00	0.00	0.00	0.00
101-35-51-3411-51210 Group health insurance	256,215.00	160,060.83	160,060.83	215,567.00	168,995.00	0.00	0.00	0.00
101-35-51-3411-51212 Group dental insurance	28,555.00	17,644.49	17,644.49	23,639.00	18,308.00	0.00	0.00	0.00
101-35-51-3411-51213 Vision insurance	5,157.00	3,149.61	3,149.61	4,223.00	3,383.00	0.00	0.00	0.00
101-35-51-3411-51214 Medicare insurance	16,620.00	11,466.55	11,466.55	15,184.00	10,892.00	0.00	0.00	0.00
101-35-51-3411-51220 Group life insurance	852.00	520.20	520.20	697.00	554.00	0.00	0.00	0.00
101-35-51-3411-51221 Disability insurance	10,290.00	6,742.94	6,742.94	8,821.00	7,278.00	0.00	0.00	0.00
101-35-51-3411-51230 Unemployment insurance	3,682.00	2,529.06	2,529.06	3,297.00	2,436.00	0.00	0.00	0.00
101-35-51-3411-51240 Workers' compensation	92,647.00	62,969.07	62,969.07	82,236.00	46,995.00	0.00	0.00	0.00
<b>Total PERSONNEL SERVICES</b>	<b>2,102,305.00</b>	<b>1,408,247.12</b>	<b>1,408,247.12</b>	<b>1,801,320.00</b>	<b>1,358,687.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Library Technical Services - City</b>	<b>2,102,305.00</b>	<b>1,408,247.12</b>	<b>1,408,247.12</b>	<b>1,801,320.00</b>	<b>1,358,687.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
101-3412 Library Public Services - City								
101-3412-51000 PERSONNEL SERVICES								
101-35-52-3412-51110 Regular full time	3,310,684.00	2,394,444.38	2,394,444.38	3,150,377.00	3,363,162.00	0.00	0.00	0.00
101-35-52-3412-51111 Regular part time	714,583.00	501,073.11	501,073.11	664,970.00	727,887.00	0.00	0.00	0.00
101-35-52-3412-51114 Overtime	0.00	359.52	359.52	0.00	0.00	0.00	0.00	0.00
101-35-52-3412-51115 Termination pay	0.00	10,408.88	10,408.88	10,094.00	0.00	0.00	0.00	0.00
101-35-52-3412-51122 Temporary	533,176.00	344,181.24	344,181.24	0.00	0.00	0.00	0.00	0.00
101-35-52-3412-51130 Other pay	0.00	556.26	556.26	541.00	0.00	0.00	0.00	0.00
101-35-52-3412-51132 Special vacation pay	0.00	5,719.21	5,719.21	5,719.00	0.00	0.00	0.00	0.00
101-35-52-3412-51201 Retirement contribution	532,693.00	383,629.34	383,629.34	505,384.00	525,250.00	0.00	0.00	0.00
101-35-52-3412-51202 F.I.C.A.	38,676.00	18,818.24	18,818.24	25,508.00	0.00	0.00	0.00	0.00



Expenditure Budget Worksheet  
CITY OF SANTA CRUZ

04/21/2009 8:20AM

Account Number	2009		2009 YTD		2009		2010	
	Amended Budget	Actual + Encumb	Actuals	Yr. End Est	Dept Request	Finance Recmd		
101-35-52-3412-51210	748,775.00	479,504.84	479,504.84	652,124.00	752,217.00	0.00		
101-35-52-3412-51212	81,831.00	50,901.81	50,901.81	68,840.00	78,435.00	0.00		
101-35-52-3412-51213	14,983.00	9,343.68	9,343.68	12,631.00	14,228.00	0.00		
101-35-52-3412-51214	49,228.00	40,965.06	40,965.06	53,928.00	50,189.00	0.00		
101-35-52-3412-51220	2,319.00	1,517.52	1,517.52	2,046.00	2,121.00	0.00		
101-35-52-3412-51221	29,696.00	19,434.53	19,434.53	25,720.00	27,893.00	0.00		
101-35-52-3412-51230	10,058.00	8,142.13	8,142.13	10,728.00	10,230.00	0.00		
101-35-52-3412-51240	262,401.00	210,990.16	210,990.16	277,618.00	179,135.00	0.00		
<b>Total PERSONNEL SERVICES</b>	6,329,103.00	4,479,989.91	4,479,989.91	5,466,228.00	5,730,747.00	0.00		
<b>Total Library Public Services - City</b>	6,329,103.00	4,479,989.91	4,479,989.91	5,466,228.00	5,730,747.00	0.00		
101-3414								
101-3414-51000								
<b>Total PERSONNEL SERVICES</b>	0.00	0.00	0.00	0.00	0.00	0.00		
<b>Total Library Special Accounts - City</b>	0.00	0.00	0.00	0.00	0.00	0.00		
101-3415								
101-3415-51000								
101-35-53-3415-51110	165,302.00	119,681.40	119,681.40	156,839.00	167,135.00	0.00		
101-35-53-3415-51114	0.00	626.75	626.75	0.00	0.00	0.00		
101-35-53-3415-51132	0.00	1,078.62	1,078.62	1,079.00	0.00	0.00		
101-35-53-3415-51201	21,889.00	15,832.65	15,832.65	20,748.00	21,458.00	0.00		
101-35-53-3415-51210	28,606.00	20,218.36	20,218.36	27,580.00	30,125.00	0.00		
101-35-53-3415-51212	4,458.00	3,073.59	3,073.59	4,162.00	4,371.00	0.00		
101-35-53-3415-51213	725.00	500.07	500.07	677.00	711.00	0.00		
101-35-53-3415-51214	1,582.00	1,127.99	1,127.99	1,472.00	1,598.00	0.00		
101-35-53-3415-51220	93.00	64.02	64.02	87.00	86.00	0.00		

Expenditure Budget Worksheet

CITY OF SANTA CRUZ

04/21/2009 8:20AM

Account Number	2009		2009		2009		2010	
	Amended Budget	Actual + Encumb	Actuals	Yr. End Est	Dept Request	Finance Recm'd		
101-35-53-3415-51221 Disability insurance	1,136.00	828.75	828.75	1,098.00	1,110.00	0.00		
101-35-53-3415-51230 Unemployment insurance	413.00	303.46	303.46	396.00	418.00	0.00		
101-35-53-3415-51240 Workers' compensation	13,819.00	10,005.62	10,005.62	13,112.00	12,652.00	0.00		
<b>Total PERSONNEL SERVICES</b>	<b>238,023.00</b>	<b>173,341.28</b>	<b>173,341.28</b>	<b>227,250.00</b>	<b>239,664.00</b>	<b>0.00</b>		
<b>Total Library Facilities Management</b>	<b>238,023.00</b>	<b>173,341.28</b>	<b>173,341.28</b>	<b>227,250.00</b>	<b>239,664.00</b>	<b>0.00</b>		
101-3416 Library Information Technology - City								
101-3416-51000 PERSONNEL SERVICES	0.00	0.00	0.00	0.00	423,575.00	0.00		
101-35-54-3416-51110 Regular full time	0.00	0.00	0.00	0.00	54,382.00	0.00		
101-35-54-3416-51201 Retirement contribution	0.00	0.00	0.00	0.00	79,304.00	0.00		
101-35-54-3416-51210 Group health insurance	0.00	0.00	0.00	0.00	8,742.00	0.00		
101-35-54-3416-51212 Group dental insurance	0.00	0.00	0.00	0.00	1,423.00	0.00		
101-35-54-3416-51213 Vision insurance	0.00	0.00	0.00	0.00	6,112.00	0.00		
101-35-54-3416-51214 Medicare insurance	0.00	0.00	0.00	0.00	180.00	0.00		
101-35-54-3416-51220 Group life insurance	0.00	0.00	0.00	0.00	2,859.00	0.00		
101-35-54-3416-51221 Disability insurance	0.00	0.00	0.00	0.00	1,059.00	0.00		
101-35-54-3416-51230 Unemployment insurance	0.00	0.00	0.00	0.00	16,728.00	0.00		
101-35-54-3416-51240 Workers' compensation	0.00	0.00	0.00	0.00	594,364.00	0.00		
<b>Total PERSONNEL SERVICES</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>594,364.00</b>	<b>0.00</b>		
<b>Total Library Information Technology - City</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>594,364.00</b>	<b>0.00</b>		
<b>Total General Fund</b>	<b>9,727,154.00</b>	<b>6,778,376.82</b>	<b>6,778,376.82</b>	<b>8,391,373.00</b>	<b>8,922,064.00</b>	<b>0.00</b>		
<b>Grand Total</b>	<b>9,727,154.00</b>	<b>6,778,376.82</b>	<b>6,778,376.82</b>	<b>8,391,373.00</b>	<b>8,922,064.00</b>	<b>0.00</b>		

Draft Library Budget 2009-2010

Table 4

Total Expenses/Offsets

System Services	Financial Outside	\$6,200.00
	Professional Services Other	\$18,018.00
	Office Equipment O & M	\$4,620.00
	Other Equipment O & M	\$400.00
	Travel	\$2,000.00
	Training	\$11,160.00
	LSTA Tuition	\$6,762.00
	Telecom Internal	\$82,224.00
	Telecom Out	\$21,794.00
	Insurance Out	\$13,167.00
	Advertising	\$3,000.00
	Dues and Memberships	\$2,720.00
	Printing	\$7,500.00
	Postage	\$17,000.00
	Office Supplies	\$16,500.00
	Misc. Supplies	\$3,480.00
Facilities	Water, sewer, refuse	\$64,706.00
	Janitorial Services	\$180,928.00
	Vehicle O & M	\$38,103.00
	Building O & M	\$138,781.00
	Landscape Maintenance	\$21,145.00
	Rents	\$407,835.00
	Travel	\$250.00
	Insurance Internal	\$15,500.00
	Insurance Outside	\$33,188.00
	Safety Clothing and Equipment	\$3,690.00
	Janitorial Supplies	\$18,000.00
	Electricity	\$152,710.00
	Natural Gas	\$25,200.00
Public Services	Other Equipment Maintenance	\$3,000.00
	Travel	\$2,915.00
	Printing Outside	\$9,000.00
	Moving	\$15,000.00
	Books, Media	\$832,000.00
	Copier supplies	\$7,248.00
	Misc. Supplies and Services	\$7,275.00
Network Access Services	Professional. Services Other	\$18,000.00
	Software Maintenance Services	\$40,153.00
	Hardware Maintenance Services	\$60,300.00



## Draft Library Budget 2009-2010

Table 4

## Total Expenses Offsets

	Travel	\$1,430.00
	Telcom Outside	\$58,423.00
	Computer Supplies	\$18,000.00
Technical Services	Claims Management	\$16,000.00
	Other Equipment ONM	\$2,500.00
	Software Maintenance	\$17,588.00
	Printing Outside	\$10,000.00
	Library Functional Supplies	\$150,276.00
Temporary Employees	Pages	\$310,122.00
	On-Call Clerk	\$131,630.00
	On-Call Librarian	\$55,410.00
	On-Call Courier	\$12,924.00
Regular Employees	Admin	\$998,602.00
	Facilities	\$239,664.00
	Public Services Minus 2 April cuts	\$5,656,879.00
	Network Access	\$594,364.00
	Technical Services Minus 1 April cut	\$1,283,526.00
Professional Services		\$599,526
Fiscal	City 5.5%	
Library Loan	Principal	\$39,022.00
Library Loan & 2% over time	Interest	\$41,508.00
Watsonville Debt	Watsonville Principal	\$40,293.00
	Watsonville Interest	\$8,500.00
		\$12,597,659.00
LSB, GP, BC staff cuts		-\$313,751.00
Furlough savings		-\$473,309.00
	Subtotal	\$11,810,539.00



Draft Library Budget 2009-2010  
Table 5  
Budget Goal

2009-2010 Budget	Need to cut \$511,473
Budget with furloughs (\$473,309**) and LSB, GP and BC staff cuts (\$313,751)	\$11,810,539
Revenue estimates as of May 1st	11,354,276
Remaining cuts needed	<b>\$456,293</b>

\*\*\*As we cut staff, beyond the GP, LSB, and BC cuts, the amount we save in furloughs also drops

As of early April 2009, sales tax and maintenance of effort down \$216,270 from the original estimate of \$11,673,650 for 2008-2009. Revenue of existing fiscal year could fall further in the last quarter.

As of May 1<sup>st</sup> the 2009-2010 estimated revenue from these two sources is expected to be \$11,132,201 or down another \$677,931.

Total drop over the 2 years (July 2008-June 2010) is expected to be (at a minimum), \$894,201.

2008-2009 Budget: \$12,810,363 (a) with predicted savings built-in. Without those predicted savings, budget would have been \$13,420,422 (b)

2009-2010 Budget: \$10,985,093 (c) with no predicted savings built-in.

\$1,825,270 difference between a & c or \$2,435,329 between b & c



Library Budget Forms  
2009-2010

SUPPLIES AND SERVICES

Department: LIBRARY

Activity: SYSTEM SERVICES

Object: FINANCIAL SERVICES--OUTSIDE

Fund	Dept	Division	Activity	Object	Amount Requested
951	36	50	3510	52135	\$6,200

FY 2007-2009: \$6,381

FY 2008-2009: \$6,598.

Annual expense for Library audit, as required by the Joint Powers Agreement. Estimate given by Finance Dept

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Library Budget Forms  
2009-2010

SUPPLIES AND SERVICES

Department: LIBRARY

Activity: SYSTEM SERVICES

Object: PROFESSIONAL SERVICES OTHER

Fund	Dept	Division	Activity	Object	Amount Requested
951	36	50	3510	52199	\$18,018

FY 2007-2008: \$28,000

FY 2008-2009 \$12,500 (half of a job classification and equity study). Study postponed. Funds cut from budget January 1009. The \$647,217 was in this line last year for the 5.5% was not listed out in the documents the Board received for the 2008-2009 budget though it was included in the final budget total..

**\$ 18,018** to be transferred in for the Felton Branch Fund to continue work and planning for the new branch.. This will totally depleted the Felton Branch Reserve Fund

When the expected bequest of approximately \$100,000 is received in 2009-2010, the Board can then decide how much of this should move into the 2009-2010 budget for additional Felton costs that have been anticipated by the architect with the remainder going into the Felton Branch reserve fund.



Library Budget Forms  
2009-2010

SUPPLIES AND SERVICES

Department: LIBRARY

Activity: SYSTEM SERVICES

Object: OFFICE EQUIPMENT OPERATION AND MAINTENANCE

Fund	Dept	Division	Activity	Object	Amount Requested
951	36	50	3510	52240	\$4,620

FY 2007-2008: \$5,180

FY 2008-2009: \$5,386

In 2008-2009 the library began reducing the amount of photocopying it was doing. The budget for 2008-2009 was based on 170,000 copies...

With an emphasis on reducing photocopying, the 2009-2010 estimate is 130,000 copies for Admin copies, and 40,000 for Central copies

ITEM	Cost
HDQ Admin Office Copier Maintenance Agreement Savin 8005 (includes all supplies except paper, \$0.009 per copy plus supplies, 130,000 copies	\$2,470
Central Branch Office copier at \$0.010/copy plus supplies 40,000 copies	\$950
RFG 816. Receiving .022/per copy plus supplies	\$200
Misc. repairs to shredders, typewriters, fax machines, etc.	\$1,000
Not Anticipating a contract increase	0
<b>TOTAL</b>	<b>\$4,620.</b>

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Library Budget Forms  
2009-2010

SUPPLIES AND SERVICES

Department: LIBRARY

Activity: SYSTEM SERVICES

Object: OTHER EQUIPMENT OPERATION AND MAINTENANCE

Fund	Dept	Division	Activity	Object	Amount Requested
951	36	50	3510	52244	\$400

FY 2007-2008: \$3,850

FY 2008-2009: \$3,850

For 2009-2010, move Checkpoint Maintenance to Technical Services and ADA & Microfilm Equipment to Public Services.

Shredding increased by \$300.00. Was under budgeted in 2008-2009.

SHREDDING SERVICES	\$400.00
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4/23



Library Budget Forms  
2009-2010

SUPPLIES AND SERVICES

Department: LIBRARY

Activity: SYSTEM SERVICES

Object: TRAVEL

FUND	Subfund	Dept	Activity	Object	Amount Requested
951	36	50	3510	52302	\$2,000

FY 2007-2008: \$3,000

FY 2008-2009: \$3,097

“Travel” includes other conference expenses such as mileage, hotels, and meals at City-mandated rates. Not included this year are the funds to support travel to the biannual Public Library Director’s Forum, which the State Librarian has re-instituted. This will need to be funded again in 2010-2011. The local library is expected to pay the travel expense, while the State picks up hotels and meals.

Historically, administration travel also funds travel to California Library Conference, the State County Librarians Meeting, as well as either ALA (occurs every year) or PLA, the Public Library Conference, which happens every other year. Former Library Directors have chosen to attend either ALA or PLA when both occur in the same year, but not both. PLA is in Portland, Oregon in March 2010.

Travel funds, however, have been cut back city-wide in Santa Cruz, both this year and for 2009-2010. The recommendation, therefore, is to lower this year’s budget request.

The mileage reimbursement rate is currently \$0.55/mile, but last year it was raised mid-year and that is again a possibility.

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Library Budget Forms  
2009-2010

SUPPLIES AND SERVICES

Department: LIBRARY

Activity: SYSTEM SERVICES

Object: TRAINING

Fund	Dept	Division	Activity	Object	Amount Requested
951	36	50	3510	52304	\$10,910

FY 2007-2008: \$19, 715

FY 2008-2009: \$17,590 (Cut in January 2009 by \$3,000)

Training	Cost
MOU Tuition Reimbursement @ \$500/employee x 7	\$3,500
Youth Services Staff ACL* Institute@ \$50/employee x 10	\$500
Support Staff workshop (formerly COLT**) 2 \$50/employee	\$500
Infopeople Training (10 classes @ \$75 per employee	\$750
Internet Librarian Conference @\$255/employee x 2	\$510
Staff Day	\$3,000
Future of Libraries Conference @ \$40/employees x 5	\$200
Ergonomic New Employee Training (Dominican/Deidre Rogers/Ergovera)	0
Ergonomic Refresher Training, 3 classes (20 staff members/class) @ \$150 (Dominican/Deidre Rogers/Ergovera)	\$450
Workbooks, Manuals, Brochures, Media, other Materials	\$500
Unexpected Training Opportunities	\$1,000
<b>TOTAL</b>	<b>\$10,910</b>
* ACL = Association of Children's Librarians	
** COLT = Council on Library/Media Technicians	

This has a very limited number of staff going to the Internet Librarian Conference, held every year in Monterey. It has no funds for staff to attend the ALA, PLA, or CLA conferences.

Staff Day in 2008-2009 was cancelled. There are any number of ideas for staff day in 2009-2010 including:

- Update on our new ILS system and/or training on it
- An opportunity for the new director to address the staff as a whole
- Mini-Demos by staff to other staff on various topics. Examples—Goon Green The MARC record, Teen Services, Outreach Services (such as the jail), Selection and Collection development,
- Future planning

Keynote speech by futurist Stacey Aldrich, Deputy State Librarian. Stacey had agreed to speak at this year's staff meeting which was cancelled.

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Library Budget Forms  
2009-2010

SUPPLIES AND SERVICES

Department: LIBRARY

Activity: SYSTEM SERVICES

Object: LSTA TUITION GRANT

Fund	Dept	Division	Activity	Object	Amount Requested
951	36	50	3510	52306	\$6,762

FY 2007-2008: \$10,760

FY 2008-2009: \$5,964

LSTA Grant Funds from the State Library to subsidize the cost of obtaining an MLS for current public library employees.

For 2009-2010 we have two applicants; two other employees who are currently pursuing their MLS decided not apply this year. We will not find out if the funds requested will be awarded until sometime during the month of July. The funds aren't assured until the State finalizes a budget.

Applicant	Amount
Diane Cowen	3,495
Elizabeth Henry	\$3,267
<b>TOTAL</b>	<b>\$6,762.00</b>

4/23b



Library Budget Forms  
2009-2010

SUPPLIES AND SERVICES

Department: LIBRARY

Activity: SYSTEM SERVICES

Object: TELECOMMUNICATION - INTERNAL

Fund	Dept	Division	Activity	Object	Amount Requested
951	36	50	3510	52402	\$82,224

FY 2007-2008: \$74,667

FY 2008-2009: \$75,890

Voice PBX System communications for Central, Branciforte, and Garfield Park Branches as well as for HDQ. See 3510/53403 for other branches.

This amount includes the Library's share of the City's Voice over IP system now installed. The amount comes directly from the City's Telecommunications Manager.

4/21

Library Budget Forms  
2009-2010

SUPPLIES AND SERVICES

Department: LIBRARY

Activity: SYSTEM SERVICES

Object: TELECOMMUNICATIONS-OUTSIDE

Fund	Dept	Division	Activity	Object	Amount Requested
951	36	50	3510	52403	*\$21,794

FY 2007-2008: \$33,652

FY 2008-2009: \$34,762

The Library receives discounted pricing from the Calnet 2 schedule for services. Then an Erate discount averaging 56% is applied to our costs. Finally a CTF discount of 50% is applied to the remainder of eligible services.

These have been slow in coming in 2008-2009. We are still working on this. Because of the slowness in credits, this line item was over budget in 2008-2009.

Item	Average/Month	Annual	After Erate Discount	After CTF Discount
BRANCH VOICE TELEPHONES (BC, Fel, SV, Cap, LO, LSB, and Aptos)	\$5,882.24	\$70,589	\$39,529.84	\$15,529.58
CELL PHONES	0	0	0	0
Admin Staff: 1/\$45.00/month	\$45	\$540	0	0
Facilities Staff 4 x \$45/month	\$180	2,160	0	0
Bookmobile Staff 1x \$45/month	\$45	\$540	0	0
VEHICLES	0	0	0	0
Technical Services 2 x \$5.00/month	\$10	\$120	0	0
Outreach Services 3 x \$5.00/month	\$15	\$180	0	0
Local Toll Calls All Sites	\$196.17	\$2,354	\$1,318.24	0
Local Long Distance All sites	\$319.92	\$3,839.	\$2,149.84	0
Subtotal	\$6,693.33	\$80,322.00	\$42,997.92	\$15,529.58
<b>TOTAL</b>				<b>*\$21,794</b>

\*\$80,322 - \$42,997.92 - \$15,529.58 = \$21,794.



Library Budget Forms  
2009-2010

SUPPLIES AND SERVICES

Department: LIBRARY

Activity: SYSTEM SERVICES

Object: INSURANCE--OUTSIDE

Fund	Dept	Division	Activity	Object	Amount Requested
951	36	50	3510	52933	\$13,167

FY 2007-2008: \$20,280

FY 2008-2009: \$11,970

The City Risk Manager handles the Library insurance, she projects the following rate of the new fiscal year. She recommends a 10% increase

The Public Official Director's and Officer's Liability is covered in this budget object

4/21

Library Budget Forms  
2009-2010

SUPPLIES AND SERVICES

Department: LIBRARY

Activity: SYSTEM SERVICES

Object: ADVERTISING

Fund	Dept	Division	Activity	Object	Amount Requested
951	36	50	3510	52960	\$3,000

FY 2007-2008: \$1,000

FY 2008-2009: \$3,000 These funds was moved to zero in January 2009

Bid advertisements, public hearings, etc. Any telephone yellow page charges beyond what come with our listings in the white pages have been eliminated.

4/21

Library Budget Forms  
2009-2010

SUPPLIES AND SERVICES

Department: LIBRARY

Activity: SYSTEM SERVICES

Object: DUES AND MEMBERSHIPS

Fund	Dept	Division	Activity	Object	Amount Requested
951	36	50	3510	52961	\$2,720.

FY 2007-2008: \$9,547.

FY 2008-2009: \$9,586 \$4,000 was cut from this line item in January 2009

Eliminated from this year's budget are the CLA Institutional Membership and dues not mandated by the various MOUs.

POSTION	ORGANIZATION	MEMBERSHIP TYPE	AMOUNT
Director	American Library Assoc	Personal	\$195
Director	California Library Assoc	Personal	\$165
Director	Cal. County Librarians Assoc	Personal	\$35
Mid- Managers	Professional Dues as per MOU at \$250 x 6	Personal	\$1,500
LJPB	CALTAC \$25 x 9	Personal	\$225
Library System	Chamber of Commerce x 4, Downtown Association, Business Associations, etc.	Institutional	\$600
<b>Total</b>			\$2,720.00

4/21



Library Budget Forms  
2009-2010

SUPPLIES AND SERVICES

Department: LIBRARY

Activity: SYSTEM SERVICES

Object: PRINTING

Fund	Dept	Division	Activity	Object	Amount Requested
951	36	50	3510	52972	\$7,500

FY 2007-2008: \$6,000

FY 2008-2009: \$6,000.

While the library looks to cut printing costs (what can be re-designed to use less paper, what can be put on the website and printed on demand), not all printing can be eliminated. Manuals, forms, letterhead, business cards, and all publications of the Library System not directly attributed to circulation, technical services and public services must be covered here.

In January 2009, the Board voted to reduce the library's printing budget by \$5,000. This amount was taken equally from the technical services printing budget and the public services printing budget.

4/21

Library Budget Forms  
2009-2010

SUPPLIES AND SERVICES

Department: LIBRARY

Activity: SYSTEM SERVICES

Object: POSTAGE

Fund	Dept	Division	Activity	Object	Amount Requested
951	36	50	3510	53101	\$17,000

FY 2007-2008: \$21,000

FY 2008-2009: \$21,680

Covers postage and shipping costs for all Division, including patron mail noticing. Handling fee at City of Santa Cruz Mailing Center is also included. Postage rate is going up May 1<sup>st</sup>, 2009, but based on postage use through March 2009, staff feels comfortable recommending a lower amount for 2009-2010.

4/21



Library Budget Forms  
2009-2010

SUPPLIES AND SERVICES

Department: LIBRARY ADMINISTRATION

Activity: SYSTEM SERVICES

Object: OFFICE SUPPLIES

Fund	Dept	Division	Activity	Object	Amount Requested
951	36	50	3510	53102	\$16,500

FY 2007-2008: \$17, 500

FY 2008-2009: \$18, 067

The office supplies account covers supplies for the Library Administration function, as well as standard office supplies for each facility

4/21

Library Budget Forms  
2009-2010

SUPPLIES AND SERVICES

Department: LIBRARY

Activity: SYSTEM SERVICES

Object: MISCELLANEOUS SUPPLIES & SERVICES

Fund	Dept	Division	Activity	Object	Amount Requested
951	36	50	3510	54990	\$3,480

FY 2007-2008: \$3,200

FY 2008-2009: \$3,200

ITEM	COST
HOSTED MEETINGS	\$2,500
MISCELLANEOUS SUPPLIES	\$500
ON-CALL FINGERPRINTING 2 \$65 EACH X 8	\$480
<b>TOTAL</b>	<b>\$3,480</b>

On-call fingerprinting cut from 12 hires per year to 8. May indeed be less in 2009-2010  
Moved Public Program funds and Outreach funds from this Activity to Public Services

4/23



Library Budget Forms  
2009-2010

Department: LIBRARY

Activity: SYSTEM SERVICES (LIBRARY SPECIAL ACCOUNTS)

Object: PROFESSIONAL SERVICES FISCAL

FUND	Department	Division	Activity	Object	Amount Requested
951	36	50	3540	52135	\$599,526

Fiscal Year: 2008-2009: \$640,619 Total budget including carryovers was \$13,625,432.

This is the City charges to the library for HR & Finance Services. It is not charged to either debt or to transfers.

Estimating Professional Services Fiscal

Beginning Library Budget	\$11,503,098
Furlough Savings with offsets for other give-backs	-\$473,309
Loan Interest	-\$41,508
Loan Principal	-\$39,022
Debt Watsonville	-\$40,293
Interest Watsonville	-\$8,500
	\$10,900,466.00
5.5% OF \$10,800,466	\$599,526

As of 4/27/09, Based on an estimated budget for 2009-2010 of \$11,503, 098 from new revenue.

Library Budget Forms  
2009-2010

Department: LIBRARY

Activity: SYSTEM SERVICES (LIBRARY SPECIAL ACCOUNTS)

Object: DEBT PRINCIPAL—LIBRARY LOAN

Fund	Department	Division	Activity	Object	Amount Requested
951	36	50	3540	58140	\$39,022

For Library internal improvements to 117 Union Street

This line item is for the **principal** on the debt

The total of the principal and debt will stay the same, with principal going up and interest going down each year: \$60,517.88

Last payment due 2017-2018

4/27



Library Budget Forms  
2009-2010

Department: LIBRARY

Activity: SYSTEM SERVICES (LIBRARY SPECIAL ACCOUNTS)

Object: DEBT PRINCIPAL--WATSONVILLE

Fund	Department	Division	Activity	Object	Amount Requested
951	36	50	3540	58190	\$40, 293

The Watsonville Debt payment runs through 2012-2013

This line item is for the **principal** on the debt

The principal on the debt stays the same each year, but the interest portion varies.

4/27B

Library Budget Forms  
2009-2010

Department: LIBRARY

Activity: SYSTEM SERVICES (LIBRARY SPECIAL ACCOUNTS)

Object: DEBT INTEREST—2% over portfolio rate & HDQ Move Loan

Fund	Department	Division	Activity	Object	Amount Requested
951	36	50	3540	58240	\$41,508

Library borrowing from SC City to cover Library Debt in 2009-2010

Item	Cost
2% over the SC City's portfolio rate	\$20,000
Library Loan for HDQ move to Union St.*	\$21,508
<b>Total</b>	<b>\$41,508</b>

\*\*\* This line is for the Interest on the deb. The total principal and debt will stay the same total but the principal will keep going up as the debt interest goes down each year. \$60,417.88 total principal and interest (see Library Loan Interest). Last payment due 2017-2018

4/29b



Library Budget Forms  
2009-2010

Department: LIBRARY

Activity: SYSTEM SERVICES (LIBRARY SPECIAL ACCOUNTS)

Object: DEBT INTEREST -WATSONVILLE

Fund	Dept	Division	Activity	Object	Amount Requested
951	36	50	3540	58290	\$8,500

FY 2007-2008: \$12,129

FY 2009-2009: \$10,108

Interest on Watsonville Debt. The principal part of this debt stays the same each year, but the interest portion varies. Final payment is due 2012-2013.

As of 4/08/09 the amount requested is an estimate from Finance

4/27





Library Budget Forms  
2009-2010

SUPPLIES AND SERVICES

Department: LIBRARY

Activity: TECHNICAL SERVICES (Note change from Admin)

Object: Claims Management Services

Fund	Dept	Division	Activity	Object	Amount Requested
951	36	51	3520	52131	\$16,000.

FY: 2006-2007: \$19,000

FY: 2007-2008: \$14,000

FY: 2008-2009: \$14,000

The Library System contracts with a collection services to pursue and retrieve long overdue materials or the cost of replacing them. The expense generates fine revenue as well as the return of long-missing items. The vendor charge per account is \$8.95; we anticipate turning approximately 225 more accounts over to the agency in FY 2009-2010. Circulation is up and that generally correlates with an increase in long overdue materials.

4/20/09



Library Budget Forms  
2009-2010

SUPPLIES AND SERVICES

Department: LIBRARY

Activity: TECHNICAL SERVICES

Object: OTHER EQUIPMENT OPERATION AND MAINTENANCE

Fund	Dept	Division	Activity	Object	Amount Requested
951	36	51	3520	52244	\$2,500

FY 2006-2007: \$3,000

FY 2007-2008: \$3,000

In previous years Checkpoint Maintenance was in Administration and not in Technical Services.

Based on repairs needed in 2008-09 for Checkpoint maintenance, this line item was lowered by \$1,000

The Media Repair Equipment was not been listed in previous budgets

CHECKPOINT MAINTENANCE	\$2,000
MEDIA REPAIR EQUIPMENT—Tape Check 490, RTI Eco Senior, RTI Eco Junior, and RTI Disc Check Eco-Sensor	\$500
<b>TOTAL</b>	<b>\$2,500</b>



Library Budget Forms  
2009-2010

SUPPLIES AND SERVICES

Department: LIBRARY

Activity: TECHNICAL SERVICES

Object: SOFTWARE MAINTENANCE SERVICES

FUND	Subfund	Dept	Activity	Object	Amount Requested
951	36	51	3520	52248	\$17,588

FY 2007-2008: \$18,400.00

FY 2008-2009: \$15,752.70

In 2009-2010 a number of software maintenance agreements were move to Network Access, leaving only OCLC and B&T Web access software in the TS budget.

Looking at the 2008-2009 bills for OCLC, \$8,000 is a more reasonable estimate for 2009-2010.

<b>SOFTWARE</b>	<b>FY 2008-2009</b>	<b>FY 2009-2010</b>
OCLC Access for Cataloging, ILL and Internet	\$6,164.70	\$8,000
B&T Web Acquisitions access	\$9,588	\$9,588.
<b>Total</b>	<b>\$15,752.70</b>	<b>\$17,588</b>

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Library Budget Forms  
2009-2010

SUPPLIES AND SERVICES

Department: LIBRARY

Activity: TECHNICAL SERVICES

Object: PRINTING - OUTSIDE

Fund	Dept	Division	Activity	Object	Amount Requested
951	36	51	3520	52972	\$10,000

FY 2007-2008: \$11,000

FY 2008-2009: \$12,000 In January 2009 \$2,500 of the \$5,000 cut in printing was cut from TS printing

The Circulation Supervisor and the staff person temporarily overseeing processing and receiving are working together to reduce what is pre-printed for the public. We are hoping a number of handouts and instruction forms for the public can be put up on our website and printed on demand.

Printing costs for all technical services functions; circulation, processing, cataloging, and acquisitions.

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Library Budget Forms  
2009-2010

SUPPLIES AND SERVICES

Department: LIBRARY

Activity: TECHNICAL SERVICES

Object: LIBRARY FUNCTIONAL SUPPLIES

Fund	Dept	Division	Activity	Object	Amount Requested
951	36	51	3520	53112	\$150,276

FY: 2007-2008: \$183,767

FY: 2008-2009: \$165,053. In January 2009, cut by \$15,000

ITEM	AMOUNT
In-House processing @ \$1.00/item x 14,098 items (pockets, labels, security labels)	\$14,098
Contract Processing @ 15% of B&T/BWI budget	\$50,000
Media Processing Supplies and/or Contract	\$21,000
Barcode labels	\$6,500
Date Due Cards	\$5,000
Borrower cards x 20,000	\$7,000
Notices @ 12,000	\$1,600
Binding/Tape Replacement	\$18,000
MOBAC Dues	\$11,401
CALIFA Consortium Dues	\$500
Equipment under \$5,000	\$10,677
Miscellaneous Supplies	\$2,000
Interlibrary Loan Supplies	\$2,500
<b>TOTAL</b>	<b>\$150,276</b>







Library Budget Forms  
2009-2010

SUPPLIES AND SERVICES

Department: LIBRARY

Activity: PUBLIC SERVICES

Object: OTHER EQUIPMENT OPERATION AND MAINTENANCE

Fund	Dept	Division	Activity	Object	Amount Requested
951	36	52	3530	52244	\$3,000

FY 2006-2007: \$750

FY 2007-2008: \$750

In previous year, this item was in Administration. Microfilm equipment is aging; repair costs are rising.

ADA & MICORFILM EQUIPMENT MAINTENANCE	\$3,000
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Library Budget Forms  
2009-2010

SUPPLIES AND SERVICES

Department: LIBRARY

Activity: PUBLIC SERVICES

Object: TRAVEL

Fund	Dept	Division	Activity	Object	Amount Requested
951	36	52	3530	52302	\$2,915

FY 2007-2008: \$2,800

FY 2008-2009: \$2,915

Purpose	Mileage rate	Subtotal
Staff Meetings—Leadership, Safety, Youth services, Califa	\$.055x 20 miles x 35	\$770
Training Travel—to local workshops	\$.055 x 80miles x 15	\$660
Branch Visits by Selection Librarians – once a month for collection development	\$0.55 x 15 miles x 15	\$1,485
<b>Total</b>		<b>\$2,915.00</b>

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Library Budget Forms  
2009-2010

SUPPLIES AND SERVICES

Department: LIBRARY

Activity: PUBLIC SERVICES

Object: PRINTING - OUTSIDE

Fund	Dept	Division	Activity	Object	Amount Requested
951	36	52	3530	52972	\$9,000.00

FY 2007-2008: \$10,000

FY 2008-2009: \$10,000 (\$2,500 of the \$5,000 January cut in printing came from this line item.

Printing for public services programs, including children's programs, young adult programs, summer reading materials (adult and children's), booklists, instructions for doing catalog and database searches.

As with technical services, staff is moving towards having more booklists, instructions for catalog searches, database searches, etc. on line and printable upon demand.

Publicity for programs, some instruction handouts, etc. will still need to be printed. Plus at this time we are growing our young adult services and this adds to the demand for some printed materials.

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Library Budget Forms  
2009-2010

SUPPLIES AND SERVICES

Department: LIBRARY

Activity: PUBLIC SERVICES

Object: MOVING COSTS

Fund	Dept	Division	Activity	Object	Amount Requested
951	36	52	3530	52973	\$15,000

FY 2007-2008: 0

FY 2008-2009: 0

To move the local history collection and genealogy collections so that the young adult collection from Garfield Park can be moved to Central.

Funds to come from the McCaskill Local History Fund..

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Library Budget Forms  
2009-2010

SUPPLIES AND SERVICES

Department: LIBRARY

Activity: PUBLIC SERVICES

Object: BOOKS/MEDIA/PERIODICALS/DATABASE

Fund	Dept	Division	Activity	Object	Amount Requested
951	36	52	3530	53106	\$832,000

Highest year: FY 2000-2001: \$1,309, 800

FY: 2007-2008: \$1,017,992

FY: 2008-2009: \$1,022,000 (\$190,000 cut in January 2009. \$130,000 cut entirely from the budget with the remaining \$60,000 transferred to Network Access Service for migration to KOHA... Book budget cut to \$832,000

The Board has a goal of 8% of the operating budget going towards the Book and Media Budget.

SOURCE	FY 2008-2009	FY 2009-2010
Richardson Trust	\$20,000	\$12,000.
Finkeldey Trust	\$755	\$755.
McCaskill Local History	\$5,000	\$5,000.
McCaskill Vis Imp	\$6,300	\$10,000.
Calif Public Library fund	\$70,000	\$70,000.
Tax Revenue Sources	\$910,940	\$734,245
<b>Total:</b>	<b>\$1,022,000.00</b>	<b>\$832,000</b>

\*8% of \$11,003, 599 is \$888,287. It was taken down to \$832,000 out of necessity

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Library Budget Forms  
2009-2010

SUPPLIES AND SERVICES

Department: LIBRARY  
Activity: PUBLIC SERVICES  
Object: COPIER SUPPLIES

Fund	Dept	Division	Activity	Object	Amount Requested
951	36	52	3530	53109	\$7,248

FY 2007-2008: \$6,948  
FY 2008-2009: \$7,184

Two of the public printing costs are provided by a vendor contract—paper copying and microfilm printing.

1. Paper copying. The vendor supplies sixteen copy machines for public use at 10 facilities, providing all supplies (paper, ink, cartridge, and toner) and service. The machines are coin-operated or debit-card activated. The vendor collects and keeps all revenue from the machines. Copy charges are \$0.15 per page, which does not cover the cost of low-use machines at smaller branches. The Library, therefore, pays \$475/month in rental/use charges, as well as for Bypass copying by staff. These are copies for staff/library use (since the copy machines are the only ones in the Branch) or to solve public problems. Bypass copying charges average \$104 per month.
2. Microfilm Reader/Printers: The vendor supplies six debit card readers for the library's microfilm Reader/Printers, charging for copies at a price of \$0.15/page
3. Printer Copying: The public computers are networked to library-owned printers.

The Library charges \$.015 a page, with children doing homework getting the first 5 pages free.

Item	Amount
Vendor Contract, Photocopy machines (14) and Microfilm Reader printers (5) all with a monthly charge of \$500	\$6000
Bypass charges with a monthly charge of \$104 month	\$1,248
<b>Total</b>	<b>\$7,248</b>



Library Budget Forms  
2009-2010

SUPPLIES AND SERVICES

Department: LIBRARY

Activity: PUBLIC SERVICES

Object: MISCELLANEOUS SUPPLIES & SERVICES

Fund	Dept	Division	Activity	Object	Amount Requested
951	36	52	3530	54990	\$7,275

FY 2007-2008: \$7,280

FY 2008-2009: \$7,280

ITEM	COST
Adult programming & supplies	\$2,425
Children's programming & supplies	\$2,425
Young Adult programming & supplies	\$2,425
<b>TOTAL</b>	<b>\$7,275</b>

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Library Budget Forms  
2009-2010

SUPPLIES AND SERVICES

Department: LIBRARY

Activity: FACILITIES MAINTENANCE

Object: WATER/SEWER/REFUSE

Fund	Dept	Division	Activity	Object	Amount Requested
951	36	53	3515	52201	\$64,706

FY 2007-2008: \$60,468

FY 2008-2009: \$65,083.

NOTE: The County funds the County landfill through county tax 9C. The City of Santa Cruz rolls the cost of the City landfill into the recycling rate, which is part of the refuse pickup charge. Therefore the SC City rates appear higher than those of the County.

**WATER**

BRANCH	VENDOR	Total
APTOS	Soquel Creek WD	\$1,920
BOULDER CREEK	San Lorenzo WD	\$900
BRANCIFORTE	Santa Cruz WD	\$1,560
CAPITOLA	City of Capitola pays	0
CENTRAL	Santa Cruz WD	\$4,100
FELTON	Included in rent	0
GARFIELD PARK	Santa Cruz WD	\$1,500
HEADQUARTERS	Santa Cruz WD	\$1,632
LA SELVA BEACH	Included in rent	0
LIVE OAK	Santa Cruz WD	\$4,032
SCOTTS VALLEY	Included in rent	0
<b>TOTAL</b>		<b>\$15,644.00</b>

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### SEWER

Branch	Vendor	Annual
APTOS	SC Sanitation Dist	\$2,660
BOULDER CREEK	Jeff Hill	\$6,100
BRANCIFORTE	Santa Cruz WD	\$605
CAPITOLA	SC Sanitation Dist.	\$1,411
CENTRAL	Santa Cruz WD	\$1,680
FELTON	Included in rent	0
GARFIELD PARK	Santa Cruz WD	\$542
HEADQUARTERS	Santa Cruz WD	\$514
LA SELVA BEACH	Included in rent	0
LIVE OAK	On County Tax bill	\$1,022
SCOTTS VALLEY	Included in rent	0
<b>TOTAL</b>		<b>\$14,534.00</b>

### GARBAGE FEE SCHEDULE

Branch	Vendor	PICKUP SIZE	FREQ	Annual
APTOS	Waste Mgt	2 CU YD	1/WEEK	\$5,316
BOULDER CREEK	Waste Mgt	128 GALS	1/WEEK	\$837
BRANCIFORTE	SCMU	1 CU YD	1/WEEK	\$1,823
CAPITOLA	Waster Mgt	1 CU YD	1/WEEK	\$3,372
CENTRAL	SCMU	2 CU YD	5/WEEK	\$13,588
FELTON	Waste Management	32 GALS	1/WEEK	\$210
GARFIELD PARK	SCMU	64 GALS	1/WEEK	\$634
HEADQUARTERS	Santa Cruz WD	2 CU YD— could it be less	4/WEEK— could it be less	\$5,424
LS BEACH	Included in rent			0
LIVE OAK	Waste Management	1 CU YD	1/WEEK	\$3,324
SCOTTS VALLEY	Included in rent			0
<b>TOTAL</b>				<b>\$34,528.00</b>

Item	Amount
Water	\$15,644
Sewer	\$14,534
Garbage	\$34,528
<b>TOTAL</b>	<b>\$64,706.00</b>



Library Budget Forms  
2009-2010

SUPPLIES AND SERVICES

Department: LIBRARY

Activity: FACILITIES

Object: JANITORIAL SERVICES

Fund	Dept	Division	Activity	Object	Amount Requested
951	36	53	3515	52211	\$180,928

FY 2007-2008: \$179,729

FY 2008-2009: 185,928

The amount requested is based on the assumption that branches will continue to be closed on Fridays

In the future, when we re-open on Fridays, we will resume another day of cleaning at each site and costs will rise

BRANCH	TIMES PER WEEK	COST PER MONTH	ANNUAL COST
APTOS	5/week	\$1,054	\$12,648
BOULDER CREEK	4/week	\$917	\$12,528
BRANCIFORTE	5/week	\$1,101	\$14,544
CAPITOLA	4/week	\$558	\$7,608
CENTRAL	6/week	\$4,906	\$63,864
FELTON	3/week	\$381	\$5,616
GARFIELD PARK	3/week	\$372	\$4,464
HEADQUARTERS**	5/week	\$1,878	\$22,536
LA SELVA BEACH	2/week	\$342	\$4,104
LIVE OAK	5/week	\$1,622	\$21,480
SCOTS VALLEY	5/week	\$831	\$10,968
<b>TOTAL</b>		\$13,962.00	\$180,360.00

\*\*Library pays 66% of janitorial costs of HDQ facility; the Water Dept pays 33%

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Library Budget Forms  
2009-2010

SUPPLIES AND SERVICES

Department: LIBRARY

Activity: FACILITIES

Object: VEHICLE OPERATION AND MAINTENANCE INSIDE

Fund	Dept	Division	Activity	Object	Amount Requested
951	36	53	3515	52223	\$38,103

FY 2007-2008: \$40,000

FY 2008-2209: \$41,360

Vehicle Operation and Maintenance includes fuel and maintenance. The budget figure is supplied by the City Finance Dept.

The library owns a total of ten vehicles; five cargo vans, one pick-up truck with tool cab, two outreach cars, and a bookmobile.

Over the next several years the fleet may need to be downsized

The Library System's objective has been to replace vehicles every seven years or \$100,000 miles, except the Bookmobile which has a fifteen-year life.

By this criteria, vehicles # 178, #517, #527, #529, and #534, are eligible for replacement.

- Vehicle #178 The Read to be Sedan, originally purchased with Read to Me Grant funds, has low mileage. Staff feels it easily has another 5 years of life. I do not recommend replacing it at this time
- In 2008-2009 we retired a CNG van due to costly maintenance and replaced it with a SC City surplus pick-up truck with tool cab, vehicle #517. Each Library Building Maintenance worker now has their own vehicle; increasing both efficiency and response. This pick-up truck is a 1996 vehicle and by our standards would be eligible to be replaced this year. We think it has at least another year of life in it.
- A replacement for van #529 for Senior/Outreach can also be postponed. It serves as a back-up vehicle should the Bookmobile need to be off road or if a courier van is in for repairs, and on occasion it is used for deliveries to assisted living centers.
- Both Van #527 and Van 534 should be replaced this year, but there are not the funds



I recommend postponing the replacement of Van 527 to 2010-2011 and then replacing Van 534 in 2011-2012. Estimated price: \$43,000 per vehicle.

#	FY 2009-2010 USE	DESCRIPTION	ACQUIRED	MILEAGE	REPLACE
151	Outreach	Ford Escape Hybrid, white	2007-2008	3,448	2014-2015
178	Read to Me	Ford Focus Sedan, Blue	2001-2002	18,683	<b>2009-2010</b>
517	Maintenance/DR	Rod F-250 Pick-up with camper Toolbox	1996-2000	71,083	<b>2003-2004</b>
434	Courier/KH	Dodge Sprinter, Blue	2007-2008	20,416	2014-2015
527	Courier/KW	Dodge Econoline Van, Blue	1997-1998	119,300	<b>2004-2005</b>
528	Maintenance/KM	Dodge Sprinter, Blue	2007-2008	14,943	2014-2015
529	Outreach/Seniors (used also as back-up van when a courier van needs repair)	Ford Econoline Van, Blue	1997-1998	60,394	<b>2004-2005</b>
531	Bookmobile	Freightliner/Utilimaster	1998-1999	94,404.	2014-2015
534	Maintenance/MK	Ford Econoline Van, Blue	1990-2000	43,286	<b>2007-2008</b>



Library Budget Forms  
2009-2010

SUPPLIES AND SERVICES

Department: LIBRARY

Activity: FACILITIES

Object: BUILDING OPERATION AND MAINTENANCE

Fund	Dept	Division	Activity	Object	Amount Requested
951	36	53	3515	52246	\$138,781

FY 2007-2008: \$154,282

FY 2008-2009: \$142,052

This is the first year we have budgeted for RFI at Headquarters. Equipment breakdowns at LO have lead us this year to set up a separate line item for contingencies there

In 2008-2009, we had more costly sidewalk replacements at Central

FACILITY	FY 2008/2009	FY 2009/010	SUBTOTAL
<b>Aptos</b>			
HVAC Prevent. Maintenance@ \$445 quarter	\$1,780	\$1,780	
First Alarm @ \$95.67nth	\$504	\$1,150	
Replace broken window blinds in office area		\$200	
Window blinds for meeting room		\$600	\$3,730
<b>Boulder Creek</b>			
HVAC Contract @ \$405 a quarter	\$1,620	\$1,620	
First Alarm/Fire @ \$98/month	\$1,020	\$1,254	
First Alarm/Burglar @\$60/Quarter	\$300	\$240	
Replace rusty stove pipe—work not done in 2008-2009	\$500	\$2,000	\$5,114
<b>Branciforte</b>			
HVAC Contact @ \$305/quarter	\$220	\$1,220	
First Alarm @ \$20/month	\$420	\$240	
First Alarm Night Security at \$195 a quarter	\$3812	\$2,340	\$3,800
<b>Capitola</b>			
First Alarm @ \$20onth	\$420	\$240	
Replace standard shelving with slanted shelving for paperbacks		\$550	\$790
<b>Central</b>			
HVAC Contract @ \$1,470/quarter	\$5,880	\$5,880	
HVAC filters	\$2,000	\$2,000	
Elevator prevent. Main @ \$240/month	\$2,400	\$2,880	
First Alarm/Fire @ \$20/month	\$840	\$840	
First Alarm/Night Security @ \$326/quarter	\$1,340	\$1,500	



In 08-09 did not break out by branch but listed all under Central			
Five Year Sprinkler Inspection next due 2003-2014	0	0	\$13,100
<b>Felton</b>			
HVAC Check 1/year	\$160	\$640	\$640
<b>Garfield Park</b>			
HVAC Contact @\$160 quarter	\$130	\$640	
First Alarm/Burglar & Fire @ \$47/month	\$1,020	\$564	
Five Year Sprinkler Inspection \$500 due in 2012	0	0	\$1,204
<b>Headquarters</b>			
HVAC Contract @ \$1,186/quarter	\$5,860	\$3,180	
Elevator Prevent. Maint @ \$150/month	\$1,800	\$1,800	
First Alarm Fire	\$209	\$209	
RFI Burglar/Key cards, video cameras, etc. @ \$588/month—Library 2/3 share of total bill of \$892/month or total \$10,705 a year. Other 1/3 paid by Water Department	0	\$7,689	\$12,878
<b>La Selva</b>			
<b>Live Oak</b>			
HVAC Contract s, Wilson for Filter & MCore for Computer	\$12,200	\$12,200	
First Alarm/Fire@ \$900/quarter	\$408	\$3,600	
Under floor water detection system to be installed by County in 2009-2010. Unsure of Contract on System	0	\$4,000	\$19,800
<b>Scotts Valley</b>			
HVAC Contract @ \$375/quarter		\$1,500	
HVAC Repair	0	\$4,600	\$6,100
<b>System</b>			
Blinds/Drapes cleaning	\$1,000	\$1,000	
Gutter Cleaning	\$1,000	\$2,625	
Carpet/Furniture Cleaning	\$6,000	\$7,000	
Uniforms/Mats/Laundry	\$7,200	\$3,000	
Building Supplies	\$14,000	\$15,000	
Electrical Emergencies,	\$3,000	\$3,000	
Sidewalk Repairs	\$20,000	\$5,000	
Keys/Locks/Safes/Security	\$1,750	\$2,000	
Tools	\$1,500	\$1,000	
Contingencies—this is low. Was \$51,500 in 2007-2008	25,000	\$25,000	
Contingencies for LO HVAC		\$7,000	\$71,625
<b>TOTAL</b>	\$153,282		\$138,781

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2009-2010

SUPPLIES AND SERVICES

Department: LIBRARY

Activity: FACILITIES

Object: LANDSCAPE MAINTENANCE SERVICES

Fund	Dept	Division	Activity	Object	Amount Requested
951	36	53	3515	52247	\$21, 145

FY 2007-2008: \$36,005

FY 2008-2009: \$32,525

Branch	Provider of Service
Aptos	Library
Boulder Creek	Library
Branciforte	Library
Capitola	City of Capitola
Central	Library
Felton	Landlord
Garfield Park	Library
Headquarters	Library
La Selva	Landlord
Live Oak	Library
Scotts Valley	Landlord

At the beginning of 2008-2009, landscape maintenance was contracted out. In January of 2009 the decision was made to end the contract as cost for incidentals thru the contract had lead to large over-runs in this line item

The Library's three building maintenance workers added litter control and general landscaping duties to their responsibilities in an effort to cut costs. For 2009-2010 we recommend continuing this practice.

ITEMS	AMOUNT
Tree Maintenance	\$5,000
Weed Abatement	\$145.
Contingencies including Pipe breaks, replacement trash containers,, plant replacements, broken benches, etc.	\$15,000
Equipment	\$1,000
<b>TOTAL</b>	<b>\$21, 145</b>

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Library Budget Forms  
2009-2010

SUPPLIES AND SERVICES

Department: LIBRARY  
Activity: FACILITIES  
Object: RENTS

Fund	Dept	Division	Activity	Object	Amount Requested
951	36	53	3515	52261	\$407,835

FY 2007-2008: \$352,946  
FY 2008-2009: \$358,552

Note: Asked the SV Landlord to lower rent to \$7,000 and no CPI increase. Have not received a response as of 4/21/09

Branch	Monthly	Annual	Subtotal
La Selva Beach: 2,200 sq. ft			
\$.027 sq feet x 12 months	\$600	\$7,200	\$7,200
Scotts Valley: 5,300 sq.ft			
\$1.38 sq. ft x 1 month	\$7,314	\$7,318	
\$????? Sq. ft x 11 months	\$7,600?	\$83,600	
Triple net		\$4,000	
Felton: 1,250 sq. ft.			\$94,918
\$1.00 sq. ft x 12 months	\$1,250	\$15,000	\$15,000
HDQ Locust/Union 14,014 sq. ft	*\$23, 932.44	\$287, 189.23	\$287,189.23
Off Site Storage	\$294	\$3,528	\$3,528
<b>TOTAL</b>			<b>\$407, 835</b>

"Triple Net" is the charge the landlord makes for utilities and insurance since the Library shares space with other tenants.

SV rent in 2008-2009 was shown on last year's budget as \$97,666 but there was a mathematical error and the rent was actually \$90,352. There was an extra month added in (a 13 month year). One month at \$7,102 and 11 months at \$7314 would be \$90, 352.

HDQ Union/Locust: SC City purchased the Union/Locust building for use by the Library and the Water Department. The total loan is being repaid with lease charges to the two departments. In FY 2008-2009, repayments began in October so the monthly payments were less. In FY 2009-2010 the payment goes up to \$23, 932.44 per month and will vary slightly from this figure each year until the City debt is paid in 2037.

The rents that the Library and Water Department pay is suppose to coincide with the debt payments that the City has to make on the debt for the Union Locust building. When the debt was first issued, there were monies set aside to cover some of the beginning debt payments. In FY 2009, there was still some money left in the pot to cover part of the FY 2009 debt payment, so your rent was reduced accordingly. In FY 2010, the Library and Water rents will have to cover the full annual debt service amount, so it went up accordingly. However, in the future, there should only be slight variations in this rent amount  
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Library Budget Forms  
2009-2010

SUPPLIES AND SERVICES

Department: LIBRARY

Activity: FACILITIES

Object: TRAVEL

Fund	Dept	Division	Activity	Object	Amount Requested
951	36	53	3515	52302	\$250

FY 2007-2008: \$650

FY 2008-2009: \$683

Branch Visits by Office Supervisor.

The Office Manager has both been batching her own visits and has had the Building Maintenance staff report back to her on situations as they work throughout the system. She supports lowering this travel line.



Library Budget Forms  
2009-2010

SUPPLIES AND SERVICES

Department: LIBRARY

Activity: FACILITIES

Object: INSURANCE-INTERNAL

Fund	Dept	Division	Activity	Object	Amount Requested
951	36	53	3515	52932	\$15,500

FY 2007-2008: \$27,859

FY 2008-2009: \$10,925 This was substantially under budgeted; when it was closer to \$33,000

The City bills the Library System for its pro-rated share of property insurance. The SC City Finance Department informs the Library of its pro-rated share.

For 2009-2010 the City Finance staff (Wigley) wrote on 4/14/09. "This is an estimate of the Library's share of property insurance. Risk Management, personnel claims, legal costs, and other expenses associated with management of the program. An adjustment (reduction) has been included in the estimate for FY 2010 to reflect that the Library already pays its own liability insurance premiums directly."

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Library Budget Forms  
2009-2010

SUPPLIES AND SERVICES

Department: LIBRARY

Activity: FACILITIES

Object: INSURANCE - OUTSIDE

Fund	Dept	Division	Activity	Object	Amount Requested
951	36	53	3515	52933	\$33,187

FY 2007-2008: \$47,906

FY 2008-2009: \$32,813

The City Risk Manager handles the Library Insurance, and projects the following rates for the new fiscal year. She recommends a 10% increase

ITEM	FY 2008-2009	FY 2009-2010
Primary Package Liability/Commercial Liability	\$10,925	\$12,017
Excess Liability	\$9,004	\$9,004
Commercial Auto Liability	\$11,060	\$12,166
<b>TOTAL</b>	<b>\$30,989.00</b>	<b>\$33,187</b>

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Library Budget Forms  
2009-2010

SUPPLIES AND SERVICES

Department: LIBRARY

Activity: FACILITIES MANAGEMENT

Object: SAFETY CLOTHING & EQUIPMENT

Fund	Dept	Division	Activity	Object	Amount Requested
951	36	53	3515	53108	\$3,690

FY 2007-2008: \$3,670

FY 2008-2009: \$3,789

ITEM	AMOUNT
Beacon Fire Extinguisher Maintenance, all sites	\$1,000
Safety shoes for 3 building maintenance workers, 5 regular courier drivers, 3 on-call courier drivers, and 2 microcomputer techs @\$130 x 13	\$1,690
Zee Service Co, first aid kit supply service at all sites and vehicles	\$500
Ergonomic Accessories: monitor risers, hand braces, foot rests, copy holders, task lighting, etc.	\$500
<b>TOTAL</b>	<b>\$3,690.00</b>



Library Budget Forms  
2009-2010

SUPPLIES AND SERVICES

Department: LIBRARY

Activity: FACILITIES

Object: JANITORIAL SUPPLIES

Fund	Dept	Division	Activity	Object	Amount Requested
951	36	53	3515	53113	\$18,000

FY 2007-2008: \$20,140.

FY 2008-2009: \$20,793

The Library has cut the number of different supplies for the same purpose. A reduction of \$2,793 seems realistic, though we are working to bring it in even lower.

4/23b



Library Budget Forms  
2009-2010

SUPPLIES AND SERVICES

Department: LIBRARY

Activity: FACILITIES

Object: ELECTRICITY

Fund	Dept	Division	Activity	Object	Amount Requested
951	36	53	3515	53311	\$152,710

FY 2007-2008: \$136,964

FY 2008-2009: \$150,641.

FACILITY	MONTHLY	ANNUAL
Aptos	\$869	\$10,430
Boulder Creek	\$615	\$7,380
Branciforte	\$795	\$9,540
Capitola	\$541	\$6,493
Central	\$6,223	\$74,681
Felton	\$128	\$1,539
Garfield Park	\$269	\$3,221
Headquarters	\$50	\$600
La Selva Beach	\$146	\$1,750
Live Oak	\$2,188	\$26,254
Scotts Valley	\$902	\$10,822
<b>TOTAL</b>	<b>\$12,726.00</b>	<b>\$152,710.00</b>

4/23



Library Budget Forms  
2009-2010

SUPPLIES AND SERVICES

Department: LIBRARY

Activity: FACILITIES

Object: NATURAL GAS

Fund	Dept	Division	Activity	Object	Amount Requested
951	36	53	3515	53312	\$25,200

FY 2007-2008: \$20,987

FY 2008-2009: \$20,889

This figure covers all facilities

Branch	Annual
Aptos	\$1,884.80
Boulder Creek	\$1,594.47
Branciforte	\$733.08
Capitola	0
Central	\$10,144.81
Felton	\$555.59
Garfield Park	\$1,148
Headquarters	539
La Selva	\$361.51
Live Oak	\$8,238.44
Scotts Valley	0
<b>Total</b>	<b>\$25,199.70</b>



Library Budget Forms  
2009-2010

SUPPLIES AND SERVICES

Department: LIBRARY

Activity: NETWORK ACCESS SERVICES

Object: PROFESSIONAL SERVICES OTHER

Fund	Dept	Division	Activity	Object	Amount Requested
951	36	54	3550	52199	\$18,000

2007-2008: \$35,000.00

2008-2009: \$15,000.00

Rather than hire additional staff, our Network Administrator (Dan Landry) continues to believe on-call consulting for one-time and specialized tasks is more useful. Right now a number of special application projects are waiting for the development and installation of the new ILS, as well as continuing network improvements. While the Network Access Services staff needs more regular staff, for the time being this is a more economical way to proceed.

ITEM	COST
AMS.Net networking for Cisco	\$3,000
Godmomas Forge ILC	\$9,000
Emergencies and unexpected failures	\$6,000
<b>Total</b>	<b>\$18,000</b>

4/23



Library Budget Forms  
2009-2010

SUPPLIES AND SERVICES

Department: LIBRARY

Activity: NETWORK ACCESS SERVICES

Object: SOFTWARE MAINTENANCE SERVICES

Fund	Dept	Division	Activity	Object	Amount Requested
951	36	54	3550	52248	<b>\$40,153</b>

FY 2007-2008 \$69,253

FY 2008-2009: \$60,153

Ongoing software maintenance that was not delineated in last year's budget

- Thawte-Security Certificate
- Aquabrowser
- Bowker Syndetics

Two items in last year's budget remain in Technical Services

- OCLC Access for Cataloging, ILL, & Internet \$6,164.70
- B&T Web Acquisitions Access \$9588.00      4/11/09

<b>SOFTWARE</b>	<b>FY 2008-2009</b>	<b>FY 2009-2010</b>
Thwaite-Security Certificate	0	\$600
Aquabrowser	0	\$5,500
DRA software agreements	\$46,000	0
CP Secure/Netgear/ will have new name in 2010	\$1,200	\$3,000
Trend Micro (anti-virus software) Maintenance	\$1,200	\$1,400
Eigen Alpha Maintenance (Alpha software) Back to 2007-2008 price	\$200	\$400
Process Software Corp Mulitnet Maintenance Back closer to 2007-2009 price	\$1,400	\$3,000
Network Solutions SSL Certificate	\$900	\$200
Utility Databases	\$15,753	\$15,753
LibLib Koha Maintenance January 2010-June 2010 (last year also budgeted for 6 months). Eliminated. To be reconsidered in 2009/2010	\$4,500	0
Koha Development Contributions. Eliminated, would have needed \$20,000. To be reconsidered in 2009-2010	\$10,000	0
--Bowker Synedetics	0	\$7,000
ITG Self check, 4 owned now	\$2,200	\$2,200
ITG Self check, for 2009-2010 purchases	0	\$1,100
<b>Total</b>		<b>\$40,153.00</b>

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Library Budget Forms  
2009-2010

SUPPLIES AND SERVICES

Department: LIBRARY

Activity: NETWORK ACCESS SERVICES

Object: HARDWARE MAINTENANCE SERVICES

Fund	Dept	Division	Activity	Object	Amount Requested
951	36	54	3550	52249	\$60,300

In FY 2008-2009, all of Hardware Maintenance Services appeared in the Technical Services Budget. For FY 2009-2010, Hardware Maintenance has been moved to Network Access Services

FY 2007-2008: \$18,454

FY 2008-2009: \$44,700

Hardware Maintenance	FY 2008-2009	FY 2009-2010
HP Alpha Maintenance	\$7,500*	\$14,200
CISCO Router Maintenance—Smart Net	\$1,200	\$3,000
Venture Forth-Line Printer Maintenance	\$1,000	\$1,100
Computer Equipment and parts, replacement of Security gage (reduction because part of the cost has moved to the ILS Migration Project	\$35,000	\$25,000
2 ITG Self Check Machines		\$17,000
<b>Total</b>	<b>\$44,700</b>	<b>\$60,300.00</b>

\*\*HP Alpha Maintenance was under budgeted in 2008-2009. FY 2007-2008 HP Alpha Maintenance was budgeted at \$11,754. The 2 Self charge units are additional units which will bring our total number of self charge units up to 6).

5/1



Library Budget Forms  
2009-2010

SUPPLIES AND SERVICES

Department: LIBRARY

Activity: NETWORK ACCESS SERVICES

Object: TRAVEL

Fund	Dept	Division	Activity	Object	Amount Requested
951	36	54	3550	52302	\$1,430

FY 2007-2008: \$1,300

FY 2008-2009: \$1,365

Branch work site travel by Network Access staff

Formula: 25 miles/week x \$0.55 x 52 weeks x 2 = \$1,430.00

4/18



Library Budget Forms  
2009-2010

SUPPLIES AND SERVICES

Department: LIBRARY

Activity: NETWORK ACCESS SERVICES

Object: TELECOMMUNICATIONS-OUTSIDE

Fund	Dept	Division	Activity	Object	Amount Requested
951	36	54	3550	52403	\$58,423

FY 2007-2008: \$106,260

FY 2008-2009: \$60,067

Library receives discounted pricing from the Calnet 2 schedule for services. Then an Erate discount averaging 56% is applied to our costs. Finally a CTF discount of 50% is applied to the remainder of eligible services.

These discounts have been slow in coming in 2008-2009. We are still working on this and now expect to begin receiving the first large credit in May 2009. Because of the slowness in credits; this line item was over budget in 2008-2009.

Public Information Access has had 4 lines for telnet access to the catalog. With the number of telnet connections steadily decreasing over the last 6 years, we can reduce the lines from 4 to 1.

ITEM	AVERAGE /MONTH	ANNUAL	ERATE Discount	CTF Discount
NAS CELL PHONES 2 x \$45/month	\$90	\$1,080	0	0
COMCAST CIRCUITS 9 x \$94/month @all but Capt	\$846	\$10,152	0	0
AT&T DSL CIRCUITS 2x \$35/month (LSB & Cen)	\$70	\$840	0	0
VERIZON 3G FOR BOOKMOBILE 3x\$60/month	\$180	\$2,160	0	0
MODEM LINES 4x\$20	\$80	\$960	0	0
PAGERS 4 x \$7.00/month	\$28	\$336	0	0
INTERNET PORT	\$791.81	\$9,501.72	0	0
TELENET	\$50	\$600	0	0
Central ATM 2 x \$1014.75	\$2,029.50	\$24,354	\$13,638.24	\$5,357.88
Central DS3 2x \$717.00	\$1,434	\$17,208	\$9,635.48	\$3,785.76
TI Circuits 6 data & 1 PRI 7 x \$348.94	\$2,442.58	\$29,310.96	\$16,414.14	\$6,448.41
IG C sme	\$1,954.31	\$23,451.72	\$13,132.96	\$5,159.38
100M C sme circuits at Aptos, B40, LO 3 x \$1,015.23	\$3,045.69	\$36,548.28	\$20,467.04	\$8,040.62
Unanticipated changes	0	\$4,000	0	0
Subtotal	\$13,041.89	\$160,502.68	\$73,287.86	\$28,792.05
<b>TOTAL AFTER DISCOUNTS</b>				<b>*\$58,422.77</b>

\* \$160,502.68 - 73,287.86 - \$28,792.05 = \$58,422.77



Library Budget Forms  
2009-2010

SUPPLIES AND SERVICES

Department: LIBRARY

Activity: NETWORK ACCESS SERVICES

Object: COMPUTER SUPPLIES

Fund	Dept	Division	Activity	Object	Amount Requested
951	36	54	3550	53110	\$18,000

FY 2007-2008: \$41,300

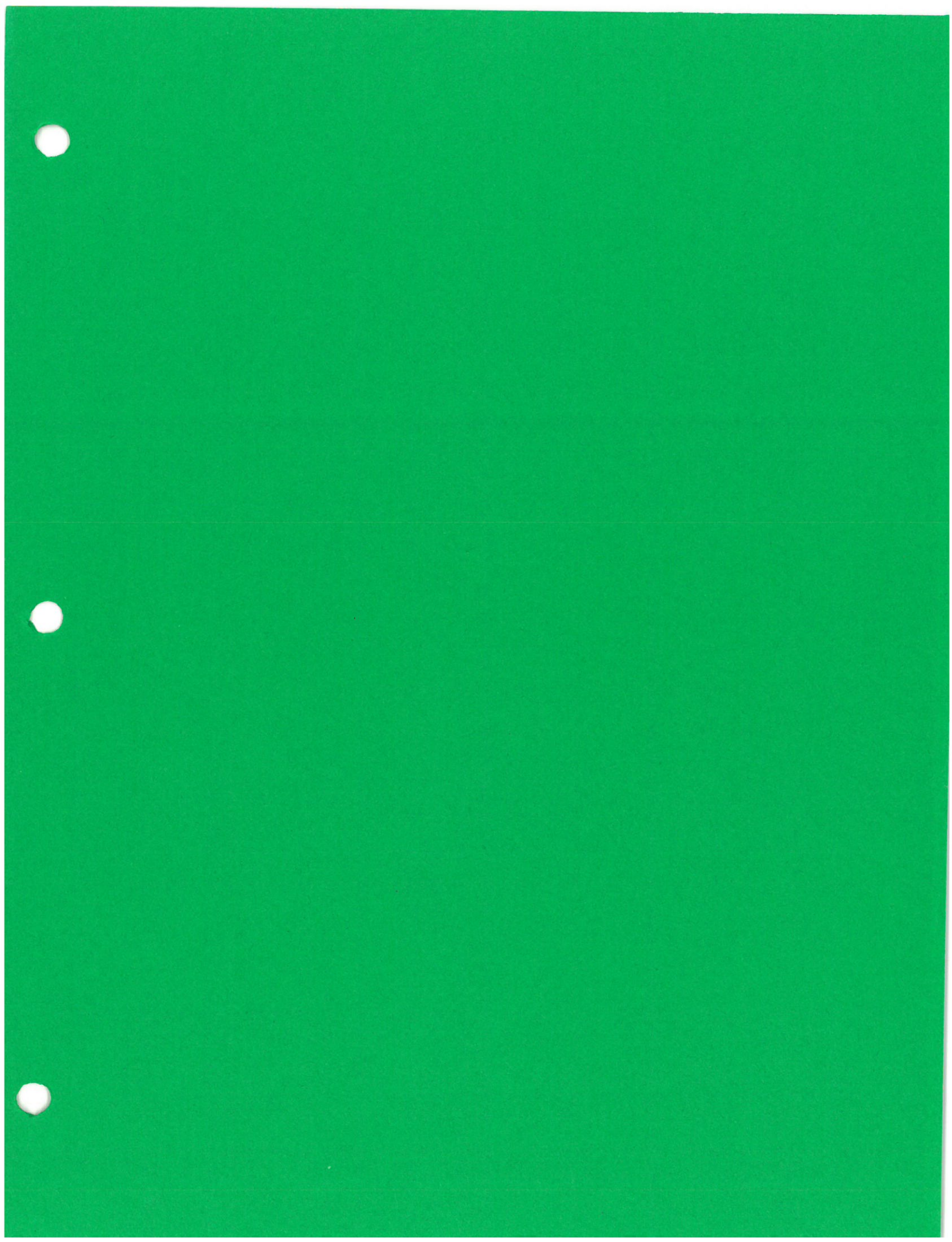
FY 2008-2009: \$17,607

In previous years computer supplies have been in Technical Services. This year they have been moved to Network Access Services

This object is used for items such as disks, tapes, toner, and ink cartridges used by the staff and public in association with the automation system.

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

May 1, 2009

TO: LIBRARY JOINT POWERS AUTHORITY BOARD  
FR: SUSAN ELGIN, ACTING DIRECTOR OF LIBRARIES  
RE: ELIMINATION OF LIBRARY POSITIONS

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**RECOMENDATION:** That the Library Joint Powers Authority Board by resolution, eliminate the following positions six for the 2008-2008 budget:

20 Hour Library Clerk 151-048  
20 Hour Library Clerk 151-026  
40 Hour Senior Library Assistant 185-018  
40 Hour Senior Library Assistant 185-017  
40 Hour Library Assistant 150-028  
30 Hour Library clerk 151-030

---

Background:

Decreased Library Revenues have created a need to change library services and hours and to eliminate positions. The recommendation is made so that the impacts of these first budget cuts are within the goals of the SC Library System—to offer library service at a geographical location requiring no more than 15 minutes travel time in densely populated urban areas and 30 minutes elsewhere.

If the Board approves the recommendation on May 11<sup>th</sup>, 2009, \$313, 751 would be saved from next year's budget. If the Board chooses to delay the decision until the June meeting, the resulting savings will be less as it will not be possible to implement the changes until after that meeting.

Eliminating these positions will result in lay-offs and bumping of other employees. The current SEIU MOU states "...Employees to be laid off shall be given not less than thirty (30) working days written notice prior to the reduction in work force.."

The changes are:

- To eliminate one twenty (20) hour clerk from Boulder Creek and to add 4 clerk hours to other clerk positions at Boulder Creek and Felton Branches. This will allow them to maintain their existing open hours.



- To eliminate one twenty (20) hour clerk and one forty(40) hour Senior library Assistant from La Selva Beach and reduce open hours to 8 hours a week Gale Farthing, the Outreach Coordinator, has agreed to assign Outreach staff to LSB for 8 hours a week. We will also work with the LSB community to see if volunteer support can provide the community with more access when Outreach cannot.
- To eliminate one (30) hour clerk and one forty (40) hour library assistant, and one forty (40) hour senior library assistant from Garfield Park Branch. The Young Adult collection would move to Central, the Genealogy collection would move to GP, and the adult and children's collections as they are now would be dispersed throughout the system. Merritt Taylor, Adult Services and Reference Coordinator, will help Genealogical Society volunteers and the neighborhood during this period of change. Since the neighborhood has asked that younger children have a place to study and to have access to the public internet computers for their research, a plan will be developed to train community volunteers to assist them to provide greater hours of service. The library will also provide a small "trade collection" of children's books . These will be uncatalogued gift children's books that could be taken on the honor system and returned after reading or replaced instead with other children's titles.



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

**RESOLUITION # 2009-04**

**RESOLUTION OF THE SANTA CRUZ LIBRARY JOINT POWERS  
AUTHORITY BOARD TRANSFERING AND APPROPRIATING FUNDS**

WHEREAS, the elimination of six library positions will help to address future budget savings, and

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

That the Library Joint Powers Authority Board eliminate the following six positions from the FY 2009-10 Library Budget:

- 20 Hour Library Clerk (151-048)
- 20 Hour Library Clerk (151-026)
- 40 Hour Senior Library Assistant (185-018)
- 40 Hour Senior Library Assistant (185-017)
- 40 Hour Library Assistant (150-028)
- 30 Hour Library Clerk (151-030)

PASSED AND ADOPTED this 11th day of May 2009 by the following votes:

AYES: Board Member(s):

NOES: Board Member(s):

ABSENT: Board Member(s):

DISQUALIFIED: Board Member(s):

APPROVED

ATTEST

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Board Clerk







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

April 30, 2009

TO: LIBRARY JOINT POWERS AUTHORITY BOARD  
FR: SUSAN ELGIN, ACTING DIRECTOR OF LIBRARIES  
RE: REQUEST NO PICK-UP FINE

---

**RECOMMENDATION:** That by motion the Library Joint Powers Authority Board authorize the re-instatement of the \$2.50 Request No Pick-up fine to begin on June 15, 2009.

**Discussion:**

The Library System will fill an estimated 246,782 requests by library patrons during the current fiscal year. A request is an item we hold at a branch on a patron's behalf or which we move from one branch to another branch which best services the patron's needs. On this number we anticipate 8% will not be picked up by patrons who requested the item.

The justification for the fine is the cost to the Library System to move materials around and the fact that an item sits on the hold shelf for a week (when the library is not informed by the patron that it is not needed and could move on to fill another patron's need).

We do not want to charge for merely requesting an item. Not every branch is able to hold the same size collection. Moving items where patrons need them is cost effective for the library (we purchase less copies) and it allows all residents equal access to the same titles.

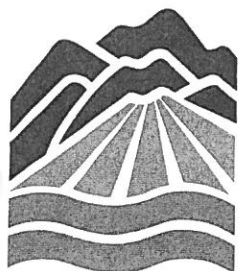
The \$2.50 charge is one that we would re-impose when pulling items that have been on hold's/reserve shelf too long. There are legitimate reasons why a patron may have missed picking up a hold. Staff does have discretion to waive the fine under these circumstances.



The Board asked the staff in May of 2006 to devise a system whereby library patrons who fail to pick up a request are not charged for this first occurrence. Unfortunately the Library's current software will not allow for the permanent recording of such information.

This is a charge that a borrower can avoid by either cancelling a request during our search process to find the item or even after we have found it by even letting us know it is no longer needed.

We estimate that 20,225 requests will not be picked up in 2008-2009. A conservative estimate on income for re-instating this charge in 2009-2010 is \$20,000.



SANTA CRUZ • PUBLIC  
LIBRARIES  
A City County System

April 24, 2009

TO: LIBRARY JOINT POWERS AUTHORITY BOARD  
FR: ACTING DIRECTOR OF LIBRARIES, SUSAN ELGIN  
RE: PUBLIC LIBRARY STAFF EDUCATION PROGRAM GRANT AWARD

---

**RECOMMENDATION:** That the Library Joint Powers Board by motion authorize staff to file an LSTA Public Library Staff Education Program grant application to provide tuition reimbursement for regular employees Diane Cowen and Elizabeth Henry.

#### BACKGROUND

The California State Library is awarding Library Services and Technology Act (LSTA) grant funds for tuition reimbursement to library employees pursuing graduate education in library science. Award grants are made on a competitive basis.

Diane Cowen is a Senior Library Assistant, currently the Garfield Park Branch Manager. Elizabeth Henry is a Library Clerk at the Aptos Branch.

The grant guidelines require that the employing library receive and administer the funds. This involved obtaining verification of completed course work and grades received, as well as receipt of a pledge that the employee will continue in public library work. Then the library issues a check to the employee. There is no compensation paid to the Library for these services.

Since 2000, the Library has sponsored seven SC Library employees as they have pursued their MLS degrees.





Sent to Board  
After packet was  
sent out.



Left to Brown  
after packet was  
sent out.



SANTA CRUZ • PUBLIC  
LIBRARIES  
A City County System

Budget Memo Addendum for 5/11/09 Meeting

5/8/09

TO: LIBRARY JOINT POWERS AUTHORITY BOARD

FR: ACTING DIRECTOR OF LIBRARIES

RE: LIBRARY BUDGET—CLOSING THE GAP BETWEEN REVENUES AND EXPENSES.

The Library System is facing an economic crisis as sales tax and property tax plummet and expenses do not.

Projected income has fallen to \$11,355,000, but expenses for the coming year are still too high—at \$12,597,670. In addition, the library is running a deficit in the current year in spite of furloughing staff, closing Fridays, cutting the book budget, eliminating interlibrary loan services, raising late fees, etc.

**The 2008-2009 Deficit** The deficit in the current year is smaller than was anticipated in March, but often during any month the library does not have enough cash to cover all incoming bills and must borrow.

One option staff has given the Board to meet this ongoing problem, is to take \$600,000 from the Book and Media budget for one year only in 2009/10. That would drop the book budget down to \$332,000, the lowest in last two decades. Staff would not recommend this again for 2010-2011, but as a one time only transfer, it would make the system financially stable as it then looks at how to close the 2009-2010 deficit that looms. Sales tax and property tax dropped in 2009-2010 while the library was unable to save the 5% predicted through the traditional means of unfilled positions. In addition a 2% savings in supplies and services on a budget that had minimal funds in these areas was a hope that did not materialize.

### **2009-2010**

Sales tax and property tax projections have the library revenue falling even further for the coming year. It is estimated that Library System's sales and property taxes combined will fall 12% in the coming fiscal year.

If these predictions prove true for 2009-2010, library sales and property tax revenues will have fallen \$2,435,329 between June 2008-July 2010.





The costs for 2009-2010 library budget are coming in at \$12,597,660. With the book and media may be cut to meet the 2009 shortfall, the only item left to cut is staff hours and that means branch hours.

The Library needs to find a way to save/trim \$1,268,350 more from the 2009-2010 budget.

Up to this point, the library staff has suggested closing Garfield Park as a Tier 1 branch and converting it to a Genealogy Branch run with GSSCC volunteers—saving money from the staff positions that would be lost, cutting La Selva Beach hours back by cutting staff positions there, and eliminating one position at Boulder Creek but by sharing staff with the Felton Branch neither branch would lose hours. In addition the proposal was to continue to furlough all library staff for one full year—all branches closed on Fridays and staff taking a 10% cut in pay. All those suggestions still require the Board to make an additional \$541,193 in additional cuts to staff.

If the Board chooses not to make the GP, LSB, and BC staff cuts and chooses not to continue the furlough, the amount that then needs to be cut is the full \$1,268,350.

How to get to this number. There are seemingly an infinite number ways to make these cuts, with all resulting in layoffs to staff, and corresponding cuts to branch services.

The pivotal question the Board must grapple with – What kind of library service does it value for the community as a whole? Are neighborhood small branches closed and regional libraries cut less or do they actually grow to 7 day a week service? Are small neighborhood libraries not to be cut back at all and the regional and larger libraries are to be closed more hours and more days of the week? Are all branches cut so that service is compromised everywhere?

In a crisis of these proportions, we straddle the present and the future. Our concern for the best possible information services for our community must focus on both immediate survival and long-term stability and development.

When a threat looms, we have options. We can starve the institution in its present form, focus on survival, and hunker down hoping for a brighter day when the past becomes the present again.

Our other option is to remind ourselves of our mission to provide excellent information services to our community and ask ourselves “Is there another way?” If this is our economic climate, if funding structures locally, statewide, and nationally will be in flux for the foreseeable future, what is the best way for the Library to serve the residents of our community?

In this spirit, the Library staff has confronted the issues. Five scenarios have been developed. Some scenarios save more money than others; some require the layoff of





more staff than others. Most scenarios offer marginal information service; others offer more of the kind of service library users need. The scenarios below include layoffs, trimming of some positions, eliminating positions but creating another in a different job class. It is assumed that any newly created job (these appear in scenario 5) would be staffed by internal recruitments—existing staff would move into them.

We have discovered that a system of four regional branches, open seven days a week and staffed properly, along with two outreach outposts (see scenario 5) would offer regional services at 4 sites, all open 7 days a week. (up from the 5-6 days they are currently open. With moving existing staff into these facilities to cover the extra busyness they would encounter with other facilities closed, there would be much movement and position changes, but the number of total layoffs is estimated to be close to 9.

When the Board gives direction, any outlined option(s) or new ones will be verified by the SC City HR and Finance Departments in terms of both financial accuracy and position count.

The restructuring of our Library system to a regional system will be seen as painful ....but all of these scenarios are painful. A regional system will be a system that Santa Cruz County can afford now and in the future, and one that offers excellent information services to a community with the tradition of supporting its libraries.

If we choose to starve our libraries in the hopes that better times will one day come, we will have years of reading rooms instead of libraries. If we choose to balance the budget by reorganizing the Library to meet the demands of 2009-2010, we will have seven-day excellent library services that will serve the information needs of our residents for years to come.

## Scenarios

Note: The cost figures below are estimates only. Once the Board has give direction to staff, they will be confirmed by SC City Finance for dollar savings and by the HR Department for position count. The Library currently has full and part time 131 employees.

- 1) Make the changes at Garfield Park, La Selva Beach, and BC as previously proposed. Continue furloughing library staff at a 10% reduction in salary, plus
  - Keep BC as is
  - Close Felton
  - Cut staff and hours at B40 and Capitola. They would share remaining staff with  
B40 open Tues and Thur 11-7 and Cap open Mon and Wed 11-7 and Sat 12-5
  - Cut Outreach program by eliminating 50% of a librarian I
  - Cut Cataloging and Central Ref staff by eliminating one full time SLA
  - Central, LO, SV, and Aptos all close at 7pm rather than 8 pm (to concentrate staff to handle the extra business they will take on)





Summary: Estimated 15 positions. Estimated Savings \$530,000

- 2) Make the changes at Garfield Park, La Selva Beach, and BC as previously proposed. Continue furloughing library staff at a 10% reduction in salary, plus
- Cut staff and hours at Felton and BC. They would share remaining staff  
BC open Tues and Thur 11-7 and Sat 12-5  
Felton open Mon and Wed 11-7
  - Cut staff and hours at B40 and Capitola. They would share remaining staff  
B40 open Tues & Thur 11-7 and Cap open Mon & Wed 11-7 and Sat 12-5
  - Outreach goes from 25 to 18 Bookmobile stops, still do homebound service  
Jail service, assisted living, Hope Services, and nursing homes  
Cut one full time driver to 20 hours  
Cut one fulltime Lib to 20 hours
  - Cut one Senior Library Asst, in cataloging
  - Central, LO, SV, and Aptos all close at 7pm rather than 8 pm (to concentrate staff to handle the extra business they will take on)
- Summary: Estimated: 18 positions Estimated savings: \$520, 000

- 3) Make the changes at Garfield Park, La Selva Beach, and BC as previously proposed. Continue furloughing library staff at a 10% reduction in salary, plus cut the larger, regional branches
- Live Oak cut to 36 hours from 45 hours by eliminating staff  
Mon-Tues 11-6:30, Thurs 10-6:30 Fri closed Sat 12-5  
Cut 1 LA, 1 20 LA, 1 25 SLA
  - Scotts Valley cut to 37 hours from 43 hours by eliminating staff  
Mon 12-6, Tues 10-6, Wed 12-6, Thurs 10-6, Fri Closed, Sat 11-5  
Cut 1 SLA, cut 30 HR LA to 20 hours, cut 40 hour clerk to 20 hours
  - Aptos cut to 38 hours from 47 hours by eliminating staff  
Mon-Thur 11-7, Fridays closed, Sat 12-5  
Cut 1 clerk, 1 20 hr LA, reduce 2 25 hour SLAs to 20 hr, cut 30 hour clerk to 20 hours
  - Central cut to 47 hours from 58 hours by eliminating staff and  
Shortening evening hours to concentrate staff at busier times. TS staff who work at Central reduced in next 2 cuts as well
  - Cut 1 Senior Library Asst in Cataloging
  - Cut 20 hours from one fulltime processing clerk
  - Cut one 24 Admin Asst. at HDQ

Summary: Estimate 22 people affected with position and hours cut. Save: \$505,052



- 4) Cut all branches. And continuing furloughing staff at 10%
- BC and Felton staff cuts and share remaining staff. Cut 1 SLA, 1 LA, 1 26 hour clerk
    - BC cut from 32 to 21 hours  
Open Mon 12-7, Wed 11-7, and Sat 11-5
    - Felton cut from 32 ours to 12 hours  
Open Tues 12-7 and Thurs 12-7
  - SV goes from 43 hours to 34 hours
    - Tues, Wed, Thurs 10-7, Sat 10-5  
Cut 1 clerk, reduce 30 LA to 20 hours
  - Cap, B40, and GP share staff and reduce hours
    - Cap from 37 hours to 21 hours  
Mon 12-7, Wed 11-7, Sat 11-5
    - B40 from 37 hours to 24 hours  
Tues, Wed, Thur 11-7
    - GP from 28 hours to 12 hours  
Tues, Wed, Thurs 3-7
 Cut 2 SLAs, 1 clerk, 1 20 hour clerk, 2 25 hours Las
  - Outreach bookmobile stop cut to 18 stops and some services  
Cut 1 clerk to 20 hours, cut 1 driver to 20 hours, cut 1 Lib to 30 hours
  - LO goes from 45 hours to 34 hours
    - Tues, Wed, Thur 10-7, Sat 10-5  
Cut 1 clerk, 1 20 hour clerk, cut 5 hours for two part time SLAs)
  - Aptos goes from 47 hours to 34 hours
    - Tues, Wed, Thurs 10-7, Sat 10-5  
Cut 1 clerk, 1 20 hour LA, cut 20 hours of Lib clerk time from other clerk positions.
  - LSB goes from 28 hours to 14 hours  
Open Tues 1-7 and Thurs 10-6  
Cut 1 SLA and 1 20 hour clerk, (1 LA and 1 20 hour clerk from Aptos would come to LSB to cover)
  - Cut one SLA from Cataloging
  - Cut one clerk in TS processing
  - Cut 24 hour Admin Asst at HDQ
  - Central goes from 51 to 46 hours  
Sunday 1-5, Mon 12-7, Tues, Wed, Thur 10-7, Sat 10-5  
Cut one 20 hour Lib II, cut one 20 hour circ aide
- Summary Estimate 30 positions affected Estimated Savings:  
\$1,008,000





5) Furlough no staff. Increase the regional libraries Aptos, LO, and SV to 7 days a week service. Move Young Adult services into Central from GP and Genealogy to GP, Close Fel, Cap, B40, LSB  
Keep service to the most geographically isolated branch (BC) and service to those unable to use traditional library service---the outreach program. Both with some reductions

- BC open Tues and Thurs 2-7 and Sat 1-5
- Outreach. No changes from existing services
- Aptos Mon-Fri 11-7, Sat and Sun 1-5
- LO Mon-Fri 11-7, Sat and Sun 1-5
- SV Mon-Fri 11-7, Sat and Sun 1-5
- Central Mon-Fri 11-7, Sat 10-5, Sun 1-5

Some staff from closed Tier Is are transferred to Aptos, LO, and SV

Staffing for LO, Aptos, SV:

4 Las, 2 SLAs & one 20 hour SLA, 4 clerks, and 4 part time clerks,  
2 Lib IIs, and 1 Lib III

- New staffing pattern at BC plus 1 20 hour SLA and 1 20 hour LA
- Cut in TS, One SLA in cataloging,
- Cut one 24 hour Admin Asst. II

Summary: Net loss of positions—est 7-9, Est Savings: \$506,724





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[48] CONNECTION MAG	NORMAL	11, 9:51	2'49"	6	* O K	BRDCAST
[50] MIDCOUNTY	NORMAL	11, 9:54	2'47"	6	* O K	BRDCAST



SANTA CRUZ - PUBLIC  
LIBRARIES  
A City County System

Budget Memo Addendum for 5/11/09 Meeting

5/8/09

TO: LIBRARY JOINT POWERS AUTHORITY BOARD

FR: ACTING DIRECTOR OF LIBRARIES

RE: LIBRARY BUDGET—CLOSING THE GAP BETWEEN REVENUES AND EXPENSES.

The Library System is facing an economic crisis as sales tax and property tax plummet and expenses do not.

Projected income has fallen to \$11,355,000, but expenses for the coming year are still too high—at \$12,597,670. In addition, the library is running a deficit in the current year in spite of furloughing staff, closing Fridays, cutting the book budget, eliminating interlibrary loan services, raising late fees, etc.

**The 2008-2009 Deficit** The deficit in the current year is smaller than was anticipated in March, but often during any month the library does not have enough cash to cover all incoming bills and must borrow.

One option staff has given the Board to meet this ongoing problem, is to take \$600,000 from the Book and Media budget for one year only in 2009/10. That would drop the book budget down to \$332,000, the lowest in last two decades. Staff would not recommend this again for 2010-2011, but as a one time only transfer, it would make the system financially stable as it then looks at how to close the 2009-2010 deficit that looms. Sales tax and property tax dropped in 2009-2010 while the library was unable to save the 5% predicted through the traditional means of unfilled positions. In addition a 2% savings in supplies and services on a budget that had minimal funds in these areas was a hope that did not materialize.

#### **2009-2010**

On the tax and property tax projections have the library revenue falling even further for



## \*\* Transmit Conf. Report \*\*

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May 11 2009 8:51

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