



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

LIBRARY JOINT POWERS AUTHORITY BOARD

Monday, June 1st, 2009  
Santa Cruz County Board Chambers  
701 Ocean Street, Room 525  
Santa Cruz, CA 95060

NOTE: The Library Financing Authority will meet at 7:15 PM.

7:30 PM PUBLIC MEETING

1. ROLL CALL
2. APPROVE AGENDA
3. APPROVE MINUTES
  - A. MAY 11, 2009
  - B. MAY 18, 1009
4. ORAL COMMUNICATIONS
5. CONSENT AGENDA
6. WRITTEN COMMUNICATIONS
  - A. Letter and Emails from the Public
  - B. Library Financing Authority Revised Revenue Estimates for 2008-09 and 2009-10
7. REPORTS OF ADVISORY BODIES
8. MEMBER REPORTS
9. STAFF REPORTS
  - A. LibLime Five Year Costs
10. OTHER BUSINESS

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

- A. Conduct Public Hearing on the FY 2009-2010 Operating Budget & Adopt FY 2009-2010 Library Budget

NOTE: Complete budget binders are included for the Joint Powers Board members. Summary documents are included in the Agenda packet available to all others. A complete set of budget documents are available upon public request.

- B. Review and Approve Resolutions Adopting FY 2009-2010 Operating Budget, eliminating positions, and transferring and appropriating various trust fund revenues as follows:

- Appropriate McCaskill Trust for Local History Funds
- Appropriate McCaskill Trust for the Visually Impaired Funds
- Appropriate Finkeldey Trust Funds
- Appropriate Richardson Trust Funds
- Transfer Felton Branch Contingency Funds
- Elimination of Library Positions
- Transfer of Library Positions
- Reduction in Hours for Library Positions

- C. Direct the City Human Resources Department to negotiate the continuation of a 10% furlough of all Library Employees for FY 2009-2010

- D. Adopt new branch hours effective July 1, 2009

## 11. NEXT MEETING TOPICS

The next scheduled meeting is Monday, July 13, 2009.

NOTE: June 8<sup>th</sup> and June 15<sup>th</sup> are tentative meeting dates for continuation of the budget discussion if necessary.

## 12. ADJOURN

The Library Joint Powers Authority Board will adjourn from the regularly scheduled meeting of June 1, 2009 to the next regularly scheduled public meeting on July 13, 2009 at 7:30 pm in the Community Meeting Room of the Central Branch Library.

The Santa Cruz City-County Library System does not discriminate against persons with disabilities. Out of consideration for people with chemical sensitivities, the Library requests that you attend fragrance free. The Central Branch Library is a fully accessible facility. If you wish to attend this public meeting, and you will require special assistance such as sign language or other special devices in order to attend and participate, please call (831) 420-5600 seventy-two (72) hours prior to the event to make arrangements for assistance. Upon request, agendas for public meetings can be provided in a format to accommodate special needs.

SANTA CRUZ PUBLIC LIBRARIES  
A CITY-COUNTY SYSTEM

LIBRARY JOINT POWERS BOARD

MINUTES

May 11, 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 MAY 11, 2009

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

**that the Board approve the agenda of May 11, 2009 with the following changes: move agenda item #9 Other Business up on the agenda to proceed item #5 Oral Communications. Also to hear item #9B before item #9A.**

UNAN

III. APPROVE MINUTES OF APRIL 6, 2009

**Councilmember Reed moved, seconded by Councilmember Rotkin**

**that the Board approve the minutes of April 6, 2009.**

UNAN

IV. CONSENT AGENDA

None

V. ORAL COMMUNICATIONS

A. Susan Heinlein announced legislative advocacy postcards asking the legislature not to take 8% of property tax away from counties. Postcards are available through the Friends and will be available at the library branches.

B. Announcement of the New Library Director

## VI. OTHER BUSINESS

### A. Elimination of Library Positions

Susan Elgin summarized the financial state of the library system as well as the scenarios proposed by library staff. She reported that the budget shortfall for this year is due partially to falling sales and property tax revenues. The revenue shortfall amounts to approximately \$1.077 million. The FY 2008-09 Budget expected a 5% savings in personnel and a 2% savings in supplies, these savings have not been realized. The projected budget gap for FY 2009-2010 is \$1.269 million. In November the Board realized budget problems and in January library staff agreed to furlough, taking a 10% cut in pay for full time employees. Also in January, the book budget and other items were cut in an effort to bring savings to this year's budget. The library budget continues to experience a shortfall and does not have a cash reserve.

The proposed scenarios are:

#### Scenario 1

- 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)

#### Scenario 2

- 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)

#### Scenario 3

- 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

#### Scenario 4

- 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

Scenario 5

- 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

Subsequently 54 members of the public spoke, 15 of them being children and teens, for 2 minutes each regarding the proposed closure of the Garfield Park and La Selva Beach branch libraries. Fifty-one of the 54 speakers were in favor of keeping the branches open. There were also several petitions signed by residents and students in support of keeping the branches open. **A list of the speakers and petitions is available upon request at the Library Administrative offices.**

Councilmember Rotkin thanked the public for their concern and the tone of the meeting. Rotkin commented that all options should be available for the Board to discuss and that all county residents should be notified that other scenarios are going to be proposed in order to give them the opportunity to speak on behalf of their branch/community. Councilmember Rotkin would like to see the effects of a one year cut in the book budget at different levels. Rotkin stated he would like to see a balanced level of library service but is not in favor of keeping branches open at the expense of not having the ability to offer higher quality information in a centralized location. Councilmember Rotkin concluded by stating that he would like the Acting Director to return to the Board with scenarios of how to close the budget gap so that the Board has ample information to make difficult decisions.

Councilmember Beiers also thanked the public who came to show support of the libraries and spoke publicly. Beiers stated she would like to see specific proposals come back to the Board in June in order to make a final decision about the budget. She also reiterated a public comment that was made which was "prune to recover". Councilmember Beiers stated she would like to assume there is going to be recovery and ask that drastic measures not be taken in order for the Board to reverse decisions when/if the appropriate time presents itself.

Supervisor Stone stated that he would also like to narrow down the budget options and is not in favor of closing branches. He would like the Board to be conservative in their decisions

so that there is some place to build back from when the time is right. If branches are cut and the financial situation becomes brighter, the library system will have come out of the experience a much different library system, which is not his intention. Stone would like to find a way to hold on to branches and spread the cuts. He would also like the Acting Director to look at the employee ranks and make sure appropriate cuts are made for the services provided and size of the library. Supervisor Stone's final comment was to have the Acting Director come back with more detail on the scenarios and to better understand the implications on staff in providing library services at the branches.

Citizenmember Gerdt commented that she also likes the phrase "prune to recover". Gerdt believes that a regional system would take many discussions and community input in order to be properly implemented. She does not feel this is something that can be achieved in the short term. Gerdt would like to see cuts spread across all branches and the book budget cut in order to give branches the opportunity to be open more.

Councilmember Storey stated that he came to the meeting in order to narrow the focus and drill down the direction in which the Board would like to go. He also commented that he would like the focus to be on spreading cuts across the system so that branch libraries can be maintained. In addition, he commented that the process should be a community effort so that particular neighborhoods do not feel targeted and disenfranchised. Mr. Storey does not feel that strategic decisions need to be made now and would like the discussions regarding strategic planning to be made with the new Library Director. Councilmember Storey concluded his comments by recognizing the need to make sure library staff are not burdened by decisions made that will increase library branch traffic with less open hours.

Supervisor Leopold commented that he sees the library branch system as developing important relationships with families and communities. Leopold also stated that he has always had the philosophy that it is best to trim wherever possible to let something grow back when the budget gets better. He is concerned that if branch libraries are closed the doors could reopen but the community it serves would take much longer to restore. He also does not favor cutting employee hours resulting in lost benefits or reducing pay to the point where employees struggle financially. Leopold would be in favor of looking at a portion of the book budget to help fill the budget gap as well as looking at the level of on-call staffing. Supervisor Leopold would like the Board to consider looking at a shared burden across the system rather than restructuring the library system.

Citizenmember Poitinger thanked the public and library staff. She also reiterated a comment she heard during public testimony, which was to not let a crisis dictate a philosophical change. Ms. Poitinger is also in favor of spreading cuts across the system and thinks it is the best option to explore. However, she feels that the community and the Board need to have a discussion on whether the cuts will be long term and whether they will be sustainable. The long-term goals of the library need to be discussed but do not need to be discussed at this crucial time. Poitinger was also impressed by the level of volunteerism and hopes that people do follow up with the library. In addition, Poitinger believes the book budget should take minimal cuts and would like to re-visit restoring the ILL system because it does benefit the whole system.

Councilmember Reed thanked the public for their passion and commitment to the library system. He believes the new director will have the opportunity to make future decisions for the library system as a whole. At that time, the Board can discuss the attributes of having neighborhood libraries and how that will effect the rest of the library system. Reed reported that nine months ago, in June 2008, the system had just come off the two best years the system had in terms of sales tax revenue. The budget passed for FY 2007-08 was barely balanced and no reserves were budgeted. A common budgetary practice is to budget for a 5-10% reserve. The library has no reserve. Councilmember Reed stated that a library's new materials budget should be between 14-15% but that our library system is budgeting only 8% for new materials. The budget is currently set far below what is optimal among the following library services: ILL System, library technology, staff training, and library programming. Mr. Reed also commented that there are not too many models with our population, population density, and small size that have as many library branches as we currently have in the system. If the Board decides to go ahead and have a large number of neighborhood libraries then there will have to be decisions made to accommodate for this financial decision. Mr. Reed concluded his remarks by stating that the budget adopted nine months ago that was relatively heavy on branches and not on other library services was actually not a balanced budget. Before this downturn in the current economy, the library was spending more than it was bringing in and living beyond its means. Mr. Reed is in favor of pruning to minimize staff layoffs in order to grow and build a strong library system for the future.

Citizenmember Gorson thanked the public for their comments. She values libraries and the service they provide but believes that going forward the library structure will need to be revisited. This discussion may not happen in time for this budget but will need to take place in the near future. The library system has been living on the financial edge for quite some time and because of that reason small changes in the economy make it very hard for the library to cope financially. Ms. Gorson stated that she has been on the Board for five years and has seen the Board take action to close small budget gaps. These savings have been realized through shutting down the system during the holidays in order to save on staffing costs and reducing library branch hours throughout the system. Ms. Gorson believes we have an unstable system where library staff and residents are jerked around from year to year to achieve costs savings for the library. She would like to see the Board stabilize the system. Currently the personnel costs for the system are around 70% and the materials budget has been around 8% so cuts are hard to make without looking at personnel costs. A neighborhood branch costs the system more in personnel compared to larger branches due to economies of scale. The Board needs to have a philosophical discussion about what library services are important to the system. The Board has adopted system-wide standards but the system has failed to achieve staffing standards, open hour standards, and materials budget standards for the system as a whole. The Board needs to decide how the library should move into the future and how to position the system to serve all county residents. Gorson concluded by saying that the last thing she would be in favor of cutting is Outreach. She stated that the Outreach services truly provide for the people who need the system the most. She is in favor of keeping as many options open as possible and having the new library director engage in long term strategic planning.

Councilmember Reed commented that citizens could develop special districts, which would help establish dedicated funds for neighborhood branches. California code §53313,



Community Facilities District, which may be established to finance any one or more of the following types of services within an area: police protection services, criminal justice services, recreation program services, and library services. Councilmember Reed has spoken with John Barisone, City Attorney, and has asked that he be available to speak to any resident who would be interested in pursuing this for his or her own area.

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

**that the Board move to direct library management to return with a plan that does not close a branch and meets the current budget gap of \$1.25 million.**

**AYES: Beiers, Storey, Stone, Gerdt, Rotkin, Leopold  
NAYES: Poitinger, Reed, Gorson**

B. Consider Draft Budget FY 2009-2010 Budget

Susan Elgin, Acting Director, summarized the draft budget for FY 2009-2010.

Supervisor Leopold commented that he would like to have the City's Finance Department revisit the debt interest charged to the library for a loan the City provided in order to cover the library's negative cash balance. The finance department should bare some responsibility for the financial oversight of the library system.

Jack Dilles, City Finance Director, will bring Supervisor Leopold's proposal back to the City for discussion.

Councilmember Reed still has questions about fiscal control and the oversight that is in place to make sure the library can achieve better financial policies.

Citizenmember Poitinger would like to see KOHA fully funded and monies taken out of the book budget if necessary.

Dan Landry, Network Access Administrator, reported to the Board the current technology challenges that the library faces. The library will be the last library system in the country still using DRA Classic and the library is approaching a challenge in hosting the system on the current hardware. Mr. Landry commented that the ILS system and the website are positioned in the system as another branch library. If we were to purchase an ILS system in a more normal fashion, the costs would be between \$400,000 and \$500,000. The choice has been made to develop an open source system that is less costly overall but the money spent so far, \$25,000-\$30,000, is not sufficient. The vendor that the library is working with has been extremely accommodating in agreeing to re-write the library contract in order to spread initial development costs over a five year period. In order to move forward with this project the library needs to be able to contribute to the development of this project. His recommendation to the Board is that a minimum of \$25,000 be budgeted in order to contribute to this project and participate in a system that will work for the library. Mr. Landry hopes the Board does not underestimate the contribution that the technology provides to the library system. If the library does not migrate over to the new system, there will not be a platform to deliver any library services.

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

**that the Board authorize library staff to budget \$25,000 for the development of the KOHA project for FY 2009-2010.**

**AYES: Stone, Leopold, Rotkin, Beiers, Gerdt,  
Gorson, Poitinger, Reed  
NAYES: Storey**

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

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

**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.**

**UNAN**

D. Public Library Staff Education Program Grant Award

**Councilmember Beiers moved, seconded by Supervisor Leopold**

**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.**

**UNAN**

E. Continuation of May 11, 2009 Agenda Items

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

**that the Board move to continue all the unfinished agenda items.**

**UNAN**

XI. NEXT MEETING

June 1, 2009

XII. ADJOURN

The regular meeting adjourned at 11:25 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Kira Heniff". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Kira Heniff, Clerk of the Board

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



SANTA CRUZ PUBLIC LIBRARIES  
A CITY-COUNTY SYSTEM

LIBRARY JOINT POWERS BOARD

MINUTES

May 18, 2009

Central Branch Community Meeting Room  
224 Church Street, Santa Cruz

8:30 AM PUBLIC MEETING

I. ROLL CALL

Present: Supervisor John Leopold, Citizen Nancy Gerdt, Citizen Barbara Gorson, Councilmember Katherine Beiers, Citizen Leigh Poitinger

Absent: Councilmember Jim Reed, 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 MAY 18, 2009

**Citizenmember Poitinger moved, seconded by Supervisor Leopold**

**that the Board approve the agenda of May 18, 2009.**

**UNAN**

**Absent: Reed, Rotkin, Stone,  
Storey**

III. ORAL COMMUNICATIONS

None

IV. OTHER BUSINESS

A. CLOSING ALL BRANCHES EARLY ON JUNE 1, 2009

**Councilmember Beiers moved, seconded by Supervisor Leopold**

**That the Library Joints Powers Authority Board schedule its next meeting for Monday, June 1, 2009 at 7:30PM. Location to be determined.**

**UNAN**

**Absent: Reed, Rotkin, Stone,  
Storey**

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

**That the Library Joint Powers Authority Board tentatively schedule meeting for June 8 and June 15, 2009 for continuation of budget discussions if necessary.**

**UNAN**

**Absent: Reed, Rotkin, Stone,  
Storey**

**Citizenmember Poitinger moved, seconded by Citizenmember Gerdt**

**That the Library Joint Powers Authority Board authorize the tentative early closure of the Central Branch library to hold its June 1<sup>st</sup> meeting as a last resort location. The Central Branch library would be closed at 6 PM on June 1<sup>st</sup> in order to set up for the Board meeting held later that night.**

**UNAN**

**Absent: Reed, Rotkin, Stone,  
Storey**

XI. NEXT MEETING

June 1, 2009

XII. ADJOURN

The regular meeting adjourned at 9:05 a.m.

Respectfully submitted,



Kira Henifin, Clerk of the Board

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

**Susan Elgin**

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**From:** WEBMASTER  
**Sent:** Monday, May 11, 2009 8:22 AM  
**To:** 'web2suggestions@santacruzpl.org'  
**Subject:** FW: Patron Comment or Suggestion

Forwarding from Webmaster inbox.

-----Original Message-----

**From:** colby@docktorcat.com [mailto:colby@docktorcat.com]  
**Sent:** Sunday, May 10, 2009 11:42 PM  
**To:** Webmaster  
**Subject:** Patron Comment or Suggestion

The following message has been received from:

**NAME:** John Colby

**PHONE NUMBER:** 831-471-9767

**EMAIL ADDRESS:** colby@docktorcat.com

=====  
I believe there are other patrons like me who would like to be able to donate money to the operation of the library — not just to acquire new books.

I suggest having your staff or volunteers from Cruzio add an online donation page to your website. Just like people do for non-profits and political causes, they could donate once or set up periodic donations from their credit cards.

This kind of donation has become de facto fundraising in the non-profit and political worlds.

Perhaps it could be used to help the SCPL through tough times, by patrons who care, who are willing to help.

=====

Susan Elgin

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From: WEBMASTER  
Sent: Monday, May 11, 2009 8:30 AM  
To: 'web2suggestions@santacruzpl.org'  
Subject: FW: Patron Comment or Suggestion

Forwarding from Webmaster mail.

-----Original Message-----

From: deannadorsa@cruzio.com [mailto:deannadorsa@cruzio.com]  
Sent: Monday, May 11, 2009 7:48 AM  
To: Webmaster  
Subject: Patron Comment or Suggestion

The following message has been received from:

NAME: Deanna Dorsa

PHONE NUMBER: 684-0852

EMAIL ADDRESS: deannadorsa@cruzio.com

=====

Re: meeting tonight, May 11

This is in favor of the plan announced by the administration:

The "Santa Cruz Sentinel" and others have misinterpreted the facts.

I've often taken my granddaughters to the Central Library over many years and we've never had an unpleasant encounter with people purported to be criminals in one Sentinel tale. (except that my Bonny Doon granddaughters have come in contact with another part of the "real world" and sometimes have expressed sympathy for some people whom they have noticed.)

People in La Selva Beach and near Garfield Park usually drive or bus or bike to shop for necessary groceries, so it is not such a burden to use other branches.

La Selva Beach has posted a sign with a plea for a petition that has been available in at least 2 places, including the branch itself and patrons and others have been approached to sign the petition titled: "Save the La Selva Beach Library" which is an untruth because the hours simply have been cut temporarily.

Please do not give away my name, because I'm already treated as a traitor.

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**Susan Elgin**

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**From:** WEBMASTER  
**Sent:** Monday, May 11, 2009 8:33 AM  
**To:** 'web2suggestions@santacruzpl.org'  
**Subject:** FW: Patron Comment or Suggestion

Forwarding from Webmaster mailbox.

-----Original Message-----

**From:** mjnorberg@yahoo.com [mailto:mjnorberg@yahoo.com]  
**Sent:** Monday, May 11, 2009 8:19 AM  
**To:** Webmaster  
**Subject:** Patron Comment or Suggestion

The following message has been received from:

**NAME:** Marilyn Norberg

**PHONE NUMBER:** 831 426-1032

**EMAIL ADDRESS:** mjnorberg@yahoo.com

=====  
I would like to protest the proposed closing of Garfield Park Library. I use that library all of the time as it is so much closer to my home-Bonny Doon. I appreciate the time and energy the staff gives to me-and especially to the children using this branch. It is a priceless resource for the Westside-and we should all be more "local" anyway with the concerns about global warming.  
=====

**Susan Elgin**

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**From:** WEBMASTER  
**Sent:** Monday, May 18, 2009 9:26 AM  
**To:** 'web2suggestions@santacruzpl.org'  
**Subject:** FW: Santa Cruz Public Libraries - Patron Comment or Suggestion

Forwarding from Webmaster box.

-----Original Message-----

**From:** tjmarini@hotmail.com [mailto:tjmarini@hotmail.com]  
**Sent:** Sunday, May 17, 2009 10:06 PM  
**To:** Webmaster  
**Subject:** Patron Comment or Suggestion

The following message has been received from:

**NAME:** Thomas & Laura Marini

**PHONE NUMBER:** 831 458-3450

**EMAIL ADDRESS:** tjmarini@hotmail.com

=====  
Garfield Branch Library was my library as a child growing up, and it was a wonderful place, a book palace. It remains the locus of very happy memories and made me a life long reader; now after a long hiatus it is again my branch library. Although of course I have other recourse, yet I have observed the several important ways it serves the current crop of neighborhood children and teenagers and the relationship they have with staff and I just want to remind the board what a precious resource a local branch/staff is to a neighborhood and how irreplaceable. The decision to close a branch or convert it to other use represents a terrible loss. Budget crises cycle and in my view it would be very shortsighted to dismantle any part of the the branch network for near-term savings; penny wise, pound foolish. I for one would pay an extra property tax assessment to support the library system. I certainly rank libraries very high in the priorities for city/county services; I would certainly rather give up say street sweeping for example. I urge you to reconsider!  
=====

**Kira Henifin**

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**From:** Susan Elgin  
**Sent:** Tuesday, May 26, 2009 9:36 AM  
**To:** Kira Henifin  
**Subject:** For the Board Packet : Santa Cruz Public Libraries - Patron Comment or Suggestion

-----Original Message-----

**From:** Merritt Taylor  
**Sent:** Tuesday, May 26, 2009 9:35 AM  
**To:** Susan Elgin  
**Subject:** FW: Santa Cruz Public Libraries - Patron Comment or Suggestion

-----Original Message-----

**From:** WEBMASTER  
**Sent:** Thursday, May 21, 2009 8:40 AM  
**To:** 'web2suggestions@santacruzpl.org'  
**Subject:** FW: Santa Cruz Public Libraries - Patron Comment or Suggestion

-----Original Message-----

**From:** mclaren\_351@hotmail.com [mailto:mclaren\_351@hotmail.com]  
**Sent:** Wednesday, May 20, 2009 6:28 PM  
**To:** Webmaster  
**Subject:** Santa Cruz Public Libraries - Patron Comment or Suggestion

The following message has been received from:

**NAME:** R. Jesse McLaren

**PHONE NUMBER:** 831-419-5273

**EMAIL ADDRESS:** mclaren\_351@hotmail.com

=====  
Regarding our current budget issues, I'd like to cast my vote for fully staffing the four primary branches, at the cost of temporarily closing others. I realize this is an unpopular opinion, but I honestly feel the patrons will be better served this way, as well as making it more convenient (& less expensive) for the system itself.  
Thank you.

=====

MAY 19 2009

**Dr. Joan Zimmerman**  
507 Woodrow Avenue, Santa Cruz, CA 95060

Susan Elgin, Acting Library Director  
Santa Cruz Public Libraries  
Administration Headquarters  
117 Union St., Santa Cruz, CA 95060

May 17, 2009

Dear Acting Director Elgin,

Thank you for your work-in-progress, to propose alternate comparative budgets that will keep open all the branch libraries including Garfield Park. In your proposals, please:

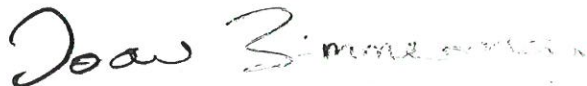
- Include income by charging for the 20,000-per-year Requested-and-Unpicked-Up items. Patrons that waste library resources in this way should pay. I suggest \$2 per item, resulting in \$40,000 per year income. Patrons of other library systems (e.g. Palo Alto) are charged at least \$1 per item.
- Provide budgets that make comparable savings of our target (\$1.3 M?). The handout on May 11<sup>th</sup> had four budgets that saved \$0.5M and one that saved \$1.0M.
- In some of your scenarios, include system-wide salary cuts for employees that remain: a 15% company-wide cut is comparable with what I recall experiencing in the computer business over the last 30 years (particularly Tandem and Compaq).
- From the Santa Cruz County salary database for 2008, I see that we pay four "LIBRARIAN IV" positions between \$92,512 and \$117,029. This is astonishingly high. Seven "LIBRARIAN III" positions are listed with salaries \$68,353 to \$77,733. It is sad that reductions must be made, but do be sure to release some of these higher-pay people. Similarly, proportional cuts should be made in non-librarian administration.
- Merit increases and COLAs should be frozen until the revenue stream improves.

Our County voters made permanent the quarter-cent sales tax dedicated to public library service in June 2008. I hope you appreciate that we were approving a system with strong branch libraries in a thriving network system.

We did not vote in support of branch libraries being disbanded and the Public Libraries' centralization as a "regional" system. Were that to happen, voters like myself would be interested in revoking sales-tax support of public library service.

Looking forward to hearing your proposals at the June 1st meeting.

Yours truly,



Joan Zimmerman, D. Phil.



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# County of Santa Cruz

## COUNTY ADMINISTRATIVE OFFICE

701 OCEAN STREET, SUITE 520, SANTA CRUZ, CA 95060-4073  
(831) 454-2100 FAX: (831) 454-3420 TDD: (831) 454-2123

SUSAN A. MAURIELLO, J.D., COUNTY ADMINISTRATIVE OFFICER

May 20, 2009

AGENDA: June 1, 2009

BOARD OF DIRECTORS  
Library Financing Authority  
224 Church Street  
Santa Cruz, California 95060

### REVISED REVENUE ESTIMATES FOR 2008-09 AND 2009-10

Dear Members of the Board:

The purpose of this letter is to provide your Board with revised estimates of the funds available to the libraries for 2008-09 and 2009-10. The revised estimates are based on the most recent data on sales and property tax revenues and updated population numbers for the service areas of the Santa Cruz City/County Library System and the Watsonville Library.

The revised revenue estimates provide for a significant reduction in revenue available to the libraries from the sales tax and property tax and reflect the continuing effects of a severe recession. The revenue estimates were developed over the past few months in consultation with the Finance Director of the City of Santa Cruz, the Administrative Services Director for the City of Watsonville, the Acting Director of Libraries for the Santa Cruz City/County Library System and the Director of Libraries for the Watsonville Library.

The major elements of the estimated revenues are sales tax and property tax.

#### Sales Tax Estimate

In developing the sales tax projection we considered historic data and forecasts for the California Economy by the State Department of Finance and UCLA Anderson Forecast. Table 1 below shows the history of the percent change for Sales Tax receipts for the first three quarters of 2008-09 and our best estimate for the last quarter of 2008-09 and for the four quarters of 2009-10.

**Table 1  
Percent Change in Sales Tax Revenue by Quarter  
For the Library Financing Authority**

Fiscal Year	Quarter	% Change from Same Quarter Previous Years	Note
2008-09	1st	-3.2%	Actual
2008-09	2nd	-2.6%	Actual
2008-09	3rd	-11.8%	Actual
2008-09	4th	-12.0%	Estimate
2009-10	1st	-12.0%	Estimate
2009-10	2nd	-12.0%	Estimate
2009-10	3rd	0.0%	Estimate
2009-10	4th	0.0%	Estimate

The Sales Tax estimate in Table 1 provides for a significant decrease through the end of 2009 calendar year and no growth for 2010. This estimate is generally consistent with the UCLA Anderson Forecast which calls for a very weak 2009 and no growth until the end of 2010.

Attachment 1 of this letter includes tables and graphs which provide a history of quarterly receipts for the Library Sales Tax and our estimates for the remainder of 2008-09 and for 2009-10.

**Property Tax Revenues**

A major financing element for the Maintenance of Effort Contributions is the County Library Fund which receives allocated taxes. The recommended amount for the Maintenance of Effort Contributions reflects a decrease in revenue as a result of an anticipated 2.8% reduction in the assessment role; correction of previous property tax overpayments; and a reduction in supplemental property taxes as a result of the recession.

**Revised Revenue Estimate for 2008-09**

Table 2 provides revised revenue estimates for 2008-09. In summary, the 2008-09 revenue estimate is \$378,941 less than the January estimate primarily as a result of declining sales tax revenues.

**Table 2  
Revised Revenue Estimates for 2008-09**

(1) Item	(2) 2008-09 (Jan. Est.)	(3) 2008-09 (June Est.)	(4) Change
<b>Revenue</b>			
■ Maintenance of Effort Contributions	\$ 7,193,400	\$ 7,132,905	\$ (60,495)
■ Net Sales Tax Revenue	7,871,887	7,553,441	(318,446)
■ Interest Earnings	15,000	15,000	0
■ Carry Over	0	0	0
Totals	<u>\$ 15,080,287</u>	<u>\$ 14,701,346</u>	<u>\$ (378,941)</u>
<b>Distribution</b>			
■ Watsonville Library (22.59%)	\$ 3,406,637	\$ 3,321,034	\$ (85,603)
■ Santa Cruz City/County Library System (77.41%)	11,673,650	11,380,312	(293,338)
Total	<u>\$ 15,080,287</u>	<u>\$ 14,701,346</u>	<u>\$ (378,941)</u>

**Revised Revenue Estimate for 2009-10**

Attached is the final revenue estimate for the Library Financing Authority for 2009-10 which includes an updated population estimate for the service area of each of the libraries. The updated population estimate is based on the State Department of Finance's E-1 Report (January 2009 population) which became available on May 1, 2009.

Table 3 shows population percentages used to distribute Library Financing Authority funds for 2008-09 and the percentages for 2009-10.

**Table 3  
Population Percentages for 2008-09 and 2009-10**

Item	2008-09	2009-10	Change
■ Watsonville Library	22.59%	22.51%	-0.08%
■ Santa Cruz City/County Library System	77.41%	77.49%	0.08%
Totals	<u>100.00%</u>	<u>100.00%</u>	<u>0.00%</u>

**LIBRARY FINANCING AUTHORITY  
REVISED REVENUE ESTIMATES ( 2008-09 and 2009-10)**

Table 4 summarizes the difference between the revenue estimates in the Preliminary Estimate for 2009-10 approved by your Board in January and the Final Revenue Estimate for 2009-10 contained in Attachment 2.

**Table 4  
Revised Revenue Estimates for 2009-10**

(1) Item	(2) 2009-10 Preliminary (Jan. Est.)	(3) 2009-10 Final (June Est.)	(4) Change
<b>Revenue</b>			
■ Maintenance of Effort Contributions	\$ 6,840,435	\$ 6,677,983	\$(162,452)
■ Net Sales Tax Revenue	7,979,241	7,242,554	(736,687)
■ Interest Earnings	15,000	5,000	(10,000)
■ Carry Over			0
<b>Totals</b>	<b>\$ 14,834,676</b>	<b>\$ 13,925,537</b>	<b>\$(909,139)</b>
<b>Distribution</b>			
■ Watsonville Library (22.51%)	\$ 3,351,153	\$ 3,134,638	\$(216,515)
■ Santa Cruz City/County Library System (77.49%)	11,483,523	10,790,899	(692,624)
<b>Total</b>	<b>\$ 14,834,676</b>	<b>\$ 13,925,537</b>	<b>\$(909,139)</b>

The 2009-10 Sales Tax estimate is based on the projections shown on page 2 of this letter. The 2009-10 Maintenance of Effort Contribution is based on the reduction in the property tax component of the maintenance of effort payment by the County.

**Repayment of 2001-02 Allocation Error**

As we have previously advised your Board, in 2001-02 there was an error in the allocation of Library Financing Authority funds between the Santa Cruz City/County Library System and the Watsonville Library which went undetected until 2004. Santa Cruz and Watsonville have now agreed on the amount of the allocation error; that the funds will be repaid with interest over the remaining life of the Library Financing Authority Agreement with the first payment occurring in 2008-09; and that the interest payment on the outstanding balance will be computed annually based on the average interest rate for the previous 12 month period for the Local Agency Investment Fund (LAIF) Pooled Money Investment Account (PMIA).



The agreed upon procedure for determining the appropriate annual interest payment provides that:

- in May of each year the Finance Director of the City of Santa Cruz will calculate the effective average interest rate for the previous 12 month period ending in April for the Local Agency Investment Fund (LAIF) Pooled Money Investment Account (PMIA);
- the Santa Cruz City Finance Director will then update the amortization schedule for the following year's August payment and notify the Library Financing Authority of the amount of payment;
- this procedure will be followed until the debt is extinguished.

In accordance with the procedure, for 2009-10 the amount of \$44,225.67 will be subtracted from Santa Cruz's August 2009 Library Financing Authority payment and added to Watsonville's August 2009 Library Financing Authority payment.

**Recommendation**

At this time it is RECOMMENDED that your Board take the following actions:

1. approve the amounts in Attachment 2 as the final 2009-10 revenue estimate; and
2. authorize the Auditor-Controller to decrease the August 2009 Library Financing Authority Payment to the Santa Cruz City County Library System by \$44,225.67, and increase the Watsonville Library Financing Authority payment by a like amount.

Very truly yours,



Pat Busch  
Assistant County Administrative Officer

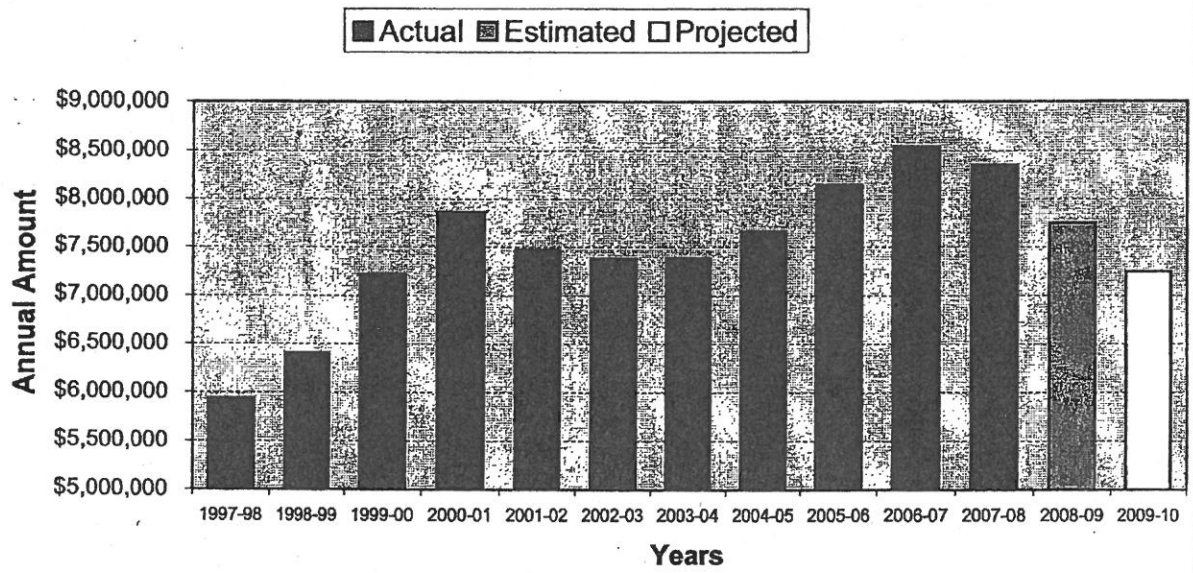
**Attachments**

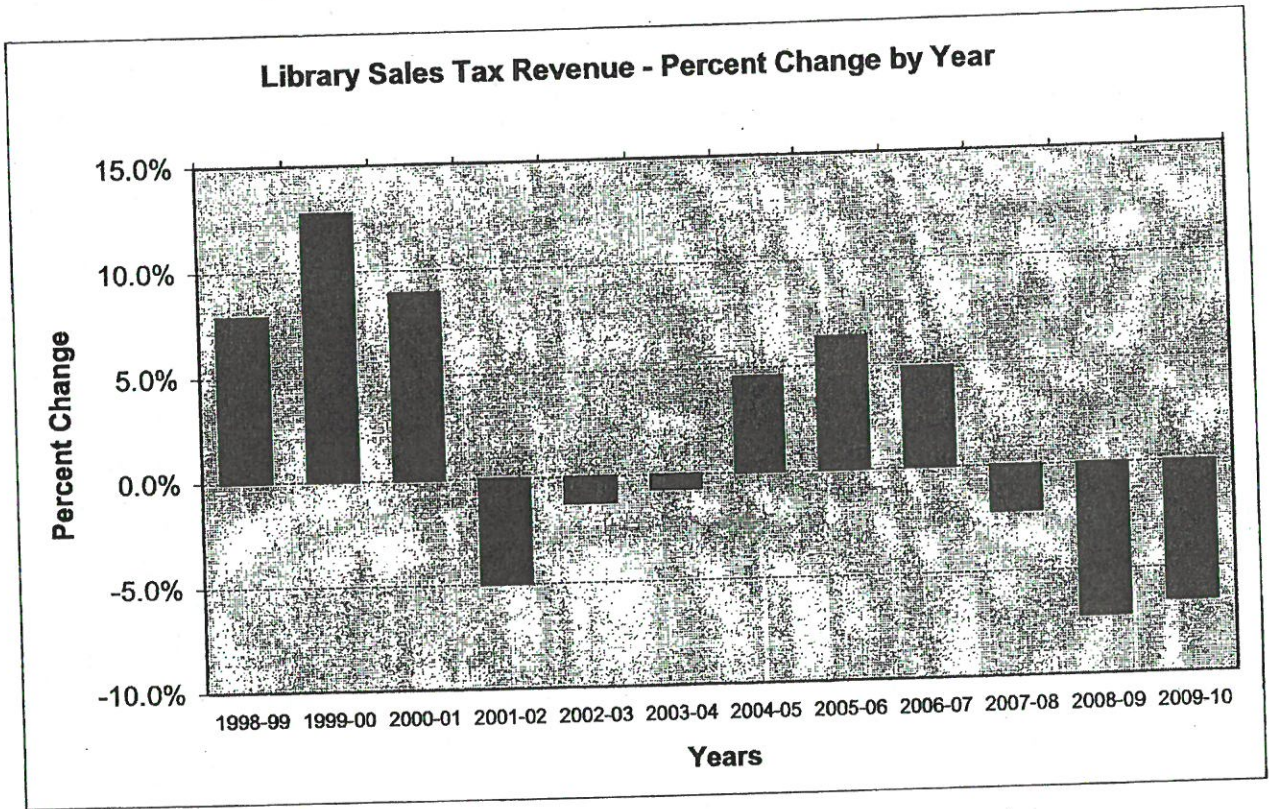
- cc: Acting Director of Libraries, Santa Cruz City-County Library System  
 Library Director, City of Watsonville  
 Auditor-Controller  
 County Counsel  
 Santa Cruz City Manager  
 Watsonville City Manager  
 Santa Cruz Director of Finance  
 Administrative Services Director, City of Watsonville

**Attachment 1**

**Library Sales Tax Revenue - Actual and Estimated**

### Library Sales Tax Revenue - Actual and Estimated Receipts





Library Sales Tax Receipts - Quarterly and Annual

Year	Quarter	Quarterly Actual	June Estimate	Annual		
				Actual	Change	% Change
1997-98	1	\$1,450,903				
1997-98	2	1,533,628				
1997-98	3	1,562,188				
1997-98	4	1,358,294		\$5,935,013		
1998-99	1	1,623,813				
1998-99	2	1,690,893				
1998-99	3	1,525,948				
1998-99	4	1,561,793		\$6,402,447	\$467,434	7.88%
1999-00	1	1,741,273				
1999-00	2	1,862,384				
1999-00	3	1,859,563				
1999-00	4	1,756,389		\$7,219,609	\$817,162	12.76%
2000-01	1	1,986,572				
2000-01	2	2,051,736				
2000-01	3	2,035,286				
2000-01	4	1,789,860		\$7,863,454	\$643,845	8.92%
2001-02	1	1,940,315				
2001-02	2	1,978,436				
2001-02	3	1,787,984				
2001-02	4	1,764,249		\$7,470,984	(\$392,470)	-4.99%
2002-03	1	1,826,667				
2002-03	2	2,032,714				
2002-03	3	1,833,704				
2002-03	4	1,686,660		\$7,379,745	(\$91,239)	-1.22%
2003-04	1	1,833,988				
2003-04	2	1,986,815				
2003-04	3	1,787,501				
2003-04	4	1,712,421		\$7,330,725	(\$49,020)	-0.66%
2004-05	1	1,969,607				
2004-05	2	1,911,909				
2004-05	3	1,983,125				
2004-05	4	1,800,041		\$7,664,682	\$333,957	4.56%
2005-06	1	1,912,226				
2005-06	2	2,298,069				
2005-06	3	2,060,642				
2005-06	4	1,878,281		\$8,149,218	\$484,536	6.32%
2006-07	1	2,124,038				
2006-07	2	2,318,897				
2006-07	3	2,098,577				
2006-07	4	1,998,430		\$8,539,942	\$390,724	4.79%
2007-08	1	2,182,266				
2007-08	2	2,182,896				
2007-08	3	2,035,609				
2007-08	4	1,953,174		\$8,353,945	(\$185,997)	-2.18%
2008-09*	1	2,112,168				
2008-09	2	2,125,649				
2008-09	3	1,795,098				
2008-09	4		1,718,793	\$7,751,708	(\$602,237)	-7.21%
2009-10	1		1,858,092			
2009-10	2		1,870,571			
2009-10	3		1,795,098			
2009-10	4		1,718,793	\$7,242,554	(\$509,154)	-6.57%

\* The amount for the 1st quarter includes the cost of the Measure R Election.  
 Estimated cost of the election was \$275,000. Actual cost of the election was \$198,267.

**Attachment 2**  
2009-10 Revenue Estimate

**2009-10 Final Revenue Estimate**  
**Library Financing Authority**  
**Population Adjustments, Authority Revenues and Disbursements**

	Population <sup>1</sup>	Amount	Adj. <sup>2</sup>	Adj. Amount
<b>Watsonville Library</b>		<b>51,882</b>	<b>8,576</b>	<b>60,458</b>
<b>Library System</b>				
- City of Santa Cruz		58,982		58,982
- County Library Fund				
.. Unincorporated Area		135,936	(8,576)	127,360
.. Scotts Valley		11,764		11,764
.. Capitola		10,073		10,073
Total County Library Fund		157,773	(8,576)	149,197
<b>Total Library System</b>		<b>216,755</b>	<b>(8,576)</b>	<b>208,179</b>
<b>Grand Total</b>		<b>268,637</b>	<b>0</b>	<b>268,637</b>

Library Financing Authority Revenues		Amount
<b>Section 3.1 -</b>	Amount From Maintenance of Effort Contributions	
-	City of Santa Cruz	\$1,394,751
-	City of Watsonville	541,684
-	County Library Fund	4,741,548
Total Maintenance of Effort		\$6,677,983
<b>Section 3.4 -</b>	Amount from Special Tax	7,242,554
Interest Earnings		5,000
Carry Over Amount		0
<b>Distribution Amount</b>		<b>\$13,925,537</b>
-	County-wide Population	268,637
<b>Per Capital Amount</b>		<b>\$51.84</b>

Library Financing Authority Disbursements		Distribution %	Amount
-	Watsonville Library	22.51%	\$3,134,638
-	Library System	77.48%	10,790,899
<b>Total</b>			<b>\$13,925,537</b>

<sup>1</sup> From January 2008 and 2009 Official State Estimates of the Population of California Cities and Counties (Report E-1) published by the State Department of Finance May 1, 2009.

<sup>2</sup> See Section 4.3 of the Library Financing Authority Agreement and the attached population adjustment.

### Population Adjustments

Item	Adjustments	Total	Library System	Watsonville Library
1. Department of Finance Population Estimate for January 1, 2009 (E-1 Report)		268,637	216,755	51,882
2. Section 4.3 (A) Service Area Population Adjustment for 2009-10 of plus 3.1926% for the Watsonville Library and minus 3.1926% for the City-County Library System,	8,576			
3. Section 4.3 (B) Service Area Population adjustment for annexations applicable to the 2009-10 Fiscal Year.				
■ none				
Totals	8,576		(8,576)	8,576
Adjusted Totals for 2009-10 Revenue Estimate		268,637	208,179	60,458



May 17, 2009

TO: LIBRARY JOINT POWERS BOARD

FR: ACTING DIRECTOR OF LIBRARIES

FYI LIBRARY'S SOFTWARE MIGRATION TO OPEN SOURCE

The Integrated Library Software (ILS) that the Santa Cruz Library System has used since the mid-1980s is no longer supported by its vendor. It was a proprietary product having both annual maintenance fees and extra charges whenever we needed an enhancement. In addition as a proprietary system, we have not had access to our own data.

After extensive reviewing of the other proprietary systems now on the market, the Library System and the Board agreed that we should work with LibLime in their development with other libraries (an ever growing number) to develop an open source system. We would have substantially lower maintenance fees, we would get "free" enhancements that other libraries develop with LibLime if we wished to use them, we would always have access to our data, and we could band with other libraries to share the cost of developing enhancements that they also wished.

We had budgeted \$90,150 for this project in late 2007-2008 with an annual maintenance fee of \$9,900. We made our first payment in 2008-2009 for \$26,750. We did not go ahead with other payments when we became concerned about the current year drop in revenues and the concern that projects came forward into this year without the necessary revenue.

In Mid-May LibLime offered us another option for payment. Rather than dropping the migration and risking having the library lose its software capabilities completely should DRA (The current ILS system that is no longer supported) crash, we could continue the migration with a 5 year payment plan.

2008-2009--\$26,750  
2009-2010--\$25,750 plus interest  
2010-2011--\$25,750 plus interest  
2011-2012-- \$25,750 with interest  
2012-2013--\$27,750 with interest

Total: \$129,750 plus interest --annual maintenance included in each year's total

Staff felt the risks were such that with this change in financing, staff recommended that the project go forward. The Library would receive one very critical part of the software, the acquisitions piece that is currently being developed for several other libraries, this fall.

Staff notes they would be able to spend the rest of 2009 and 2010 testing and adapting our policies and procedures as necessary for the entire software, with the possibility of making the switch over by the end of December 2010.

The Board agreed at its May 18<sup>th</sup> meeting that Library should negotiate with LibLime for the 5 year payment plan. The Board also directed staff to put \$25,000 in the 2009-2010 budget so the Library could collaborate with other libraries for the development for open source software enhancements that will benefit Santa Cruz City/County Libraries

LIBRARY DRAFT  
BUDGET  
FY 2009-2010



Revised

Original: May 26, 2009

5/28/09: Typos corrected & the 8% property tax "take" by the State up-dated figures shown in blue

TO: LIBRARY JOINT POWERS AUTHORITY BOARD  
FR: ACTING DIRECTOR OF LIBRARIES  
RE: FY 2009-2010 OPERATING BUDGET

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Recommendation: That the Library Joint Powers Authority Board approve resolutions adopting a FY 2009-2010 operating budget based on the appropriations for supplies and services shown in Table 2, transferring trust and other funds for the 2009/10 budget; changing branch hours, and eliminating positions as outlined in either Scenario 6 or Scenario 7.

---

## DISCUSSION

The 2009-2010 Budget is a budget of cuts. Cuts to supplies, cuts to services, cut to programs, cuts to the book and media budget, cuts to staff, cuts to branch hours.

The problem is not the current services offered; they are basic public library services. The problem is not too much staff for current service. The problem is not the community—the community uses their local libraries—all ages; and they have supported them; passing the temporary ¼ % sales tax for local libraries in 1996 when local property tax was not sufficient for the library service they deserved. Then in 2008, they voted to make the ¼ % sales tax permanent.

The problem is a budget that has no place to grow, while demand for service (and use of existing service) has been up all year, and this is coupled with a dramatic decline in sales tax; a smaller local decline in property tax, and now the very real threat that the state will take 8% of the library's remaining property tax.

Revised

## FY 2008-2009 Budget Summary

For the 2008-2009 Budget year, the LJPB cut 2 fulltime positions from the budget and adopted a budget that assumed that the Library could save 5% in personnel and 2% in supplies and services

In January 2009, The LJPAB made \$624,960 worth of cuts to the 2008-2009 budget as it realized that revenues (sales tax) would fall this year to a then unknown amount, that the fees and fines were coming in lower than expected, that the state had cut the public library fund once again, and that the 5% savings in personnel and 2% savings supplies and services had been overly optimistic. Regular library staff were furloughed 10% for the last 21 weeks of the fiscal year, (and some employees took additional time off in voluntary leave), \$240,000 was cut from the supplies and services budget, \$190,000 was cut from the Book and Media Budget, and one and half months of substitute hours and shelving staff were also cut.. At that time, the Board also raised fees for meeting rooms (from \$10 to \$20 an hour) for test proctoring. (DMV exams--\$10, academic exams,--\$40 and commercial exams--\$60) and changed the fee from \$10 to \$20 for those who ignore late notices and are then referred to a collection service.

In February 2009, the LJPAB

- Raised Library late fees from 25 cents per day per item to 50 cents per day.
- Eliminated interlibrary loan service.

In April 2009, the LJPAB eliminated 3 positions from the Library Budget

- Lib III—Full-time Lead Cataloger/Central Reference/Collection/Development
- Lib II---25 Hour Librarian II/Central Reference/Collection Development
- Library Assistant—20 Hour Library Assistant, Central Youth Services

The Library ends 2008-2009

- Anticipating an estimated \$236,509 drop in sales tax revenues and a \$46,829 drop in property tax for the current year.
- With a projected negative fund balance of \$62,000. The projected deficit of \$370,000 for 2008-2009 has been partially offset by a beginning fund balance of \$308,000. The result is the projected negative fund balance of \$62,000.
- With no cash reserve. The projects promised the voters when the ¼ % sales tax for local libraries was first passed in 1996 have almost all been completed. The Aptos Parking Lot expansion was completed this year. The remaining project would be the remodel to the Felton Branch, but the community now desires a new building on land that has been donated for that purpose.

It would now be financially prudent for the Library System to begin to build a cash reserve to handle unexpected emergencies, short downturns in the economy, and to help with the monthly cash flow between revenues and expenses. The Board has stated that building a cash reserve of 5% is one of its goals, or \$566,815 for 2009-2010.





FY 2009-2010 Background Information

Table 1  
Anticipated Revenue for 2009-2010

The sales tax revenue shown below for 2009-2010 reflects the anticipated 12% decrease expected for July-December 2009 as well as zero growth January-June 2010.

The property tax revenue for 2009-2010 reflects the anticipated additional decrease of \$120,412 now expected.

<b>Revenue</b>	<b>May Estimates</b>
McCaskill Local History for books	\$5,000
McCaskill Visually Impaired for books and media	\$10,000
Finkeldey for music	\$755
Richardson for books	\$16,000
Felton Contingency Fund	\$18,018
LSTA Grant for MLS	\$6,762
Public Library fund	\$70,000
Sales Tax as of 5/15	\$5,612,255
Maintenance of Effort/Property Tax as of 5/15	\$5,174,769
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 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 be 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>\$11,336,320.00</b>



Table 2  
Anticipated Expenses for 2009-2010

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	\$10,910.00
	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	\$141,611.00
	Landscape Maintenance	\$21,145.00
	Rents	\$401,232.00
	Travel	\$250.00
	Insurance Internal	\$15,500.00
	Insurance Outside	\$33,187.00
	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
	Books, Media	\$832,000.00
	Copier supplies	\$7,248.00
	Misc. Supplies and Services	\$7,275.00



Network Access Services	Professional. Services Other	\$22,000.00
	Software Maintenance Services	\$66,051.00
	Hardware Maintenance Services	\$60,300.00
	Travel	\$1,430.00
	Telcom Outside	\$58,423.00
	Computer Supplies	\$18,000.00
Technical Services	Claims Management	\$16,000.00
	Other Equipment O & M	\$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
		\$599,526
Professional Services Fiscal	City 5.5%	
Library Loan Last payment due 2017-2018	Principal	\$39,022.00
Library Loan & 2% over portfolio	Interest	\$41,508.00
Watsonville Debt Last payment due 2012-2013	Watsonville Principal	\$40,293.00
	Watsonville Interest	\$8,500.00
		<b>\$12,608,533.00</b>



Table 3  
Current Difference Between Income & Expenditures for 2009-2010

2009-2010 Expenses	\$12,608,533
Revenue estimates as of May 12, 2009	\$11,336,320
<b>Remaining cuts needed</b>	<b>\$1,272, 213</b>

Table 4  
Other Budget Issues for 2009-2010

Issues	Amount
Budget Deficit from 2008-2009	\$62,000
Preliminary estimate of the anticipated 8% State Property Tax <i>*Estimate lowered on 5/27 to \$447,892</i>	\$578,000*
Goal of a 5% cash reserve	\$566,816
<b>Subtotal of other budget Issues</b> <i>Subtotal changed on 5/27 to \$1,066,708</i>	<b>\$1,206,816</b>

THE LIBRARY SYSTEM BUDGET FOR 2009-2010

While the Library has anticipated a lower revenue base of **\$11,336,320**, that revenue estimate may still be overly optimistic. The State may take back 8% of the Library's property tax revenue (estimated to help balance its budget. If the Library System is closed more hours, income from meeting rooms, proctoring tests, and internet fees may also drop. Shorter Library hours may lead to more requests to waive the no request pick-up fee. Reduced hours may also result in fewer items borrowed, and a corresponding drop in overdue fines.

**SUPPLES AND SERVICES**

At its May 2009 meeting the Board went over the supplies and services sections of the budget and made the changes they deemed necessary. The supplies and services detail presented to the Board with this budget packet reflect all the changes made at that meeting. The costs given are based on the 2008-2009 expenditures and include the cost saving measures we have in place.

The Book and Media Budget has been cut again to \$832,000. Staff is not recommending a further cut at this time. Staff would propose an additional cut only if it were a one time cut to cover the State taking 8% of the Library's property tax income. A library system cannot survive long term without current information. Cutting the materials budget to save hours on an ongoing basis cannot be sustained. Cutting the book and media budget for one year only to cover funds lost to the state could be handled if the community joined staff in a committed effort to offset the loss by a strong





drive for monetary donations. The community already strongly supports the library with donated books and media they no longer wish to own---approximately one quarter of the items added to our collection each year come through the donation of those materials. However, the majority of these items are not time/date sensitive.

With an expected cut in open hours costs for electricity and janitorial supplies and services quite likely will be lower than currently budgeted. However, the new staffing patterns for our branches in 2009-2010 require staff to move between buildings. This will increase travel costs. As the 2009-2010 year progresses the staff and Board should watch for changes in the costs of utilities, janitorial supplies and services, as well as travel.

#### CAPITAL EQUIPMENT.

The 2009-2010 proposed budget has no capital equipment requests

#### CLOSING THE LIBRARY SYSTEMS OVER THE DECEMBER/JANUARY HOLIDAYS

At its August or September 2009 meeting, The Board may wish to consider closing the library system for 9 days or more. Two of the days are full holidays and one is a half holiday, the other days would mean furloughing staff on a voluntary basis (allowing employees to use their banked vacation or taking leave without pay. For the December 2008 closure the potential savings were estimated to be \$29,000. However, with the reductions in staff being proposed for 2009/2010 as well as a 10% furlough already in place, a closure that was based on voluntarily taking leave without pay, would bring in a much lower amount of savings.

#### BRANCH HOURS, SERVICES, AND PERSONNEL

With the \$1,272,213 cuts to the 2009-2010 budget still to be made (see Table 3) and the other budget issues still looming (see Table 4), the one remaining place to find the funds to balance the budget is in personnel cuts. Based on direction from the Board, the staff is presenting two different scenarios for cutting hours and services to bring in a balanced budget.

The staff currently does not know how the Library's on-call budget (long term, temporary employees who work as substitutes to cover public desk shifts when regular staff is ill or on vacation) will fare in the budget process. This is still to be negotiated with the regular and temporary service units. Staff does know that cutting 18% of the on-call and shelving budget in 2008-2009 had a large, negative impact on the remaining staff. Injuries rise when staff has to face large increases in the amount of materials they handle each day. The Library safety committee has worked diligently these last 4 years to reduce staff injuries. Our lower insurance premiums reflect their efforts. At every branch, there is concern that if on-call staff and student shelvers are cut, not only will work injuries increase, but branches may be forced to have unannounced closures if the substitute budget is cut to the point that there are not enough on-call hours remaining to cover absences for public desk workers.



Why are we proposing cuts to all branches?

In May the staff presented the Joint Powers Authority Board (JPB) with several plans to deliver library services in the current economic crisis. Some plans proposed scattered branch closings and reduced hours; one plan proposed a regional restructuring of the system by closing smaller branches and delivering full library service for everyone in the county through four branches plus the remotest small branch and Outreach; and one plan proposed keeping all branches open by large cuts to open hours, staff, and services.

The JPB asked that staff return with options for keeping all branches open with at least some hours during the week while still achieving significant budget savings.

How much money do we have to cut?

The staff has developed two scenarios. One of the challenges in developing these scenarios is that we do not know how much the final budget cut (s) will be. Our projected revenues depend on many variables:

- property tax in a declining economy
- sales tax in a declining economy
- anticipated take-back of property tax revenue by the state

**Both scenarios depend on library staff continuing to furlough at the 10% level for another twelve months, all of 2009-2010.**

Scenario 6 developed \$1.3 million in savings with cuts to personnel and open hours.

Scenario 7 developed \$1.6 million in savings with cuts to personnel and open hours.

Both scenarios assume that the state 8% property take-back will result in a combination of cuts from the book and media budget as well as any cash reserve that is established.

How will the library system be different under these scenarios?

The most efficient way to keep all branches open while seeking significant budget savings through staff reductions is to create partnerships among larger branches and smaller branches. A larger branch will share staff with one or two smaller branches and will be responsible for service at each location. Both scenarios are built on these partnerships:

- Aptos – LaSelva Beach
- Central – Branciforte, Garfield Park
- Live Oak – Capitola
- Scotts Valley – Boulder Creek, Felton

These partnerships will allow all branches the most flexibility in scheduling and efficiency.



Users of the smaller branches may not see the same staff whenever the branches are open, but they will always find a trained and skilled library assistant and library clerk ready to serve them.

*What library services can the community expect?*

The staff will do as much as possible, but in both Scenario 6 and Scenario 7, the library system will be offering substandard library service to the community. Fewer open hours limits access to information needed to complete school assignments, apply for a job, trace tax codes, use small business tools, find health advice, or support families.

The differences in open hours between the two scenarios reflect the depth of the cuts.

Scenario 7 is a more drastic cut than Scenario 6 (see the accompanying charts at the end of this narrative).

In both scenarios, there is minimal staffing at **Branciforte, Garfield Park, Felton, Boulder Creek, LaSelva Beach, and Capitola**. That means that the primary service at these branches will be **circulation and management of materials**---checking items in and out, handling book drops, shelving materials, sending materials to other branches. These are some of the most physically demanding jobs in the Library and cannot all be completed only during open hours.

**Aptos, Live Oak, Scotts Valley, and Central** are open more hours than the smaller branches in both scenarios. These branches would have the same **circulation and materials management** tasks as the smaller branches. In Scenario 6, these branches would have separate service desks for **asking questions and receiving information assistance (reference service)** and checking out books. In Scenario 7, with fewer staff, Aptos, Live Oak, and Scotts Valley would each have one service desk to provide both functions. The physical layout of the Central Branch building makes it impossible to reduce the number of service desks without compromising the ability to monitor activities in the branch.

Both Scenario 6 and 7 include reductions in staffing and hours to **Outreach**. Saturday service would be cut, but the staff would continue to visit **75% of its current Bookmobile stops** and would continue to **include service to geographically remote locations as well senior residences**.

The **Library website** (<http://www.santacruzpl.org>), the system's **e-branch**, offers online databases, the library catalog, the community information database, and the ability for individuals to place requests and check their library accounts. It would continue to be online 7 days a week.

*What library services will be suspended?*

**Interlibrary loan services** will remain suspended under both scenarios.

**Programming** will be suspended during the implementation period for the selected scenario. Programming includes storytimes, class visits, book discussion groups, film documentary screenings, early childhood literacy, computer literacy, internet and database research classes, summer reading programs for children, young adults, and adults, and special events.

We consider programming to be essential community-building information services.



Many details of library operation must be settled immediately as the budget cuts take effect: staff scheduling, task assignments, building operations at each branch. Some staff will be in new positions with new duties and we will need time to retrain them.

We anticipate changes in usage patterns as the community adjusts to the new system-wide hours. We need flexibility in staff assignments to accommodate these changes. As patterns emerge and schedules become more settled, we will consider whether programming such as storytimes, book discussion groups, class visits, and computer/database classes, etc. can be restored.

Are there other concerns?

We are very concerned about the effects of the **increased workload** on staff and whether we can maintain a **safe working environment** over time. In our current system, after a branch has been closed for a weekend or holiday, the book drop is overflowing and a lot of time is spent catching up. With branches closed days in a row on a regular basis, will "extra" work be a daily requirement? What will that mean for staff as the months go on?

All branches depend on **pages**, high school or college student workers who shelve books, retrieve magazines and other materials, and help move materials around the branch. We have not been able to include pages in the scenario staffing or budgets pending bargaining unit discussions regarding their status as temporary workers. The loss of pages would significantly increase the workloads of remaining staff.

We are concerned about our ability to sustain the minimal staffing proposed in both of these scenarios. What do we do when staff needs to take medical or vacation leave or has a family emergency? While we will cover each other as best we can, we do not have the depth to staff branches if there is, for instance, a flu epidemic. In the past we have been able to depend on our **trained on-call staff** (clerks and librarians) but their status as temporary workers is also in question pending bargaining unit discussions. Without them, branches may be forced to close for the day when regular staff is unavailable.

How will we handle **requests**? If some branches are open a few days a week, should we extend the ten-day pick-up period and leave materials in heavy demand in limbo for two weeks or more? Should we restrict request pick-ups to branches that are open more frequently?

We will keep our current **technology network**. As long as every branch is still open and every branch is circulating materials, we have to keep the cable lines and t-1 lines. If none of the small branches circulated materials, we could cancel these lines and realize a 12-month savings of \$12,336. Staff is not recommending this action now but it is important to remember if cuts deepen. The budget as presented has little to no funds to replace or repair equipment.





*Is there a place for volunteers?*

Yes. The Library system already benefits from 16,000 hours of volunteer time per year. Once a scenario has been chosen by the JPB, staff will identify the tasks that can be done by volunteers. It is important to remember that staff time will be needed to train and supervise volunteers. The Library will let the community know about volunteer opportunities as the new plan is implemented.

*From the Staff*

The staff of the Santa Cruz Public Libraries takes great pride in the services it provides to library users. We appreciate the sense of community at our branches as evidence that we are doing our job well.

Developing these scenarios has been painful. We have done our best, but we fear that these scenarios are not sustainable. Stretching drastically reduced resources over an unchanged structure shortchanges **all** branches, and our entire community.

These extraordinary times demand the collaboration and cooperation of the Library staff, the Joint Powers Board, and the community to solve the problems that confront us. Our community has always demanded, and supported excellent library service, and in the 2009/2010 budget year, the staff wants to deliver the highest quality possible with the resources available to us...

The savings on both scenarios are based on the cuts to staff occurring on July 1<sup>st</sup>. While hours will change on July 1<sup>st</sup>, it will take several months for all the staff savings to occur as lay-off notices are issued and seniority bumping will occur in numerous cases.

Scenario 6 is set up to have branches in every region open every day of the week, except Friday (the day staff will continue to furlough). For the first time in its history, the Library System would have open two branches on Sunday afternoons—both Central and Live Oak.

In both scenarios, **staff is cut beyond the levels of a direct correlation of staff per open hour**. A portion of the staff that has been there before the branch opened to handle all the work related that is not one on one staff to public contact, have also been cut.



### Scenario 6--Minimum Open Hours

Open Hours for the four Supervisor Branches and their Service Branches  
(minimum hours listed below, expanded as final staffing/scheduling allows)

The Library E-branch will continue to be on-line 7 days a week. This includes the online databases, library catalog, community information database and more

Outreach/Bookmobile will operate Monday-Thursdays retaining 75% of their stops, and continuing to emphasize service to seniors, nursing homes, children, and those with limited mobility.

	Central (58 to 40 hours)	Branciforte (41 to 14)	Garfield Park (32 to 12 hours)
Saturday	11-5	1-5	
Sunday	1-5		
Monday	1-7	1-5	2-6
Tuesday	11-7		2-6
Wednesday	11-7		2-6
Thursday	11-7	1-7	
Friday			

	Scotts Valley (48 to 32 hours)	Boulder Creek (37 to 12 hours)	Felton (37 to 8 hours)
Saturday	1-5	1-5	
Sunday			
Monday	1-5	1-5	
Tuesday	11-7		1-5
Wednesday	11-7	3-7	
Thursday	11-7		1-5
Friday			

	Aptos (54 to 32 hours)	La Selva Beach (31 to 8 hours)
Saturday	1-5	
Sunday		
Monday	11-7	
Tuesday	11-7	1-5
Wednesday	11-7	
Thursday	1-5	1-5
Friday		

	Live Oak (50 to 28 hours)	Capitola (42 to 20 hours)
Saturday		1-5
Sunday	1-5	
Monday	11-7	
Tuesday	1-5	11-7
Wednesday	11-7	
Thursday	1-5	11-7
Friday		



**Scenario 6—Minimum Staffing (to be expanded as final staffing/scheduling allows)**

Desk shift staffing for the four Supervisor Branches and their Service Branches

Staffing at smaller branches would be a minimum of LA + LC

Examples:

- Branciforte on Saturday. Open 1-5, 1 open desk shift, 1 service point staffed by 3 people
- Boulder Creek on Wednesday. Open 3-7. 1 open desk shifts, 1 service point, 2 staff people
- Aptos on Saturday. Open 1-5, 2 desk shifts (1 preparation shift and 1 open shift). 3 service points. 2 staff people for each
- Central on Sunday. Open 1-5. 2 desk shifts (1 preparation shift and 1 open shift), 4 services points—4 people between Ref, Telref and YS, and 4 at Circ)\

C=Circulation staff R=Reference Staff T=Telephone Reference Y=Youth Services  
 HC=Homework Center

	Central Open 40 hrs	Branciforte open 14 hrs	Garfield Park open 12 hrs
Saturday	11-5 2x4C + 4(RTY)	1-5 1x3	
Sunday	1-5 2x4C + 4(RTY)		
Monday	1-7 2x4C + 4(RTY)	1-5 1x3	2-6 1x2
Tuesday	11-7 3x4C + 4(RTY)		2-6 1x2
Wednesday	11-7 3x4C + 4(RTY)		2-6 1x2
Thursday	11-7 3x4C + 4(RTY)	1-7 1x3	
Friday			

	Scotts Valley Open 32 hrs	Boulder Creek open 12 hrs	Felton open 8 hrs
Saturday	1-5 2x1C + 1R1HC	1-5 1x2	
Sunday			
Monday	1-5 2x1C + 1R1HC	1-5 1x2	
Tuesday	11-7 3x1C + 1R1HC		1-5 1x2
Wednesday	11-7 3x1C + 1R1HC	3-7 1x2	
Thursday	11-7 3x1C + 1R1HC		1-5 1x2
Friday			

	Aptos open 32 hrs	La Selva Beach open 8 hrs
Saturday	1-5 2x3(CRY)	
Sunday		
Monday	11-7 3x3(CRY)	
Tuesday	11-7 3x3(CRY)	1-5 1x2
Wednesday	11-7 3x3(CRY)	
Thursday	1-5 2x3(CRY)	1-5 1x2
Friday		

	Live Oak open 28 hrs	Capitola open 20 hrs
Saturday		1-5 1x3
Sunday	1-5 2x3(CRY)	
Monday	11-7 3x3(CRY)	
Tuesday	1-5 2x3(CRY)	11-7 2x3
Wednesday	11-7 3x3(CRY)	
Thursday	1-5 2x3(CRY)	11-7 2x3
Friday		



### Scenario 6 -- Personnel Changes

- 1 position moved from Public Services to Technical Services
  - 3 fulltime positions cut to 20 hours
  - 9 filled fulltime positions eliminate, 4 open fulltime positions eliminated
  - 5 filled part time positions eliminated, 2 open part time positions
- Total: 6 open and 14 filled positions eliminated, 3 fulltime positions cut to half time

Estimated savings: \$1,347,140

- Positions eliminated in July 2009
  - One Lib IV, Head of Technical Services
  - One Lib III, Facilities Development Librarian
  - Five 40 hour senior library assistant
  - One 25 hour senior library assistant
  - Two 40 hour library assistants
  - One 30 hour library assistant
  - One 25 hour library assistant
  - Three 40 hour library clerks
  - Two 30 hour library clerks
  - One 20 hour library clerk
  - One 24 hour admin. asst.
- Three fulltime positions cut to 20 hours in July 2009
  - One 40 hour courier driver cut to 20 hours
  - One 40 hour Lib II cut to 20 hours
  - One Library clerk cut to 20 hours
- One Transferred position on July 1st
  - One Lib II from PS to Technical Services
- On January 1<sup>st</sup> 2010 eliminate
  - One Asst. Director of Libraries





**If Scenario 6 is a adopted  
Scenario 6 & the 2009-2010 Budget**

**Table 6—Budget Savings for Scenario 6**

Projected Income for 2009-2010	\$11,336,320
Projected Expenses for 2009-2010	(\$12,608,533)
Difference	(\$1,272,213)
• Estimated savings in personnel by Scenario 6	\$1,347,141
• Estimated savings by continuing 10% furlough of library staff all of 2009-2010	\$386,664
Subtotal after Personnel Cuts and 10% savings thru furlough	\$461,592
Projected Budget deficit from 2008-2009	(\$62,000)
Subtotal after covering Projected budget deficit	\$399,592

**Remaining Budget Issues for 2009-2010**

Issues	Amount
Preliminary estimate of the anticipated 8% State Property Tax Estimate lowered on 5/27 to \$447,892	(\$578,000)
Goal of a 5% cash reserve	(\$566,816)
<b>Subtotal of other budget Issues</b> Subtotal changed on 5/27 to <b>\$1,014,708</b>	<b>(\$1,144,816)</b>
Savings from Scenario 6 that could go to the cash reserve	\$399, 592
Funds still needed for cash reserve and possible 8% property tax from state	<b>(\$745,224)</b> <b>(\$615,116)</b>

Still needed is \$745,224 . Changed to \$615, 116 on 5/27

- To achieve the full 5% cash reserve—another \$167,224 is needed, and
- To compensate for the state 8% property tax “take” (~~(\$578,000)~~ (\$447,892))



### Scenario 7—Minimum Open Hours

Open Hours for the four Supervisor Branches and their Service Branches  
(minimum hours listed below, expanded as final staffing/scheduling allows)

The Library E-branch will continue to be on-line 7 days a week. This includes the online databases, library catalog, community information database and more

Outreach/Bookmobile will operate Monday-Thursdays retaining 75% of their stops, and continuing to emphasize service to seniors, nursing homes, children, and those with limited mobility.

	Central (58 to 36 hours)	Branciforte (41 to 8 hours)	Garfield Park (32 to 8 hours)
Saturday	10-6		
Sunday	1-5		
Monday		1-5	2-6
Tuesday	11-7		
Wednesday	11-7		2-6
Thursday	11-7	1-5	
Friday			

	Scotts Valley (48 to 24 hours)	Boulder Creek (37 to 8 hours)	Felton (37 to 8 hours)
Saturday	10-6		
Sunday			
Monday	11-7	1-5	
Tuesday			1-5
Wednesday	11-7	1-5	
Thursday			1-5
Friday			

	Aptos (54 to 24 hours)	La Selva Beach (31 to 8 hours)
Saturday	10-6	
Sunday		
Monday		1-5
Tuesday	11-7	
Wednesday		1-5
Thursday	11-7	
Friday		

	Live Oak (50 to 24 hours)	Capitola (42 to 8 hours)
Saturday	10-6	
Sunday		
Monday	11-7	
Tuesday		1-5
Wednesday	11-7	
Thursday		1-5
Friday		



May 26, 2009

TO: LIBRARY JOINT POWERS AUTHORITY BOARD

FR: ACTING DIRECTOR OF LIBRARIES

RE: FY 2009-2010 OPERATING BUDGET

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Recommendation: That the Library Joint Powers Authority Board approve resolutions adopting a FY 2009-2010 operating budget based on the appropriations for supplies and services shown in Table 2, transferring trust and other funds for the 2009/10 budget; changing branch hours, and eliminating positions as outlined in either Scenario 6 or Scenario 7.

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## **DISCUSSION**

The 2009-2010 Budget is a budget of cuts. Cuts to supplies, cuts to services, cut to programs, cuts to the book and media budget, cuts to staff, cuts to branch hours.

The problem is not the current services offered; they are basic public library services. The problem is not too much staff for current service. The problem is not the community—the community uses their local libraries—all ages; and they have supported them; passing the temporary ¼ % sales tax for local libraries in 1996 when local property tax was not sufficient for the library service they deserved. Then in 2008, they voted to make the ¼ % sales tax permanent.

The problem is a budget that has no place to grow, while demand for service (and use of existing service) has been up all year, and this is coupled with a dramatic decline in sales tax; a smaller local decline in property tax, and now the very real threat that the state will take 8% of the library's remaining property tax.

## FY 2008-2009 Budget Summary

For the 2008-2009 Budget year, the LJPB cut 2 fulltime positions from the budget and adopted a budget that assumed that the Library could save 5% in personnel and 2% in supplies and services

In January 2009, The LJPAB made \$624,960 worth of cuts to the 2008-2009 budget as it realized that revenues (sales tax) would fall this year to a then unknown amount, that the fees and fines were coming in lower than expected, that the state had cut the public library fund once again, and that the 5% savings in personnel and 2% savings supplies and services had been overly optimistic. Regular library staff were furloughed 10% for the last 21 weeks of the fiscal year, (and some employees took additional time off in voluntary leave), \$240,000 was cut from the supplies and services budget, \$190,000 was cut from the Book and Media Budget, and one and half months of substitute hours and shelving staff were also cut. At that time, the Board also raised fees for meeting rooms (from \$10 to \$20 an hour) for test proctoring. (DMV exams--\$10, academic exams,--\$40 and commercial exams--\$60) and changed the fee from \$10 to \$20 for those who ignore late notices and are then referred to a collection service.

In February 2009, the LJPAB

- Raised Library late fees from 25 cents per day per item to 50 cents per day.
- Eliminated interlibrary loan service.

In April 2009, the LJPAB eliminated 3 positions from the Library Budget

- Lib III—Full-time Lead Cataloger/Central Reference/Collection/Development
- Lib II----25 Hour Librarian II/Central Reference/Collection Development
- Library Assistant—20 Hour Library Assistant, Central Youth Services

The Library ends 2008-2009

- Anticipating an estimated \$236,509 drop in sales tax revenues and a \$46, 829 drop in property tax for the current year.
- With a projected negative fund balance of \$62,000. The projected deficit of \$370,000 for 2008-2009 has been partially offset by a beginning fund balance of \$308,000. The result is the projected negative fund balance of \$62,000.
- With no cash reserve. The projects promised the voters when the ¼ cent sales tax for local libraries was first passed in 1996 have almost all been completed. The Aptos Parking Lot expansion was completed this year. The remaining project would be the remodel to the Felton Branch, but the community now desires a new building on land that has been donated for that purpose.

It would now be financially prudent for the Library System to begin to build a cash reserve to handle unexpected emergencies, short downturns in the economy, and to help with the monthly cash flow between revenues and expenses. The Board has stated that building a cash reserve of 5% is one of its goals, or \$566,815 for 2009-2010.

FY 2009-2010 Background Information

Table 1  
Anticipated Revenue for 2009-2010

The sales tax revenue shown below for 2009-2010 reflects the anticipated 12% decrease expected for July-December 2009 as well as zero growth January-June 2010.

The property tax revenue for 2009-2010 reflects the anticipated additional decrease of \$120,412 now expected.

<b>Revenue</b>	<b>May Estimates</b>
McCaskill Local History for books	\$5,000
McCaskill Visually Impaired for books and media	\$10,000
Finkeldey for music	\$755
Richardson for books	\$16,000
Felton Contingency Fund	\$18,018
LSTA Grant for MLS	\$6,762
Public Library fund	\$70,000
Sales Tax as of 5/15	\$5,612,255
Maintenance of Effort/Property Tax as of 5/15	\$5,174,769
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 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 be 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>\$11,336,320.00</b>

Table 2  
Anticipated Expenses for 2009-2010

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	\$10,910.00
	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	\$141,611.00
	Landscape Maintenance	\$21,145.00
	Rents	\$401,232.00
	Travel	\$250.00
	Insurance Internal	\$15,500.00
	Insurance Outside	\$33,187.00
	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
	Books, Media	\$832,000.00
	Copier supplies	\$7,248.00
	Misc. Supplies and Services	\$7,275.00



Network Access Services	Professional. Services Other	\$22,000.00
	Software Maintenance Services	\$66,051.00
	Hardware Maintenance Services	\$60,300.00
	Travel	\$1,430.00
	Telcom Outside	\$58,423.00
	Computer Supplies	\$18,000.00
Technical Services	Claims Management	\$16,000.00
	Other Equipment O & M	\$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
		\$599,526
Professional Services Fiscal	City 5.5%	
Library Loan Last payment due 2017-2018	Principal	\$39,022.00
Library Loan & 2% over portfolio	Interest	\$41,508.00
Watsonville Debt Last payment due 2012-2013	Watsonville Principal	\$40,293.00
	Watsonville Interest	\$8,500.00
		<b>\$12,608,533.00</b>

Table 3  
Current Difference Between Income & Expenditures for 2009-2010

2009-2010 Expenses	\$12,608,533
Revenue estimates as of May 12, 2009	\$11,336,320
<b>Remaining cuts needed</b>	<b>\$1,272, 213</b>

Table 4  
Other Budget Issues for 2009-2010

Issues	Amount
Budget Deficit from 2008-2009	\$62,000
Preliminary estimate of the anticipated 8% State Property Tax	\$578,000
Goal of a 5% cash reserve	\$566,816
<b>Subtotal of other budget Issues</b>	<b>\$1,206,816</b>

### THE LIBRARY SYSTEM BUDGET FOR 2009-2010

While the Library has anticipated a lower revenue base of **\$11,336,320**, that revenue estimate may still be overly optimistic. The State may take back 8% of the Library's property tax revenue (estimated at \$578,000) to help balance its budget. If the Library System is closed more hours, income from meeting rooms, protectoring tests, and internet fees may also drop. Shorter Library hours may lead to more requests to waive the no request pick-up fee. Reduced hours may also result in fewer items borrowed, and a corresponding drop in overdue fines.

### SUPPLES AND SERVICES

At its May 2009 meeting the Board went over the supplies and services sections of the budget and made the changes they deemed necessary. The supplies and services detail presented to the Board with this budget packet reflect all the changes made at that meeting. The costs given are based on the 2008-2009 expenditures and include the cost saving measures we have in place.

The Book and Media Budget has been cut again to \$832,000. Staff is not recommending a further cut at this time. Staff would propose an additional cut only if it were a one time cut to cover the State taking 8% of the Library's property tax income. A library system cannot survive long term without current information. Cutting the materials budget to save hours on an ongoing basis cannot be sustained. Cutting the book and media budget for one year only to cover funds lost to the state could be handled if the community joined staff in a committed effort to offset the loss by a strong

drive for monetary donations. The community already strongly supports the library with donated books and media they no longer wish to own---approximately one quarter of the items added to our collection each year come through the donation of those materials. However, the majority of these items are not time/date sensitive.

With an expected cut in open hours costs for electricity and janitorial supplies and services quite likely will be lower than currently budgeted. However, the new staffing patterns for our branches in 2009-2010 require staff to move between buildings. This will increase travel costs. As the 2009-2010 year progresses the staff and Board should watch for changes in the costs of utilities, janitorial supplies and services, as well as travel.

#### CAPITAL EQUIPMENT.

The 2009-2010 proposed budget has no capital equipment requests

#### CLOSING THE LIBRARY SYSTEMS OVER THE DECEMBER/JANUARY HOLIDAYS

At its August or September 2009 meeting, The Board may wish to consider closing the library system for 9 days or more. Two of the days are full holidays and one is a half holiday, the other days would mean furloughing staff on a voluntary basis (allowing employees to use their banked vacation or taking leave without pay. For the December 2009 closure the potential savings were estimated to be \$29,000. However, with the reductions in staff being proposed for 2009/2010 as well as a 10% furlough already in place, a closure that was based on voluntarily taking leave without pay, would bring in a much lower amount of savings.

#### BRANCH HOURS, SERVICES, AND PERSONNEL

With the \$1,362,214 cuts to the 2009-2010 budget still to be made (see Table 3) and the other budget issues still looming (see Table 4), the one remaining place to find the funds to balance the budget is in personnel cuts. Based on direction from the Board, the staff is presenting two different scenarios for cutting hours and services to bring in a balanced budget.

The staff currently does not know how the Library's on-call budget (long term, temporary employees who work as substitutes to cover public desk shifts when regular staff is ill or on vacation) will fare in the budget process. This is still to be negotiated with the regular and temporary service units. Staff does know that cutting 18% of the on-call and shelving budget in 2008-2009 had a large, negative impact on the remaining staff. Injuries rise when staff has to face large increases in the amount of materials they handle each day. The Library safety committee has worked diligently these last 4 years to reduce staff injuries. Our lower insurance premiums reflect their efforts. At every branch, there is concern that if on-call staff and student shelvers are cut, not only will work injuries increase, but branches may be forced to have unannounced closures if the substitute budget is cut to the point that there are not enough on-call hours remaining to cover absences for public desk workers.

Why are we proposing cuts to all branches?

In May the staff presented the Joint Powers Authority Board (JPB) with several plans to deliver library services in the current economic crisis. Some plans proposed scattered branch closings and reduced hours; one plan proposed a regional restructuring of the system by closing smaller branches and delivering full library service for everyone in the county through four branches plus the remotest small branch and Outreach; and one plan proposed keeping all branches open by large cuts to open hours, staff, and services.

The JPB asked that staff return with options for keeping all branches open with at least some hours during the week while still achieving significant budget savings.

How much money do we have to cut?

The staff has developed two scenarios. One of the challenges in developing these scenarios is that we do not know how much the final budget cut (s) will be. Our projected revenues depend on many variables:

- property tax in a declining economy
- sales tax in a declining economy
- anticipated take-back of property tax revenue by the state

**Both scenarios depend on library staff continuing to furlough at the 10% level for another twelve months, all of 2009-2010.**

Scenario 6 developed \$1.3 million in savings with cuts to personnel and open hours.

Scenario 7 developed \$1.6 million in savings with cuts to personnel and open hours.

Both scenarios assume that the state 8% property take-back will result in a combination of cuts from the book and media budget as well as any cash reserve that is established.

How will the library system be different under these scenarios?

The most efficient way to keep all branches open while seeking significant budget savings through staff reductions is to create partnerships among larger branches and smaller branches. A larger branch will share staff with one or two smaller branches and will be responsible for service at each location. Both scenarios are built on these partnerships:

- Aptos – LaSelva Beach
- Central – Branciforte, Garfield Park
- Live Oak – Capitola
- Scotts Valley – Boulder Creek, Felton

These partnerships will allow all branches the most flexibility in scheduling and efficiency.

Users of the smaller branches may not see the same staff whenever the branches are open, but they will always find a trained and skilled library assistant and library clerk ready to serve them.

What library services can the community expect?

The staff will do as much as possible, but in both Scenario 6 and Scenario 7, the library system will be offering substandard library service to the community. Fewer open hours limits access to information needed to complete school assignments, apply for a job, trace tax codes, use small business tools, find health advice, or support families.

The differences in open hours between the two scenarios reflect the depth of the cuts.

Scenario 7 is a more drastic cut than Scenario 6 (see the accompanying charts at the end of this narrative).

In both scenarios, there is minimal staffing at **Branciforte, Garfield Park, Felton, Boulder Creek, LaSelva Beach, and Capitola**. That means that the primary service at these branches will be **circulation and management of materials**---checking items in and out, handling book drops, shelving materials, sending materials to other branches. These are some of the most physically demanding jobs in the Library and cannot all be completed only during open hours.

**Aptos, Live Oak, Scotts Valley, and Central** are open more hours than the smaller branches in both scenarios. These branches would have the same **circulation and materials management** tasks as the smaller branches. In Scenario 6, these branches would have separate service desks for **asking questions and receiving information assistance (reference service)** and checking out books. In Scenario 7, with fewer staff, Aptos, Live Oak, and Scotts Valley would each have one service desk to provide both functions. The physical layout of the Central Branch building makes it impossible to reduce the number of service desks without compromising the ability to monitor activities in the branch.

Both Scenario 6 and 7 include reductions in staffing and hours to **Outreach**. Saturday service would be cut, but the staff would continue to visit **75% of its current Bookmobile stops** and would continue to **include service to geographically remote locations as well senior residences**.

The **Library website** (<http://www.santacruzpl.org>), the system's **e-branch**, offers online databases, the library catalog, the community information database, and the ability for individuals to place requests and check their library accounts. It would continue to be online 7 days a week.

What library services will be suspended?

**Interlibrary loan services** will remain suspended under both scenarios.

**Programming** will be suspended during the implementation period for the selected scenario. Programming includes storytimes, class visits, book discussion groups, film documentary screenings, early childhood literacy, computer literacy, internet and database research classes, summer reading programs for children, young adults, and adults, and special events.

We consider programming to be essential community-building information services.

Many details of library operation must be settled immediately as the budget cuts take effect: staff scheduling, task assignments, building operations at each branch. Some staff will be in new positions with new duties and we will need time to retrain them.

We anticipate changes in usage patterns as the community adjusts to the new system-wide hours. We need flexibility in staff assignments to accommodate these changes. As patterns emerge and schedules become more settled, we will consider whether programming such as storytimes, book discussion groups, class visits, and computer/database classes, etc. can be restored.

Are there other concerns?

We are very concerned about the effects of the **increased workload** on staff and whether we can maintain a **safe working environment** over time. In our current system, after a branch has been closed for a weekend or holiday, the book drop is overflowing and a lot of time is spent catching up. With branches closed days in a row on a regular basis, will "extra" work be a daily requirement? What will that mean for staff as the months go on?

All branches depend on **pages**, high school or college student workers who shelve books, retrieve magazines and other materials, and help move materials around the branch. We have not been able to include pages in the scenario staffing or budgets pending bargaining unit discussions regarding their status as temporary workers. The loss of pages would significantly increase the workloads of remaining staff.

We are concerned about our ability to sustain the minimal staffing proposed in both of these scenarios. What do we do when staff needs to take medical or vacation leave or has a family emergency? While we will cover each other as best we can, we do not have the depth to staff branches if there is, for instance, a flu epidemic. In the past we have been able to depend on our **trained on-call staff** (clerks and librarians) but their status as temporary workers is also in question pending bargaining unit discussions. Without them, branches may be forced to close for the day when regular staff is unavailable.

How will we handle **requests**? If some branches are open a few days a week, should we extend the ten-day pick-up period and leave materials in heavy demand in limbo for two weeks or more? Should we restrict request pick-ups to branches that are open more frequently?

We will keep our current **technology network**. As long as every branch is still open and every branch is circulating materials, we have to keep the cable lines and t-1 lines. If none of the small branches circulated materials, we could cancel these lines and realize a 12-month savings of \$12,336. Staff is not recommending this action now but it is important to remember if cuts deepen. The budget as presented has little to no funds to replace or repair equipment.

Is there a place for volunteers?

Yes. The Library system already benefits from 16,000 hours of volunteer time per year. Once a scenario has been chosen by the JPB, staff will identify the tasks that can be done by volunteers. It is important to remember that staff time will be needed to train and supervise volunteers. The Library will let the community know about volunteer opportunities as the new plan is implemented.

From the Staff

The staff of the Santa Cruz Public Libraries takes great pride in the services it provides to library users. We appreciate the sense of community at our branches as evidence that we are doing our job well.

Developing these scenarios has been painful. We have done our best, but we fear that these scenarios are not sustainable. Stretching drastically reduced resources over an unchanged structure shortchanges all branches, and our entire community.

These extraordinary times demand the collaboration and cooperation of the Library staff, the Joint Powers Board, and the community to solve the problems that confront us. Our community has always demanded, and supported excellent library service, and in the 2009/2010 budget year, the staff wants to deliver the highest quality possible with the resources available to us...

The savings on both scenarios are based on the cuts to staff occurring on July 1<sup>st</sup>. While hours will change on July 1<sup>st</sup>, it will take several months for all the staff savings to occur as lay-off notices are issued and seniority bumping will occur in numerous cases.

Scenario 6 is set up to have branches in every region open every day of the week, except Friday (the day staff will continue to furlough). For the first time in its history, the Library System would have open two branches on Sunday afternoons—both Central and Live Oak.

In both scenarios, **staff is cut beyond the levels of a direct correlation of staff per open hour.** A portion of the staff that has been there before the branch opened to handle all the work related that is not one on one staff to public contact, have also been cut.

### Scenario 6--Minimum Open Hours

Open Hours for the four Supervisor Branches and their Service Branches  
(minimum hours listed below, expanded as final staffing/scheduling allows)

The Library E-branch will continue to be on-line 7 days a week. This includes the online databases, library catalog, community information database and more

Outreach/Bookmobile will operate Monday-Thursdays retaining 75% of their stops, and continuing to emphasize service to seniors, nursing homes, children, and those with limited mobility.

	Central (58 to 40 hours)	Branciforte (41 to 14)	Garfield Park (32 to 12 hours)
Saturday	11-5	1-5	
Sunday	1-5		
Monday	1-7	1-5	2-6
Tuesday	11-7		2-6
Wednesday	11-7		2-6
Thursday	11-7	1-7	
Friday			

	Scotts Valley (48 to 32 hours)	Boulder Creek (37 to 12 hours)	Felton (37 to 8 hours)
Saturday	1-5	1-5	
Sunday			
Monday	1-5	1-5	
Tuesday	11-7		1-5
Wednesday	11-7	3-7	
Thursday	11-7		1-5
Friday			

	Aptos (54 to 32 hours)	La Selva Beach (31 to 8 hours)
Saturday	1-5	
Sunday		
Monday	11-7	
Tuesday	11-7	1-5
Wednesday	11-7	
Thursday	1-5	1-5
Friday		

	Live Oak (50 to 28 hours)	Capitola (42 to 20 hours)
Saturday		1-5
Sunday	1-5	
Monday	11-7	
Tuesday	1-5	11-7
Wednesday	11-7	
Thursday	1-5	11-7
Friday		



**Scenario 6—Minimum Staffing (to be expanded as final staffing/scheduling allows)**

Desk shift staffing for the four Supervisor Branches and their Service Branches

Staffing at smaller branches would be a minimum of LA + LC

Examples:

- Branciforte on Saturday. Open 1-5, 1 open desk shift, 1 service point staffed by 3 people
- Boulder Creek on Wednesday. Open 3-7. 1 open desk shifts, 1 service point, 2 staff people
- Aptos on Saturday. Open 1-5, 2 desk shifts (1 preparation shift and 1 open shift). 3 service points. 2 staff people for each
- Central on Sunday. Open 1-5. 2 desk shifts (1 preparation shift and 1 open shift), 4 services points—4 people between Ref, Telref and YS, and 4 at Circ)

C=Circulation staff R=Reference Staff T=Telephone Reference Y=Youth Services

HC=Homework Center

	Central Open 40 hrs	Branciforte open 14 hrs	Garfield Park open 12 hrs
Saturday	11-5 2x4C + 4(RTY)	1-5 1x3	
Sunday	1-5 2x4C + 4(RTY)		
Monday	1-7 2x4C + 4(RTY)	1-5 1x3	2-6 1x2
Tuesday	11-7 3x4C + 4(RTY)		2-6 1x2
Wednesday	11-7 3x4C + 4(RTY)		2-6 1x2
Thursday	11-7 3x4C + 4(RTY)	1-7 1x3	
Friday			

	Scotts Valley Open 32 hrs	Boulder Creek open 12 hrs	Felton open 8 hrs
Saturday	1-5 2x1C + 1R1HC	1-5 1x2	
Sunday			
Monday	1-5 2x1C + 1R1HC	1-5 1x2	
Tuesday	11-7 3x1C + 1R1HC		1-5 1x2
Wednesday	11-7 3x1C + 1R1HC	3-7 1x2	
Thursday	11-7 3x1C + 1R1HC		1-5 1x2
Friday			

	Aptos open 32 hrs	La Selva Beach open 8 hrs
Saturday	1-5 2x3(CRY)	
Sunday		
Monday	11-7 3x3(CRY)	
Tuesday	11-7 3x3(CRY)	1-5 1x2
Wednesday	11-7 3x3(CRY)	
Thursday	1-5 2x3(CRY)	1-5 1x2
Friday		

	Live Oak open 28 hrs	Capitola open 20 hrs
Saturday		1-5 1x3
Sunday	1-5 2x3(CRY)	
Monday	11-7 3x3(CRY)	
Tuesday	1-5 2x3(CRY)	11-7 2x3
Wednesday	11-7 3x3(CRY)	
Thursday	1-5 2x3(CRY)	11-7 2x3
Friday		

### Scenario 6 -- Personnel Changes

- 1 position moved from Public Services to Technical Services
  - 3 fulltime positions cut to 20 hours
  - 9 filled fulltime positions eliminate, 4 open fulltime positions eliminated
  - 6 filled part time positions eliminated, 2 open part time positions
- Total: 6 open and 15 filled positions eliminated, 3 fulltime positions cut to half time

Estimated savings: \$1,347,140

- Positions eliminated in July 2009
  - One Lib IV, Head of Technical Services
  - One Lib III, Facilities Development Librarian
  - Five 40 hour senior library assistant
  - Two 25 hour senior library assistant
  - Two 40 hour library assistants
  - One 30 hour library assistant
  - One 25 hour library assistant
  - Three 40 hour library clerks
  - Two 30 hour library clerks
  - One 20 hour library clerk
  - One 24 hour admin. asst.
- Three fulltime positions cut to 20 hours in July 2009
  - One 40 hour courier driver cut to 20 hours
  - One 40 hour Lib II cut to 20 hours
  - One Library clerk cut to 20 hours
- One Transferred position on July 1st
  - One Lib II from PS to Technical Services
- On January 1<sup>st</sup> 2010 eliminate
  - One Asst. Director of Libraries

**If Scenario 6 is a adopted  
Scenario 6 & the 2009-2010 Budget**

**Table 6—Budget Savings for Scenario 6**

Projected Income for 2009-2010	\$11,336,320
Projected Expenses for 2009-2010	(\$12,608,533)
Difference	(\$1,272,213)
<ul style="list-style-type: none"> <li>• Estimated savings in personnel by Scenario 6</li> </ul>	\$1,347,141
<ul style="list-style-type: none"> <li>• Estimated savings by continuing 10% furlough of library staff all of 2009-2010</li> </ul>	\$386,664
Subtotal after Personnel Cuts and 10% savings thru furlough	\$461,592
Projected Budget deficit from 2008-2009	(\$62,000)
Subtotal after covering Projected budget deficit	\$399,592

Remaining Budget Issues for 2009-2010

Issues	Amount
Preliminary estimate of the anticipated 8% State Property Tax	(\$578,000)
Goal of a 5% cash reserve	(\$566,816)
<b>Subtotal of other budget Issues</b>	<b>(\$1,144,816)</b>
Savings from Scenario 6 that could go to the cash reserve	\$399,592
Funds still needed for cash reserve and possible 8% property tax from state	<b>(\$745,224)</b>

Still needed is \$745,224

- To achieve the full 5% cash reserve—another \$167,224 is needed, and
- To compensate for the state 8% property tax “take” (\$578,000)

### Scenario 7—Minimum Open Hours

Open Hours for the four Supervisor Branches and their Service Branches  
(minimum hours listed below, expanded as final staffing/scheduling allows)

The Library E-branch will continue to be on-line 7 days a week. This includes the online databases, library catalog, community information database and more

Outreach/Bookmobile will operate Monday-Thursdays retaining 75% of their stops, and continuing to emphasize service to seniors, nursing homes, children, and those with limited mobility.

	Central (58 to 36 hours)	Branciforte (41 to 8 hours)	Garfield Park (32 to 8 hours)
Saturday	10-6		
Sunday	1-5		
Monday		1-5	2-6
Tuesday	11-7		
Wednesday	11-7		2-6
Thursday	11-7	1-5	
Friday			

	Scotts Valley (48 to 24 hours)	Boulder Creek (32 to 8 hours)	Felton (37 to 8 hours)
Saturday	10-6		
Sunday			
Monday	11-7	1-5	
Tuesday			1-5
Wednesday	11-7	1-5	
Thursday			1-5
Friday			

	Aptos (54 to 24 hours)	La Selva Beach (28 to 8 hours)
Saturday	10-6	
Sunday		
Monday		1-5
Tuesday	11-7	
Wednesday		1-5
Thursday	11-7	
Friday		

	Live Oak (50 to 24 hours)	Capitola (42 to 8 hours)
Saturday	10-6	
Sunday		
Monday	11-7	
Tuesday		1-5
Wednesday	11-7	
Thursday		1-5
Friday		

**Scenario 7—Minimum Staffing (to be expanded as final staffing/scheduling allows)**

Desk shift staffing for the four Supervisor Branches and their Service Branches

Staffing at smaller branches would be a minimum of LA + LC

Examples:

- Telephone Reference has been eliminated at Central
- Aptos & LO now choosing between covering either Ref and YS; Scotts Valley now choosing to cover either Reference or Homework Center
- Scotts Valley on Saturday. Open 2 shifts, 2 staff at Circ each open shift and 1 person going between Ref And the Homework Center each shift.

C=Circulation staff R=Reference Staff T=Telephone Reference Y=Youth Services HC=Homework Center

	Central open 36 hrs	Branciforte open 8 hrs	Garfield Park open 8 hrs
Saturday	10-6 2X(4C+3RY)		
Sunday	1-5 1X(4C+3RY)		
Monday		1-5 1X3C	2-6 1X2C
Tuesday	11-7 2X(4C+3RY)		
Wednesday	11-7 2X(4C+3RY)		2-6 1X2C
Thursday	11-7 2X(4C+3RY)	1-5 1X3C	
Friday			

	Scotts Valley open 24 hrs	Boulder Creek open 8 hrs	Felton open 8 hrs
Saturday	10-6 2X(2C+1R/HC)		
Sunday			
Monday	11-7 2X(2C+1R)=1HC	1-5 1X2C	
Tuesday			1-5 1X2C
Wednesday	11-7 2X(2C+1R)=1HC	1-5 1X2C	
Thursday			1-5 1X2C
Friday			

	Aptos open 24 hrs	La Selva Beach open 8 hrs
Saturday	10-6 2X(3C+1R/Y)	
Sunday		
Monday		1-5 1X2C
Tuesday	11-7 2X(3C+1R/Y)	
Wednesday		1-5 1X2C
Thursday	11-7 2X(3C+1R/Y)	
Friday		

	Live Oak open 24 hrs	Capitola open 8 hrs
Saturday	10-6 2X(2C+1R/Y)	
Sunday		
Monday	11-7 2X(2C+1R/Y)	
Tuesday		1-5 1X3C
Wednesday	11-7 2X(2C+1R/Y)	
Thursday		1-5 1X3C
Friday		

### Scenario 7 -- Personnel Changes

- 1 position moved from Public Services to Technical Services
  - 3 filled full-time positions cut to half time
  - 10 filled full-time positions eliminated, 4 open full-time positions eliminated
  - 13 filled part-time positions eliminated, 2 open part-time positions would remain and
- Total: 4 open positions and 23 filled positions eliminated (10 full-time and 13 part-time) and 3 full-time positions cut to half time

Estimated savings: \$1,571,610

- Positions eliminated July 2009
  - One Lib IV, Head of Technical Services
  - One Lib III, Facilities Development Librarian
  - One Lib II 25 hours
  - Five 40 hour senior library assistant
  - Two 25 hour senior library assistant
  - Three 40 hour library assistants
  - Two 25 hour library assistant
  - Two 40 hour library clerks
  - One 26 hour clerk
  - One 25 hour clerk
  - Two 20 hour library clerk
  - One 24 hour admin. Asst
- Three fulltime positions cut to 20 hours in July 2009
  - One 40 hour courier driver cut to 20 hours
  - One 40 hour Lib II cut to 20 hours
  - One Library clerk cut to 20 hours
- One Transferred position on July 1<sup>st</sup>
  - One Lib II from PS to Technical Services
- On January 1<sup>st</sup> 2010---- One Asst. Director of Libraries

**If Scenario 7 is adopted  
Scenario 7 & the 2009-2010 Budget**

**TABLE 7  
Scenario 7 & the 2009-2010 Budget**

Projected Income for 2009-2010	\$11,336,320
Projected Expenses for 2009-2010	(\$12,608,533)
Difference	(\$1,272,213)
• Estimated savings in personnel by Scenario 7	\$1,571,610
• Estimated savings by continuing 10% furlough of library staff all of 2008-2009	\$371,793
Subtotal after Personnel Cuts and 10% savings thru furlough	\$671,190
Projected Budget deficit from 2009-2010	(\$62,000)
Subtotal after covering Projected budget deficit	\$609,190

Remaining Budget Issues for 2009-2010

Issues	Amount
Preliminary estimate of the anticipated 8% State Property Tax	(\$578,000)
Goal of a 5% cash reserve	(\$566,816)
<b>Subtotal of other budget Issues</b>	<b>(\$1,144,816)</b>
Applying \$566,816 from the Savings of \$609,190 to from the 5% cash reserve –leaving a balance of \$42,274	\$566,816
\$42,274 applied to 8% property tax	\$42,274
Funds still needed for cash reserve and possible 8% property tax from state	<b>(\$535,726)</b>

Still needed is \$535,726 to

- Fully compensate for the state 8% property tax “take” (\$578,000-\$42,274)





FY 2009-2011 ONNEL TOTALS

Object Title	3410 Admin Services		3411 Technical Services		3412 Public Services		3415 Facilities Services		3416 Network Access Services		Total	
	2008-2009	2009-2010	2008-2009	2009-2010	2008-2009	2009-2010	2008-2009	2009-2010	2008-2009	2009-2010	2008-2009	2009-2010
Regular full time	693,617.00	669,595.00	1,456,656.00	905,156.96	3,310,684.00	3,323,393.96	165,302.00	167,135.00	0.00	423,575.00	4,932,642.00	4,819,260.92
Regular part time	75,832.00	79,492.00	16,294.00	17,036.00	714,583.00	727,887.00	0.00	0.00	0.00	0.00	730,877.00	744,923.00
Overtime	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Termination pay	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Temporary	0.00	0.00	25,719.00	12,924.00	552,000.00	497,162.00	0.00	0.00	0.00	0.00	577,719.00	510,086.00
Other pay	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Special vacation pay	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Vehicle allowance	5,760.00	5,760.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Subtotals Salaries	775,209.00	754,847.00	1,498,669.00	933,116.96	4,577,267.00	4,548,442.96	165,302.00	167,135.00	0.00	423,575.00	6,241,238.00	6,074,269.92
Retirement contribution	101,891.00	96,175.00	195,048.00	118,400.16	532,693.00	520,144.12	21,889.00	21,458.00	0.00	54,382.00	749,630.00	714,384.28
F.I.C.A.	0.00	0.00	1,465.00	0.00	38,676.00	0.00	0.00	0.00	0.00	0.00	40,141.00	0.00
Group health insurance	115,777.00	96,196.00	256,215.00	158,434.54	748,775.00	730,209.82	28,606.00	30,125.00	0.00	79,304.00	1,033,596.00	998,073.36
Group dental insurance	13,213.00	10,722.00	28,555.00	16,783.62	81,831.00	75,386.34	4,458.00	4,371.00	0.00	8,742.00	114,844.00	105,282.96
Vision insurance	2,408.00	2,068.00	5,157.00	3,127.16	14,983.00	13,716.32	725.00	711.00	0.00	1,423.00	20,865.00	18,977.48
Medicare insurance	5,409.00	7,572.00	16,620.00	10,130.68	49,228.00	49,612.58	1,582.00	1,598.00	0.00	6,112.00	67,430.00	67,453.26
Group life insurance	352.00	312.00	852.00	525.20	2,319.00	2,088.60	93.00	86.00	0.00	180.00	3,264.00	2,879.80
Disability insurance	5,803.00	5,070.00	10,290.00	6,905.42	29,696.00	26,899.28	1,136.00	1,110.00	0.00	2,859.00	41,122.00	37,773.70
Unemployment insurance	1,923.00	1,873.00	3,682.00	2,304.69	10,058.00	10,130.42	413.00	418.00	0.00	1,059.00	14,153.00	13,912.11
Workers' compensation	35,738.00	29,527.00	92,647.00	44,721.25	262,401.00	177,413.02	13,819.00	12,652.00	0.00	16,728.00	368,867.00	251,514.27
Subtotal Benefits	282,514.00	249,515.00	610,531.00	361,332.72	1,770,660.00	1,605,600.50	72,721.00	72,529.00	0.00	170,789.00	2,453,912.00	2,210,251.22
Grand Total	1,057,723.00	1,004,362.00	2,109,200.00	1,296,449.68	6,347,927.00	6,154,043.46	238,023.00	239,664.00	0.00	594,364.00	8,695,150.00	8,284,521.14

FY 2009-2010 Supplies & Services

Table 2

	System Services		Library Special Accounts (Admin)		Technical Services		Public Services		Facilities Mgmt		Library IT		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				\$ 16,000								\$ 14,000	\$ 16,000
52135 Prof Serv Fiscal	\$ 6,598	\$ 6,200											\$ 6,598	\$ 6,200
52199 Prof Serv Other	\$ 12,500	\$ 18,018			\$ 15,000								\$ 12,500	\$ 18,018
52201 Water/Sewer/Refuse			\$ 599,526											
52211 Janitorial Services														
52223 Vehicle O&M Inside	\$ 5,386	\$ 4,620											\$ 5,386	\$ 4,620
52240 Office Equip O&M	\$ 3,850	\$ 400			\$ 2,500		\$ 3,000						\$ 3,850	\$ 5,900
52244 Other Equip O&M														
52246 Building O&M														
52247 Landscape Maint Serv														
52248 Software Maint Serv														
52249 Hardware Maint Serv														
52261 Bldg/Equip Rental	\$ 3,097	\$ 2,000												
52302 Travel	\$ 17,590	\$ 10,910			\$ 1,365		\$ 2,915		\$ 683				\$ 17,590	\$ 10,910
52304 Training/Conference														
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								\$ 34,796	\$ 21,794
52932 Insurance-Internal														
52933 Insurance-Outside	\$ 11,970	\$ 13,167												
52960 Advertising	\$ 3,000	\$ 3,000												
52961 Dues/Memberships	\$ 9,856	\$ 2,720												
52972 Printing-Outside	\$ 6,000	\$ 7,500												
52973 Moving Costs														
53101 Postage	\$ 21,680	\$ 17,000												
53102 Office Supplies	\$ 18,067	\$ 16,500												
53106 Books/Periodicals														
53108 Safety Cloth/Equip														
53109 Copier Supplies														
53110 Computer Supplies														
53112 Library Func Suppl														
53113 Janitorial Supplies														
53311 Electricity														
53312 Natural Gas														
54990 Misc Suppl/Serv	\$ 3,200	\$ 3,480												
57401 Office Furniture/Equip														
58140 Loan Principal			\$ 39,022											
58190 Other Debt Principal			\$ 90,200											
58240 Loan Interest			\$ 41,508											
58290 Other Debt Interest			\$ 8,500											
Subtotals	\$ 247,480	\$ 216,295	\$ 94,200	\$ 728,849	\$ 379,042	\$ 196,364	\$ 1,049,379	\$ 876,438	\$ 1,066,131	\$ 1,096,262	\$ -	\$ 226,204	\$ 2,836,232	\$ 3,259,882
<b>Total S &amp; S</b>														

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

4/24

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>

4/21

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.

4/21

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 20098-2010 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.



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.

4/21

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>			<b>\$2,720.00</b>

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

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>

4/18

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.

SOFTWARE	FY 2008-2009	FY 2009-2010
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>

4/21

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.

4/18

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..

4/25/09



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.

<b>SOURCE</b>	<b>FY 2008-2009</b>	<b>FY 2009-2010</b>
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/pge
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>

**SEWER**

<b>Branch</b>	<b>Vendor</b>	<b>Annual</b>
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**

<b>Branch</b>	<b>Vendor</b>	<b>PICKUP SIZE</b>	<b>FREQ</b>	<b>Annual</b>
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>

<b>Item</b>	<b>Amount</b>
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	\$141,611

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	\$2,930
<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	\$420	\$420
<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 In 08-09 did not break out by branch but listed all under Central	\$1,340	\$1,500	
Five Year Sprinkler Inspection next due 2003-2014	0	0	\$13,100

Stainless Steel rail guard, stairs to YP	0	\$4,000	\$17,100
<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		<b>\$141,611</b>

Gone are Aptos blinds--\$200 and \$400  
Gone shelving at Capitola \$790  
Add stainless steel rear guard for YP steps at Central \$4,000

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	<b>\$401,232</b>

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	
\$1.32 Sq. ft x 11 months	\$7,000	\$77,000	
Triple net		\$4,000	\$88,314
Felton: 1,250 sq. ft.			
\$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>\$401,232</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>

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>

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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	\$22,000

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
Erate Consultant	\$4,000
Emergencies and unexpected failures	\$6,000
<b>Total</b>	<b>\$22,000.00</b>

5/14b

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>\$66,051</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	\$2,298
Eigen Alpha Maintenance (Alpha software) Back to 2007-2008 price	\$200	\$400
Process Software Corp Multinet Maintenance Back closer to 2007-2009 price	\$1,400	\$3,000
Network Solutions SSL Certificate	\$900	\$200
Utility Databases	\$15,753	\$15,753
LibLime Koha Maintenance January 2010-June 2010 (last year also budgeted for 6 months). Eliminated. To be reconsidered in 2009/2010	\$4,500	\$25,000
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>\$66,051.00</b>

5/14

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).

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
T1 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.

4/18



**RESOLUTION # 2009-04**

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

WHEREAS, the Santa Cruz Library Joint Powers Board wishes to provide book materials that support library users' need for information, and

WHEREAS, monies from the Richardson Trust are available for this purpose,

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

That \$16,000 in income from the Richardson Trust be transferred and appropriated to the FY 2009-2010 Budget for the purchase of library materials that meet the criteria established for the Trust.

PASSED AND ADOPTED this 1<sup>st</sup> day of June 2009 by the following votes:

AYES: Board Member(s):

NOES: Board Member(s):

ABSENT: Board Member(s):

DISQUALIFIED: Board Member(s):

APPROVED

ATTEST

\_\_\_\_\_  
Chair

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Board Clerk

**RESOLUTION # 2009-05**

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

WHEREAS, the Santa Cruz Library Joint Powers Board wishes to provide musical materials that support the Library's collection in this subject area, and

WHEREAS, monies from the Finkeldey Trust are available for this purpose,

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

That \$755 in anticipated interest income from the Finkeldey Trust be transferred and appropriated to the FY 2009-2010 Budget for the purchase of library music materials.

PASSED AND ADOPTED this 1<sup>st</sup> day of June 2009 by the following votes:

AYES: Board Member(s):

NOES: Board Member(s):

ABSENT: Board Member(s):

DISQUALIFIED: Board Member(s):

APPROVED

ATTEST

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Chair

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Board Clerk

**RESOLUTION # 2009-06**

**RESOLUTION OF THE SANTA CRUZ LIBRARY JOINT POWERS  
AUTHORITY BOARD TRANSFERING AND APPROPRIATING FUNDS FROM  
THE MCCASKILL TRUST FOR THE VISUALLY IMPAIRED**

WHEREAS, the Santa Cruz Library Joint Powers Board wishes to provide library materials that meet the information needs of people with visual impairments, and

WHEREAS, monies from the McCaskill Trust for the visually impaired are available for this purpose,

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

That \$10,000 in accrued McCaskill Trust for the Visually Impaired income be transferred and appropriated to the FY 2009-2010 Budget for the purchase of library materials for this purpose.

PASSED AND ADOPTED this 1<sup>st</sup> day of June 2009 by the following votes:

AYES: Board Member(s):

NOES: Board Member(s):

ABSENT: Board Member(s):

DISQUALIFIED: Board Member(s):

APPROVED

ATTEST

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Chair

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Board Clerk

**RESOLUTION # 2009-07**

**RESOLUTION OF THE SANTA CRUZ LIBRARY JOINT POWERS  
AUTHORITY BOARD TRANSFERRING AND APPROPRIATING FUNDS FROM  
THE MCCASKILL TRUST FOR LOCAL HISTORY**

WHEREAS, the Santa Cruz Library Joint Powers Board wishes to provide local history materials that support the Library's collections in this subject area, and

WHEREAS, the Board also wishes to provide sufficient shelving in the Central Branch Californiana Room for the collection, and

WHEREAS, monies from the McCaskill Trust for Local History are available for this purpose,

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

That \$5,000 in accrued McCaskill Trust for Local History income be transferred and appropriated to the FY 2009-2010 Budget for the purchase of library materials for this purpose.

PASSED AND ADOPTED this 1<sup>st</sup> day of June 2009 by the following votes:

AYES: Board Member(s):

NOES: Board Member(s):

ABSENT: Board Member(s):

DISQUALIFIED: Board Member(s):

APPROVED

ATTEST

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Chair

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Board Clerk

**RESOLUTION # 2009-08**

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

WHEREAS, additional funds are required to pay for upcoming costs in planning for the new Felton Branch Library, and

WHEREAS, monies from the Felton Contingency Funds are available for this purpose,

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

That \$18,018 in Felton Contingency Fund income be transferred and appropriated to the FY 2009-2010 Budget for the purpose of the new branch planning.

PASSED AND ADOPTED this 1<sup>st</sup> day of June 2009 by the following votes:

AYES: Board Member(s):

NOES: Board Member(s):

ABSENT: Board Member(s):

DISQUALIFIED: Board Member(s):

APPROVED

ATTEST

\_\_\_\_\_  
Chair

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Board Clerk

**RESOLUTION # 2009-09**

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

WHEREAS, the elimination of positions will help to address the library budget shortfall,  
and

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

That the Library Joint Powers Authority Board eliminate the following positions from the  
FY 2009-2010 Library Budget as of January 1, 2010:

706-001      Assistant Director Position

PASSED AND ADOPTED this 1<sup>st</sup> day of June 2009 by the following votes:

AYES:          Board Member(s):

NOES:          Board Member(s):

ABSENT:        Board Member(s):

DISQUALIFIED:    Board Member(s):

APPROVED

ATTEST

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Chair

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Board Clerk



**RESOLUTION # 2009-010**

**RESOLUTION OF THE SANTA CRUZ LIBRARY JOINT POWERS  
AUTHORITY BOARD TRANSFERRING AND APPROPRIATING FUNDS  
(SCENARIO 6)**

WHEREAS, the elimination of positions will help to address the library budget shortfall,  
and

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

That the Library Joint Powers Authority Board eliminate the following positions from the  
FY 2009-2010 Library Budget as of July 1, 2009:

40 Hour	Librarian IV, Head of Technical Services (725-003)
40 Hour	Librarian III, Development Librarian (313-009)
20 Hour	Library Clerk (151-037)
40 Hour	Library Assistant (150-024)
30 Hour	Library Clerk (151-030)
24 Hour	Administrative Assistant II (106-011)
40 Hour	Senior Library Assistant (185-008)
40 Hour	Library Clerk (151-006)
40 Hour	Senior Library Assistant (185-025)
25 Hour	Library Assistant (150-019)
40 Hour	Library Clerk (151-018)
40 Hour	Library Clerk (151-042)
40 Hour	Senior Library Assistant (185-009)
40 Hour	Senior Library Assistant (185-018)
40 Hour	Senior Library Assistant (185-017)
25 Hour	Senior Library Assistant (185-021)
30 Hour	Library Assistant (150-008)
30 Hour	Library Clerk (151-015)
40 Hour	Library Assistant (150-027)

PASSED AND ADOPTED this 1<sup>st</sup> day of June 2009 by the following votes:

AYES: Board Member(s):

NOES: Board Member(s):

ABSENT: Board Member(s):

DISQUALIFIED: Board Member(s):

APPROVED

ATTEST

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Chair

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Board Clerk

**RESOLUTION # 2009-011**

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

WHEREAS, the reduction of positions will help to address the library budget shortfall,  
and

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

That the Library Joint Powers Authority Board reduce the following positions from the  
FY 2009-2010 Library Budget as of July 1, 2009 from 40 hour FTE to 20 hour PTE:

132-003	Courier Driver
151-028	Library Clerk
149-016	Librarian II

PASSED AND ADOPTED this 1<sup>st</sup> day of June 2009 by the following votes:

AYES: Board Member(s):

NOES: Board Member(s):

ABSENT: Board Member(s):

DISQUALIFIED: Board Member(s):

APPROVED

ATTEST

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Chair

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Board Clerk

**RESOLUTION # 2009-012**

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

WHEREAS, the transfer of positions will help to address the library budget shortfall, and

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

That the Library Joint Powers Authority Board transfer the following positions from the  
FY 2009-2010 Library Budget as of July 1, 2009 from Public Services to Technical  
Services:

149-020          Librarian II

PASSED AND ADOPTED this 1<sup>st</sup> day of June 2009 by the following votes:

AYES:            Board Member(s):

NOES:           Board Member(s):

ABSENT:        Board Member(s):

DISQUALIFIED:    Board Member(s):

APPROVED

ATTEST

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Chair

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Board Clerk

**RESOLUTION # 2009-013**

**RESOLUTION OF THE SANTA CRUZ LIBRARY JOINT POWERS  
AUTHORITY BOARD TRANSFERRING AND APPROPRIATING FUNDS  
(SCENARIO 7)**

WHEREAS, the elimination of positions will help to address the library budget shortfall,  
and

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

That the Library Joint Powers Authority Board eliminate the following positions from the  
FY 2009-2010 Library Budget as of July 1, 2009:

40 Hour	Librarian IV, Head of Technical Services (725-003)
40 Hour	Librarian III, Development Librarian (313-009)
40 Hour	Library Assistant (150-024)
24 Hour	Administrative Assistant II (106-011)
40 Hour	Senior Library Assistant (185-008)
40 Hour	Library Clerk (151-006)
25 Hour	Senior Library Assistant (185-020)
20 Hour	Library Assistant (150-012)
20 Hour	Library Clerk (151-031)
40 Hour	Senior Library Assistant (185-001)
20 Hour	Library Clerk (151-048)
40 Hour	Senior Library Assistant (185-025)
25 Hour	Library Assistant (150-019)
25 Hour	Library Assistant (150-020)
40 Hour	Library Clerk (151-018)
25 Hour	Library Clerk (151-040)
40 Hour	Senior Library Assistant (185-009)
40 Hour	Library Assistant (150-005)
26 Hour	Library Clerk (151-033)
40 Hour	Senior Library Assistant (185-018)
40 Hour	Library Assistant (150-028)
25 Hour	Senior Library Assistant (185-021)
20 Hour	Library Assistant (150-021)
20 Hour	Library Assistant (150-007)
25 Hour	Librarian II (149-012)
40 Hour	Library Assistant (150-010)

PASSED AND ADOPTED this 1<sup>st</sup> day of June 2009 by the following votes:

AYES: Board Member(s):

NOES: Board Member(s):

ABSENT: Board Member(s):

DISQUALIFIED: Board Member(s):

APPROVED

ATTEST

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Chair

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Board Clerk

May 26, 2009

TO: LIBRARY JOINT POWERS AUTHORITY BOARD

FR: ACTING DIRECTOR OF LIBRARIES

RE: THE CONTINUATION OF A 10% FURLOUGH OF ALL LIBRARY  
EMPLOYEES FOR FY 2009-2010

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**RECOMMENDATION:** That the Library Joint Powers Authority Board adopt a resolution directing the Interim Library Director to work with City Human Resources Director to negotiate the continuation of a 10% furlough for all regular full-time library employees for FY 2009-2010. Any deferrals that individual bargaining units adopt that apply to the 2009-2010 furlough will be used to lessen the amount of the furlough time for full-time regular employees. The reductions will be calculated by bargaining unit. All branches will remain closed on Fridays during FY 2009-2010 as a result of the reduced work

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**Discussion**

- Library revenues for 2009-2010 are expected to drop further in 2009-2010...
- A 12% decrease in sales tax is expected for July-December 2009 as well as zero growth in sales tax between January-June 2010...
- Property tax revenue for 2009-2010 is now expected to fall at least \$120,412,
- In 2008-2009, the combined revenue drop is expected to be \$293,338, and for 2009-2010 the combined revenue from sales tax and property tax is expected to fall another \$692,624.
- In addition, the Library is expected to end the 2008-2009 with a projected negative fund balance of \$62,000
- The State of California is now raising the idea of taking 8% (\$578,000) of the Library's property tax to help the state balance its budget.

- The LJP eliminated 3 positions in 2008-2009, raised late fees, raised internet use fees for extended use, raised meeting room fees, re-established a charge for requests not picked up, and increased the charge when borrowers ignore late notices and a collection service is required to continue to contact them about their late materials and fines.
- In January 2009, the Board requested that regular full-time staff furlough for the last 21 weeks of the fiscal year to bring the library budget back into balance with its revenues and to avoid laying off staff

A 10% furlough for 1009-2010 is needed to avoid increasing further increasing the number of lay-offs that have been necessary to balance the 2009-2010 library budget.

Of concern to staff is that the very real potential that the increase in individual workloads as a result of the furlough and the elimination of other staff positions could lead to staff injuries. All staff will concentrate on maintaining a safe work place for volunteers, the staff, and the public.

When the new hours are in place with new staff schedules and a reduction in programming, staff will report back to the Board periodically on the realities of reduced library service and staff.



May 26, 2009

TO: LIBRARY JOINT POWERS AUTHORITY BOARD

FR: ACTING DIRECTOR OF LIBRARIES

RE: REDUCTION IN LIBRARY HOURS EFFECTIVE JULY 1, 2009

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RECOMMENDATION: That the Library Joint Powers Authority Board adopt a change in Library hours system-wide effective July 1<sup>st</sup>, 2009 that reflect the hours either in Scenario 6 or the hours in Scenario 7.

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#### DISCUSSION

At the direction of the Joint Powers Authority Board, the staff has given the Board two different scenarios for cutting library hours and staff to bring in a balanced budget for 2009-2010.

The revenue for FY 2009-2010 is now expected to be even lower than the first projections in January 2009. The Board decided at its May meeting to only look at a library service plans that left some open hours.

The minimum amount to be cut for FY 2009-2010 is \$1,272, 213. The other library budget concerns—an anticipated \$62,000 negative budget deficit from 2008-2009, the anticipated 8% state property tax take (\$578,000), and full funding of a 5% cash reserve (\$566,816) total another \$1,206,816.

Open hours for Scenario 6 and Scenario 7 are attached.

### Scenario 6--Minimum Open Hours

Open Hours for the four Supervisor Branches and their Service Branches  
(minimum hours listed below, expanded as final staffing/scheduling allows)

The Library E-branch will continue to be on-line 7 days a week. This includes the online databases, library catalog, community information database and more

Outreach/Bookmobile will operate Monday-Thursdays retaining 75% of their stops, and continuing to emphasize service to seniors, nursing homes, children, and those with limited mobility.

	Central (58 to 40 hours)	Branciforte (41 to 14)	Garfield Park (32 to 12 hours)
Saturday	11-5	1-5	
Sunday	1-5		
Monday	1-7	1-5	2-6
Tuesday	11-7		2-6
Wednesday	11-7		2-6
Thursday	11-7	1-7	
Friday			

	Scotts Valley (48 to 32 hours)	Boulder Creek (37 to 12 hours)	Felton (37 to 8 hours)
Saturday	1-5	1-5	
Sunday			
Monday	1-5	1-5	
Tuesday	11-7		1-5
Wednesday	11-7	3-7	
Thursday	11-7		1-5
Friday			

	Aptos (54 to 32 hours)	La Selva Beach (31 to 8 hours)
Saturday	1-5	
Sunday		
Monday	11-7	
Tuesday	11-7	1-5
Wednesday	11-7	
Thursday	1-5	1-5
Friday		

	Live Oak (50 to 28 hours)	Capitola (42 to 20 hours)
Saturday		1-5
Sunday	1-5	
Monday	11-7	
Tuesday	1-5	11-7
Wednesday	11-7	
Thursday	1-5	11-7
Friday		

### Scenario 7—Minimum Open Hours

Open Hours for the four Supervisor Branches and their Service Branches  
(minimum hours listed below, expanded as final staffing/scheduling allows)

The Library E-branch will continue to be on-line 7 days a week. This includes the online databases, library catalog, community information database and more

Outreach/Bookmobile will operate Monday-Thursdays retaining 75% of their stops, and continuing to emphasize service to seniors, nursing homes, children, and those with limited mobility.

	Central (58 to 36 hours)	Branciforte (41 to 8 hours)	Garfield Park (32 to 8 hours)
Saturday	10-6		
Sunday	1-5		
Monday		1-5	2-6
Tuesday	11-7		
Wednesday	11-7		2-6
Thursday	11-7	1-5	
Friday			

	Scotts Valley (48 to 24 hours)	Boulder Creek (32 to 8 hours)	Felton (37 to 8 hours)
Saturday	10-6		
Sunday			
Monday	11-7	1-5	
Tuesday			1-5
Wednesday	11-7	1-5	
Thursday			1-5
Friday			

	Aptos (54 to 24 hours)	La Selva Beach (28 to 8 hours)
Saturday	10-6	
Sunday		
Monday		1-5
Tuesday	11-7	
Wednesday		1-5
Thursday	11-7	
Friday		

	Live Oak (50 to 24 hours)	Capitola (42 to 8 hours)
Saturday	10-6	
Sunday		
Monday	11-7	
Tuesday		1-5
Wednesday	11-7	
Thursday		1-5
Friday		

