

SANTA CRUZ • PUBLIC
LIBRARIES
A City-County System

LIBRARY JOINT POWERS AUTHORITY BOARD

Monday, August 3, 2009
Central Branch Community Meeting Room
224 Church Street, Santa Cruz

7:00 PM PUBLIC MEETING

1. ROLL CALL
2. APPROVE AGENDA
3. APPROVE MINUTES OF MAY 18, 2009
4. APPROVE MINUTES OF JULY 13, 2009
5. ORAL COMMUNICATIONS
6. CONSENT AGENDA
 - A. Transfer Funds from the On-Call Temporary Personnel Budget Line to Overtime and Extra Hours
 - B. Appropriate Funds from the Richard Trust
 - C. Appropriating Kemme Trust
 - D. Appropriate First Five Grant Funds
7. WRITTEN COMMUNICATIONS
 - A. Letter and email correspondence from patrons
 - B. Web Page on Donating to the Library
8. REPORTS OF ADVISORY BODIES
 - A. Friends of the Santa Cruz Libraries, Inc.
9. MEMBER REPORTS
 - A. Felton Library Task Force (Gerdt)
 - B. Scotts Valley Report (Reed)
10. STAFF REPORTS

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

- A. Library's Insurance Reported By Kris Kamandulus, City Risk Manager (oral)
- B. Budget Update Through June 30, 2009
- C. Recommendation on 8% Loss in Property Taxes Funds
- D. Update on Layoff and Mitigation (oral)
- E. Update on Temporary Employees (oral)
- F. Update on Community Volunteerism and Partnerships (oral)
- G. Two Week Closure Recommendation
- H. Strategic Planning Process Proposal
- I. Update on Child Pornography Arrest at the Library (oral)
- J. Raising Patron Account Block Level from \$5.00 to \$10.00 (oral)

11. OTHER BUSINESS

- A. Resolution in support of staff who are being laid off, reduced in hours, and/or moved to a lower classification
- B. Felton Permit Status (oral)
- C. Report from Adhoc Library Finance Subcommittee and Creation of Standing Library Finances committee (oral)
- D. Library Budget 101 Meeting (oral)
- E. Re-establish Parking Lot Discussion Items (oral)

12. NEXT MEETING

The next scheduled meeting is Monday, September 14, 2009. The topics for the next meeting will include:

- A. End of Year Financial Information for FY 2008-09
- B. Annual Report for FY 2008-09
- C. Approval of Carryover Purchase Orders from FY 2008-09
- D. County Sales and Property Tax Projections (if available)

13. ADJOURN

The Library Joint Powers Authority Board will adjourn from the regularly scheduled meeting of August 3rd, 2009 to the next regularly scheduled public meeting on September 14th at 7 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 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 1st meeting as a last resort location. The Central Branch library would be closed at 6 PM on June 1st 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.

SANTA CRUZ PUBLIC LIBRARIES
A CITY-COUNTY SYSTEM

LIBRARY JOINT POWERS BOARD

MINUTES

July 13, 2009

Central Branch Meeting Room
224 Church Street, Santa Cruz

7:00 PM PUBLIC MEETING

I. ROLL CALL

Present: Citizen Nancy Gerdt, Citizen Barbara Gorson, Councilmember Jim Reed, Citizen Leigh Poitinger, Councilmember Sam Storey

Absent: Councilmember Katherine Beiers, Supervisor John Leopold, Councilmember Mike Rotkin, Supervisor Mark Stone

Staff: Teresa Landers, Director of Libraries
Susan Elgin, Assistant Director of Libraries

II. APPROVAL OF MEETING AGENDA OF JULY 13, 2009

Citizenmember Poitinger moved, seconded by Councilmember Reed

that the Board approve the agenda of July 13, 2009.

UNAN

III. APPROVE MINUTES OF JUNE 1, 2009

Councilmember Reed moved, seconded by Councilmember Storey

that the Board approve the minutes of June 1, 2009.

UNAN

IV. VICE CHAIR REPORTS ON CLOSED SESSION

Citizenmember Poitinger reported that the Board met for a closed session meeting on July 7, 2009 regarding labor negotiations. The Board gave direction to library staff but took no formal action.

V. INTRODUCTION OF NEW LIBRARY DIRECTOR BY CHAIR

The Board formally introduced and welcomed the new Library Director.

VI. ORAL COMMUNICATIONS

- A. James Morley, La Selva Beach resident, would like the library to make available the requirements for library volunteers.

Citizenmember Gorson asked that volunteers please get in touch with the Friends of the Library to talk about volunteer opportunities.

7:09 PM Councilmember Beiers arrived.

VII. CONSENT AGENDA

Councilmember Storey moved, seconded by Councilmember Beiers

that the Library Joint Powers Authority Board authorize the Director of Libraries to sign agreements with the First 5 Commission of Santa Cruz County for continuation in FY 2009-10 of the First Five Commission Grant.

UNAN

VII. WRITTEN COMMUNICATION

- A. Furlough Agreement with SEIU
- B. Furlough Agreement with Operating Engineers, Supervisors
- C. Furlough Agreement with Operating Engineers, Mid-Managers
- D. Family Trust of Kenneth H. Whalen and Shirley M. Whalen
- E. Letter and Email Correspondence from Patrons
- F. Letter from Barbara Boxer Regarding LSTA Funds

VIII. REPORTS OF ADVISORY BODIES

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

- May Civic Auditorium Book Sale took in over \$22,000
- June Board Retreat focused on fund development
- 75% Increase in Volunteer Applications
- Upcoming Events
 - * August 1-2 Kid's Book Sale 1-4PM
 - * August 13th Friends of the Library night at Shakespeare Santa Cruz "Shipwrecked"
- Ongoing Sponsorships
 - * Munching with Mozart
 - * Library's Summer Reading Program
 - * Book Discussion Group Book Kits
 - * "Book Buddies" Outreach Program
 - * Read to Me Book Kits
 - * Shakespeare Santa Cruz Summer Performances
 - * "Business Brownbag" Small Business Survival Series

Michele Mosher, Board Member of the Friends of the Felton Library reported the following activities:

- *3rd Annual Felton Library Festival: Ice Cream Social & Watermelon Feed
- *September 12, 2009 from 10-12:30PM

VIII. MEMBER REPORTS

A. Felton Library Task Force

No Report

B. Scotts Valley Report

Councilmember Reed reported on the City of Scotts Valley's purchase of the skate center. The building has been inspected and will close escrow on July 20, 2009. Scotts Valley City Council will be approving a contract to hire Strategic Construction Management to be the manager on the project. In addition, the architectural sub-committee met to go over the finalists. There will be final presentations by the final five on July 22nd and will then go up for council approval. The skate rink will stay open through December for activities already planned.

Also on September 19, 2009 Scotts Valley Friends will be holding a fundraiser. Details will be announced as they become available.

IX. STAFF REPORTS

A. Tax Deductible Donations

The Santa Cruz City-County Public Library System can accept gifts, donations, and bequests. However, gifts and donations given specifically to the Santa Cruz City/County Library do not qualify as charitable contributions under the Internal Revenue Code. Gifts/Donations/Bequests can also be directed to the Friends of the Santa Cruz Public Libraries and do qualify as charitable contributions under the Internal Revenue Code.

B. Live Oak Railing and Eucalyptus Tree

A small piece of the Live Oak replacement railing was cut and stolen. The Library will look at replacing this portion of railing. In addition, a tree is in danger of coming down due to a fungus that has caused the tree to split. The Library will be working with the County on funding to help pay for the removal.

C. Programming Gift from ZunZun

ZunZun, a wildly popular local musical group, wrote a proposal in February to the Cultural Council of Santa Cruz asking for their support to give performances at local libraries this summer and received approval in June. The Library scheduled these performances for July.

D. Budget update as of 5/31/09

The Board reviewed the cash flow balance report.

E. Thoughts going forward from Library Director

Teresa Landers, Library Director, commented on her thoughts going forward. She listed a strategic plan and community input as important components to an overall visioning process for the Santa Cruz Library System. Ms. Landers will also be focused on budget process improvements.

X. OTHER BUSINESS

A. Friends Store and Office Space at Central

Teall Messer reported on the proposed space remodel in the Central Branch lobby for a Friends store. The store will help to clean up the Central Branch lobby and increase sales space for the Friends. The Friends hope to have contractor bids in by July 15, 2009.

XI. NEXT MEETING

August 3, 2009

XII. ADJOURN

The regular meeting adjourned at 7:50 p.m.

Respectfully submitted,



Kira Henifin, Clerk of the Board

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

RESOLUTION # 2009-17

**RESOLUTION OF THE SANTA CRUZ LIBRARY JOINT POWERS
AUTHORITY BOARD TRANSFERRING FUNDS FROM THE TEMPORARY
BUDGET TO PUBLIC SERVICES**

WHEREAS, the Santa Cruz Library Joint Powers Board would like to transfer monies set aside for the temporary budget to the public services budget

WHEREAS, monies for this purpose will be used for employee overtime and extra hours for part time employees

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

That \$175,968 be transferred from the Temporary Personnel Budget to the Public Services Personnel Budget for the FY 2009-2010 Budget.

PASSED AND ADOPTED this 3rd day of August 2009 by the following votes:

AYES: Board Member(s):

NOES: Board Member(s):

ABSENT: Board Member(s):

DISQUALIFIED: Board Member(s):

APPROVED

ATTEST

Chair

Board Clerk

RESOLUTION # 2009-14

**RESOLUTION OF THE SANTA CRUZ LIBRARY JOINT POWERS
AUTHORITY BOARD TRANSFERING AND APPROPRIATING ADDITIONAL
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 \$7,000 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 1st 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

Board Clerk

RESOLUTION # 2009-16

**RESOLUTION OF THE SANTA CRUZ LIBRARY JOINT POWERS
AUTHORITY BOARD TRANSFERING AND APPROPRIATING KEMME
TRUST FUNDS FOR MEMORIAL PLAQUE**

WHEREAS, the Santa Cruz Library Joint Powers Board wishes to provide a memorial plaque to show its appreciation for the Aptos Parking Lot Expansion project

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

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

That \$500 in income from the Kemme Trust be transferred and appropriated to the FY 2009-2010 Budget for the purchase of a memorial plaque.

PASSED AND ADOPTED this 3rd day of August 2009 by the following votes:

AYES: Board Member(s):

NOES: Board Member(s):

ABSENT: Board Member(s):

DISQUALIFIED: Board Member(s):

APPROVED

ATTEST

Chair

Board Clerk

RESOLUTION # 2009-13

**RESOLUTION OF THE SANTA CRUZ LIBRARY JOINT POWERS
AUTHORITY BOARD TRANSFERING FUNDS AND AMENDING THE FY
2009-10 BUDGET TO ACCEPT THE FIRST FIVE GRANT**

WHEREAS: The First 5 Commission of Santa Cruz County has awarded the Santa Cruz Library System a grant in the amount of \$2,500 to continue its Family Place Project.

NOW THEREFORE, BE IT RESOLVED that the Library Joint Powers Authority Board transfer funds and amend the FY 2009-10 Budget for \$2,500 to accept the grant for the above named project.

PASSED AND ADOPTED this 3rd day of August 2009 by the following votes:

AYES: Board Member(s):

NOES: Board Member(s):

ABSENT: Board Member(s):

DISQUALIFIED: Board Member(s):

APPROVED

ATTEST

Chair

Board Clerk

Teresa Landers

From: Gabe Reyes
Sent: Wednesday, July 15, 2009 11:23 AM
To: Teresa Landers
Cc: Substitute Staff Schedulers
Subject: Patron Request For A Call Back

Importance: High

Re: Patron Complaint - Felton

I received a call from a patron - Cheryl Mercurio who requested a call back to discuss her dissatisfaction with the limited hours for the Felton Branch (1:00-5:00 on Tues.&Thurs only). She says that she knows everyone at the Felton branch and that they even hold books for her that they think she would like to read.

She also stated that she is a school teacher for Westlake Elementary School and has been a patron for 30 years. She is frustrated with the "confusing" mix of hours for the different branches and is also concerned that when school starts that she will not have access to a branch since she will be working at the school.

She stated that someone (unnamed) advised her to express her dissatisfaction directly to you.

Cheryl Mercurio

[REDACTED]

Gabe

JUL 22 2009

[REDACTED]

July 20, 2009

Dear Teresa Landers,

I am writing about our Felton Library and the lamentable fact that it is only open now eight hours a week. A few of us, concerned about the unavailability of access to books, would like you to consider letting us open our Library one morning a week, staffed by us. Volunteers.

There are at this point, five of us, responsible and trustworthy people, who would like to do this. Two of us would open the library and be there as hosts and helpers for a three hour period. That would leave three others as back-up in case one of us was not able to come.

We would not use computers, or other equipment, or check out books, but the space would be available for reading, writing, study, parents reading to children, research, and possible book groups and story hours. Someone has already volunteered to do an occasional story hour.

This would be an experiment. Say ten weeks—if it goes well, it can be expanded—and only an interim project, until funding is restored and paid staff can return. We do not wish to take anyone's job, but a building full of books sitting closed for most of the week when it doesn't have to is, especially in these difficult times, a tragedy.

I am a member of Felton Library Friends and have been involved in various ways with our library for 27 years.

I hope you will consider this idea and I look forward to hearing from you.

Sincerely,

Marilyn Robertson

Marilyn Robertson
[REDACTED]

phone conversation 7/24/09 explaining issue of needing staff in building to supervise volunteers. Promised to keep her concerns in mind as we move forward & look for creative solutions in how we use volunteers

SCPL Administration,

JUL 10 2009

What are young readers worth to the Santa Cruz Public Library system? Twelve dollars.

Yes, we owed you twelve dollars for a book our two-year-old man handled. The card holder, Max, is fine and has only just begun to learn about libraries and how they work.

Recently we came to our local Aptos library with our newly minted bill. Our intention was to return our latest, pay our debt and borrow ~~of~~ our next books. I approached the librarian with my debit card in hand only to be told she only takes cash or check. We were made to feel like unwelcome delinquents
the Aptos Staff.

Here is what Max learned about your libraries and the way they work:

- o They are indifferent to him as a burgeoning reader.
- o That their one mission which he understands - to help him to find, read and borrow books - is one in which they will disappoint him.
- o That his father feels enmity based on the staff's behavior.

Here is what I learned about our library here in Aptos:

- o They cannot take modern forms of payment.
- o They perceive themselves as indifferent debt-collectors.



SANTA CRUZ • PUBLIC
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A City-County System

July 22, 2009

S. Armstrong
[REDACTED]

Dear Mrs. Armstrong,

Thank you for writing and expressing your concerns about your recent experiences at the Aptos Library. I am sorry it was such a negative experience. I also apologize for my delay in responding. I have only been here two weeks and it is taking me a while to learn the intricacies of our system.

You raise several issues in your letter that I hope to address. Most important for me is the level of customer service you experienced. I will be speaking to the manager of the Aptos Library about how staff interacts with the public. I do not want anyone to use one of our libraries and feel enmity from the staff or that our only concern is debt collection.

Unfortunately, given the dire financial circumstances in which our library system currently finds itself, we are unable to accept debit or credit card payment due primarily to the fact that using these services would cost us anywhere from 3-5% on each transaction. This is in addition to the cost of equipment and upgrades to our computer system that would be necessary. I do plan on "modernizing" many of our practices but we have to be careful about the costs we incur balanced with the convenience and level of service we can provide. In the long term I am hoping we can achieve the ability to handle matters such as this using debit or credit cards online so that you don't have to deal with it when you do make the trip to the library. For now, we do accept payment by check by mail which may be an easier way to handle such matters.

I want you to know that early literacy is a priority for me as the new library director. A part of the process of teaching our young people to read is to learn to properly care for books. Accidents do happen and we certainly understand that. The Library serves all the community and when materials are damaged or lost, if they are not paid for we are faced with choosing between replacing the damaged or lost item out of our regular budget for purchasing materials or buying a new item which expands the collection. This year we are facing an even more difficult scenario. If the State of California decides to "borrow" property taxes from local jurisdictions we will be losing over half of our materials budget to purchase new or replacement materials through June 2010. This means we will not be able to replace damaged or lost items OR buy new materials other than the bare minimum to keep us going.

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

June 24, 2009

Dear Library Joint Powers Board,

Please support youth services! When we judge the strength of a community, high reading and writing skills are a huge part of it if it is granted successful standing. Education, safety and social awareness are increased by reading and writing. As babies, before we can read, before we can write, we understand our surroundings innocently, yet we are technically ignorant of what one living a life must do to survive & thrive. We must be helped to see others point of view and entirely different examples and illustrations of situations. The period of youth in one's life is a crucial transition. What more can we learn than that from our families. We need reading and writing skills to express and communicate to survive with each other. We must be shown and do the showing to build up a community, and not let it disassemble itself.

I am an educated person who holds a college degree. I have held several high level jobs and continue to be a learner as to who others are and how our spinning world functions. I grew up at the library. I hope my young son will as well. He already has!

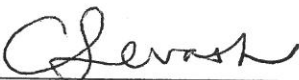
He's grown so much along the past three years and it is because of the library youth services. He is at the top of his preschool class. He speaks in complete sentences and reads words such as Budapest and gorgeous.

I got prenatal and birthing books in anticipation of his birth.

Once he was born, he slept while I searched the racks for parenting books. He played near me at the library while I assessed the parental ratings for his mental age and developmental stage. Finally began choosing board books safely in a prepared learning, accessible toddler zone. He's currently enrolled in the summer reading program and more motivated everyday.

Please listen when I say this has been accomplished through the library staff and the Aptos branch story time, especially due to the librarian Nancy. With her we've listened, sung, created grown, taught and learned with my son's peers and other volunteers. We have acknowledged special customs and significant people. We've made imaginative puppets from craft odds and ends. So many skills that support early literacy have been formed through the aid of the youth services program. It is a unique, special and genuine notion that instills values and skills in our future generations. These kids, because of youth services are cultivating the skills they need to grow on.

We are very disappointed to see this service being neglected. More people than parents care about having these youth services, and please save as much of the library youth services as possible. Without these inspiring people and these stellar curriculums, we are left with just bare reading rooms. Please flow funds to this service to continue the reading and writing that makes this an aware, educated and safe community.

x 

Carey Levash
Aptos Resident

JUN 27 2009



SANTA CRUZ • PUBLIC
LIBRARIES
A City-County System

26 July 2009

Carey Levash
600 Cabrillo Park Court #1
Aptos, CA 95003

Dear Ms. Levash:

Your letter of June 24, 2009 to the Joint Powers Board supporting youth services at the Santa Cruz Public Libraries has been forwarded to me for response.

As I read the first part of the letter, I began smiling and thinking "Yes! Yes! Yes!" Your family has used the library as the youth services staff hopes every family will and I very much appreciate knowing how your son is benefiting from our early literacy work. What a pleasure to know that the parenting collection has been useful and your son is enjoying the summer reading program.

Your praise for Nancy Call confirms what we know of her; she is a dedicated and talented youth services librarian and we are lucky to have her on our staff.

Please be assured that youth services remains a priority for our Library system in spite of the economic turmoil. Because we have had to make so many changes in hours and staffing, we have temporarily suspended some programming so that we can have planning time to work out what to do with our limited resources.

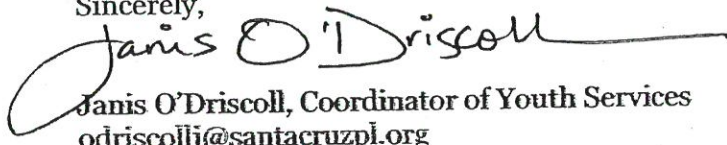
I am glad you wrote to the Library because you can help us. Our Director, Teresa Landers, is about to initiate a strategic planning process that will include gathering insights from the community. I encourage you to participate in this process and I will let you know when the work gets underway.

Youth services programming is completely supported by the Friends of the Santa Cruz Public Libraries and new members are welcomed: <http://www.fscpl.org>. Very soon we will begin making wish lists for the collection in cooperation with local bookstores.

In the meantime, storytimes and programs WILL continue to be an integral part of youth services and the youth services staff is working now to restore what we can.

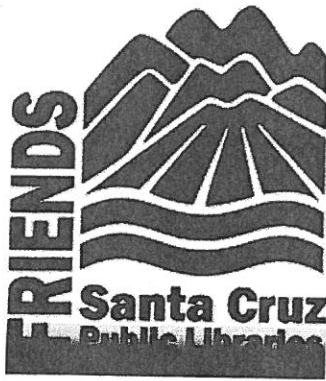
Thank you very much for writing in recognition of our work. I look forward to your assistance in setting Library priorities that will support your son into school and beyond.

Sincerely,


Janis O'Driscoll, Coordinator of Youth Services
odriscollj@santacruzpl.org

cc. Barbara Gorson
Teresa Landers

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


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Friends of the Santa Cruz
Public Libraries
P.O. Box 8472
Santa Cruz, CA
95061-8472
(831) 420-5790 (voice)
friends@santacruzpl.org
Hours: M-F, 10am-4pm.

[Santa Cruz Public Library](#)
[Santa Cruz Library
Calendar](#)

SC Library Central Branch
224 Church Street
Santa Cruz, CA 95060-3873
(831) 420-5700
Ref (831) 420-5730
TDD (831) 420-5733

Donations: The Life Blood of the Friends of the Library

The Friends of the Library depends on the generosity of the Santa Cruz and Monterey Bay community. Remember, as a 501 (c) 3 non-profit, all donations are tax deductible (Tax ID: #94-2612557). Please indicate at the bottom of the check where you'd like your donation to go. Checks can be sent to:

Friends of the Santa Cruz
Public Libraries P.O. Box 8472
Santa Cruz, CA 95061-8472

Other questions? We welcome your calls: (831) 420-5790.

Here are some of our programs:

Book Fund Drive

The Friends of the Santa Cruz Library is now accepting donations for our Book Fund Drive. Donations from the "BFD" go to the purchase of books, audio tapes, DVDs and CDs for our system-wide collection. You can click on the Online Donations link to make a donation on our secure website link.

I Love the Friends!

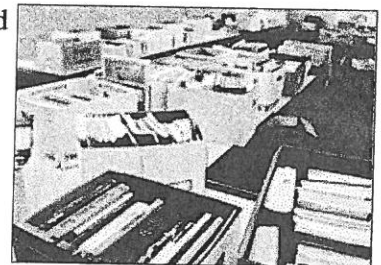
The Friends of the Library can't survive without your generous unrestricted donations to help defray operating costs, as well as provide funding to enable the Friends to advocate for libraries, support volunteer services, and of course, sponsor and collaborate on Library programs and events, including our Central Branch Friends Book Store and four Book Sales each year.

"We'll Never Forget You" Memorial Contributions

There is nothing more precious than remembering a loved one who loved reading and libraries by supporting the Library through its Friends in memorial donations and bequests. Please call us for more information: (831) 420-5790

"Read 'em Again" Book Donations

We turn your pre-read books, tapes, and DVDs into gold by reselling them at our Friends Book Store at the Central Branch, and Signature Book Sales. Book and media donations are preferred at the Central Branch (where there is adequate space to store donations), but some branches can accept smaller donations. Call your Branch to inquire. Branch phone numbers are on the Library website: www.santacruzpl.org.



Donations are accepted whenever the Library Branch is open and remember... they are tax deductible! Just ask for a receipt.

#10B

Budget notebook
Clee

Library - Fund 951
Month-End Cash Balances
July 2006 through Preliminary June 2009

	July	August	September	October	November	December	January	February	March	April	May	June
FY 2009 Pooled cash	(1,028,955)	(397,328)	(356,999)	252,949	(714,416)	(711,715)	(812,054)	(668,015)	(595,048)	(543,670)	222,503	(594,768) *
FY 2008 Pooled cash	555,177	285,993	382,223	452,679	381,689	348,645	414,873	180,027	287,118	988,380	877,240	65,274
FY 2007 Pooled cash	378,173	260,210	(47,055)	77,968	141,276	331,082	1,134,207	1,970,254	582,081	688,990	683,402	260,082

* Subject to change

#1003

Financial Status Balances

Fund 951 -- Library Joint Powers Authority

For Official Use Only -- Destroy After Use. Includes Posted Transactions Only.

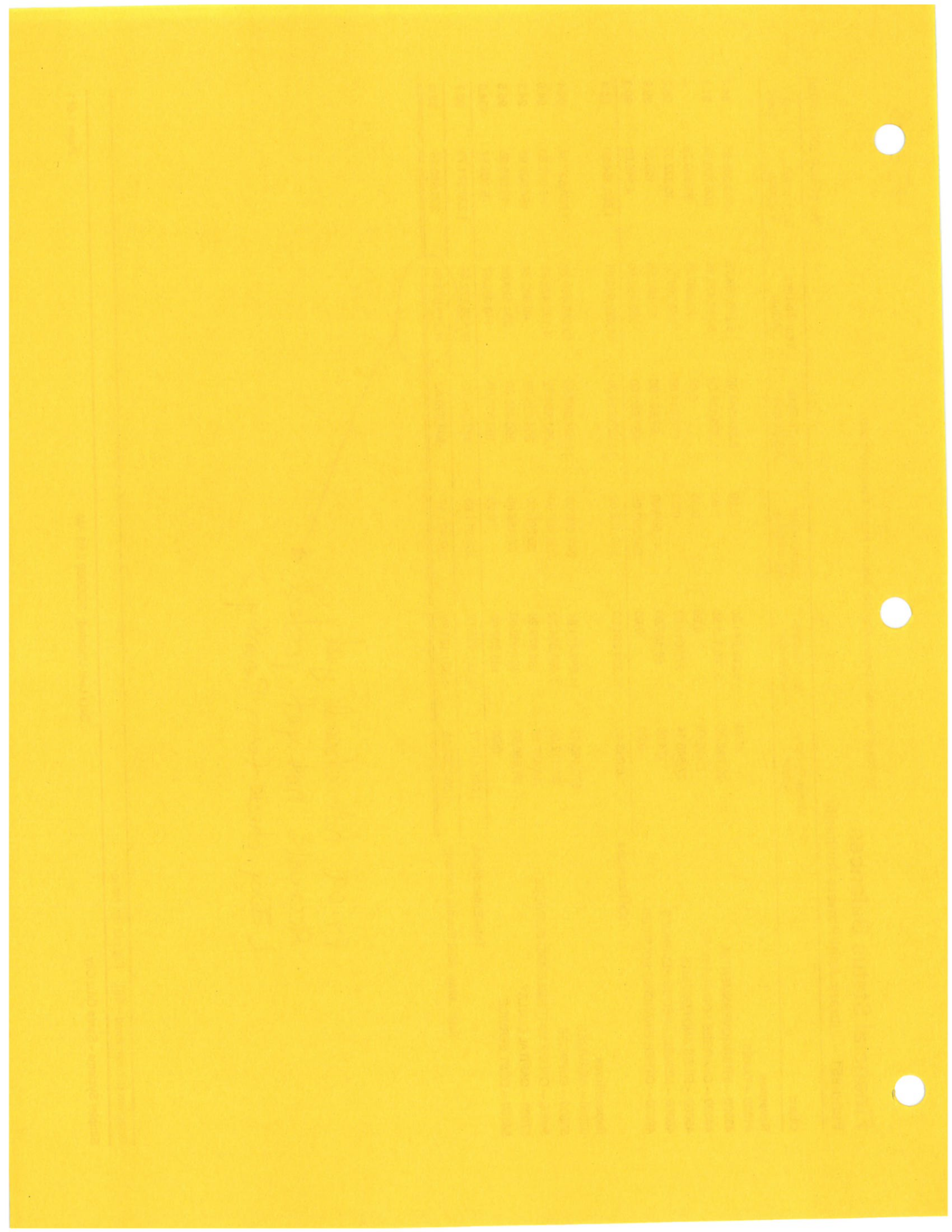
Object	As of 6/30/2009 (100%)									
	Month-To-Date Actual	Year-To-Date Ado Budget	Year-To-Date Adjustments	Year-To-Date Adj Budget	Year-To-Date Actual	Bdgt. to Act. Variance	Pct. Spent			
Revenues										
41000 -- TAXES	0.00	6,288,944.00	0.00	6,288,944.00	5,285,858.75	1,003,085.25	84.1			
43000 -- INTERGOVERNMENTAL	-23,898.28	5,709,126.00	0.00	5,709,126.00	5,202,425.26	506,700.74	91.1			
44000 -- CHARGES FOR SERVICES	2,185.68	0.00	0.00	0.00	23,899.28	-23,899.28	-			
45000 -- FINES AND FORFEITS	27,840.14	270,014.00	0.00	270,014.00	259,791.07	10,222.93	96.2			
46000 -- MISCELLANEOUS REVENUES	-74.05	56,167.00	41,500.00	97,667.00	97,566.65	100.35	99.9			
49000 -- OTHER FINANCING SOURCES	0.00	0.00	557,603.00	557,603.00	553,458.00	4,145.00	99.3			
Total Revenues	6,053.49	12,324,251.00	599,103.00	12,923,354.00	11,422,999.01	1,500,354.99	88.4			
Expenditures										
52000 -- SERVICES	870,166.12	11,662,431.81	242,556.03	11,904,987.84	10,846,460.20	1,058,527.64	91.1			
53000 -- SUPPLIES	91,112.84	1,461,864.72	-200,400.00	1,261,464.72	1,195,423.83	66,040.89	94.8			
54000 -- OTHER MATERIALS AND SERVICES	14,457.88	144,829.26	60,000.00	204,829.26	49,862.34	154,966.92	24.3			
57000 -- CAPITAL OUTLAY	32,680.93	251,000.00	99,455.80	350,455.80	334,529.85	15,925.95	95.5			
58000 -- DEBT SERVICE	0.00	105,307.00	0.00	105,307.00	110,396.67	-5,089.67	104.8			
Total Expenditures	1,008,417.77	13,625,432.79	201,611.83	13,827,044.62	12,536,672.89	1,290,371.73	90.7			
Total Library Joint Powers Authority	-1,002,364.28	-1,301,181.79	397,491.17	-903,690.62	-1,113,673.88	209,983.26	89.6			

FY 09 not closed yet.
 Accruals not yet posted
 (July checks from County)

Selection Criteria: Fund = 951 Filtered By: None

Simpler Systems - Santa Cruz City

Data Last Updated: 8/3/2009 2:03 AM



#1003

For Official Use Only -- Destroy After Use. Includes Posted Transactions Only.

Financial Status Balances

Fund 951 -- Library Joint Powers Authority

Object	As of 8/3/2009 (9%)									
	Month-To-Date Actual	Year-To-Date Ado Budget	Year-To-Date Adjustments	Year-To-Date Adj Budget	Year-To-Date Actual	Bdgt. to Act. Variance	Pct. Spent			
Revenues										
41000 -- TAXES	0.00	5,612,255.00	0.00	5,612,255.00	446,379.89	5,165,875.11	8.0			
43000 -- INTERGOVERNMENTAL	0.00	5,251,531.00	0.00	5,251,531.00	405,136.39	4,846,394.61	7.7			
44000 -- CHARGES FOR SERVICES	0.00	38,890.00	0.00	38,890.00	1,684.31	37,205.69	4.3			
45000 -- FINES AND FORFEITS	0.00	320,000.00	0.00	320,000.00	21,830.82	298,169.18	6.8			
46000 -- MISCELLANEOUS REVENUES	0.00	79,871.00	0.00	79,871.00	766.54	79,104.46	1.0			
49000 -- OTHER FINANCING SOURCES	0.00	33,773.00	0.00	33,773.00	0.00	33,773.00	0.0			
Total Revenues	0.00	11,336,320.00	0.00	11,336,320.00	875,797.95	10,460,522.05	7.7			
Expenditures										
52000 -- SERVICES	0.00	9,494,026.00	0.00	9,494,026.00	53,035.36	9,440,990.64	0.6			
53000 -- SUPPLIES	0.00	1,240,624.00	0.00	1,240,624.00	18,833.84	1,221,790.16	1.5			
54000 -- OTHER MATERIALS AND SERVICES	0.00	10,755.00	0.00	10,755.00	-494.55	11,249.55	-4.6			
58000 -- DEBT SERVICE	0.00	129,323.00	0.00	129,323.00	0.00	129,323.00	0.0			
Total Expenditures	0.00	10,874,728.00	0.00	10,874,728.00	71,374.65	10,803,353.35	0.7			
Total Library Joint Powers Authority	0.00	461,592.00	0.00	461,592.00	804,423.30	-342,831.30	4.3			

July payroll not posted - about \$650,000

#10C

09/10 Budget Challenges

1. Cash balance deficit of approximately \$650,000 (from 08/09 fiscal year)
2. State take away- 8% of property taxes. Do not yet know what year will be used.
 - Total take away from Financing Authority is estimated at \$400-600,000.
 - Santa Cruz share is 77.49%= \$310,000 to \$465,000 (in round numbers)

3. Additional decline in sales tax revenue:
 - County estimate: \$477,985 x .7749= \$370,390 *or as of June 2010*
 - State estimate: \$192,210 x .7749= \$148,943

Possible Sources of Revenue

1. Materials Budget= \$800,000
2. Estimated net operating margin from approved budget= \$461,592
3. Additional cuts in hours of service translating to additional layoffs

Recommendation *DIRECTION WILL BE NEEDED WHEN THE STATE TAKE AWAY OCCURS.*

1. We provide for the state take away by reducing the materials budget immediately by \$447,892 (this is a figure given to us earlier and is what staff used to work out a plan. If the actual amount is \$465,000 we will know in time to make additional cuts in the materials budget later in the year. We are already planning how we can go the community for support for the materials budget. It is a very concrete way for people to help, is easily understandable and we should be able to sell it as a one time need because of what the State did to us.
2. We consider the net operating margin as our source to cover additional declines. If first and/or second quarter figures are even worse than the County estimate, we re-evaluate.
3. Net operating margin not used to cover additional declines in revenue be considered as a step towards future solvency.

Details on what this cut means for the materials budget

Approved Materials Budget:	\$832,000
Less State Takeaway:	<u>\$447,892</u>
BALANCE	\$384,108
Less trust funds:	<u>\$ 31,755*</u>
Discretionary to spend	\$352,353

*This will increase by \$7,000 after Board approves moving the remainder of the Richardson Trust funds into this account

352000	available after state takeaway
49000	audio
17400	ebooks
74700	adult databases
24000	j dbases
8316	morningstar, valueline
10,000	periodicals
30,000	leased(spend \$26,000)
81,747	magazines
25,000	popular titles leased
0	leased dvds- not up until may 10
10,000	
5,000	leased computer books
10,000	problem requests (<i>replacements for damaged items</i>)
2,500	ya graphic/manga
337,663	
14,337	adult selectors
31,755	trust monies available (plus \$7000)

2009/2010 Library Holiday Closure Proposal

I am proposing the Library close for two weeks, one week the same as the rest of the City and one week different: The week of Thanksgiving and the week of Christmas (as you may know the rest of the City will be closed the week of Christmas and the week of New Years.) We will need to Meet and Confer with the Unions regarding the impact of changing to the Thanksgiving week as that is different than what is contained in the Furlough Agreements.

These two weeks are selected as they are traditionally slower than normal due to holiday activities. The week of New Years is traditionally quite busy once the newness of holiday presents wears off or the pressures of school reports due right after vacation loom heavy. Separating the two closed weeks also means an easier recovery for staff from being closed since the public will still return materials while the library is closed.

There will need to be some staff scheduled to work during the closure time in order to prevent bookdrops and facilities from overflowing. Only staff engaged in activities based on library operational needs will be scheduled to work. This assignment will be voluntary unless adequate voluntary staffing is not available.

Under this proposal, all Libraries would be closed Saturday November 21st through Friday November 27th and Saturday December 19th through Friday December 25th.

This time would be paid time for staff; for a full-time employee:

- 18 Holiday Closure hours
- 18 Holiday hours
- 4 hours furlough

All Libraries will be closed Saturday December 26 as a furlough day (rather than Wednesday December 30); the Furlough Agreements have a provision giving discretion to a Department Head to redesignate the furlough day in a week where both Thursday and Friday are holidays. Staff who do not normally work on Saturday will need to take another day in that same workweek as their furlough day. Finally, all Libraries will also be closed Thursday December 31 and Friday January 1 for the New Year's holiday.

#10H

STRATEGIC PLAN PROPOSAL PROCESS AND TIMELINE

*long term vision
& planning
process*

TARGET DATE	TASK	INVOLVED PARTIES
August 20	Select Committee: Recommended composition: 1. Library Director 2. 2 Staff- manager, frontline 3. 2-4 board members 4. 2-3 Community representatives tbd by JPB or 1-3 above. Possible community segments to be represented; Latino, Business, Seniors, Families, Religious 5. Teen member 6. Friends representative	Library Director with Board Input <i>IDENTIFY SEATS. - DIRECTOR TO email + decide @ a later date</i>
Ongoing (majority by Sept 30 if possible)	Background data- Community Analysis: Demographics, description of communities served, economic, social, political trends, description of facilities. Review previous surveys and reports	Committee with assistance from reference and other staff
October 1	SWOT with Planning Committee (identification of strengths, weaknesses, opportunities and threats)	Planning Committee Library Director Facilitating
October-January	Community Input Gathered: 2 town halls per week = 10 weeks 1 per branch 6 target groups (tbd)- one bilingual Spanish/English 2 general "interbranch" community meetings 1 staff meeting 1 with Friends Administer Survey in last 2 weeks (focusing on questions that emerge from town halls)	Library Director Staff in various branches Planning committee All members of JPB board to assist in their individual communities
March 15	Put Plan Together; Vision Mission Guiding Principles Goals Objectives Action Steps (Could stop at guiding principles and the rest could be implementation of the overall	Committee

(over)

	strategic plan. Also, Board could use the results of the first 3 parts to develop its own goals)	
April 5	JPB adopts plan at its regular meeting	

Format for Town Halls:

At the branch sessions start with a pre-session meet and greet with the Library Director

Main session:

1. Vision exercise- what does your branch or the system look like in 2020?
2. What are the current strengths of the branch/system?
3. What changes/improvements would you like to see?
4. Prioritize service responses; (may delete, change or add to this list depending on what committee decides). These would be well defined so the public can understand what they mean. Can use dot voting or forced choice exercises
 - Basic literacy
 - Business and Career Information
 - Community Gathering Place
 - Community Referral
 - Consumer Information
 - Cultural Awareness
 - Current Topics and Titles
 - Formal Learning Support
 - General Information
 - Government Information
 - Information Literacy
 - Lifelong Learning
 - Local History and Genealogy
5. Where do we go from here (public needs to know we are doing something with their input)

Beiers - would like to be on committee want of the dust to settle/all members
Leopold - good timeline
Quat - good timeline especially w/ new director
Storey - ambitious timeline; fundamental question regional vs. neighborhood libraries (focus); all board members to be part of the committee expanding time frame or admin. survey
Potrym - in favor of going forward now to capitalize on people's ideas about libraries + library services.
Need - concerned about timetable and making sure there is enough

Library Policies - Public Internet Access

The Library System imposes rules regarding use of the internet, just as it does other materials and services. The rules for the Internet include the following:

While protected by the First Amendment to the U.S. Constitution, sexually graphic Internet sites are best suited for private viewing. The Library is a public space. Therefore, viewing sexually graphic Internet sites in the Library is inappropriate. Library users who do so will be asked to stop immediately.

See also the Library's Policy Regarding Access by Minors to the Internet and the Policy Regarding Wireless Access to the Internet

The purpose of the internet terminals is to provide access to the World Wide Web and telnet. Newsgroups are not available. The Library does not provide e-mail accounts. However, e-mail accounts are available free of charge through numerous web sites.

There is no FTP from Library Internet terminals nor is there downloading to the hard drive.

Library Policies - Public Internet Access - Minors

Posted in compliance with the State Education Code, Section 18030.5

The Library's mission is to provide materials and services which help community residents meet their personal, educational, cultural, and professional information needs.

In providing these materials and services, the Library does not distinguish or discriminate on the basis of the age of the community resident. It maintains collections and provides services that are organized to meet the different needs of children and adults, but it does not deny access to materials in any collection, or to any library service, on the basis of age. The Library does not act in *loco parentis*; it does not take the place of parents in deciding what their children may read or view.

At its meeting on October 4, 1999, the Library Joint Powers Board unanimously affirmed this policy (which was adopted by the Library Oversight Committee in February 1992), and declared that it applies to the use of the internet by minors.

The Library System also imposes rules regarding use of the internet, just as it does other materials and services. The ones for the internet include the following:

While protected by the First Amendment to the U.S. Constitution, sexually graphic Internet sites are best suited for private viewing. The Library is a public space. Therefore, viewing sexually graphic Internet sites in the Library is inappropriate. Library users who do so will be asked to stop immediately.

RESOLUTION # 2009-15

**RESOLUTION OF THE SANTA CRUZ LIBRARY JOINT POWERS
AUTHORITY BOARD HONORING STAFF MEMBERS AFFECTED BY
POSITION ELIMINATIONS AND CHANGES**

WHEREAS, due to severe budget constraints, the Library System has reduced open hours, services and programs and has eliminated a number of positions, resulting in lay offs of 12 staff members and reduced hours and/or changed classifications of an additional 12 staff members;

WHEREAS, the affected individuals come from diverse areas of the Library System and are employed in various departments and functions;

WHEREAS, the individuals have performed admirably and have made numerous contributions which have added significantly to the high level and quality of library services, materials and programs;

WHEREAS, the individuals have been dedicated, hard working, and devoted to the public and have upheld the values of public libraries,

WHEREAS, the individuals are extremely well regarded by the public and have been critical to developing the community support the Library System enjoys.

NOW THEREFORE, BE IT RESOLVED that the Library Joint Powers Board commends these individuals for their exemplary service to the Library System and expresses our gratitude and appreciation for their service. The Board looks forward to an improved economic climate when we may be able to restore these individuals' positions.

PASSED AND ADOPTED this 3rd day of August 2009 by the following votes:

AYES: Board Member(s):

NOES: Board Member(s):

ABSENT: Board Member(s):

DISQUALIFIED: Board Member(s):

APPROVED

ATTEST

Chair

Board Clerk

#11C

JPB AD HOC FINANCE COMMITTEE: NOTES FROM 7/20/09 MEETING

1. Conversion of the finance subcommittee to a standing committee will be an item on August Board Meeting agenda. Teresa will ensure future subcommittee meetings are noticed; Barbara will take action minutes of the meetings. The Central Branch Meeting Room has been reserved for the last Monday of the month through 2010)
2. We will reschedule our monthly finance subcommittee meetings to the last Monday of the month at 4:30pm so that timing of financial reports is optimal. Dates for the next few months are: Aug 31, Sep 28, Oct 26, Nov 30.
3. Jack Dilles will provide the following financial reports for review by the subcommittee and then the Board the following week:
 - o Consolidated balance sheet showing assets and liabilities (monthly)
 - o Summary page showing fund balances for fiduciary and contingency funds (monthly)
 - o Revenue and Expense report (Financial Status Balances): for library as a whole not broken out by department. (Teresa will get an additional copy that breaks out by department; tech svc, public svc, etc); (monthly)
 - o Interagency labor charges (52149) broken out into detail showing payroll costs and specific benefit costs; (monthly)
 - o Month End Cash Balances (monthly)
 - o County Tax Projections and Actuals (and any other projections we may be able to get) (minimum quarterly and more often; if available)
 - o Budget Expenditures, Revenues and Personnel report (annual)
- When the Board authorizes spending for major capital projects and/or special projects, we would like a separate fund set up for each by Finance so that we can easily track fund balances and spending. We agreed that any project exceeding \$50,000 would qualify.
- We will schedule a Board study session on the Finance process with Jack Dilles, to include:
 - o key finance roles and responsibilities between Finance, Library mgt, Library Board
 - o overview of finance process from budget through spending; financial controls and audit. (flowchart would be great)
 - o Agreed to schedule in September on a weekday evening, most likely Monday.
- We agreed that the City Finance System should show exactly what the Board approved in our June Board Meeting for the 09/10 Budget, even though it is understood that there were estimates (particularly concerning payroll) included in the budget and we will need to adjust the Budget based on more accurate data as it is available. However, the goal is to make it easy to always tie back to the original adopted budget numbers as we go through the fiscal year.

Respectfully submitted,

Barbara Gorson and Teresa Landers

