



SANTA CRUZ • PUBLIC
LIBRARIES
A City-County System

LIBRARY JOINT POWERS AUTHORITY BOARD

Monday, October 5, 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 SEPTEMBER 14, 2009
4. ORAL COMMUNICATIONS
5. WRITTEN COMMUNICATIONS
 - A. Letter and Email Correspondence From & To the Public
 - B. Articles on Library Cutbacks Nation Wide
 - C. Article on innovative library services
 - D. Article on Libraries as Necessities or Amenities
 - E. Articles About Santa Cruz and California Libraries
6. REPORTS OF ADVISORY BODIES
 - A. Friends of the Santa Cruz Libraries, Inc.
 - B. Finance Committee
7. MEMBER REPORTS
 - A. Felton Library Task Force (Gerdt)
 - B. Scotts Valley Report (Reed)
 - C. Capitola Report (Gorson)
8. STAFF REPORTS
 - A. Monthly financial reports
 - B. Monthly statistical report
 - C. Monthly narrative report

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

- D. Workman's Compensation for FY 2008-09
- E. La Selva Beach change in hours on Tuesdays (oral)
- F. Report on Headquarters building electrical cost savings
- G. Update on how the change in hours is affecting staff/public (oral)
- H. New way to handle donations to Friends and/or Library for Library Materials

9. OTHER BUSINESS

- A. Parking Lot List Review
- B. Strategic Plan Update
- C. Questions for auditors (oral)
- D. Update on securitization process (oral)
- E. Process for board Self Evaluation (oral)
- F. Process for Library Director mid-year evaluation (oral)

10. NEXT MEETING

The next scheduled meeting is Monday, November 2, 2009. There will be a closed session for evaluating the performance of the Library Director from 6-7 pm. The topics for the next regular meeting will include FY 2008-09 Volunteer Report.

11. ADJOURN

The Library Joint Powers Authority Board will adjourn from the regularly scheduled meeting of October 5, 2009 to a closed session on November 2 at 6 pm and the next regularly scheduled public meeting on November 2, 2009 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

September 14, 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, Citizen Leigh Poitinger, Councilmember Sam Storey, Supervisor John Leopold, Councilmember Mike Rotkin, Supervisor Mark Stone

Absent: Councilmember Katherine Beiers, Councilmember Jim Reed

Staff: Teresa Landers, Director of Libraries

II. APPROVAL OF MEETING AGENDA OF SEPTEMBER 14, 2009

Supervisor Stone moved, seconded by Councilmember Rotkin

that the Board approve the agenda of September 14, 2009.

UNAN

ABSENT: Beiers, Reed

III. APPROVE MINUTES OF: MAY 18th, July 13th and August 3, 2009

Councilmember Rotkin moved, seconded by Supervisor Leopold

that the Board approve the minutes of May 18, 2009.

UNAN

ABSENT: Beiers, Reed

Councilmember Rotkin moved, seconded by Supervisor Leopold

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

UNAN

ABSENT: Beiers, Reed

Councilmember Rotkin moved, seconded by Supervisor Leopold

that the Board approve the minutes of August 3, 2009.

**AYES: Supervisor Stone,
Leopold, Councilmember Rotkin, Storey, Citizenmember Gerdt, Poitinger**

ABSENT: Beiers, Reed

ABSTAIN: Gorson

VI. ORAL COMMUNICATIONS

None

VII. CONSENT AGENDA

Councilmember Rotkin moved, seconded by Supervisor Leopold

that the Library Joint Powers Authority Board adopt Resolution 2009-17 changing the hours at the Felton Branch Library from 1:00-5:00 PM to 3:00-7:00 PM on Thursdays.

UNAN

ABSENT: Beiers, Reed

Councilmember Rotkin moved, seconded by Supervisor Leopold

that the Library Joint Powers Authority Board adopt Resolution 2009-18 reducing position #149-018 from 40 hours down to 30 hours per week and increasing position #149-016 from 20 hours to 30 hours per week.

UNAN

ABSENT: Beiers, Reed

Councilmember Rotkin moved, seconded by Supervisor Leopold

that the Library Joint Powers Authority Board adopt Resolution 2009-16 transferring funds and amending FY 2009-10 budget in the amount of \$6,978 accepting the grant for employee tuition reimbursement from the LSTA Public Library Staff Education Program for Diane Cowen and Elizabeth Henry.

UNAN

ABSENT: Beiers, Reed

VII. WRITTEN COMMUNICATION

- A. Letter and Email Correspondence From & To the Public
- B. Articles on Library Cutbacks Nation Wide
- C. Article on Potential Purchase of Jade Street Property for New Capitola Library
- D. List of Library Subscription Databases- Follow Up From Last Month

- E. Article on Libraries Bringing Value to the Community
- F. Articles About Santa Cruz Public Libraries

VIII. REPORTS OF ADVISORY BODIES

A. Friends of the Santa Cruz Libraries, Inc.

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

- Friends' Night at Shakespeare Santa Cruz was a modest success
- Munching with Mozart on the other hand was a huge success with standing room only. The next performance will be Thursday September 17 at 12:10 PM.
- Major Donor Event is scheduled for October 16.
- Volunteer Recognition will be in November and the Board will be asking to sign letter recognizing volunteer contributions to the library.
- Sentinel Parking lot will be no longer available to staff once the new tenant moves in and the Friends' would like the Board to discuss alternative parking options for staff and volunteers.

Paul Machlis, Board Member of the Friends of the Felton Library reported the following activities:

- 3rd Annual Felton Library Festival held on September 12, 2009 was a success and although not a fundraiser, the event did raise \$5,000 for the library.

B. Finance Committee.

Barbara Gorson reported for the LJPB Finance Subcommittee. It has become a standing committee following all the noticing requirements as such. The committee will meet every fourth Monday of the month in the Central Branch Meeting Room. The committee did not have a quorum last month but did receive and review information. However, no decisions were made. Jim Reed is stepping down due to other commitments. The committee decided to continue with three members. In lieu of the next regularly scheduled meeting there will be a special meeting held. The Finance 101 meeting will be held September 21st from 6-8 PM at the Central Branch Meeting Room.

VIII. MEMBER REPORTS

A. Felton Library Task Force

Citizenmember Gerdt introduced Teall Messer the architect for the new Felton Branch Library Project.

Teal Messer, architect, gave a Power Point presentation on the proposed new Felton Branch Library Project.

B. Scotts Valley Report

Teresa Landers reported for Jim Reed. A fundraising event will be held this Saturday, September 19, 2009. An architect will be approved by Wednesday night. Library consultant, Kathy Page, is getting started as well.

IX. STAFF REPORTS

A. Annual Report for FY 2008-09

Jack Dilles and Teresa Landers explained the reason for a \$467,000 discrepancy in estimated revenues and expenditures. The \$467,000 was a loan to the library from the City for improvements to the HDQ building. This needed to be entered in the library's budget as a revenue and as an expenditure. Unfortunately, the revenue was entered, library staff took estimated revenue and expenditure information before the \$467,000 expenditure was entered. Thus, staff was operating under the false impression that there was an additional \$467,000 in revenue available. However, staff did save over \$300,000 in FY 2008-09 expenses.

John Leopold expressed a strong hope that this would not happen again. He also expressed disappointment that the Board was put in a position of making serious and difficult decisions based on faulty information and wrong facts.

Jack Dilles reported that the independent audit is scheduled for October. Mr. Dilles offered to facilitate a meeting with the auditors and the Library Board. The Library Finance 101 meeting on Sept. 21 will give more information about the process.

B. End of FY 2008-09 Financial Information

C. July 2009 Monthly Financial Information

Teresa Landers reported that personnel cuts will be reflected in next months financials.

D. Update on State Take Away of Property Taxes

The Director reported that she has spoken with Pat Bush regarding the state take away of property tax funds and it is likely that the county will participate in the securitization process that will allow the counties to borrow back the property tax funds the State is taking back. This will be interest free for the County but we may not know for sure until early in 2010. This means the money may be available too late to spend on materials for the library. Management staff recommends saving this money to cover the deficit and then any other surplus be used to cover the negative cash flow situation or to establish a reserve.

Jessie Bunker-Maxwell, library staff, commented on her concern for staff and the increased workload they are experiencing now that the cuts have all taken place.

Today, a woman gave \$1000 to Bookshop Santa Cruz for the SCPL wish list program.

E. New Organization Chart for Library

Supervisor Stone moved, seconded by Councilmember Rotkin

that the Library Joint Powers Authority Board adopt Resolution 2009-19 creating a new library division called Programs and Partnerships and have funds transferred into it from other divisions with details of the fund transfer provided by December 2009.

UNAN

ABSENT: Beiers, Reed

Supervisor Stone moved, seconded by Councilmember Rotkin

that the Library Joint Powers Authority Board adopt Resolution 2009-20 transferring the following positions from the FY 2009-2010 Library Budget from Public Services to Access (Technical) Services:

725-002 Librarian IV/Access Services Manager

313-001 Librarian III/Collection Development Coordinator

UNAN

ABSENT: Beiers, Reed

F. Workman's Compensation for FY 2008-09

Director reported fewer claims in FY 2008-09.

Councilmember Rotkin commented that it is critical to continue awareness around reducing workers injuries and thereby reducing costs.

G. Change in Circulation Procedures to Issue Cards to Children Ages 0-5

H. Staff Retirement

Director acknowledged the retirement of two long time staff members: Pat Witham and Suzanne Rains. Each of them have worked 42 years for the Library.

Susan Elgin, Assistant Director, commented that these retirements were made possible because of the City's Medicare buyback.

Citizenmember Gorson recognized Susan Elgin for her many years of service, especially her time spent as Acting Director.

Citizenmember Gorson read proclamation honoring Susan Elgin.

Director announced breakfast in honor of Susan Elgin on September 21 at the City Hall Courtyard from 8-10 am.

X. OTHER BUSINESS

A. Parking Lot List Review

Everyone on the Board is asked to help with the logistics of getting the word out about the community meetings.

B. Strategic Plan Update

Citizenmember Gerdt reported that a request has been made for a \$10,000 grant to help with a phase survey.

XI. NEXT MEETING

October 5, 2009

XII. ADJOURN

The regular meeting adjourned at 9:13 p.m.

Respectfully submitted,



Helga Smith, Substitute Clerk of the Board



Kira Henifin, Clerk of the Board

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

Dear Ms. Elgin,

Thank you so much for running the survey at Santa Cruz Public Libraries!

Sincerely,
Elizabeth Mitchell

Dear Library Director,

Thank you for participating in the U.S. IMPACT web survey! The survey closed on June 19, 2009 with over 55,000 completed surveys from library patrons all over the country. You and your library were instrumental in making the web survey a tremendous success.

We will provide you with the results from your library in a comprehensive report by September. In the meantime, please check our website for updates on the U.S. IMPACT research initiative:

<http://impact.ischool.washington.edu>

Sincerely,

Karen Fisher

Karen E. Fisher, Ph.D.
Professor

Michael Crandall

Michael Crandall, MLIS
Senior Lecturer & Chair, Master of Science
in Information Management Program

Teresa Landers

From: WEBMASTER
Sent: Saturday, September 26, 2009 9:23 AM
To: Teresa Landers
Subject: FW: Santa Cruz Public Libraries - Patron Comment or Suggestion

forwarding from Webmaster Inbox

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

From: webmaster@localhost [mailto:webmaster@localhost]
Sent: Thursday, September 24, 2009 6:04 PM
To: WEBMASTER
Subject: Santa Cruz Public Libraries - Patron Comment or Suggestion

The following message has been received from:

NAME: TO: Theresa Landers, Dir.Lib. System

PHONE NUMBER:

EMAIL ADDRESS:

=====
RE: Capitola Branch: I am writing to express how hard the staff at this library works. They are always efficient, wonderful, extremely helpful and always courteous. Even with the library's diminishing hours and expanding usage, they continue to impress me. I am grateful and wanted you to know how much they are appreciated. Sincerely, Janice Gates (jangates1@yahoo.com)
=====

EP 14 2009

August 20, 2009

Teresa Landers, Director
Santa Cruz Public Library
117 Union Street
Santa Cruz, CA 95060

Dear Ms Landers,

We, patrons of the La Selva Beach Branch Library, want to make note of the way we have been served by Heather Pereira during the years she was manager of our library. We consider our library to be a dynamic part of our community and she contributed to its function in many ways. She:

Created a cheerful, welcoming setting for the library by repainting the room and adding more comfortable chairs,

Increased visibility and communication with the community, among other ways, by contributing a monthly bulletin to the local newsletter,

Encouraged Junior High School and High School students to volunteer in the Library,

Rearranged the book collections in a more logical way,

Continued and enlarged the scope of the Children's Story Hour, kept the children's area bright with changing displays,

Established a Young Adult Book Club,

Formed a second Book Club when the first one became too large,

Consulted with patrons about books and magazines for the library,

Gave advice on procedures, organization and storage of donated books for the annual book sales to raise funds for FSCPL.

Respectfully,

Joyce Jackson

Eddie Alendtschan

Judy Anton

Judy Wach

Pat Jackson

Joe de Salazar

Imperia Gudman

Marilyn Walsh

Susan Purches

Dr. W. W.

Sue Trucks

Beverly Bontadelli

Collen Hendrick

Marilyn Smanson

Herna Janan

Cindy Jackson

Vijana Henry

Cynthia Pessaro

Mercer Pome

Leona Mills

Markus Menge

Mike Wilson

Don Schmitt

Jim Ross

John Jeffe

Tom Hill

Ed M. Long

~~W. J. ...~~

Sue Murphy

Mary Dykovich

CC: Lisa Martinez-Sullivan
Santa Cruz City Human Resources Department
809 Center Street, Room 6
Santa Cruz, CA 95060

SEP - 1 2009

August 28, 2009

To Whom It May Concern:

We are writing with sincere gratitude in response to the decision to re-establish the storytime in Boulder Creek. In a town that already has limited public resources and community gathering venues, we strongly feel that the storytime is a very valuable asset.

Led by branch manager, Lynette George, storytime is very well done. Our children are eager to attend each week, and it is always well attended. We have met many good friends at this event. Not only does the activity provide children with the opportunity to hear high quality children's literature in a fun manner, but it is a clean, safe, and friendly place for local families to gather; thus in turn, building friendships and a feeling of community cohesiveness.

The Boulder Creek storytime is incredibly important to our community. We are so pleased that you see value in it as well.

Thank you,

Sam
Melanie Dudley

Duane and Melanie Dudley



SANTA CRUZ • PUBLIC
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A City-County System

September 17, 2009

Melanie Dudley
195 Pleasant Way
Boulder Creek, CA 95006-8835

Dear Ms. Dudley,

Thank you for your letter. We share in your belief in the importance of storytime to the Boulder Creek community. We consider our support for early literacy as one of the most valuable services we can provide.

As you know, we are facing very difficult financial challenges but, I am pleased we were able to find the staff resources to restore this program in Boulder Creek.

Thank you for your praise of Lynette George in particular. I will make sure her supervisor is aware of this commendation.

Thank you.

Sincerely,

Teresa Landers
Director of Libraries

SEP - 3 2009

AUGUST 17, 2009

TERESA LANDERS
SANTA CRUZ COUNTY
LIBRARY DIRECTOR
117 UNION STREET
SANTA CRUZ, CA 95060

Dear Ms. Landers: Re: Library Layoffs

Although, I can appreciate the need to economize in view of budget cuts, which in turn required reduction in staff hours, etc., I seriously question methods used to determine who should be laid off. Certainly, it could not have been merit based as some who have retained their jobs do the library little or no credit.

At the same time, some of those I know from many years of devoted service to their library patrons, have lost their jobs.

Not only does this do the employee a terrible dis-service, but also penalizes the library patrons.

I am a frequent visitor at several of your branches, but I am most often to be found at your branch in Aptos, as it is the branch best located for where I live. For 33 years I have enjoyed the people (most of them), the resources and the peace and atmosphere of that branch.

Two of my favorite people at the Aptos branch have been laid off. This is a mistake, for these two particular individuals are the finest, natural librarians I believe that could be found. It is good when one loves their job and they do or did! Please, find a way to keep them on the staff at Aptos.

Perhaps, a donation campaign could be initiated, to help defray their salaries; they are too valuable to lose! I will help in this campaign. In individual letters of recommendation, I will write and enclose, I will, of course, be identifying them.

Sincerely,


Amy K. McKenna

P. O. Box 508

Capitola, Ca 95010-0508 - Telephone (831)479-8440

Enclosures: Two Letters of Recommendation

Copy to Julie, Aptos Branch Manager

SEP 3 2009

August 31, 2009

TERESA LANDERS
SANTA CRUZ COUNTY
LIBRARY DIRECTOR
117 UNION STREET
SANTA CRUZ, CA 95060

Dear Ms. Landers:

As mentioned in my cover letter, I am enclosing an individual letter of recommendation for Helen Belardi.

Helen has been employed by the Santa Cruz Library System for over ten years. Helen was at the Aptos Branch. This was especially my good fortune, as I use the Aptos Branch most often.

Helen is a productive worker who never fails to find the information her patron is seeking, via the internet and/or a check-out-able item or reference book, or video or DVD's.

Despite some of us persistent patrons, Helen maintains her gentle and kindly manner. She should by all means be retained by the library, even if a few hours need to be transferred from some other employees and given to her. Helen is much too resourceful, devoted to her work and one of the finest librarians in the Santa Cruz Library System. Her loss would be unaffordable.

Sincerely,



Amy K. McKenna
P. O. Box 508
Capitola, Ca 95010-0508- Tel. #(831)479-8440

Copy to: Helen Belardi

SEP - 3 2009

AUGUST 31, 2009

TERESA LANDERS
SANTA CRUZ COUNTY
LIBRARY DIRECTOR
117 UNION STREET
SANTA CRUZ, CA 95060

Dear Ms. Landers:

This is a letter of recommendation for Laurel Sato who was employed at your Aptos Branch of the Santa Cruz Library System.

Laurel Sato was not just a very hard worker, but always greeted every patron with a bright smile and an instant expression of - How can I help you?

Most of us, I believe, are pleased when our name is remembered by people in service positions. Laurel's "hi Amy", not only makes me feel welcome, but special, and her sense of humor is priceless!

Laurel is very resourceful. and even if there were few or no patrons at the front counter, she remained alert in anticipating the approach of the next patron and their needs, yet while she would hasten to the other side of the counter to instruct people on the use of self checkout, or find work in the office behind the counter.

The library cant't afford to lose her. Please find a way to bring her back to us at Aptos, even if others hours have to be reduced (a few here and few there).

Sincerely,



Amy K. McKenna
P. O. Box 508
Capitola, Ca 95010-0508
Telephone 831-479-8440

Copy to : Julie, Aptos Branch Manager
" " Laurel Sato



SANTA CRUZ • PUBLIC
LIBRARIES
A City-County System

September 17, 2009

Amy McKenna
P.O. Box 508
Capitola CA 95010-0508

Dear Ms. McKenna,

Thank you so much for your letters of support and recommendation for Helen Belardi and Laurel Sato. Unfortunately, the layoff process is dictated by rules and regulations determined by the City of Santa Cruz in cooperation with the employee labor union, SEIU.

While I greatly appreciate your willingness to spearhead fund raising to provide the salaries for these two individuals, I regret that it would not be possible to guarantee the funds would go towards restoring these individuals to their former positions. Once again, the process for reinstatement is quite complicated and cannot be circumvented to move particular individuals up in the reinstatement queue. In addition, while money might be raised to pay the salaries of two employees right now, we have to be able to sustain that in future budget cycles which may not be possible.

I know the staff who now work at Aptos are quite capable and are dedicated to providing the same level and style of service you received from Helen and Laurel. As staff changes occur due to retirements, resignations, etc. or the economy improves we will be able to begin to restore those individuals who were laid off. I hope this is sooner rather than later.

In the meantime, I encourage you to stay involved with the Library. We will be holding a series of community town halls to talk about the future of the Santa Cruz Public Library System. The Aptos one is scheduled for November 5 from 7-9 p.m. with an opportunity to speak with me directly from 6:30-7 pm. I hope you can join us.

Once again, thank you for taking the time to contact me.

Sincerely,

Teresa Landers
Director of Libraries

Sisters in Crime & Northern California Chapter

Received
9-11-09
SS

August 5, 2009

To: Donna Swedberg
Santa Cruz Public Library
224 Church Street
Santa Cruz, CA 95065

It's my pleasure to inform you that the Board of the Northern California Chapter of Sisters in Crime has chosen Santa Cruz Public Library to receive its Mary Bowen Hall Award.

Mary Bowen hall was an active and influential member of our chapter who died many years ago. In her memory, our chapter makes occasional donations to libraries in Northern California. Our treasurer will be sending you a check for \$100.

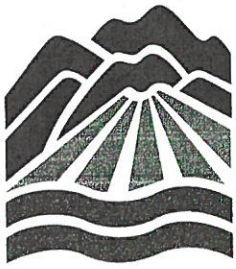
There are no caveats with this money, except that we encourage you to use it to enhance your crime fiction collection. If it's possible, we'd also be pleased if you can put bookplates in the acquisitions to acknowledge NorCal Sisters in Crime.

We've chosen you to thank you for making books and resources available to the community, and, in particular, for your interest in our Sisters in Crime activities by hosting our library display in three branches this summer.

Best wishes,


Juliet Blackwell (aka, Hailey Lind)
Chapter President

605 Mira Vista
Oakland, CA 94610



SANTA CRUZ • PUBLIC
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A City-County System

September 16, 2009

Juliet Blackwell, Chapter President
Sisters in Crime, Northern California Chapter
605 Mira Vista
Oakland, CA 94610

It is my honor and pleasure to accept your check for \$100 in memory of Mary Bowen Hall which will be used to purchase mystery books for the Santa Cruz Public Library. I will make sure that the gift bookplate acknowledges your chapter.

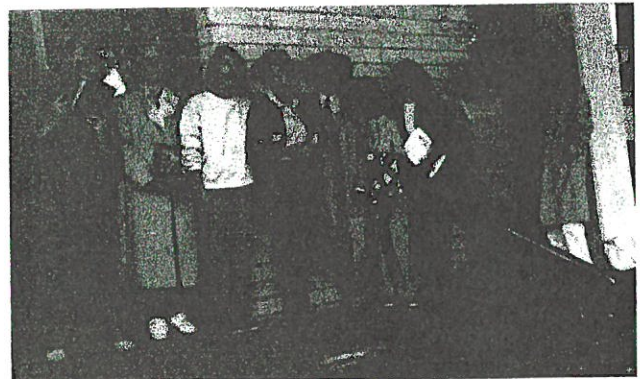
I have a very pleasant memory of the time Mary Bowen Hall came to the Santa Cruz Library to speak about mysteries and writing. I am including a photo that was taken that afternoon in front of our library. I'm afraid I don't know who all are included in this photo and the quality is poor but I do know that Ms Hall is in the center wearing an orange blouse.

You may not know that her talk at the library that day inspired a small group of women to form a book discussion group that focused on reading mysteries. They called themselves "The Women of Mystery". That group still exists and if it sounds familiar, it is because five women in this group have written two mysteries under the name of Mysty W. Moonfree.

As a former member of the Women of Mystery book discussion group, a former member of Sisters in Crime and the librarian who selects the mysteries for our library system, I thank you again for your award.

Sincerely,

Donna J. Swedberg
Reference Librarian and Mystery Selector
Santa Cruz Public Libraries
swedbergd@santacruzpl.org



***Contributions Stave Off Layoffs, Closing in Omaha**

Last month, it looked like budget cuts would not only lead to widespread layoffs at the Omaha Public Library (OPL), but the Florence branch would have to close.

However, a \$200,000 challenge

LJ Nollme
9/14/09

grant from two natives of the Florence neighborhood was announced August 27, contingent on others raising \$100,000—and the money came through.

Library board president Kevin Thompson told the *Omaha World-Herald* that the \$300,000 would not only keep the branch open, it would preserve the jobs of the 50 employees expected to be laid off. (The Florence closing was only intended to last until the end of 2009.) Beyond that, the money will pay for Sunday hours at three facilities.

“We’re ecstatic about how the private sector has responded,” Thompson said.

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fi
p

LIBRA

PA Budget at Impasse; Libraries Threatened

A state budget impasse lasting nearly two months has put Pennsylvania libraries in turmoil, leading to at least one branch closing, preparations for more closures should delays continue, and fears that the final budget will impose painful, potentially enormous cuts in library service.

Meanwhile, the city of Philadelphia, desperate for the state to approve the 1¢ increase in sales tax needed to balance its budget, threatened to shut down all its libraries and recreation centers and slash almost every department. The legislature was considering the sales tax last week.

Despite proposed reductions in total library programs ranging from 14.3 percent (the House plan) to 15.9 percent (Gov. Ed Rendell's plan) to 55.3 percent (the Senate plan), library advocates hope that the state budget—which must respond to a ten percent decline in state revenues—will maintain level library support.

Glenn Miller, executive director of the Pennsylvania Library Association (PaLA), said libraries in the state are busier than ever, serving as “the emergency room for the unemployed and their families.” Thus library fund-

ing—just .3 percent of the state budget—shouldn't be reduced, he said.

The budget for the state library has already been halved and that is firm, given that the part of the state budget dealing with state employees has been approved. The rest of the budget could be green-lighted sometime in September, Miller said, but could linger until nearly Christmas.

Direct state aid for public libraries rose early in the decade, thanks to the concerted efforts of then-governor Tom Ridge, who revamped library aid and used it to leverage local support. As a result, Ridge was chosen *Library Journal's* Politician of the Year in 2001. Last year, out of \$94.65 million in library support, the public library subsidy was \$75.75 million.

Now, Rendell would cut that direct aid by 12.2 percent, while the House plan would decrease it by 10.2 percent. In both cases, that would trigger a \$1.9 million loss in federal funds. The Senate plan, however, would reduce the public library subsidy by 51.2 percent, leading to an additional \$4.35 million loss in federal aid.

Because state library funding has been delayed, the two-building Allentown Public Library was to close its South Branch last week.

Some public libraries rely on state aid for ten percent of their budgets, while others use it for 40 percent, Miller said. So a 12.2 percent cut in public library aid would lead to loss of hours and materials, while the 51.2 percent would lead to additional closures.

Both the governor's budget and the House proposal put forth a 29.8 percent reduction in programs supporting statewide databases

BEST OF BUBBLE ROOM

Alison Circle, of Ohio's **Columbus Metropolitan Library (CML)**, taps the potential of marketing in her blog, Bubble Room, at www.libraryjournal.com.

Unity is important in library marketing, as libraries in Ohio showed, as all 251 libraries, with the guidance of Ohio Library Council, recently presented a cohesive, consistent message fighting state funding cuts.



Why can't libraries share our resources for the greater good of all? Now the libraries in Colorado have joined in a statewide marketing campaign with a consistent message about library value. Makes my heart sing!

Based on the findings of the OCLC study *From Awareness to Funding*, the code-named Butterfly Team is working with the agency that created the outstanding Wyoming State Library campaign. The campaign will be launched in November.

I often hear libraries citing examples to emulate from retail chains like Starbucks. Those retailers have assets that dwarf those of individual libraries. But we could compete better if we pool our resources.

ARCHITECTURE ROUNDUP

If you have completed a public library building, project (new, remodel, expansion, etc.)

(POWER library), a statewide card, interlibrary delivery, and more. The Senate plan would eliminate all of the programs.

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LJ Hotline
9/21/09

X Houston Public Library Tests Curbside Delivery

Houston Public Library (HPL), TX, often in the forefront of technology service, has ventured in a new direction by adding a curbside delivery service. HPL To Go is being tested at two branches that are "parking challenged," in the words of the *Houston Chronicle*.

HPL To Go combines procedures that are both high-tech and low-tech. Patrons reserve materials online and are notified by email that they are available.

Instead of entering the library, patrons wait outside in their car and phone staffers inside, giving their library card number and a description of the car. A staffer then gathers the materials and delivers them to the car.

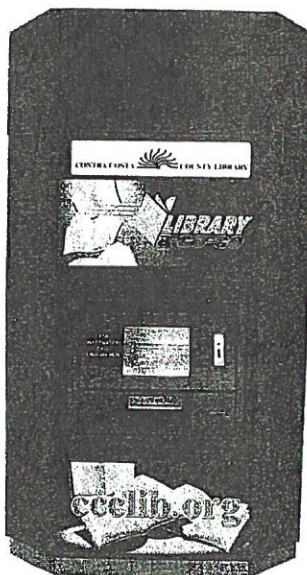
Delivery takes just a few minutes; requests are handled on a first-come, first-served basis, HPL spokesperson Sandra Fernandez said. "At this point, we have not had any long waits." Usage has been sporadic so far, said Fernandez, who noted that it should increase with expanded media coverage.

Whether the service grows depends on its popularity as well as budgetary factors, she said.

State Library. The service consists of a stand-alone unit, slightly larger than a soda machine, that handles both check-outs and returns to authorized cardholders of a self-contained collection of approximately 400 average-sized paperbacks.

Two machines are installed at Bay Area Rapid Transit stations in the district and a third at a well-trafficked shopping center. The full service is described in a *Library Journal* article titled "Self-Service to the People" (*LJ* 8/09). The machines were developed under the name Bokomaten by Distec, a Swedish company.

The CCCL program was designed to serve commuters, though the service also could help rural communities



with few or no branches. The machines require only a location, dedicated high-speed Internet connection, SIP2 (Standard Interchange Protocol, version 2) integration with the ILS, and RFID tags on books circulated from the machine. In the catalog, each machine is listed as a separate "location." At the machine, patrons log in with a library card and use the touch screen to make a se-

lection, which is delivered by a robotic arm. The item arrives in a plastic case through an open slot, with a receipt. The process is reversed for returns.

CCCL decided to test the service by circulating books only. However, anything could potentially be put into the plastic cases.



The Discovery Experience

Some 400 attendees joined library technology pundits Marshall Breeding and Eric Lease Morgan August 18 for the Serials Solutions-sponsored webcast "Defining Web-Scale Discovery: The Promise of a Unified Search Index for Libraries."

Breeding noted the continued demand for a "compelling library interface," citing the inadequacies of current OPACs. He said federated search has not lived up to its promise and that the future lies in the use of consolidated, comprehensive online indexes. While local discovery focuses on customized access, web-scale discovery looks at unified access to a broader scope of materials. With "deep search" functionality, the opportunities increase to access full-text resources such as digitized books and all library content.

The "discovery" marketplace includes Serials Solutions' Summon and offerings from OCLC, EBSCO, and Ex Libris. While the promise is great, Breeding warned of challenges in dealing with heterogeneous materials in a single index and keeping that index current.

Lease Morgan said that libraries could create a search product locally, but it might be simpler to contract with a vendor. Neither can provide a completely comprehensive index. There are elements of scale to consider—how many licensing deals must you make—and the continued need to accommodate very specific local indexes. Ultimately, the question comes down to whether you want to harvest or subscribe to content.

This webcast was the third in a four-part series sponsored by Serials Solutions and *Library Journal*. The fourth and final webcast, *The Summon Service in Real Life: Early Adopter Libraries Speak Out on Web-Scale Discovery*, is scheduled for September 22 at noon EDT. See www.libraryjournal.com/webcasts for on-demand viewing.

Working Out the Kinks in the ATM-Like Library

Automated materials vending options are beginning to mature, providing new hopes for underserved populations as well as going through the growing pains inherent in any pioneering technology.

An early adopter has been the Contra Costa County Library (CCCL), CA, with its Library-a-Go-Go service, funded by a 2007 Library Services and Technology Act grant through the California

PUBLIC *Necessities*

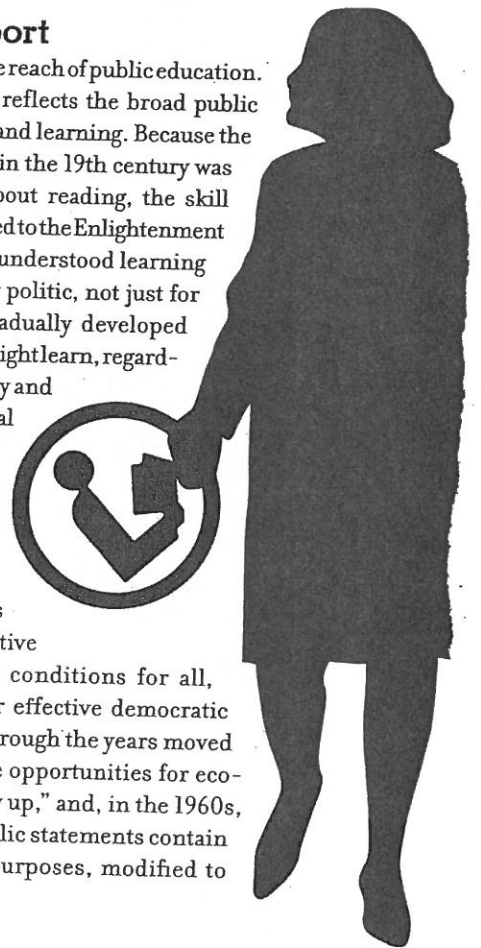
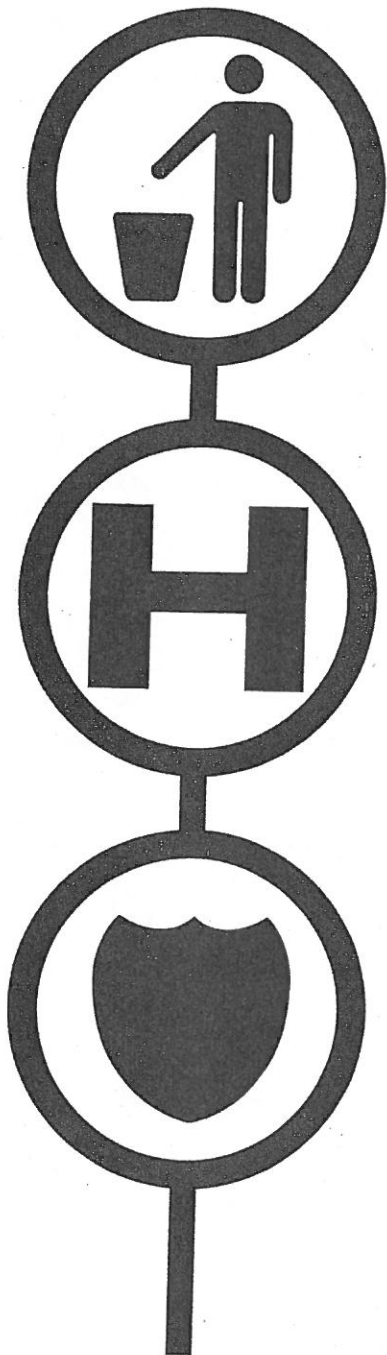
These are hard times for publicly funded libraries. Local governments have less money for *all* the services they traditionally fund, not just for us. It seems fair, if not desirable, that public libraries take our share of reductions. It's not that local funders don't love us any more, or don't understand our basics, like increased use in economic downturns. There simply isn't enough money to go around.

Public library advocates and staff must compete effectively for our share, for funds we do need. To be successful, we must understand clearly how others see us. As local governments work to apportion their reduced revenues among needy agencies in the queue of publicly funded enterprises, their decisions will reflect *their* understandings, not ours. Do they understand public libraries as necessities or amenities? Should they? Should we?

The nature of public support

Public libraries came into being to extend the reach of public education. The authorizing legislation in most states reflects the broad public understanding that we are about education and learning. Because the major authoritative resource for education in the 19th century was the book, we became about books and about reading, the skill needed to use them. Our forbearers, committed to the Enlightenment values of reason, freedom, and democracy, understood learning as important for the well-being of the body politic, not just for the improvement of individuals. They gradually developed systems of public schools and libraries so all might learn, regardless of station in life or personal resources. By and large they chose to support them with local property taxes, which meant wealthy communities had well-funded public schools and libraries and poor communities had to make do with less.

In the language of public finance theory, public libraries were funded because it was believed their existence and use had positive externalities, i.e., created desired social conditions for all, namely the educated citizenry required for effective democratic government. Our "justification" language through the years moved from being about the value of reading to the opportunities for economically struggling folks to "read their way up," and, in the 1960s, to the people's right to information. Our public statements contain threads of all our previously understood purposes, modified to



LIBRARIES: *or Amenities?*

by Eleanor Jo Rodger

include current technologies. But it's a fuzzy mix of language about importance, equity, and use that we apply to seek support for our budgets these days. At the desks of public funders, pleas for support in hard times sort themselves into two piles—community amenities and community necessities. Their decisions usually reflect an intuitive sense, shared by their constituents, of which is which and why.

In the realm of public management, "necessities" are understood to be those things that people have a right to because they are strongly held to be part of a socially valuable condition, such as an absence of danger in daily life. Funders and citizens believe they have a right to safe neighborhoods so fire and police services are supported as necessities. Publicly provided necessities are subject to citizen indignation when people perceive they are not distributed fairly. Periodic agitation for equitable schools, police patrols, and firefighter availability is familiar in most communities.

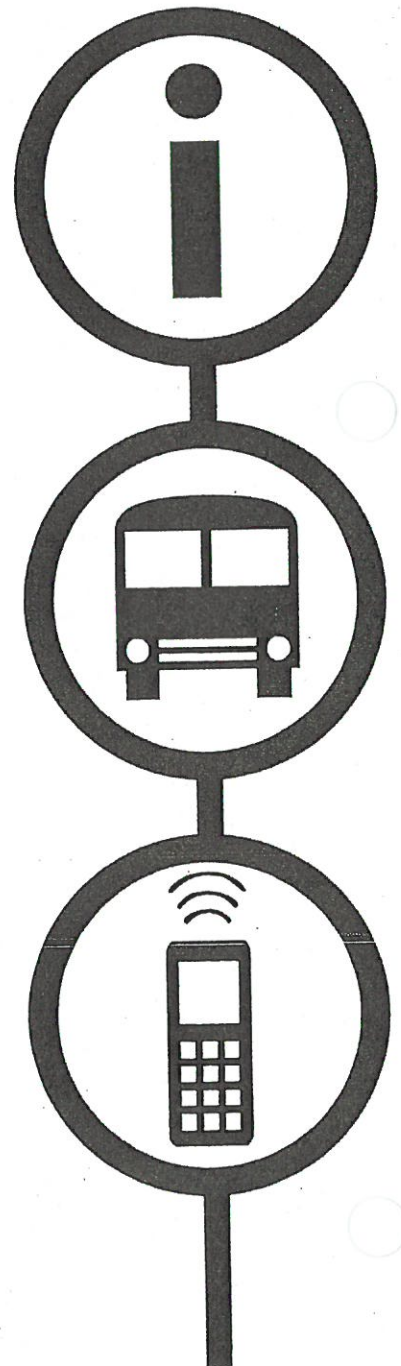
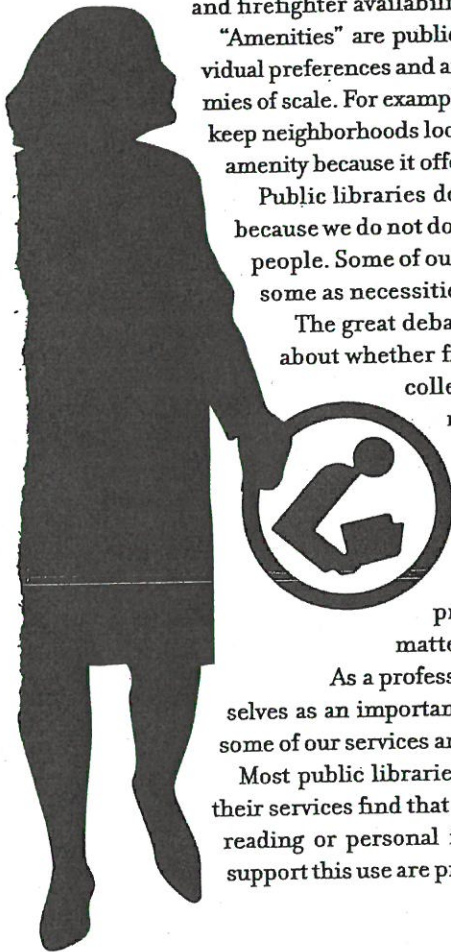
"Amenities" are publicly provided services that respond to individual preferences and are usually publicly funded because of economies of scale. For example, if the rationale for garbage collection is to keep neighborhoods looking neat, it can rightly be understood as an amenity because it offers aesthetic pleasure to individuals.

Public libraries don't fit neatly into one category or another because we do not do just *one* thing! We do many things for many people. Some of our services may be understood as amenities, some as necessities.

The great debate in the latter decades of the 19th century about whether fiction should be included in public library collections was intuitively rooted in this amenity/necessity distinction. Did reading fiction contribute to making democracy work better (the desired social condition) or did it merely serve the personal preferences of some citizens, making it an amenity? We smoothed over the issue by proclaiming the value of reading itself, no matter the nature of the text.

As a profession we have swung between explaining ourselves as an important amenity and as a valued necessity. In fact, some of our services are appropriately understood in each category.

Most public libraries doing surveys to discover why people use their services find that more than 50% of their uses are for "leisure reading or personal interest." The resources and services that support this use are properly understood as amenities in the realm





of public finance. True, people do learn from reading both fiction and nonfiction for personal pleasure, but studies don't exist proving that leads to socially valuable conditions for the community as a whole. There are economies of scale in sharing access to books and other materials.

In mixed-income communities, access to the internet for all can comfortably be understood as a necessity. When certain job applications, communication from a child's school, or government information is made available only online, it is arguably a matter of fundamental equality of opportunity for all people to have free computer access at the public library.

Some services can be viewed either as amenities or as necessities. For example, if story hours are offered principally because children and their caregivers love them, they are properly understood as amenities. If they are provided in response to a shared community commitment to the right of every child to enter school ready to read, they are necessities.

If one claims "necessity" status for a particular library service, several conditions are required for legitimacy. The claimer must: articulate and show public support for the relevant shared public condition it contributes to, demonstrate how the service contributes to creating this condition (effectiveness), prove the service is available equitably to all, know how much it is used and by whom (extensiveness), and understand the resource costs of the service (efficiency).

Local variations occur in terms of whether library resources and services are understood and managed as necessities or amenities. Staff and board members are likely to have differing opinions within the same library system. An effective process can shape local discussions, leading to appropriate management decisions in hard times, as well as to appropriate strategies in community advocacy. Such a process should:

- List all current library services.
- For each service, state the goal in terms of intended benefits for the users.
- For each service, state the socially valuable condition maximized by the provision of this service, if there is one.
- Separate services into necessities and amenities.
- For each service classed as a necessity, state the knowledge base used to design the service, the known outcomes, the extensiveness of use, and the cost of resources used to provide it.
- For each service classed as an amenity, state the extensiveness of use, the cost of resources used to provide it, and the cost per use.

There are good reasons to support the amenities offered by public libraries as well as the necessities. Effective approaches to funders, either elected or appointed, differ.

Since most uses of most public libraries (leisure and personal interest) fall in the amenities category, support

from users can be mobilized. People who read five novels a week or who are doing personal research will flood city hall with objections to noticeable service reductions. Sometimes their passionate support for the library as a whole is sufficient to secure adequate funding, sometimes it is not.

As the 2008 OCLC study *From Awareness to Funding* demonstrates, however, library funding efforts often need supporters, not just users. Supporters believe in the transformative value of the public library in the community, even if they never use it. They believe in the importance of the "necessity" services for the whole community—homework help so all kids have a chance for school success, information for entrepreneurs so new businesses can be created and thrive, and so on. Libraries depending on their support must be able to go beyond anecdote in demonstrations of the outcomes of their transformative services. They should know, for example, how many people use the newly created job center, how many actually have found jobs, what percentage of the city's unemployed this represents, and how the resources are used and valued by job seekers and employers. Stories of success help, but in hard times, numbers matter most.

In tough times, simply staying on top of the various approaches effective in securing funding for the public library is hard work, requiring significant time and effort from library advocates and staff. Like all hard times, however, these offer opportunities to use the library's bully pulpit to go beyond advocacy for our own needs. This is a time when creating powerful statements of socially valuable conditions for the entire community can have a helpful, unifying effect as well as provide a rationale for library service necessities.

Libraries have moral authority in communities. We can assemble effective coalitions to develop public statements, such as "A Children's Bill of Rights" making overt assumed fundamental rights such as "All babies and young children in our community have the right to grow up in book rich environments so they enter school ready to read." These statements will only be politically powerful if they represent a vision for the community and are crafted by an appropriate coalition of stakeholders. Ineffective if created by the library alone, they will rightfully be perceived as self-serving.

These hard times invite us to assume community leadership, not just library leadership. ■



ELEANOR JO (JOEY) RODGER has served as CEO of the Urban Libraries Council and of ALA's Public Library Association as well as a practicing public librarian in rural, suburban, and urban libraries prior to her semi-retirement in 2004. She continues her connections to public libraries as a part time executive search and management consultant with Gossage Sager Associates/Bradbury Associates and as an appreciative customer of her local public library in Evanston, Illinois. This article derives from a consideration of the issues of public amenities and necessities with the board of trustees and administrative staff of the Fairfax County (Va.) Public Library. Thanks to Director Edwin S. Clay III and to the Library Foundation.

Council chooses SV library designer

By Michelle Camerlingo
Press-Banner

The conversion of the Scotts Valley Sports Center into a cutting-edge library has taken its first steps toward fruition.

On Wednesday, Sept. 16, the City Council voted to approve a \$533,150 contract with South San Francisco-based Group 4 Architecture, Research + Planning Inc., which will design a 13,150-square-foot library at 251 Kings Village Road.

The contract was originally set

for \$667,510, but it was trimmed after the previous council meeting, when the city tightened its budget through staff reductions and a furlough.

The new library is slated for completion in June 2011. If it is not built by 2011, the city will owe \$10,000 a month in rent to the Santa Cruz County Library Joint Powers Authority for the present library in the Kings Village shopping center.

Based on an agreement between the city and the county, the city's redevelopment agency has saved

money for nearly 20 years to build a new library.

Group 4 has 12 weeks to produce a design, which must be approved by the redevelopment agency and the Santa Cruz County Library Joint Powers Authority.

During the process, a community meeting will gather input about what folks want to see in their new library.

The meeting will begin at 7 p.m. Oct. 26 at the Scotts Valley Community Center, 361 Kings Village Road.

New library a bright spot on horizon

EDITOR,

The reality of a new Scotts Valley library that accommodates the needs of our community is very exciting, and to have it sooner than we expected is a bright spot in these troubled times.

I am grateful for the foresight of our City Council, which started putting the funds away many years ago. It will make an important statement about what we value here in Scotts Valley.

We have an opportunity now to assist in making this library the best it can be. Saturday, Sept. 19, the Friends of the Library Scotts Valley Chapter will host its first barbecue and auction fundraiser. The theme is "building for books," and many generous merchants and library patrons have provided auction items, the proceeds of which will help fund the upgrades that will make our library kid-friendly, senior-accessible and appealing to the entire community.

Please consider purchasing tickets to this fun and exciting event from the Chamber of Commerce, the Scotts Valley library, Zinnia's and Mint.

Tickets are \$35 in advance and \$40 at the door. Let's make our "building for books" something we can all be proud of.

Elizabeth Walch, Friends of the Library Scotts Valley Chapter, president

Thanks to the Highway 9 man

EDITOR,

I live just north of Boulder Creek and spend probably 90 percent of my driving time along the Highway 9 corridor. Every single day — often every single trip I take — I see a gentleman walking along the road, often carrying plastic bags filled with trash he has presumably picked up

9/18/09

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Felton social raises cash for library

Press-Banner

Felton resident Joy Churchman came home a big winner during the Felton Library Friends' third annual ice cream social.

Churchman, who has lived in Forest Lakes for 34 years, attended last weekend's festival at the urging of her neighbor, Nancy Hoffman.

"We went together," Churchman said. "I didn't take my purse with me, but I felt that I really should have tickets in that drawing."

Churchman, who lives on her monthly Social Security check, saw the plentiful raffle items, including a \$100 gift certificate to New Leaf Market.

She bought four tickets at \$5 each with a loan from Hoffman and put two into the drawing for the "shopping spree." Before she knew it, she was leaving the festival with the certificate to New Leaf.

Churchman said the winnings would help her

buy groceries for the month.

"I thought (the festival) was charming," she said. "It was nice to see the boys in their Boy Scout uniforms and to see the children hanging around the book table."

The festival, combined with a donation from New Leaf Market, raised more than \$5,000 toward the efforts to pay for furnishings and library equipment once funding is secured to build the library itself.

■ *Comment on this and other stories online at www.pressbanner.com.*



Peter Burke/Press Banner



Photo courtesy of Brian Frus, Given Light Photography

"I thought (the festival) was charming."

— Joy Churchman
Felton resident, winner of the ice cream social raffle

A FUN DAY OF FUNDRAISING: At far left, Felton's Veronica McHargue shows off her newly painted hands during the ice cream social hosted by the Felton Library Friends. At left, Frank Adamson of Felton looks over the donations that will help furnish a new library for the town.

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AS YOU SEE IT

Keep library computers out of children's area

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Our family frequents the local libraries. Many children using the online computers spend most of their time watching YouTube videos. It's sad that children cannot read and explore the wonders of literature without being subjected to what other children deem appropriate nearby. How is it that a person must be 18 to purchase porn, but at the public library in the children's section, of all places, anyone of any age can have access?

Porn only exacerbates violence against women, teaching young minds that women are not worth respecting. When Benjamin Franklin began the first library, I'm sure this is not what he had in mind.

Can the adults in this town be depended upon to support raising responsible citizens and come up with a solution, so the library can once again be a place to enjoy the freedom of knowledge and fun adventure for all people?

IS
DIANE BOKULICH, Santa Cruz

Santa Cruz Sentinel.com

Capitola citizens committee recommends Rispin property as library site

By JONDI GUMZ

Posted: 09/16/2009 01:30:18 AM PDT

CAPITOLA -- A citizens committee looking for a location for a new, larger library branch calls the city-owned Rispin Mansion property on Wharf Road its top choice, with its second pick the site of the existing library branch across the street.

The committee will report to the City Council next month, hoping to launch a community involvement process, according to former mayor Tony Gualtieri, who organized the group in March and recruited Councilmen Sam Storey and Dennis Norton to serve along with county library board Chairwoman Barbara Gorson.

"We want public input," said Gualtieri, explaining that both recommended sites are in the city's redevelopment area, thus providing a source of funding.

Developers Barry Swenson Builder and Ron Beardslee are up against a Sept. 29 deadline to proceed with a \$14 million hotel development the city approved for the Rispin site in May.

A few days after city approval, the vacant mansion, built in 1922 along Soquel Creek, was extensively damaged by fire.

The investigation was closed with the cause of the fire undetermined.

"We couldn't complete a thorough investigation due to instability of the building," said Central Fire spokesman Mike DeMars.

The fire left the burned-out mansion filled with debris, and the city was not willing to pay to remove it. As a result, a fire investigator entered only a portion of the mansion. Investigators did not sift through debris but an arson dog found no evidence an accelerant was used.

"It was most likely set, whether a warming fire or something else, we may never know," said city Public Works Director Steve Jesberg.

In mid-August, a majority of council members authorized up to \$103,400 to be spent on post-fire security and cleanup at the property through June 30.

Councilman Sam Storey voted no. He favored more cautious spending because the city's Redevelopment Agency is projected to run a \$364,000 deficit this year.

So far, about \$50,000 has been spent to remove a chimney in danger of toppling, for private security, installation of fencing and lights and as of this week, removal of vegetation, dry brush and dead eucalyptus branches that Planning Commissioner Mike Termini called "a clear and present danger."

Jesberg had estimated clearing vegetation could

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cost \$25,000 but Wildfire Prevention Group, formed in May in Boulder Creek, agreed to do it for \$2,500 plus dump fees.

Save the Habitat, the environmental group that sued the city to protect monarch butterfly habitat on the Rispin property, is paying for a biologist to monitor the clearing work.

The council authorized \$25,000 to board up the mansion but Jesberg is waiting to see if the developers will move forward or drop the project.

"There's no sense to board up a mansion if you're going to tear it down," said Councilman Dennis Norton, who thinks the hotel development is dead and wants the city to be ready to demolish the fire-ravaged mansion.

Developers remain short of funding since Bank of the West withdrew its \$5 million loan guarantee.

"We are still talking to the city and trying to figure out something that will work for both parties," Jesse Nickell of Barry Swenson Builder said Tuesday.

Library site options

A permanent 7,000-square-foot library to replace the modular structure at 2005 Wharf Road is estimated to cost \$3.5 million to \$5 million. A citizens committee composed of Barbara Gorson, Tony Gualtieri, Kathryn Gualtieri, Dennis Norton, Gayle Ortiz, Sam Storey, Michael Termini and Susan Westman evaluated the advantages and disadvantages of five sites:

Rispin property, Wharf Road: City-owned land near barrier wall is level and located in a redevelopment area, providing a source of funding. Available if hotel is not built.


2005 Wharf Road: Existing library site. City-owned land is located in a redevelopment area, providing a source of funding.

4140 Jade St.: Formerly Sherman and Boone Real Estate, for sale for \$1.8 million. Built in 1984. Two-story building, 7,000 square feet. Remodeling required for library use. No funding source. Does not meet the recommended 2-mile distance from regional branch in Live Oak.

809-H Bay Ave.: Formerly County Office of Education offices in Nob Hill shopping center. Extensive remodeling required. No funding source for long-term lease.

Jade Street: Property next to Jade Street Community Center. Would require negotiations with school district for use of land. No funding source.

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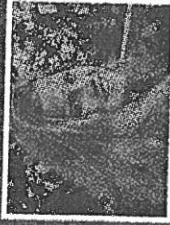
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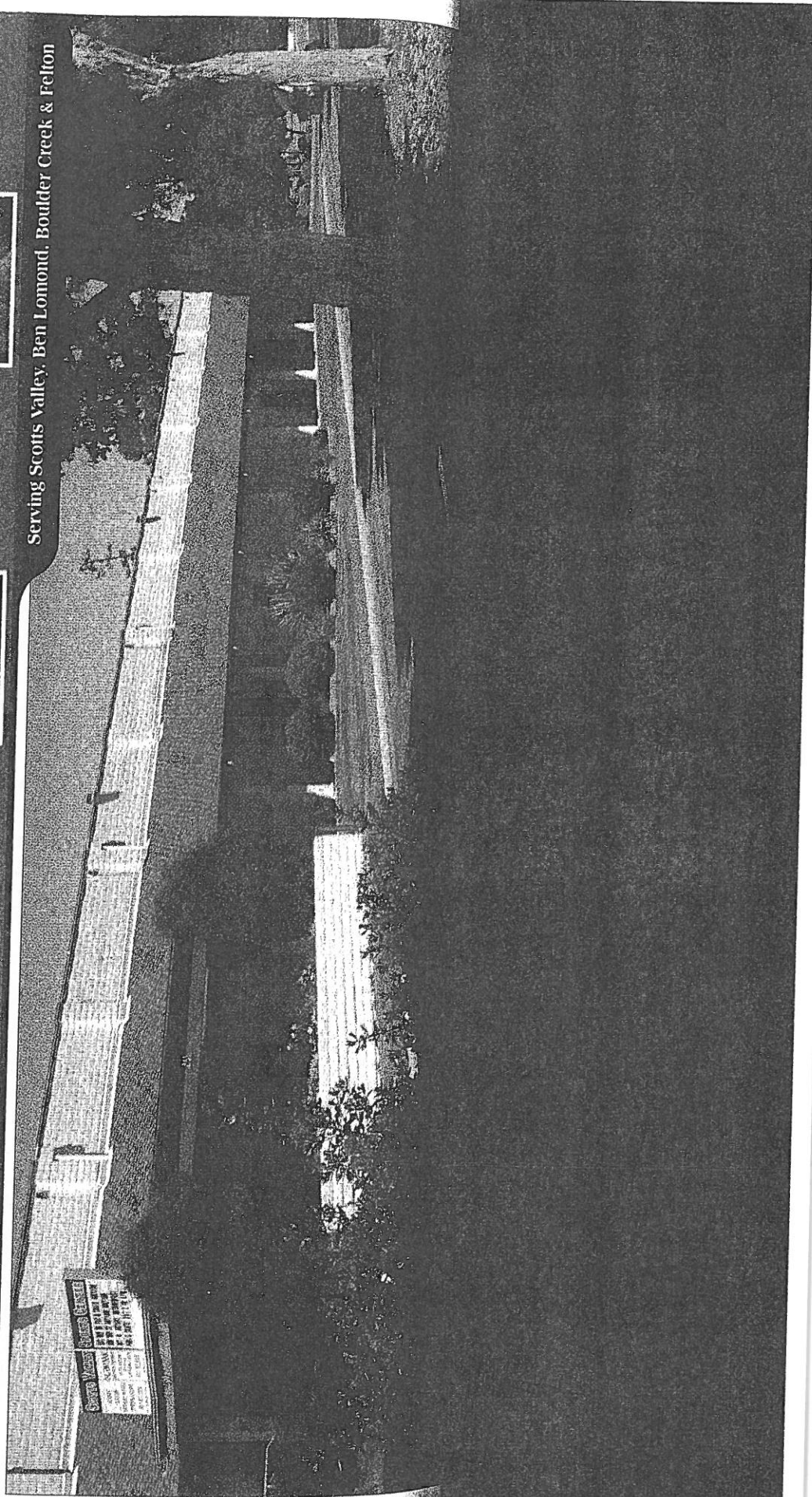


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Serving Scotts Valley, Ben Lomond, Boulder Creek & Felton



Scotts Valley's New Library

An Investment in the Community

By Laura Chatham

The new regional library in Scotts Valley, in the works since 1991, seems to be heading for completion. As plans for the Scotts Valley Town Center proceeded, Scotts Valley City officials had been looking for a place to locate the new library. They found it when the Slawinski family put the Sports Center on Kings Village Drive up for sale. The Sports Complex location for the new library will make it easy to get to the library from the future Town Center.

The city of Scotts Valley has been saving money for a new library in the Scotts Valley Redevelopment Agency (SV RDA) account since the early 1990's. "This money is only available for a new regional library,"

said Scotts Valley City Council Member Jim Reed. It cannot be redirected into any other program. So, it is not a question of if a new library will be built, but when.

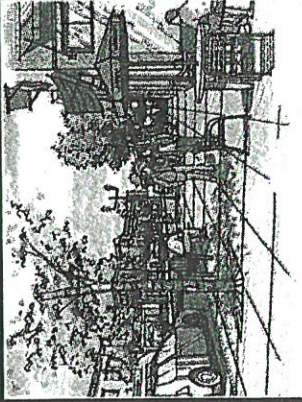
"As of June, \$2.185 million has accrued in that (RDA) fund," Reed said. "The city has also collected approximately \$500,000 in development impact fees that are available for library use. In addition, the city has the ability to sell bonds backed by our RDA, which can be used for the library. The RDA funds for the library and developer impact fees are for building a library and can't be used for another purpose."

There has been some concern that the State of California is taking money from the RDA's to balance the State's budget. Scotts Valley Community Development Director Susan Westman said, "The State is taking money from every RDA Agency. Scotts Valley's RDA will lose money but it will not affect the library funds ... The purchase of the building is complete and the library money is in place."

"All costs are in the \$5.5 million price including (Library Design Consultant) Kathy Page, Civic Engineers, Architects, construction management etc and construction," said Westman.

Teresa Landers is the Director of Libraries for Scotts Valley, Boulder Creek and Felton. She said, "Libraries are an excellent investment in the community. Being in a larger building, we will be able to have distinct areas for teens and younger children that will give them all the space suited for their individual needs... In difficult economic times like these, people are cutting back their subscriptions to magazines, possibly their home Internet connections, or maybe their Netflix or cable subscriptions. By using the resources of the library, they don't have to give up these "luxuries" and we are seeing a lot more usage. We are seeing a lot of people coming in to use our computers for job searching."

... continued on page 4



Scotts Valley Town

Center still kicking

Yes, the Scotts Valley Town Center is still alive, albeit, not quite as healthy as it once was. The national downturn in the nation's economy has without a doubt hit Scotts Valley in many ways. While we are doing better than most municipalities when it comes to our budget, our businesses are hurting, people have less money to spend and are spending less locally ...

... complete story on page X



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CoverStory

"New Library" from pg 1

"Quite frankly," said Landers, "there is no better time to be planning a larger library for Scotts Valley- one that will allow us to take advantage of new more efficient technology and enable us to run a larger library with the same number of staff."

An Ohio study from 2006 said, "Library patrons received direct benefits from library services during...2005 of about \$190.4 million. Therefore, for every dollar expended on library operations, the public received about \$2.56 in directly quantifiable benefits." The expenditures included amounts for materials, databases, salaries and other costs of operations.

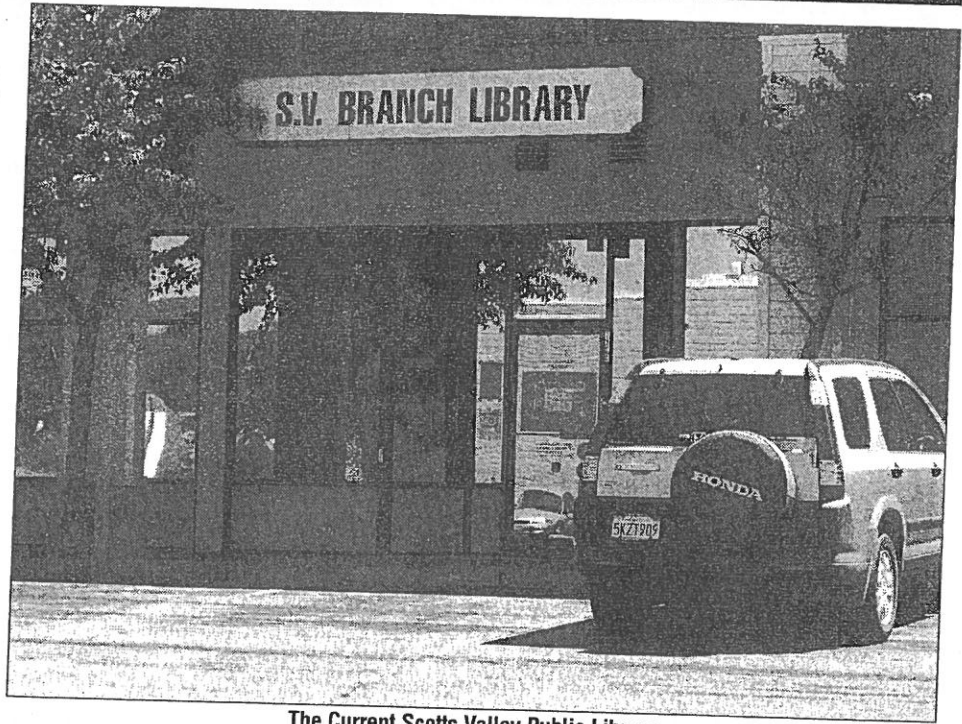
A library construction project will put dollars into the local economy thereby assisting in our community's economic recovery.

Currently, the Scotts Valley Library has 5,200 square feet. After school, there is often not a single empty chair in the library. And in spite of being so small, the Scotts Valley Library has the second highest checkout rate per open hour in the entire county library system.

"The current building is bursting at the seams," Reed said. "That's why I think it's fair to say the library system is so excited that the city is doing what it's doing with the skate center. This will enable the library system to far better serve a significant number of people."

But many people will be sorry to see the rink go — especially the Hockey players that use the center. The Sports Center will remain open until Dec. 15. The skate floor will be saved while the city examines ways to use it elsewhere.

"The city is working with skaters who use the Slawinski facility now to see if we can locate the rink itself (the playing surface, the boards, etc.) outside, under a roof as some other cities have done, because we'd like to keep that recreation option available to the community," Reed said.



The Current Scotts Valley Public Library

"But at the same time, the city is not in the rink business, and the cost of doing this are significant even if one doesn't include the huge issue of where to find the land to put a rink outdoors."

It will be necessary to remodel the Sport Complex before it can be used as a library. The Group 4 Architectural firm of San Francisco is presently working on a bid for the design that is due to be presented to the City of Scotts Valley on Sept. 2.

Consultant Kathy Page has been hired to work with community groups that use the library and with the library staff to help develop the plan for the interior. "Kathy Page is the Babe Ruth of library design consultants in California," said Jim Reed.

The programming phase, which includes opportunities for the public to have input, will begin this fall. There is no date or location yet for public meetings.

City officials expect the new library to be completed by July 2011.

"The goal for now is to build the best library that funding will allow," said North County Regional Branch Manager Heidi Jaeger-Smith. Formerly the Development Librarian for the county library system, Jaeger-Smith has worked on all remodels and new construction for county libraries in the past decade.

The new library will be approximately 13,000-14,000 square feet. That is about two and one half times the size of the often overcrowded, current library. The entire Sports Complex is 23,000 sq ft. No decisions have been made regarding the use for the remaining approximately 10,000 sq

and showcase their events and programs. Included in the design, there will be an outdoor seating area and an entrance that will connect the library to the future Town Center.

Inside, the library will have a large self-service area that will help the staff run the much larger library with the same number of staff members. A more open floor plan will help also.

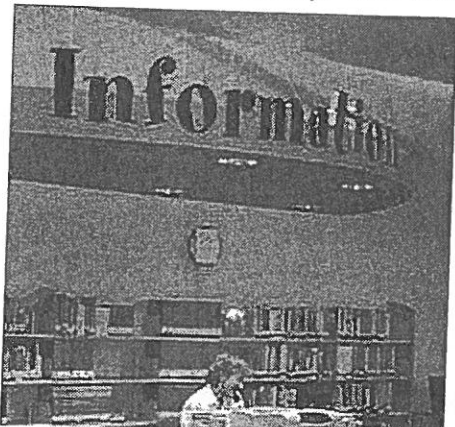
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But with our economic difficulties and our schools facing severe cuts this year, and with California borrowing RDA money from cities to balance the State budget, some community members have concerns about the cost of the new library.

One involved SVHS parent asked, "Who valued that building and determined it's worth? How do we know it is worth that much? And why are we spending this much on a library at this time? Maybe there are very good answers to these questions, but we haven't heard them." ■

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This fall there will be public hearings to discuss how the community would like to see the library space used. The City will need to publicize these meetings well, if they expect to



from library services and about \$190.4 million. Therefore, for every dollar expended on library operations, the public received about \$2.56 in directly quantifiable benefits." The expenditures included amounts for materials, databases, salaries and other costs of operations.

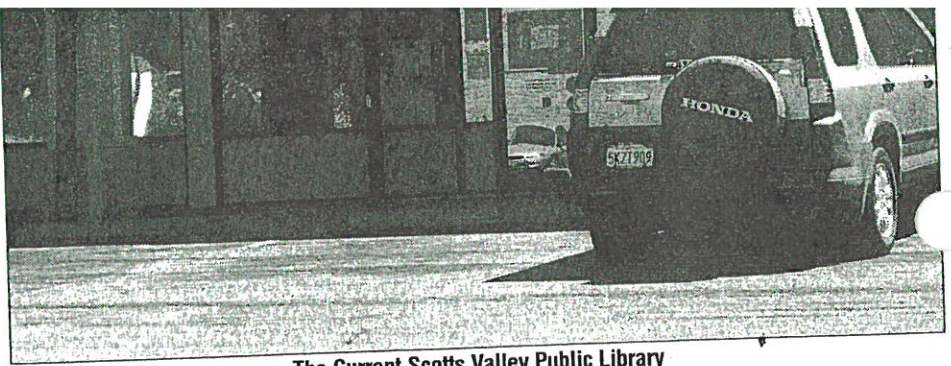
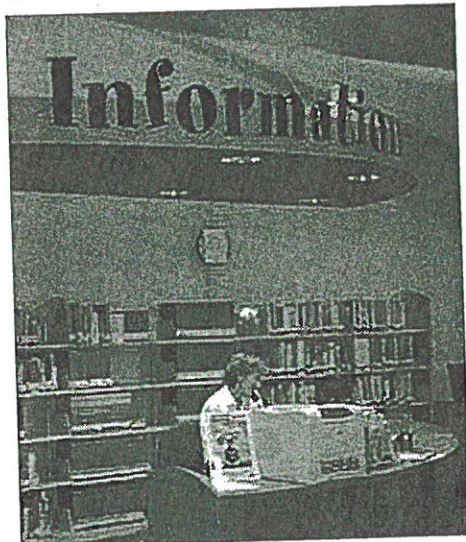
A library construction project will put dollars into the local economy thereby assisting in our community's economic recovery.

Currently, the Scotts Valley Library has 5,200 square feet. After school, there is often not a single empty chair in the library. And in spite of being so small, the Scotts Valley Library has the second highest checkout rate per open hour in the entire county library system.

"The current building is bursting at the seams," Reed said. "That's why I think it's fair to say the library system is so excited that the city is doing what it's doing with the skate center. This will enable the library system to far better serve a significant number of people."

But many people will be sorry to see the rink go — especially the Hockey players that use the center. The Sports Center will remain open until Dec. 15. The skate floor will be saved while the city examines ways to use it elsewhere.

"The city is working with skaters who use the Slawinski facility now to see if we can locate the rink itself (the playing surface, the boards, etc.) outside, under a roof as some other cities have done, because we'd like to keep that recreation option available to the community," Reed said.



The Current Scotts Valley Public Library

"But at the same time, the city is not in the rink business, and the cost of doing this are significant even if one doesn't include the huge issue of where to find the land to put a rink outdoors."

It will be necessary to remodel the Sport Complex before it can be used as a library. The Group 4 Architectural firm of San Francisco is presently working on a bid for the design that is due to be presented to the City of Scotts Valley on Sept 2.

Consultant Kathy Page has been hired to work with community groups that use the library and with the library staff to help develop the plan for the interior. "Kathy Page is the Babe Ruth of library design consultants in California," said Jim Reed.

The programming phase, which includes opportunities for the public to have input, will begin this fall. There is no date or location yet for public meetings.

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This fall there will be public hearings to discuss how the community would like to see the library space used. The City will need to publicize these meetings well, if they expect to get the support and positive input of the community. City officials should be prepared to openly address some tricky questions about the finances for this project.

Teresa Landers

From: Susan Mauriello [cao001@co.santa-cruz.ca.us]

Sent: Thursday, September 24, 2009 10:05 AM

To: Teresa Landers; Pat Busch; Carol Girvetz; Carol Kelly

This is precious...

The Sacramento Bee CapitolAlert

Advertisement

□PRIVATE "TYPE=PICT;ALT=Advertisement"

PM Alert: A Senate staffer walks into a library...

September 23, 2009

Hitting up the locals

So, just how broke is state government?

Well, the venerable Peter Detwiler, staff director of the state Senate's Local Government Committee, sauntered over to the equally venerable State Library recently to borrow a copy of historian (and former state librarian) Kevin Starr's new tome on California history, titled "Golden Dreams."

Only the State Library doesn't have a copy of the book, because budget cuts mean there's no dough to buy new books. Resourceful folks that they are, staffers arranged to borrow the book for Detwiler from the Sacramento Central Library.

So what we have here is the State Library borrowing a book on state history from a local library for a guy who works on local governments for a state agency.

Or as Detwiler put it: "Not only is the state government borrowing local revenues under Proposition 1A, we're also borrowing their library books."

Categories: [State budget](#)

Posted by [Steve Wiegand](#)

3:41 PM | [Comments \(4\)](#) | [ShareThis](#)

[Buzz up!vote now](#)

BUDGET CUTS

La Selva Beach library makes the best of shortened hours

By JORY JOHN

newsroom@santacruzsentinel.com

LA SELVA BEACH — Nestled between the fire station and community clubhouse in La Selva Beach, the public library has just opened for the first time in five days.

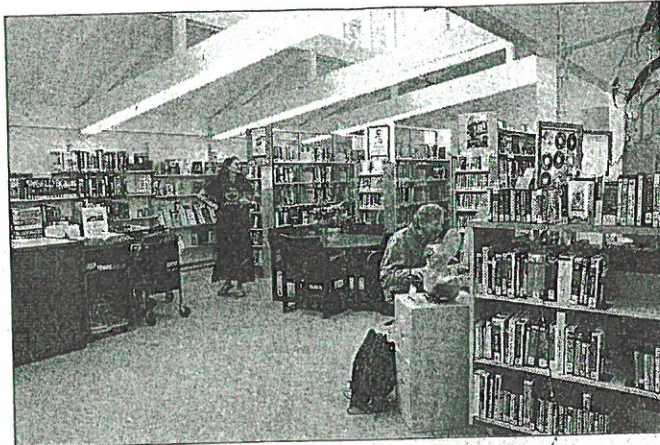
Parents arrive and walk their children through the brick courtyard into the small, blue room filled with books and magazines. Toddlers lounge in the young readers area, which is adorned with a dragon sculpture hanging overhead. A patron approaches a librarian, asking where he can find surfing DVDs.

A sign inside the library reads, "Get Your Hands on a Good Book." Unfortunately, at the La Selva Beach Branch Library, it's getting harder to do just that.

The branch is open a mere eight hours per week, down from 31 hours per week in 2003, according to Teresa Landers, library director for Santa Cruz Public Libraries. The La Selva Beach branch was one of the hardest hit when it came to cutbacks, along with branches in Felton and Garfield Park, which are open eight and 12 hours per week, respectively. The La Selva Beach Branch Library has been open since 1968, according to the Santa Cruz Public Libraries Catalog.

Landers says there are no plans in place to close the library in La Selva Beach, although nothing is certain.

"I can't say that any



DAN COYRO/SENTINEL FILE

Budget cuts have forced the La Selva Beach library down to two days a week, Tuesdays and Thursdays.

branch is safe," she said. "Every recession you have a hit. This is much worse than it's ever been."

Landers says she is starting a planning process, where individual library branches will be assessed. Along with her staff, she will attempt to determine what the community wants from its library system, she said. The process will most likely be finished by spring. For now, the Santa Cruz County Public Library is organized into four regions. The "parent" to La Selva Beach Branch Library is the Aptos Public Library. Staff are pulled out of Aptos to serve in La Selva Beach, Landers said.

The La Selva Beach branch is indicative of an economic problem across the Santa Cruz County library system, as all of the branches have taken massive cuts, according to Landers. Part of the problem, she said, is that some Santa Cruz homeowners often pay the same property tax for 30 years, while library costs go up.

"Property and sales taxes,

that's what support libraries," she said. "Where else are you going to get funds?"

Even in a state of flux and reduced hours, the La Selva Beach Branch Library has its fair share of local turnout.

Emily Perry, a La Selva Beach resident and mother of two, spent time reading to her children on a recent Thursday afternoon. Perry said she's glad the branch is able to stay open, even if just a few hours a week. She said she and her children were disappointed when the branch got rid of its Tuesday morning story time sessions. The branch now opens at 1 p.m. on Tuesdays.

"We have to plan around the library's hours," Perry said. "We really make the effort to get down here."

Corralitos resident Mitch Ross drove to La Selva

IF YOU GO

LA SELVA BEACH
LIBRARY BRANCH

HOURS: Open Tuesdays and Thursdays from 1-5 p.m. at 316 Estrella Ave., La Selva Beach
INFORMATION: 420-5349

Beach to look for a specific DVD title.

"This is the first time I've been to this one, but I like it," Ross said. "Library hours were much better when I was a kid. But there's always ups and downs."

Mike Wilson moved to La Selva Beach in 1953 and has owned El Patio Grocery — down the street from the library — since 1980. He's seen the branch fluctuate over the years.

"The library has been the center point of the town," Wilson said. "Kids congregate there and the community puts it to good use. It's been too bad that they've had to cut their hours."

With the future of the La Selva Beach branch in question, Landers is hopeful, but realistic.

"We're very sorry that it's come to this," she said. "If somebody wants to become a patron of the library, that would help. Or buy a car. That's probably the biggest source of sales tax."

9/28/09

COUNTY

Bookstore/library wish lists ready

Santa Cruz Public Libraries has partnered with bookstores around the county to help restock branch shelves after seeing its book budget slashed during the ongoing recession.

Shoppers at Atlantis Fantasy World in Santa Cruz, Bookshop Santa Cruz, Borders in Santa Cruz and Capitola, Aptos Bookworks, Capitola Book Cafe, Kaleidoscope in Capitola and Literary Guilotine and Gateways in Santa Cruz can pick books from a large wish list to donate to the libraries. Donors also can buy a gift card to fulfill the library's book needs.

For information or to view the wish list visit the bookstores listed above or www.santacruzpl.org.

The Santa Cruz Public Library system includes all libraries in the county except those in Watsonville, which are part of that city's own system.

9/28/09

SCOTTS VALLEY

Library fundraiser generated \$20K

The first annual Building for Books Barbecue Dinner and Silent Auction fundraiser for the Friends of Scotts Valley Library took in about \$20,000.

"It was fantastic," said Councilman Jim Reed. "It was phenomenal."

About 200 people attended the function that offered items such as a Hawaiian vacation and gift certificates at local businesses up for auction.

The money raised will help pay for programing and making purchases for the library, such as furniture.

In the coming years, it is hoped the event will pump money into a capital improvement fund to help pay for things the library can't afford out of its budget, Reed said.

S.C. Sentinel

B2 SUNDAY, SEPTEMBER 27, 2009

COAST LINES

COUNTY

Libraries holding town hall meetings to discuss future

Santa Cruz Public Libraries will host a series of town hall meetings over the next three months to discuss and gather ideas on potential changes to the system.

The meetings come after system leaders, who govern all branches except those in Watsonville, were forced to make multimillion-dollar cuts earlier this year to deal with the recession. Cost-saving measures included slashing hours at all branches, laying off staff and cutting the book budget, among other things.

The meetings will address how the system will move forward in the wake of the cuts. Sessions will run 6:30 to 9 p.m. The first half-hour will be a meet-and-greet with new Library Director Teresa Landers.

■ Oct 7 — Branciforte Branch Library, 230 Gault St., Santa Cruz

■ Oct. 13 — New Brighten Middle School Performing Arts Center, 250 Washburn Ave., Capitola

■ Oct. 15 — Boulder Creek Branch Library meeting room, 13390 West Park Ave., Boulder Creek

■ Oct. 21 — Louden Nelson Community Center, Room 3, 301 Center St., Santa Cruz

■ Oct. 22 — Live Oak Branch Library, 2380 Portola Drive, Santa Cruz

■ Oct. 28 — Felton Community Hall, 6191 Highway 9, Felton

■ Oct. 29 — Central Branch Library, meeting room, 224 Church St., Santa Cruz

■ Nov. 5 — Aptos Branch Library, meeting room, 7695 Soquel Drive, Aptos

■ Nov. 9 — La Selva Beach Clubhouse, 314 Estrella Ave., La Selva Beach

■ January, date to be decided — Scotts Valley Community Center, 361 Kings Village Road, Scotts Valley

For information, call 420-5600.

SANTA CRUZ PUBLIC LIBRARIES
A CITY-COUNTY SYSTEM

LIBRARY JOINT POWERS BOARD
FINANCE COMMITTEE

MINUTES

September 21, 2009

Central Branch Meeting Room
224 Church Street, Santa Cruz

6:00 PM PUBLIC MEETING

I. ROLL CALL

Present: Citizen Barbara Gorson, Councilmember Mike Rotkin, Councilmember Sam Storey
(arrived 6:15)

Additional Board members present: Supervisor John Leopold, Supervisor Mark Stone, Citizen Nancy Gerdt, Citizen Leigh Poitinger, Councilmember Jim Reed

Staff: Teresa Landers, Director of Libraries
Jack Dilles, Director of Finance, City of Santa Cruz

II. APPROVAL OF MEETING AGENDA OF SEPTEMBER 21, 2009

Councilmember Rotkin moved, seconded by Citizenmember Gorson

that the Board approve the agenda of Sept. 21, 2009.

UNAN

III. MINUTES OF August 24, 2009
There was not a quorum at the August meeting.

IV/ STAFF REPORTS

Finance 101 (note: items in italics are action steps for either Jack, Teresa or both).

Documents which were the basis for discussion are attached

1. Joint Powers Agreement Requirements

The sections of the Agreement relevant to the budget and finance were reviewed. It was agreed by all that many of the dates in the agreement should be slightly flexible rather than open the Agreement for the sole purpose of changing the dates. Key dates are the public hearings- preliminary in February, proposed in May and adoption in June. These should each occur at the regular JPB meeting if possible which is the first Monday of the month.

2. Key finance roles and responsibilities between Finance, Library management and JPB. s

a. Payroll

Question: When does the payroll expense show in the Eden financial system.

Answer: Jack answered that it is immediate. The September financial reports would show payroll expenses through July since the August reports would not be ready in time for the September meeting.

b. Budget Adjustments

Question: What does the JPB need to approve?

Answer: When amounts are changed (up or down) or the change is occurring someplace other than in the object code.

Question: When a change is made in Eden, how does the library know the change has been made?

Answer: Jack and Teresa agreed to developing a procedure such as the Library getting an email confirmation that the change has been completed.

c. Purchasing

Question: How are encumbrances tracked?

Answer: When there is a PO, it serves as a legal agreement and is the encumbrance mechanism. *It was agreed that the JPB would like to see a report that shows encumbrances and percent spent and encumbered compared with percent of year gone by so far.* Two caveats were mentioned. An open PO will show a maximum amount to be spent as an encumbrance but may not get entirely spent. The materials budget will show encumbrance of funds at retail but when materials are received they are expended at a discount so there is more money available to spend than it would appear. Typically libraries shoot for encumbering 102%-105% of their materials budget to account for this.

Question: What does finance do to make sure we have enough money to cover encumbrances?

Answer: When an order is placed, library staff is supposed to check for sufficient funds and then Finance does the same thing. When an order is received, the process is followed again. If there was money when an order was placed but not when it was received, it sends up a red flag that something else may have been charged to the same account in error.

d. Budget Timeline

- i. *There was discussion about showing the adopted budget along with changes throughout the year.*
- ii. *Finance does internal projections in February and Library staff enter the estimated actuals in April. Teresa will check with Pat Bush to determine how early good estimates can be received.*

e. Other

Question: How do we not get so far out of whack again between the audit and the budget

Answer: The auditors come in June/July to do an internal control test. Then they do field work in October and issue a report in December/January. *Committee asked that the auditors look to see if we have adequate checks and balances and report on this in their management letter. The JPB will decide if they want to meet with the auditors.*

Question: How do we make sure the mistakes of the past don't happen again?

Answer: We are working to put more "sunlight" on the process. Teresa is having more eyes looking at the budget by having each manager more responsible than they have been

in the past. Teresa is looking into having Kira's position reclassified so that she is able to work more on budget analysis and planning and be within her scope of duties.

Question: What would happen if Jack and/or Teresa were to disappear tomorrow?

Answer; Finance has redundancies built into its operation. The Library is working on getting more people involved in the budget process so that all the knowledge is not in one person's brain.

Question: How do we account for revenues that may not be coming in at the estimated levels?

Answer: Councilmember Rotkin explained that if revenues are coming in short we will see it. While property tax funds are only received twice a year we have monthly sales tax reports from the County. The County is also good about sending flags about changes in trends regarding both sales and property taxes. Councilmember Storey reported on quarterly "true-ups" from the County.

Question: Supervisor Leopold asked about how we decide to take on debt and then how do we manage it.

Answer: *We will provide a report to the JPB that lays out the interest rates and terms for the Library's debt service.* This includes the payback to Watsonville, the long term debt to the City for the improvements to the Headquarters building and the ongoing debt to the City to cover the current monthly cash flow shortage. We also agreed that we need a buffer of about \$600,000 to cover the monthly cash flow shortage and that we also would like to build the library's fund balance to provide a reserve.

Question: What is FV of interest?

Answer: Jack explained this is the fair value of investments. It recognizes the difference in value of what we paid for the investment versus what its current value is. He also explained this does not need to appear on the report.

Question: What is line 46303; donations of \$16,000?

Answer: This is the Richardson trust. The JPB authorizes transfer of this money each year from the trust to the library's operating budget. It is used to purchase materials.

Question: What are the loan principal and interest lines referring to?

Answer: Loan principal and interest accounts include headquarters loan activity and the other debt principal and interest include the Watsonville maintenance of effort debt activity.

Question: What are we doing about cash control?

Answer: The Library has different cash control issues than most other City departments since we have 10 branches and are also taking in money for the Friends at our various locations. Finance is soon to begin an audit of library cash control practices and we expect some recommendations for changes to be made. Finance does recognize the uniqueness of the Library's situation and we are all committed to being reasonable about whatever changes need to be made while being fiscally responsible.

Question: What capital asset control processes are in place?

Answer: There is a city wide tracking system for inventory control. An inventory is conducted on a regular basis and items such as computers are included.

Additional Action Items:

1. *Teresa will do some editing of the documents provided for this meeting and will add a list of reports that the Finance Committee and JPB will get. This will be documented in a memo to the JPB.*

2. *When manager job descriptions are revised, Library will make sure that financial/budget oversight is specifically stated as a job responsibility*
3. *Library and Finance will work on procedures so that the Library knows that big items have made it to the expended column from the encumbered. This will probably involve more internal tracking by the Library and a mechanism to query Finance.*

5. NEXT MEETING TOPICS

Next meeting is scheduled for Monday October 26, 2009 4:30-6:30 pm. In the Central Library meeting room

XII. ADJOURN

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

Respectfully submitted,

Teresa Landers
Library Director

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

RESPONSIBILITIES OF LIBRARY AND FINANCE DEPARTMENT

I. PAYROLL

1. **Library** staff input their time into KRONOS electronic time keeping system.
2. Approved by **Library** supervisor
3. Electronically sent to **Finance**
4. **Finance** produces paycheck

II. BUDGET (separate timeline)

III. BUDGET ADJUSTMENTS

1. **Library** or **Finance** identifies change that needs to be made. Finance will review all JPB agendas and minutes to ensure proper budget adjustments are processed.
2. If more than "object" level changes are needed then **JPB** approves
3. **Library** fills out Budget Adjustment Request and **Library Director** approves it.
4. If it is Personnel related then the budget adjustment request is sent to **HR** where it is attached to a staff report.
 - a. Staff report with budget request is approved by **Finance**
 - b. **City Council** approves
 - c. **City Manager** Approves
 - d. **Finance** enters change into Eden
5. If it is not Personnel related then **Finance** approves it and enters change into Eden. (Some requests may require City Manager approval).

IV. PURCHASING

1. **Library** identifies something to purchase.
 - a. If over \$1,000 and NOT library materials then a PO is needed go to step 2
 - b. If under \$1,000 and no PO is needed go to step 3
2. PO Process
 - a. **Library** initiates a PO online which requires two signatures
 - b. Request goes to **Finance** which checks details including making sure there are sufficient funds and encumbers the funds
 - c. Finance sends PO to vendor and gives a copy to the **Library**.
 - d. Go to step 4
3. No PO Process
 - a. **Library** follows city purchasing rules and procedures and orders item
 - b. **Library** makes sure there is money budgeted to cover the purchase
 - c. Go to step 4
4. **Library** receives invoice, checks for sufficient funds, authorizes payment, and sends it to **Finance**
5. **Finance** pays invoice after double checking budget for available funds
6. **Finance** tells **Library** if insufficient funds and reviews invoice for proper supporting documentation, correct dollar amount, and proper authorization. **Library Director** finds alternate sources for funds if necessary. (Theoretically it should not come to this- after the fact)

**City of Santa Cruz
 LIBRARY OPERATING BUDGET MILESTONES**

**Preliminary
 Budget
 Dates**

- 1/5 **Operating & CIP Budget Calendar sent to Library**

- 1/8 **Personnel info sent to Library**

- 1/14 ***List of budget users from Library (& whether training req'd) to budget manager***
- 1/14 ***Requests for new activities, objects from Library to budget manager***
- 1/21 **New activities, objects created in EDEN**

- 1/28 ***Personnel requests due back to Finance***

- 2/4 **Budget guidelines sent to Library—guidelines include:
 Office equipment and furniture pricing
 Technology pricing
 Telecommunications - external charges
 Vehicle and equipment replacements**

- Feb Bd mtg ***Library public hearing regarding proposed Library service & budget priorities***
 2/1/10

- 2/16 **Finance data entry done (these include internal charges to the Library)
 Current year Est/Act (Yr-End Est), new year Dept Request columns for:
 Debt service
 Fleet - vehicle operation charges - internal
 Interest earnings
 Liability if available/ or use estimate
 Personnel
 Rents
 Telecom - internal
 Workers Comp if available/ or use estimate**

- 2/24 **Open access to budget module**
- 2/24-2/26 **Budget training provided by Finance**
- 2/24-3/18 ***Library prepares budget requests*
 (Finance prepares personnel & City contributions to Library)**

- 3/18 ***Library budget requests due*
 (Finance prepares personnel & City contributions to Library)**

- 4/14 **Finance recommended City budget ready (includes Library personnel costs & City
 contributions to Library, but does not include Library budget)**

- early to mid- ***Library staff enters budget data (Funds 93x, 95x) into EDEN:***
 April ***Current year Est/Act (Yr-End Est), new year Dept Request columns***
 Personnel & other Finance data entry noted above already entered by Finance staff

- mid-April ***Finance reviews budget with Library staff***

- by 4/28 **Finalize City proposed budget:** include actions as of last Council meeting in April
- 4/22-5/11 **Prepare proposed City budget document / to print**
- 5/13 **Proposed City budget to City Council**
(includes proposed Library personnel and does not include rest of Library budget)
- May JPB
meeting (5/3/10)
mid- to late May ***Library Board public hearing on proposed Library budget***
- June JPB
meeting (6/7/10) ***Library staff enters non-personnel changes/corrections to Library budget (Funds 93x, 95x, 96x); Finance staff includes Library personnel changes for Council approval with materials for Council budget hearings.***
- Library Board adoption of budget***
- Library staff notifies Finance staff as soon as possible of any changes approved by Library Board***
- early June **City Council budget hearings**
- by 6/24 **Budget for adoption in EDEN:**
Finance staff enters changes based on Council budget hearings, including any changes to Library personnel; *Library staff enters any additional changes based on Library Board actions in May/June;*
If Library Board approves any changes after Council budget hearings, Finance staff includes Library position changes for Council approval with materials for Council budget adoption.
- 7/13 **City Council budget adoption**

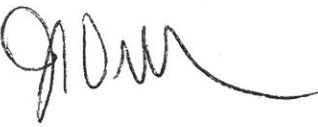


809 Center Street, Room 101, Santa Cruz, CA 95060 • 831 420-5053 • Fax: 831 420-5312 • www.ci.santa-cruz.ca.us

MEMORANDUM

DATE: September 30, 2009

TO: Library Joint Powers Authority Board
Teresa Landers, Director of Libraries

FROM: Jack Dilles, City of Santa Cruz Finance Director 

RE: **DESCRIPTION OF LIBRARY DEBT**

At the request of the Board, I am providing a summary of the existing debt that has been incurred by the Library.

Working capital loan from the City of Santa Cruz:

The City has been advancing funds to cover the actual cash deficit in Library operating fund 951. For this loan, the City currently charges 2% over the portfolio rate that the City earns on its investment portfolio. The interest expense charged on this loan to the Library has been calculated by taking the average negative daily cash balance for the month, multiplying this sum by the annual interest rate that consists of the City's monthly portfolio rate of return plus the 2%, and dividing that product by 12 months in order to provide a monthly amount. The interest costs for July and August were calculated as followed:

July: Average negative daily cash balance of (\$800,319.19) times 3.45116% (the City's 1.45116% return on its investments + 2%) divided by 12 months = \$2,301.69 (rounded).

August: Average negative daily cash balance of (\$781,001.35) times 3.37124% (the City's 1.37124% return on its investments + 2%) divided by 12 months = \$2,194.09 (rounded).

Santa Cruz County Overpayment:

In April 2004, the Library entered into an agreement with the County to repay an overpayment received due to a distribution error from the County. Payments began in August of 2005 and consist of fixed annual principal payments of \$40,293 plus annual interest calculated using the variable Local Agency investment Fund (LAIF) interest rate. The most recent annual payment totaled \$44,226 and was made as a deduction by the County from the August revenue payment that the County sent to the Library in early September. This payment consisted of \$40,293 in

principal and \$3,933 in interest. The principal which remains following the most recent payment posted in September totals \$120,880 and is scheduled to be paid off by August of 2013.

City of Santa Cruz Loan for Headquarters Improvements:

In September 2008, the Library and the City entered into a Loan Agreement to fund tenant improvements at the Union Locust building. The original loan principal totaled \$467,303 and has been reduced to the current balance of \$430,150.27, as reflected on the attached Library Loan Debt Service Schedule. The annual interest is 5% and payments stretch for 10 years through January of 2018.

Library - Fund 951
 Month-End Cash Balances

	July	August	September	October	November	December	January	February	March	April	May	June
FY 2010 Pooled cash	(908,343.59)	(797,637.50)										
FY 2009 Pooled cash	(1,028,955.46)	(397,327.61)	(356,999.20)	252,949.44	(714,416.36)	(711,714.61)	(812,054.05)	(668,015.42)	(595,048.05)	(543,669.74)	222,502.65	(667,431.15)
FY 2008 Pooled cash	555,177.28	285,993.39	362,222.74	452,678.88	381,688.89	348,644.68	414,873.10	180,026.54	267,117.50	988,379.63	877,239.75	65,274.00
FY 2007 Pooled cash	378,173.37	260,209.81	(47,055.07)	77,967.52	141,276.32	331,082.13	1,134,207.34	1,970,264.04	582,080.73	688,990.25	693,402.17	260,082.00

LIBRARY JOINT POWERS AUTHORITY		
COMBINED BALANCE SHEET		
JPA FUND AND ACCOUNT GROUPS		
AUGUST 2009		
	JPA	
	Total	
Assets		
Pooled cash	(797,637.50)	
Pooled cash interest receivable	(2,071.29)	
Grants receivable	-	
Infrastructure	579,683.02	
Accumulated depreciation - infrastructure	(164,848.89)	
Buildings	1,758,907.67	
Accumulated depreciation - buildings	(765,043.82)	
Lease improvements - buildings	726,427.00	
Accumulated depreciation - lease imp-buildings	(168,241.90)	
Machinery and equipment	1,628,318.81	
Accumulated depreciation - machinery & equip	(1,471,843.15)	
Software	61,759.70	
Accumulated depreciation-software	(61,759.70)	
Construction in progress	52,613.65	
Total Assets	1,376,582.71	
Liabilities		
Accounts payable	(55,769.13)	
Sales tax payable	(268.20)	
Deferred grant revenue - unearned	(529.84)	
Unclaimed funds	(1,156.45)	
Payable to the County - noncurrent	(161,172.25)	
Other intergovernmental payable-noncurrent	(430,150.27)	
Total Liabilities	(649,046.14)	
Equities		
Unreserved, undesignated fund balance	857,113.30	
Investment in capital assets - Library	(2,175,972.39)	
Total Equities	(1,318,859.09)	

**LIBRARY JOINT POWERS AUTHORITY
COMBINED BALANCE SHEET
SPECIAL FUNDS
AUGUST 2009**

Fund #	955	956	957	960	Spec Funds
Fund Description	Contingency	Technology	Projects	Felton	Total
Assets					
Pooled cash	9,299.85	4,699.04	460.77	1,062.98	15,522.64
Pooled cash interest receivable	31.86	16.05	3.78	58.61	110.30
Total Assets	9,331.71	4,715.09	464.55	1,121.59	15,632.94
Equities					
Unreserved, undesignated fund balance	(9,331.71)	(4,715.09)	(464.55)	(1,121.59)	(15,632.94)
Total Equities	(9,331.71)	(4,715.09)	(464.55)	(1,121.59)	(15,632.94)

**LIBRARY JOINT POWERS AUTHORITY
COMBINED BALANCE SHEET**

**TRUST FUNDS
AUGUST 2009**

Fund # Fund Description	931 McCaskill Loc His		932 McCaskill Vis Imp		933 Finkeldey		934 Whalen		Trust Funds Total
Assets									
Pooled cash	260,748.25		251,718.87		9,551.96		146,013.39		668,032.47
Pooled cash interest receivable	902.34		882.88		34.37		261.65		2,081.24
Total Assets	261,650.59		252,601.75		9,586.33		146,275.04		670,113.71
Equities									
Net assets held in trust-library prog	(261,650.59)		(252,601.75)		(9,586.33)		(146,275.04)		(670,113.71)
Total Equities	(261,650.59)		(252,601.75)		(9,586.33)		(146,275.04)		(670,113.71)

Revenue Status Report
CITY OF SANTA CRUZ
8/1/2009 through 8/31/2009

Account Number	Library Joint Powers Authority	Adjusted Estimate	Revenues	Year-to-date Revenues	Balance	Prct Rcvd
951-41200	SALES AND USE TAX					
951-00-00-0000-41211	Sales and use tax	5,612,255.00	381,328.29	381,328.29	5,230,926.71	6.79
Total	SALES AND USE TAX	5,612,255.00	381,328.29	381,328.29	5,230,926.71	6.79
951-43100	FEDERAL					
Total	FEDERAL	0.00	0.00	0.00	0.00	0.00
951-43200	STATE					
951-36-00-0000-43210	State operating grants and contributions	70,000.00	0.00	0.00	70,000.00	0.00
951-36-00-0000-43290	State grants - other	6,762.00	0.00	0.00	6,762.00	0.00
951-36-52-3531-43210	State operating grants and contributions	2,500.00	185.50	185.50	2,314.50	7.42
Total	STATE	79,262.00	185.50	185.50	79,076.50	0.23
951-43300	LOCAL					
951-36-00-0000-43310	Local operating grants and contributions	5,174,769.00	431,230.75	431,230.75	4,743,538.25	8.33
Total	LOCAL	5,174,769.00	431,230.75	431,230.75	4,743,538.25	8.33
951-44600	LIBRARY					
951-36-00-0000-44612	Request no pick-up fee	20,000.00	0.00	0.00	20,000.00	0.00
951-36-00-0000-44613	Internet use fee	7,000.00	521.25	844.25	6,155.75	12.06
951-36-00-0000-44630	Room rentals-library JPA	1,890.00	0.00	130.00	1,760.00	6.88
Total	LIBRARY	28,890.00	521.25	974.25	27,915.75	3.37
951-44900	MISCELLANEOUS CHARGES FOR SERVICES					
951-36-00-0000-44901	Photocopy fee	10,000.00	709.28	1,254.44	8,745.56	12.54

Revenue Status Report
CITY OF SANTA CRUZ
 8/1/2009 through 8/31/2009

revstat.rpt
 09/30/2009 8:40AM
 Periods: 2 through 2

Account Number	Adjusted Estimate	Revenues	Year-to-date Revenues	Balance	Prct Rcvd
951	Library Joint Powers Authority				
Total	10,000.00	709.28	1,254.44	8,745.56	12.54
951-45100	MISCELLANEOUS CHARGES FOR SERVICES				
951-36-00-0000-45131	280,000.00	20,952.50	35,722.52	244,277.48	12.76
951-36-00-0000-45132	40,000.00	3,057.50	4,740.00	35,260.00	11.85
Total	320,000.00	24,010.00	40,462.52	279,537.48	12.64
951-46100	FINES AND FORFEITS				
951-00-00-0000-46110	0.00	-892.42	-1,860.24	1,860.24	0.00
951-00-00-0000-46190	3,871.00	0.00	0.00	3,871.00	0.00
Total	3,871.00	-892.42	-1,860.24	5,731.24	48.06
951-46300	INVESTMENT EARNINGS				
951-36-00-0000-46303	19,000.00	19,500.00	19,585.00	-585.00	103.08
Total	19,000.00	19,500.00	19,585.00	-585.00	103.08
951-46900	CONTRIBUTIONS & DONATIONS-PRIVATE SOURCE				
951-00-00-0000-46916	60,000.00	14,373.38	20,664.79	39,335.21	34.44
951-36-00-0000-46918	0.00	3.04	81.94	-81.94	0.00
951-36-00-0000-46919	0.00	319.11	319.11	-319.11	0.00
Total	60,000.00	14,695.53	21,065.84	38,934.16	35.11
951-49100	OTHER MISCELLANEOUS REVENUES				
951-00-00-0000-49122	15,755.00	15,755.00	15,755.00	0.00	100.00
951-00-00-0000-49191	18,018.00	18,018.00	18,018.00	0.00	100.00
Total	33,773.00	33,773.00	33,773.00	0.00	100.00

Expenditure Status Report
 CITY OF SANTA CRUZ
 8/1/2009 through 8/31/2009

expstat.rpt
 09/29/2009 6:33PM
 Periods: 2 through 2

951 Library Joint Powers Authority

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
Total	0.00	0.00	0.00	0.00	0.00	0.00
Finance services - internal	0.00	0.00	0.00	0.00	0.00	0.00
Administrative services-other - internal	0.00	0.00	0.00	0.00	0.00	0.00
Interfund labor - charge	0.00	0.00	0.00	0.00	0.00	0.00
Intrafund labor - charge	0.00	0.00	0.00	0.00	0.00	0.00
Total	0.00	0.00	0.00	0.00	0.00	0.00
Claims management services - outside	16,000.00	2,201.70	2,201.70	13,800.90	-2.60	100.02
Financial services - outside	605,726.00	56,972.42	79,407.89	3,295.00	523,023.11	13.65
Medical services	0.00	0.00	0.00	0.00	0.00	0.00
Architect fees	0.00	0.00	0.00	0.00	0.00	0.00
Construction supervision - outside	0.00	0.00	0.00	0.00	0.00	0.00
Total	7,549,316.00	607,087.52	1,097,212.59	0.00	6,452,103.41	14.53
Interagency labor charges	0.00	0.00	0.00	0.00	0.00	0.00
Program services	40,018.00	1,562.50	10,611.25	24,723.68	4,683.07	88.30
Other professional & technical services	64,706.00	5,167.36	8,706.41	0.00	55,999.59	13.46
Water, sewer and refuse	180,928.00	13,314.54	13,314.54	140,913.42	26,700.04	85.24
Janitorial services	0.00	0.00	0.00	0.00	0.00	0.00
Vehicle maintenance-conversion only	0.00	0.00	0.00	0.00	0.00	0.00
Vehicle oper/allowance-conversion only	0.00	0.00	0.00	0.00	0.00	0.00
Vehicle operation charges - internal	38,103.00	2,043.21	8,134.75	0.00	29,968.25	21.35
Office equipment operation/maint	4,620.00	85.96	595.96	0.00	4,024.04	12.90
Vehicle maintenance costs - outside	0.00	0.00	0.00	0.00	0.00	0.00
Repair services - outside	0.00	0.00	0.00	0.00	0.00	0.00
Other equipment operation/maintenance	5,900.00	0.00	0.00	2,000.00	3,900.00	33.90
Building & facility o&m-conversion only	0.00	0.00	0.00	0.00	0.00	0.00
Building and facility o & m - outside	141,611.00	16,870.83	21,150.14	52,846.26	67,614.60	52.25
Landscaping maintenance services	21,145.00	159.36	159.36	0.00	20,985.64	0.75
Software maintenance services	83,639.00	1,815.90	17,733.43	38,659.69	27,245.88	67.42
Hardware maintenance services	60,300.00	0.00	2,636.72	0.00	57,663.28	4.37
Equipment, building and land rentals	401,232.00	32,933.44	65,866.88	91,010.00	244,355.12	39.10
Travel and meetings	6,595.00	24.20	30.80	0.00	6,564.20	0.47

Expenditure Status Report
 CITY OF SANTA CRUZ
 8/1/2009 through 8/31/2009

951 Library Joint Powers Authority

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
Total Training	10,910.00	0.00	0.00	0.00	10,910.00	0.00
Total LSTA Tuition Reimb grant training	6,762.00	0.00	0.00	0.00	6,762.00	0.00
Total Telephone service-conversion only	0.00	0.00	0.00	0.00	0.00	0.00
Total Telecommunications service - internal	82,224.00	0.00	0.00	0.00	82,224.00	0.00
Total Telecommunications service - outside	80,217.00	10,886.45	13,838.20	40,071.96	26,306.84	67.21
Total Liab. insur/surety bonds-conversion only	0.00	0.00	0.00	0.00	0.00	0.00
Total Liability insurance/surety bonds-interna	15,500.00	0.00	0.00	0.00	15,500.00	0.00
Total Liability insurance/surety bonds-outside	46,354.00	0.00	40,374.00	0.00	5,980.00	87.10
Total Advertising	3,000.00	0.00	0.00	0.00	3,000.00	0.00
Total Dues and memberships	2,720.00	230.00	720.00	0.00	2,000.00	26.47
Total Plans and specification printing	0.00	0.00	0.00	0.00	0.00	0.00
Total Printing and binding-conversion only	0.00	0.00	0.00	0.00	0.00	0.00
Total Printing and binding-internal	0.00	0.00	0.00	0.00	0.00	0.00
Total Printing and binding-outside	26,500.00	65.70	65.70	0.00	26,434.30	0.25
Total Moving Costs	0.00	0.00	0.00	0.00	0.00	0.00
Total Postage charges	17,000.00	800.78	800.78	0.00	16,199.22	4.71
Total Office supplies	16,500.00	1,369.37	1,750.14	0.00	14,749.86	10.61
Total Books and periodicals	839,000.00	11,697.62	18,979.65	0.00	820,020.35	2.26
Total Books and periodicals-grants and endow	0.00	0.00	0.00	0.00	0.00	0.00
Total Safety clothing and equipment	3,690.00	141.87	141.87	0.00	3,548.13	3.84
Total Copier supplies	7,248.00	482.20	482.20	0.00	6,765.80	6.65
Total Computer supplies	18,000.00	115.46	359.09	9,894.56	7,746.35	56.96
Total Library functional supplies	150,276.00	843.79	20,471.26	1,000.00	128,804.74	14.29
Total Janitorial supplies	18,000.00	745.43	1,698.19	0.00	16,301.81	9.43
Total Power and gas	0.00	0.00	0.00	0.00	0.00	0.00
Total Electricity	152,710.00	14,099.47	32,384.47	0.00	120,325.53	21.21
Total Natural gas	25,200.00	522.45	1,260.67	0.00	23,939.33	5.00
Total Construction materials-outside	0.00	0.00	0.00	0.00	0.00	0.00

Expenditure Status Report
CITY OF SANTA CRUZ
 8/1/2009 through 8/31/2009

expstat.rpt
 09/29/2009 6:33PM
 Periods: 2 through 2

951 Library Joint Powers Authority

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
Total	0.00	0.00	0.00	0.00	0.00	0.00
Total	0.00	0.00	0.00	0.00	0.00	0.00
Total	13,255.00	596.79	1,983.24	1,760.00	9,511.76	28.24
Total	0.00	0.00	0.00	0.00	0.00	0.00
Total	0.00	0.00	0.00	0.00	0.00	0.00
Total	0.00	0.00	0.00	0.00	0.00	0.00
Total	0.00	0.00	0.00	0.00	0.00	0.00
Total	0.00	0.00	0.00	0.00	0.00	0.00
Total	0.00	0.00	0.00	0.00	0.00	0.00
Total	0.00	0.00	0.00	0.00	0.00	0.00
Total	0.00	0.00	0.00	0.00	0.00	0.00
Total	0.00	0.00	0.00	0.00	0.00	0.00
Total	0.00	0.00	0.00	0.00	0.00	0.00
Total	0.00	0.00	0.00	0.00	0.00	0.00
Total	0.00	0.00	0.00	0.00	0.00	0.00
Total	0.00	0.00	0.00	0.00	0.00	0.00
Total	0.00	0.00	0.00	0.00	0.00	0.00
Total	0.00	0.00	0.00	0.00	0.00	0.00
Total	39,022.00	0.00	0.00	0.00	39,022.00	0.00
Total	40,293.00	0.00	0.00	0.00	40,293.00	0.00
Total	41,508.00	1,301.67	2,635.54	0.00	38,872.46	6.35
Total	8,500.00	0.00	0.00	0.00	8,500.00	0.00
Total	0.00	0.00	0.00	0.00	0.00	0.00
Total	0.00	0.00	0.00	0.00	0.00	0.00
Total	10,884,228.00	784,137.99	1,465,707.42	419,975.47	8,998,545.11	17.32
Total	10,884,228.00	784,137.99	1,465,707.42	419,975.47	8,998,545.11	17.32

Operating Margin
 537,708.07

Grand Total

Expenditure Status Report
 CITY OF SANTA CRUZ
 8/1/2009 through 8/31/2009

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
101-35-51000	PERSONNEL SERVICES					
Total	4,305,302.00	348,918.53	681,169.64	0.00	3,624,132.36	15.82
Total	610,327.00	59,485.57	93,377.73	0.00	516,949.27	15.30
Total	0.00	233.89	1,297.39	0.00	-1,297.39	0.00
Total	0.00	7,138.17	7,138.17	0.00	-7,138.17	0.00
Total	510,086.00	22,733.39	39,187.02	0.00	470,898.98	7.68
Total	0.00	223.94	223.94	0.00	-223.94	0.00
Total	0.00	0.00	0.00	0.00	0.00	0.00
Total	0.00	0.00	0.00	0.00	0.00	0.00
Total	2,880.00	500.00	500.00	0.00	2,380.00	17.36
Total	631,118.00	52,261.38	98,771.65	0.00	532,346.35	15.65
Total	61,081.00	1,339.19	2,406.14	0.00	58,674.86	3.94
Total	943,722.00	74,963.91	104,681.18	0.00	839,040.82	11.09
Total	98,798.00	8,948.73	12,025.20	0.00	86,772.80	12.17
Total	17,895.00	1,620.05	2,180.74	0.00	15,714.26	12.19
Total	58,208.00	5,212.78	9,871.90	0.00	48,336.10	16.96
Total	2,674.00	243.63	333.28	0.00	2,340.72	12.46
Total	35,613.00	2,948.49	5,567.70	0.00	30,045.30	15.63
Total	12,291.00	1,096.93	2,065.11	0.00	10,225.89	16.80
Total	219,856.00	19,218.94	36,415.80	0.00	183,440.20	16.56
Total	0.00	0.00	0.00	0.00	0.00	0.00
Grand Total	7,509,851.00	607,087.52	1,097,212.59	0.00	6,412,638.41	14.61

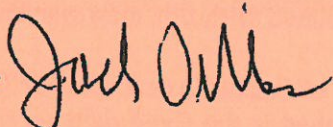


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MEMORANDUM

DATE: October 5, 2009

TO: Library Joint Powers Authority Board
Teresa Landers, Director of Libraries

FROM: Jack Dilles, City of Santa Cruz Finance Director 

RE: **DESCRIPTION OF LIBRARY DEBT – RECONCILING MEMO TO BOARD & DETAILS IN MONTHLY FINANCIALS**

In order to respond to inquiries about how the numbers in the September 30 memo to the Board relate to the monthly financials presented to the Board, I am providing the following supplemental information and detail:

Working Capital Loan from the City of Santa Cruz:

First, the average daily cash advance to the Library from the City during the month of August is shown as \$781,001.35 on the previous memo, while the principal amount of funds advanced by the City to the Library is shown as \$797,637.50 at August 31 on the combined balance sheet for the JPA operating fund. The difference is a timing difference. The average is used in computing the interest cost, while the balance sheet amount describes the month-end position.

Second, the interest cost described in the previous memo ties to the August operating statement as follows:

Total July interest cost described in the previous memo:	\$2,301.69
Total August interest cost described in the previous memo:	<u>2,194.09</u>
Total July & August interest cost described in the previous memo:	<u>\$4,495.78</u>

Total July & August interest cost shown as negative "investment earnings" on P. 2 of the Revenue Status Report in account 46110:	\$1,860.24
Total July & August interest cost shown as "loan interest" on P. 3 of the Expenditure Status Report:	<u>2,635.54</u>
Total July & August interest cost shown in monthly reports:	<u>\$4,495.78</u>

In order to provide a better overview of the interest cost and to be consistent with the budget, Finance staff will, in the future, show the entire interest cost as "loan interest" in one account.

Because the principal is a floating amount that adjusts each day, the working capital loan is shown as a negative cash balance. The interest cost associated with this loan has been budgeted within the account titled "Loan Interest." Note that this account also includes the interest cost associated with the headquarters loan that is described below.

Santa Cruz County Overpayment:

The previous memo describes a principal balance remaining equal to \$120,880 at the time the memo was written. The balance remaining at August 31 on the combined balance sheet for the JPA operating fund was presented as \$161,172.25. The difference is a timing difference relating to the \$40,293 principal payment paid by the Library in early September when it was taken as a deduction by the County from the August revenue payment that the County sent to the Library in early September (after preparation of the August financials).

Principal payments were budgeted in the account titled "Other Debt Principal." The interest cost associated with this loan was budgeted in the account titled "Other Debt Interest."

City of Santa Cruz Loan for Headquarters Improvements:

Attached is the fixed debt service schedule for this loan. The balance of \$430,150.27 shown in the next-to-last column, following processing of the previous January 2009 payment, is equal to the amount shown at August 31 on the combined balance sheet.

Principal payments were budgeted in the account titled "Loan Principal" and the interest payments associated with this loan were budgeted in the account titled "Loan Interest." Note that this account also includes the interest cost associated with the working capital loan that is described above.

EXHIBIT A

LIBRARY LOAN DEBT SERVICE SCHEDULE

Loan amount	\$ 467,303	Scheduled payment	\$ 60,517.88
Annual interest rate	5%	Scheduled number of payments	10
Loan period in years	10	Actual number of payments	10
Number of payments per year	1	Total interest	\$ 137,875.80
Lender	City of Santa Cruz		

Pmt No.	Payment Date	Beginning Balance	Scheduled Payment	Extra Payment	Total Payment	Principal	Interest	Ending Balance	Cumulative Interest
1	1/1/2009	\$ 467,303.00	\$ 60,517.88	\$ -	\$ 60,517.88	\$ 37,152.73	\$ 23,365.15	\$ 430,150.27	\$ 23,365.15
2	1/1/2010	430,150.27	60,517.88	-	60,517.88	39,010.36	21,507.52	391,139.91	44,872.67
3	1/1/2011	391,139.91	60,517.88	-	60,517.88	40,960.88	19,557.00	350,179.03	64,429.67
4	1/1/2012	350,179.03	60,517.88	-	60,517.88	43,008.92	17,508.96	307,170.11	81,938.63
5	1/1/2013	307,170.11	60,517.88	-	60,517.88	45,159.37	15,358.51	262,010.74	97,297.14
6	1/1/2014	262,010.74	60,517.88	-	60,517.88	47,417.34	13,100.54	214,593.40	110,397.68
7	1/1/2015	214,593.40	60,517.88	-	60,517.88	49,788.21	10,729.67	164,805.19	121,127.35
8	1/1/2016	164,805.19	60,517.88	-	60,517.88	52,277.62	8,240.26	112,527.57	129,367.61
9	1/1/2017	112,527.57	60,517.88	-	60,517.88	54,891.50	5,626.38	57,636.07	134,993.99
10	1/1/2018	57,636.07	60,517.88	-	60,517.88	57,636.07	2,881.81	-	137,875.80



Expenditure Balances

Fund 951 -- Library Joint Powers Authority

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

As of 9/30/2009 (25%)

Account	Month-To-Date Actual	Year-To-Date Ado Budget	Year-To-Date Adjustments	Year-To-Date Adj Budget	Year-To-Date Actual	Year-To-Date Encumbrances	Bdgt. to Act. Variance	Pct. Spent
52100 -- PROFESSIONAL AND TECHNICAL								
52131 -- Claims management services - outside	1,852.65	16,000.00	0.00	16,000.00	4,054.35	11,948.25	-2.60	100.0
52135 -- Financial services - outside	0.00	605,726.00	0.00	605,726.00	79,407.89	3,295.00	523,023.11	13.7
52149 -- Interagency labor charges	574,731.17	7,549,316.00	0.00	7,549,316.00	1,671,943.76	0.00	5,877,372.24	22.1
52199 -- Other professional & technical services	2,787.00	40,018.00	0.00	40,018.00	13,398.25	21,936.68	4,683.07	88.3
Total PROFESSIONAL AND TECHNICAL	579,370.82	8,211,060.00	0.00	8,211,060.00	1,768,804.25	37,179.93	6,405,075.82	22.0
52200 -- PROPERTY SERVICES								
52201 -- Water, sewer and refuse	2,968.75	64,706.00	0.00	64,706.00	11,675.16	0.00	53,030.84	18.0
52211 -- Janitorial services	12,852.33	180,928.00	0.00	180,928.00	26,166.87	128,061.09	26,700.04	85.2
52223 -- Vehicle operation charges - Internal	0.00	38,103.00	0.00	38,103.00	8,134.75	0.00	29,968.25	21.3
52240 -- Office equipment operation/maint	0.00	4,620.00	0.00	4,620.00	595.96	0.00	4,024.04	12.9
52244 -- Other equipment operation/maintenance	0.00	5,900.00	0.00	5,900.00	0.00	2,000.00	3,900.00	33.9
52246 -- Building and facility o & m - outside	6,117.84	141,611.00	0.00	141,611.00	27,267.98	58,337.66	56,005.36	60.5
52247 -- Landscaping maintenance services	36.32	21,145.00	0.00	21,145.00	195.68	0.00	20,949.32	0.9
52248 -- Software maintenance services	7,631.23	83,639.00	0.00	83,639.00	25,364.66	38,659.69	19,614.65	76.5
52249 -- Hardware maintenance services	0.00	60,300.00	0.00	60,300.00	2,636.72	0.00	57,663.28	4.4
52261 -- Equipment, building and land rentals	32,933.44	401,232.00	0.00	401,232.00	98,800.32	81,909.00	220,522.68	45.0
Total PROPERTY SERVICES	62,539.91	1,002,184.00	0.00	1,002,184.00	200,838.10	308,967.44	492,378.46	50.9
52300 -- TRAVEL AND TRAININGS								
52302 -- Travel and meetings	156.16	6,595.00	0.00	6,595.00	186.96	0.00	6,408.04	2.8
52304 -- Training	0.00	10,910.00	0.00	10,910.00	0.00	0.00	10,910.00	0.0
52306 -- LSTA Tuition Reimb grant training	0.00	6,762.00	0.00	6,762.00	0.00	0.00	6,762.00	0.0
Total TRAVEL AND TRAININGS	156.16	24,267.00	0.00	24,267.00	186.96	0.00	24,080.04	0.8
52400 -- COMMUNICATIONS								
52402 -- Telecommunications service - internal	8.40	82,224.00	0.00	82,224.00	8.40	0.00	82,215.60	0.0

Selection Criteria: Department = 36; Fund = 951 Filtered By: None

Simpler Systems - Santa Cruz City

Data Last Updated: 10/5/2009 2:05 AM

Expenditure Balances

Fund 951 -- Library Joint Powers Authority

As of 9/30/2009 (25%)

Account	Month-To-Date Actual	Year-To-Date Ado Budget	Year-To-Date Adjustments	Year-To-Date Adj Budget	Year-To-Date Actual	Year-To-Date Encumbrances	Bdgl. to Act. Variance	Pct. Spent
52403 -- Telecommunications service - outside	7,215.47	80,217.00	0.00	80,217.00	21,053.67	33,362.02	25,801.31	67.8
Total COMMUNICATIONS	7,223.87	162,441.00	0.00	162,441.00	21,062.07	33,362.02	108,016.91	33.5
52900 -- OTHER PURCHASED SERVICES								
52932 -- Liability insurance/surety bonds-interna	0.00	15,500.00	0.00	15,500.00	0.00	0.00	15,500.00	0.0
52933 -- Liability insurance/surety bonds-outside	0.00	46,354.00	0.00	46,354.00	40,374.00	0.00	5,980.00	87.1
52960 -- Advertising	0.00	3,000.00	0.00	3,000.00	0.00	0.00	3,000.00	0.0
52961 -- Dues and memberships	0.00	2,720.00	0.00	2,720.00	720.00	0.00	2,000.00	26.5
52972 -- Printing and binding-outside	1,029.31	26,500.00	0.00	26,500.00	1,095.01	0.00	25,404.99	4.1
Total OTHER PURCHASED SERVICES	1,029.31	94,074.00	0.00	94,074.00	42,189.01	0.00	51,884.99	44.8
53100 -- OPERATING SUPPLIES								
53101 -- Postage charges	655.26	17,000.00	0.00	17,000.00	1,456.04	0.00	15,543.96	8.6
53102 -- Office supplies	1,002.06	16,500.00	0.00	16,500.00	2,752.20	0.00	13,747.80	16.7
53106 -- Books and periodicals	95,795.50	832,000.00	7,000.00	839,000.00	114,775.15	0.00	724,224.85	13.7
53108 -- Safety clothing and equipment	0.00	3,690.00	0.00	3,690.00	141.87	0.00	3,548.13	3.8
53109 -- Copier supplies	0.00	7,248.00	0.00	7,248.00	482.20	0.00	6,765.80	6.7
53110 -- Computer supplies	942.54	18,000.00	0.00	18,000.00	1,301.63	9,190.80	7,507.57	58.3
53112 -- Library functional supplies	377.65	150,276.00	0.00	150,276.00	20,848.91	7,599.80	121,827.29	18.9
53113 -- Janitorial supplies	1,417.07	18,000.00	0.00	18,000.00	3,115.26	0.00	14,884.74	17.3
Total OPERATING SUPPLIES	100,190.08	1,062,714.00	7,000.00	1,069,714.00	144,873.26	16,790.60	908,050.14	15.1
53300 -- ENERGY								
53311 -- Electricity	14,816.09	152,710.00	0.00	152,710.00	47,200.56	0.00	105,509.44	30.9
53312 -- Natural gas	497.84	25,200.00	0.00	25,200.00	1,758.51	0.00	23,441.49	7.0
Total ENERGY	15,313.93	177,910.00	0.00	177,910.00	48,959.07	0.00	128,950.93	27.5
54900 -- MISCELLANEOUS SUPPLIES AND SERVICE								

Selection Criteria: Department = 36; Fund = 951 Filtered By: None

Simpler Systems - Santa Cruz City

Data Last Updated: 10/5/2009 2:05 AM

Expenditure Balances

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

Fund 951 -- Library Joint Powers Authority

As of 9/30/2009 (25%)

Account	Month-To-Date Actual	Year-To-Date Ado Budget	Year-To-Date Adjustments	Year-To-Date Adj Budget	Year-To-Date Actual	Year-To-Date Encumbrances	Bdgt. to Act. Variance	Pct. Spent
54990 -- Miscellaneous supplies and services	-6.89	10,755.00	2,500.00	13,255.00	1,976.35	1,584.00	9,694.65	26.9
Total MISCELLANEOUS SUPPLIES AND SERVICE	-6.89	10,755.00	2,500.00	13,255.00	1,976.35	1,584.00	9,694.65	26.9
58100 -- PRINCIPAL								
58140 -- Loan principal	0.00	39,022.00	0.00	39,022.00	0.00	0.00	39,022.00	0.0
58190 -- Other debt principal	40,293.07	40,293.00	0.00	40,293.00	40,293.07	0.00	-0.07	100.0
Total PRINCIPAL	40,293.07	79,315.00	0.00	79,315.00	40,293.07	0.00	39,021.93	50.8
58200 -- INTEREST								
58240 -- Loan interest	0.00	41,508.00	0.00	41,508.00	2,635.54	0.00	38,872.46	6.3
58290 -- Other debt interest	3,932.60	8,500.00	0.00	8,500.00	3,932.60	0.00	4,567.40	46.3
Total INTEREST	3,932.60	50,008.00	0.00	50,008.00	6,568.14	0.00	43,439.86	13.1
Total Library Joint Powers Authority	810,042.86	10,874,728.00	9,500.00	10,884,228.00	2,275,750.28	397,883.99	8,210,593.73	24.6

Selection Criteria: Department = 36; Fund = 951 Filtered By: None

Simpler Systems - Santa Cruz City

Data Last Updated: 10/5/2009 2:05 AM

Revenue Balances

Fund 951 -- Library Joint Powers Authority

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

As of 9/30/2009 (25%)

Account	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. Coll.
41200 -- SALES AND USE TAX							
41211 -- Sales and use tax	452,696.58	5,612,255.00	0.00	5,612,255.00	834,024.87	4,778,230.13	14.9
Total SALES AND USE TAX	452,696.58	5,612,255.00	0.00	5,612,255.00	834,024.87	4,778,230.13	14.9
43200 -- STATE							
43210 -- State operating grants and contributions	0.00	70,000.00	2,500.00	72,500.00	185.50	72,314.50	0.3
43290 -- State grants - other	0.00	6,762.00	0.00	6,762.00	0.00	6,762.00	0.0
Total STATE	0.00	76,762.00	2,500.00	79,262.00	185.50	79,076.50	0.2
43300 -- LOCAL							
43310 -- Local operating grants and contributions	431,230.75	5,174,769.00	0.00	5,174,769.00	862,461.50	4,312,307.50	16.7
Total LOCAL	431,230.75	5,174,769.00	0.00	5,174,769.00	862,461.50	4,312,307.50	16.7
44600 -- LIBRARY							
44612 -- Request no pick-up fee	0.00	20,000.00	0.00	20,000.00	0.00	20,000.00	0.0
44613 -- Internet use fee	316.00	7,000.00	0.00	7,000.00	1,160.25	5,839.75	16.6
44630 -- Room rentals-library JPA	60.00	1,890.00	0.00	1,890.00	190.00	1,700.00	10.1
Total LIBRARY	376.00	28,890.00	0.00	28,890.00	1,350.25	27,539.75	4.7
44900 -- MISCELLANEOUS CHARGES FOR SERVICES							
44901 -- Photocopy fee	532.50	10,000.00	0.00	10,000.00	1,786.94	8,213.06	17.9
Total MISCELLANEOUS CHARGES FOR SERVICES	532.50	10,000.00	0.00	10,000.00	1,786.94	8,213.06	17.9
45100 -- FINES AND FORFEITS							
45131 -- Library fines	14,808.39	280,000.00	0.00	280,000.00	50,530.91	229,469.09	18.0
45132 -- Lost library items	1,970.00	40,000.00	0.00	40,000.00	6,710.00	33,290.00	16.8
Total FINES AND FORFEITS	16,778.39	320,000.00	0.00	320,000.00	57,240.91	262,759.09	17.9
46100 -- INVESTMENT EARNINGS							
46110 -- Pooled cash and investment interest	0.00	0.00	0.00	0.00	0.00	0.00	-
46190 -- Interest earnings - other	485.13	3,871.00	0.00	3,871.00	485.13	3,385.87	12.5
Total INVESTMENT EARNINGS	485.13	3,871.00	0.00	3,871.00	485.13	3,385.87	12.5
46300 -- CONTRIBUTIONS & DONATIONS-PRIVATE SOURCE							
46303 -- Donations - library	0.00	16,000.00	3,000.00	19,000.00	19,585.00	-585.00	103.1

Selection Criteria: Fund = 951 Filtered By: None

Simpler Systems - Santa Cruz City

Data Last Updated: 9/30/2009 2:03 AM

Revenue Balances

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

As of 9/30/2009 (25%)

Account	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. Coll.
Total CONTRIBUTIONS & DONATIONS-PRIVATE SOURCE	0.00	16,000.00	3,000.00	19,000.00	19,585.00	-585.00	103.1
46900 -- OTHER MISCELLANEOUS REVENUES							
46916 -- Cash over/short	-0.66	0.00	0.00	0.00	81.28	-81.28	-
46918 -- Damaged property recovery	0.00	0.00	0.00	0.00	319.11	-319.11	-
46990 -- Miscellaneous non-operating revenue	100.00	60,000.00	0.00	60,000.00	20,764.79	39,235.21	34.6
Total OTHER MISCELLANEOUS REVENUES	99.34	60,000.00	0.00	60,000.00	21,165.18	38,834.82	35.3
49100 -- INTERFUND TRANSFERS IN							
49122 -- From Library Private Trust Fund	0.00	15,755.00	0.00	15,755.00	15,755.00	0.00	100.0
49191 -- Intra-entity fund transfer in	0.00	18,018.00	0.00	18,018.00	18,018.00	0.00	100.0
Total INTERFUND TRANSFERS IN	0.00	33,773.00	0.00	33,773.00	33,773.00	0.00	100.0
Total Library Joint Powers Authority	902,198.69	11,336,320.00	5,500.00	11,341,820.00	1,832,058.28	9,509,761.72	16.2

Selection Criteria: Fund = 951 Filtered By: None

Simpler Systems - Santa Cruz City

Data Last Updated: 9/30/2009 2:03 AM

LIBRARY STATISTICS JULY/AUGUST 2009

The following statistics sheets are an initial attempt to provide comparative data over two fiscal years. There are many variables embedded in these statistics including not always a very uniform method for collecting the statistics. Over time, these will be more standardized and the confidence level for these stats will increase. July and August of 2009 were aberrations as hours had been reduced but staff was not completely repositioned (laid off and transferred) until Sept. For now, this data should be used for rough comparisons and as an indication of general trends only.

	Open Hours/Month		
	FY 0809	FY0910	Percent change
Aptos	216	128	-41%
Boulder Creek	176	48	-73%
Branchforte	164	56	-66%
Capitola	168	80	-52%
Central	232	160	-31%
Felton	176	32	-82%
Garfield Park	128	48	-63%
La Selva Beach	124	32	-74%
Live Oak	200	112	-44%
Scotts Valley	192	128	-33%
	1776	824	-54%

	Circulation			Busyness*			Reference			Visitors		
	FY0809	FY0910	%change	FY0809	FY0910	%change	FY0809	FY0910	%change	FY0809	FY0910	%change
July												
Aptos	23085	19560	-15.3%	55824	50334	-9.8%	3,136	3139	0.1%	15,380	12585	-18%
Boulder Creek	4962	3462	-30.2%	13810	10470	-24.2%	334	71	-78.7%	3,914	4151	6%
Branchforte	11536	6716	-41.8%	31273	21789	-30.3%	2,128	3276	53.9%	11,112	6006	-46%
Capitola	12601	9169	-27.2%	33714	24244	-28.1%	2,256	1998	-11.4%	9,402	5821	-38%
Central	47566	40625	-14.6%	111926	99046	-11.5%	8,358	12081	44.5%	40,180	31432	-22%
Felton	4862	2531	-47.9%	14168	9064	-36.0%	1,364	173	-87.3%	4,391	1728	-61%
Garfield Park	5604	3643	-35.0%	15847	11154	-29.6%	788	546	-30.7%	5,352	3229	-40%
La Selva Beach	1907	979	-48.7%	5735	3609	-37.1%	288	53	-81.6%	2,723	1109	-59%
Live Oak	14138	12065	-14.7%	36871	32510	-11.8%	2,019	1570	-22.2%	12,974	9870	-24%
Scotts Valley	20106	15773	-21.6%	48527	40942	-15.6%	4,342	2760	-36.4%	14,449	11409	-21%
TOTAL	146367	114523	-21.8%	367695	303162	-17.6%	25,013	25668	2.6%	119,877	87340	-27%
August												
Aptos	20967	20389	-2.8%	51832	50085	-3.4%	2,701	3139	16.2%	15,301	11242	-27%
Boulder Creek	4686	4161	-11.2%	13509	10587	-21.6%	552	49	-91.1%	3,460	4188	21%
Branchforte	9638	7806	-19.0%	27625	20027	-27.5%	2,045	3276	60.2%	9,099	5862	-36%
Capitola	11437	10607	-7.3%	30805	25134	-18.4%	1,950	1887	-3.2%	8,126	5256	-35%
Central	44372	42583	-4.0%	105513	100246	-5.0%	7,634	12081	58.3%	37,781	32012	-15%
Felton	4289	1959	-54.3%	13075	6972	-46.7%	2,004	156	-92.2%	3,664	1396	-62%
Garfield Park	4614	3141	-31.9%	13994	9876	-29.4%	693	546	-21.2%	4,992	2916	-42%
La Selva Beach	1655	771	-53.4%	4930	2791	-43.4%	243	53	-78.2%	2,258	760	-66%
Live Oak	12241	12548	2.5%	32700	32495	-0.6%	2,103	1936	-7.9%	11,989	9444	-21%
Scotts Valley	16571	14733	-11.1%	41922	38603	-7.9%	3,556	2760	-22.4%	10,815	10639	-2%
TOTAL	130470	118698	-9.0%	335905	296816	-11.6%	23,481	25883	10.2%	107,485	83715	-22%

*Defined as check ins/check outs/route ins/route outs

Sept
Aptos
Boulder Creek
Branchforte
Capitola
Central
Felton
Garfield Park
La Selva Beach
Live Oak
Scotts Valley
TOTAL

	Busyness/Open Hour		Circ/Open Hour		Visits/Open Hour		Ref/Info/Open Hour	
	FY0809	FY0910	FY0809	FY0910	FY0809	FY0910	FY0809	FY0910
July								
Aptos	258	393	107	153	71	98	15	25
Boulder Creek	78	218	30	72	22	86	2	1
Branciforte	191	389	70	120	68	107	13	59
Capitola	201	341	72	115	56	73	13	25
Central	479	619	204	254	173	196	36	76
Felton	81	283	28	79	25	54	8	5
Garfield Park	124	232	44	76	42	67	6	11
La Selva Beach	46	113	15	20	22	35	2	2
Live Oak	184	290	71	108	65	88	10	14
Scotts Valley	251	320	104	123	75	89	23	22
TOTAL	207	372	82	141	67	106	14	31
August								
Aptos	240	233	97	158	71	88	13	25
Boulder Creek	74	221	27	74	20	87	3	1
Branciforte	168	358	64	119	55	105	12	59
Capitola	188	314	68	111	48	66	12	24
Central	451	627	190	266	163	200	33	76
Felton	74	218	24	61	21	44	11	5
Garfield Park	109	206	36	65	39	61	5	11
La Selva Beach	40	87	13	24	18	24	2	2
Live Oak	164	290	61	112	60	84	11	17
Scotts Valley	218	297	86	115	56	83	19	22
TOTAL	189	360	73	140	61	102	13	31

Santa Cruz Public Libraries Monthly Report for Divisions and Branches
August 2009

• **System Services**

- The Strategic Planning committee began meeting. It is composed of staff, board members and representatives from the community. They are planning the branch town halls and targeted focus groups for October-January. A lot of data gathering is planned as well as a SWOT (Strengths, Weaknesses, Opportunities and Threats) analysis in October.

• **Programs and Partnerships**

• Outreach

Jeanne attended a First 5 Brown Bag Lunch on providing programming that is inclusive of fathers and meets their parenting needs. This resulted in a partnership with Papas that may lead to a joint program for teen dads.

Jeanne arranged the annual shopping trips for readers at Jardines and San Andreas. We were supported by the generous merchants who accept SR\$ especially Palace and Woodworm in Capitola, BayTree Bookstore at UCSC, Atlantis FantasyWorld, and SWIRL. The director of Parking Services at UCSC donated parking permits for one trip and both groups thoroughly enjoyed seeing the campus and shopping at the bookstore. Fresh Choice in Capitola provided lunch for the children on both trips. This was the beginning of a partnership that will continue into the school year.

• **Public Services**

• **Aptos**

- Two new groups began meeting in the Aptos Meeting Room. The Anime and Manga Club previously met at the Garfield Park Branch under the direction of Sandi Imperio. The Booktalkin' group, a book discussion group for teens, originally met at the LSB branch.
- Aptos gained some free additional staff this summer with the "hire" of two Summer Youth Employment Program (SYEP) interns. The interns worked 10-20 hours each week (each) and have been doing a fantastic job with a variety of tasks, most notably removing books and cleaning dirty shelves, assisting with discharges and sends lists. The program ends September 30th. We have hopes to hire one of the two interns as a library page.

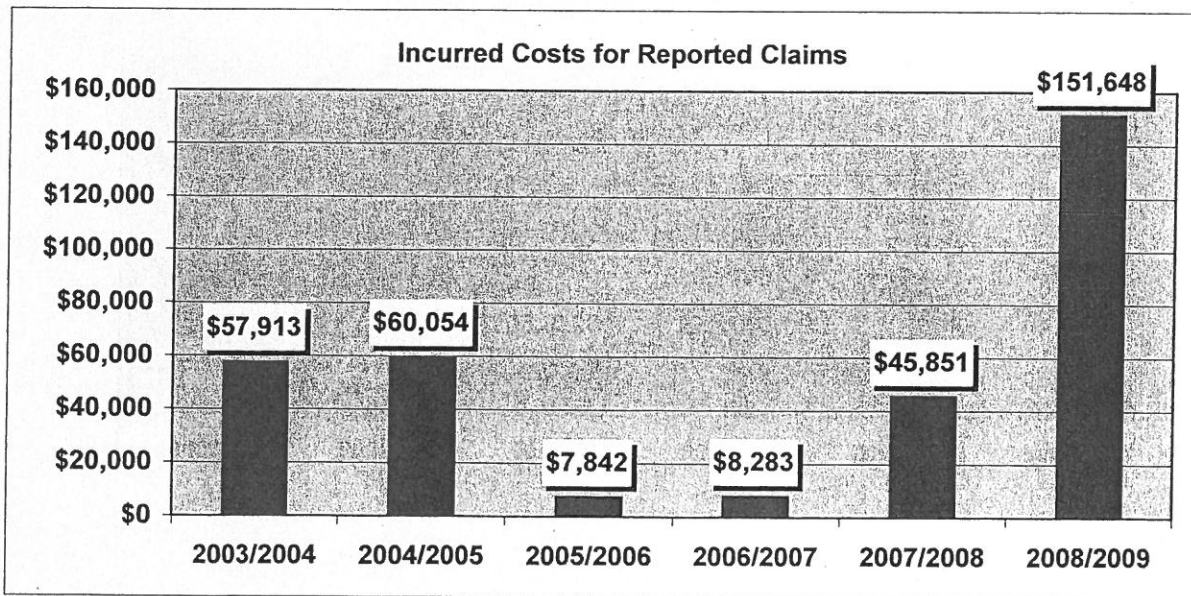
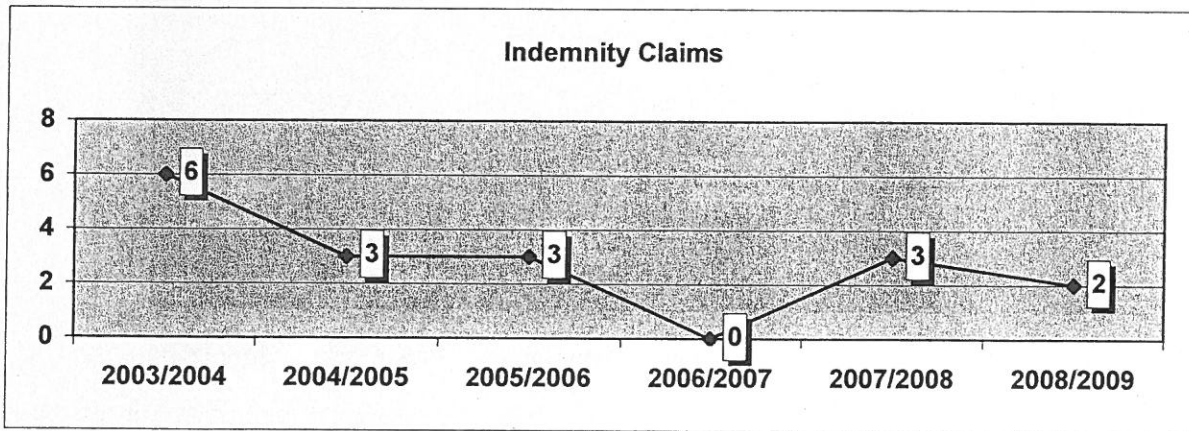
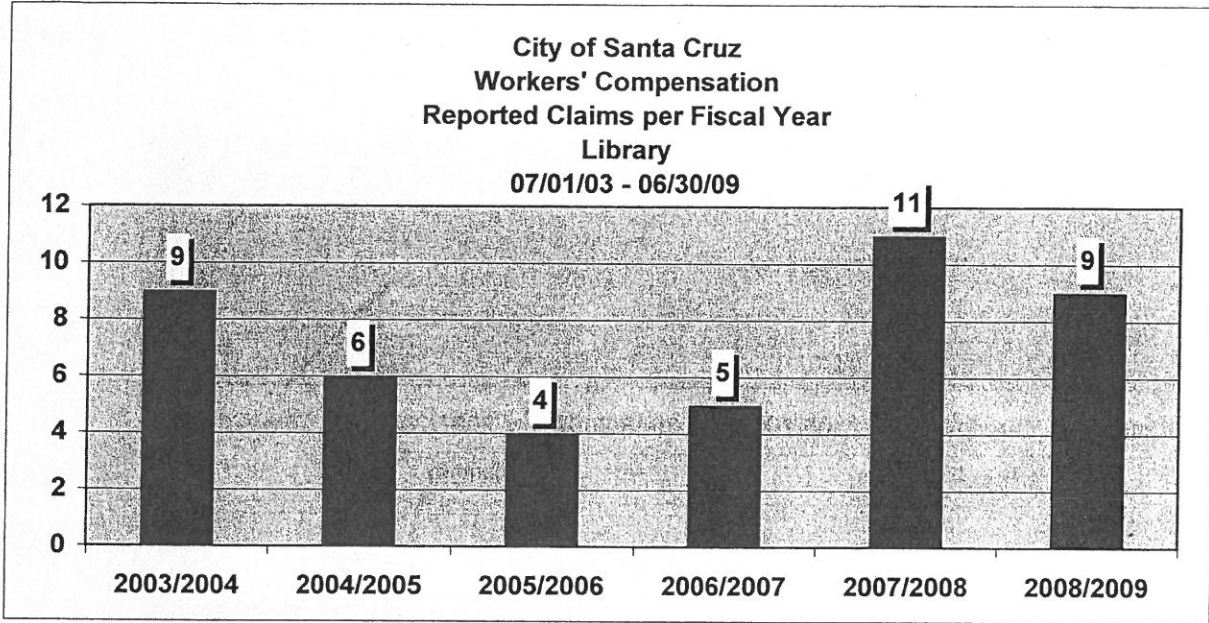
- We are in the process of recruiting new volunteers. Marilyn Kanemura, a former librarian from Monterey County, was interviewed and will begin working on the sends list in September. .

- **La Selva Beach**

- We inherited two good volunteers and a knowledgeable page that we rely on greatly. We are learning that working at two branches requires flexibility and is an adjustment in terms of efficiently managing time in order to complete essential off-desk tasks for two branches.

- **Central**

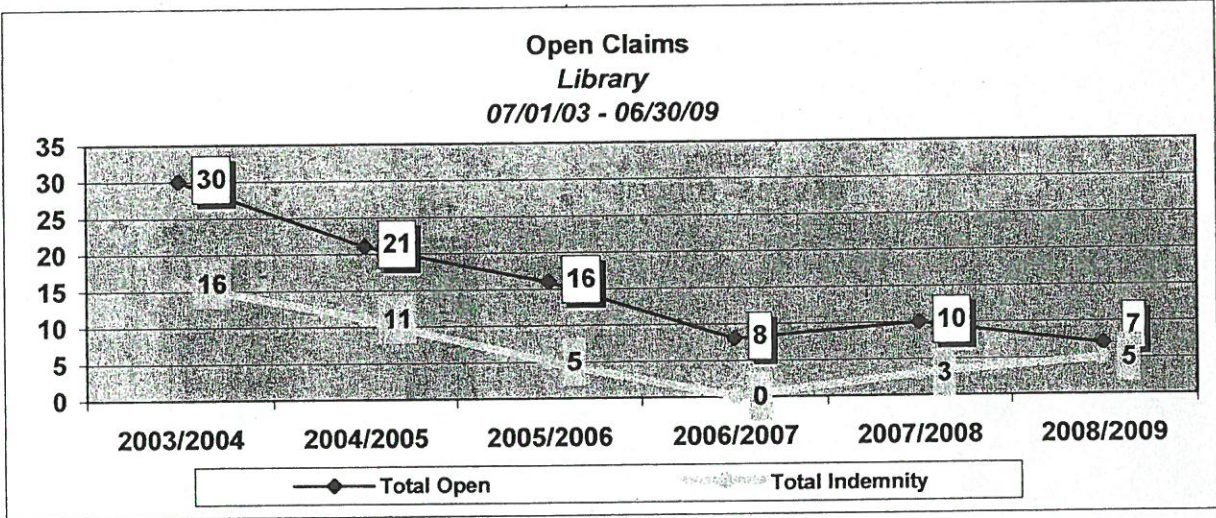
- “5 Days – 5 Harry Potter Films” was attended by a devoted group of Harry Potter fans during the 3rd week of August. We’ve decided that it will now be the annual Harry Potter Film Festival and show the films during the summer reading program.
- The end of the summer reading program coincided with the Kid’s Only Booksale in the meeting room. The Friends generously allowed participants to select one free book from the sale.



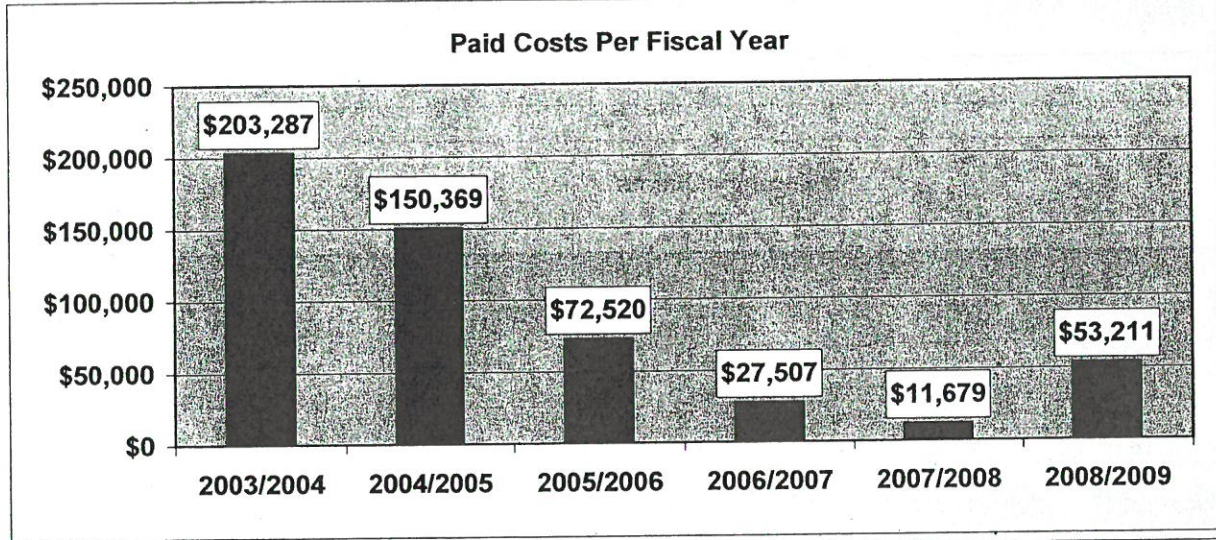
potential liability for lifetime of claim

3

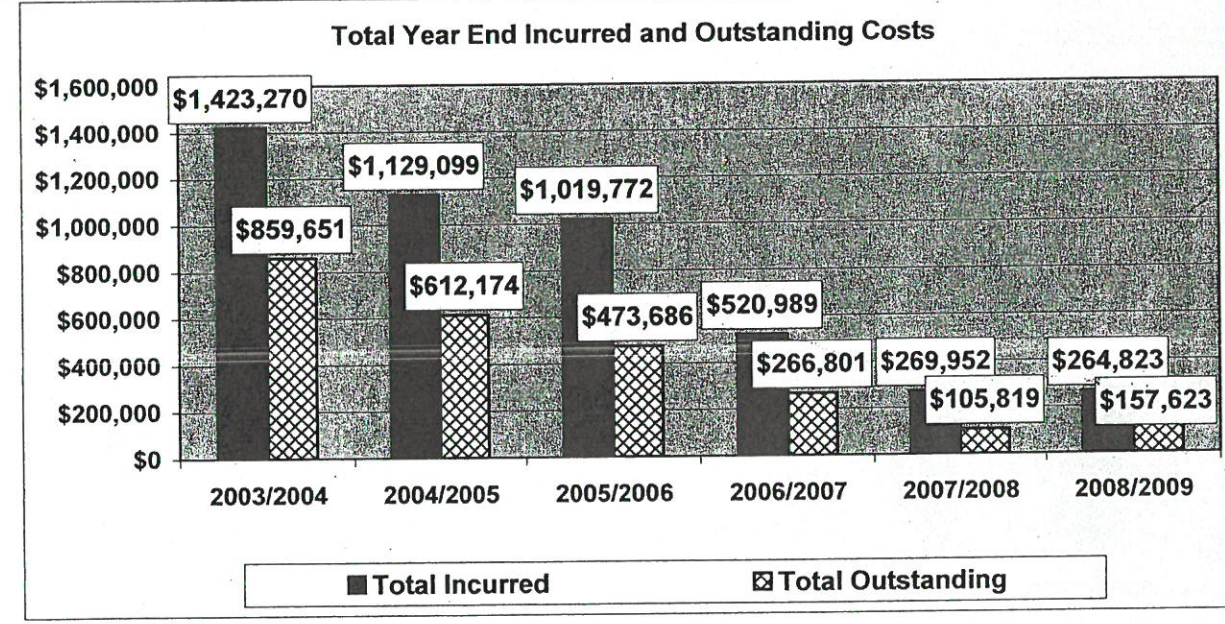
4



5



6



Explanation of Workers Compensation Charts

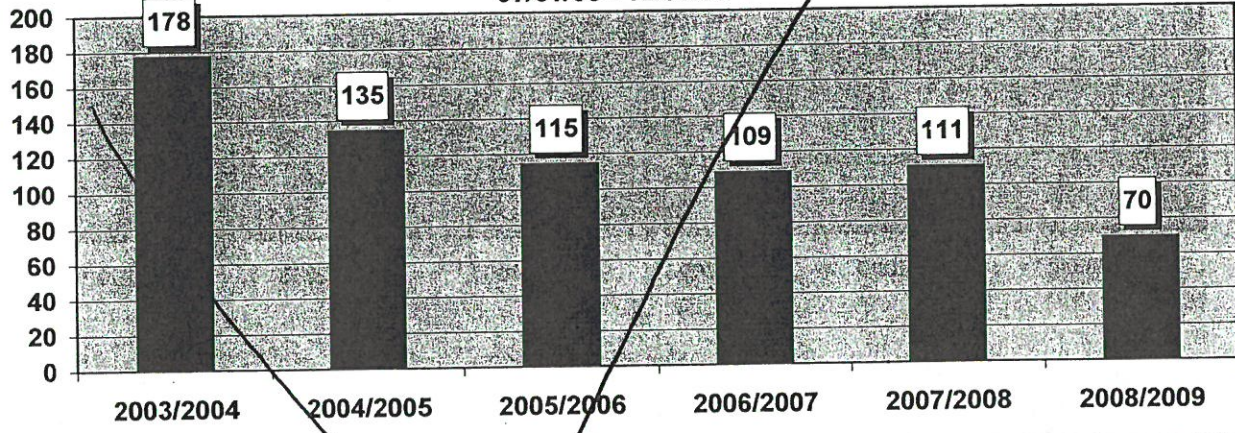
Page one deals with Trending related to new claims:

1. This shows how many new claims we had in the year.
2. Of the 9 claims seven were quite minor. There were two indemnity claims and these are the ones that tend to be expensive. One of these has not been settled yet. For the other, the person has reached a permanent state and is receiving some compensation through February.
3. These are claims for which we have a potential liability in the future for the lifetime of the claim. Two of these are \$30,000 and \$99,000 each which is the lion's share of this figure. However, this does not mean we have to hold out this amount in our budget. Actuarial analysis is done every two years and we are in the second year. When that analysis takes place for the next two years this potential liability will be factored in but not as a one time payout and our "needs" will be factored in with the rest of the City's resulting in being assigned a Workers Compensation Rate for the next two year.

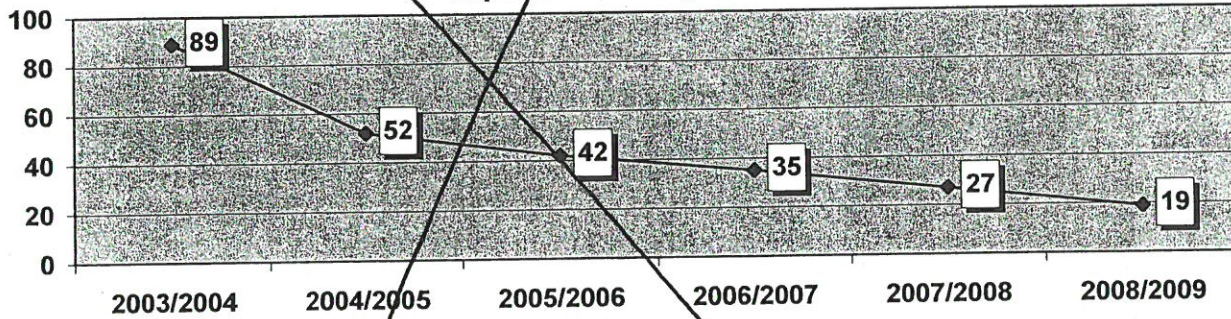
Page two deals with Actual Costs this past year

4. This shows the number of open claims and indemnity claims. As you can see number is trending down.
5. These are actual costs paid out during the 08/09 fiscal year. The majority of the \$53,211 is due to one of the open claims that has incurred a high amount of legal and medical costs while working to resolve the claim which is still pending. This does not come out of the library's actual budget but out of the City's workers compensation budget thereby getting factored into the actuarial analysis next year.
6. This chart is actually where the good news is. It shows our actual costs this past fiscal year at its lowest level since 2003/2004. The outstanding costs are once again costs that we might have but did not actually pay out.

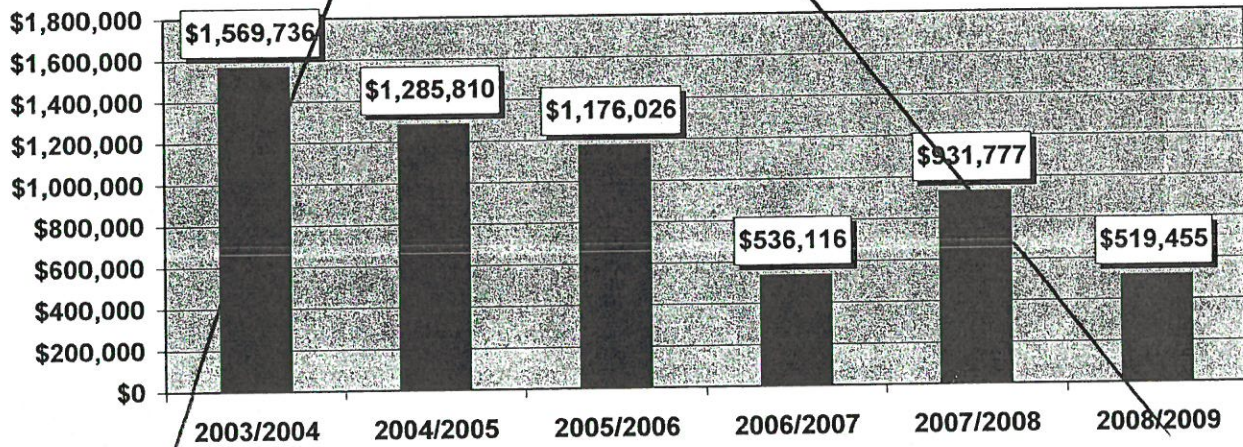
City of Santa Cruz Workers' Compensation Citywide Reported Claims per Fiscal Year 07/01/03 - 12/31/08



Reported Indemnity Claims



Incurred Costs for Reported Claims



From: Mark Dure-Smith [mailto:mark@ecotopia.com]
Sent: Wednesday, September 23, 2009 1:43 PM
To: Piret Harmon; Heidi Jagersmith
Cc: Ron Swenson; Ali Scontrino; khenderson@barryswensonbuilder.com;
jnickell@barryswensonbuilder.com; wbarch@cruzio.com; bob@iesolar.com;
tony@agnelloelectric.com; daveo@airtecservice.com; Sara; Len Beyea; mikeherriges1
@comcast.net; John Ancic; Luke Nolan; Ross Clark; Josh Burroughs; Jessie Woodyard
Subject: 117 Union Street Electrical Savings

Hi All,

We now have a year's worth of monitoring data and the results from the 117 Union Street renovation are pretty cool:

% of power the building actually uses compared to standard Title 24 building design

48%

% of power the actual PV system is producing compared to actual building load

83%

Overall % of power building is saving over Standard Title 24 building (EE Savings + Solar)

90%

So the building is using 90% less PG&E electricity than if the building was designed to meet standard Title 24 requirements. Also 83% of all the electricity the building uses comes from the PV system on the roof.

In rough numbers, each year the building saves \$38,000 in electricity costs.

Congrats to everyone who worked on this. If you look at the difference of proposed building load to actual building load, most of the difference is from the summer months. I would conjecture that most of the savings come from a well designed HVAC system, thank you Dave Olson, and the foam roofing system, than you John Nolan.

Mark

[cid:image001.gif@01CA3C6E.CA274200]

Recommended change in procedure for Friends donations for library materials.

Current situation:

The Friends receive donations from the public for the purchase of library materials. The current process is for the Friends to notify library staff that the donation has been made. Staff order the materials through regular library channels and the invoice is presented to the Friends for payment. The Library also receives direct donations for the purchase of materials.

Recommendation:

Donations received by the Friends or the Library for library materials will be transferred into the Library budget monthly and will be entered in a separate line in the same category as Books and Periodicals. Library staff will spend the money following the same procedures used for ordering "regular" library materials. The JPB will not need to pass a resolution each month to accept these funds as part of the Library's budget but tonight's action will serve as authorization.

Pros/Cons:

Pros:

- This will simplify the process; particularly for the Friends. Currently their treasurer is tracking each donation individually from receipt through payment. These can range from a single item purchase for \$25 to a complicated purchase of several hundred dollars with items coming in and needing to be paid for one or two or 10 at a time.
- The Library is already set up to handle the idiosyncrasies of materials purchasing including verifying the appropriate discount has been applied.
- The JPB will be more aware of the funds available to the Library
- Materials ordered through the Friends do not come pre-processed which has an impact on staff who must then route these through Technical Services differently and spend time and money on processing them.

Cons:

- The Library's materials budget may appear larger than it is

Ancillary motion;

In August and September two donations were received directly by the Library- one for \$500 (Ellen Alkon in memory of Katherine Alkon) and one for \$100 (Sisters in Crime). These funds were deposited in the Library's general fund.

This motion will transfer these funds to the new donations line and will allow them to be spent on library materials according to the donor's wishes.

PARKING LOT ITEMS

TOPIC	RESOURCES/ RESPONSIBILITY	DATE
Board Self evaluation	Board Chair and JPB	Nov-09
Conduct semi annual Director Appraisal	JPB	November 2009
Review Annual Audit	Director and JPB	January 2010
Appoint citizen members	JPB	January 2010
By laws review	JPB	February 2010
Annual election of officers	JPB	February 2010
Discuss budget priorities for coming year provide staff direction	Director and JPB	Feb 2010
Consider draft budget	JPB	May 2010
Adopt final budget	JPB	June 2010
Volunteer Policy Review		TBD

Strategic Plan Committee Minutes
Meeting September 8, 2009

Attending: Barbara Gorson, Teresa Landers, , Nancy Gerdt, , Merritt Taylor, Emily Galli, Diane Cowen, Mary K. Simpson, Leigh Poitinger (alternate) by phone

Excused: Sam Storey, Katherine Beiers

First part of the meeting was spent discussing the community members we still need to invite. Theresa Rouse, Assistant Superintendent of the Santa Cruz County Office of Education will represent K-12. Teresa will contact Julia Rogers who was recommended by Ellen Pierey to represent the Aptos and mid/south county area. (note- she has since accepted). Teresa will also contact Bill Tysseling, Executive Director of the Chamber of Commerce to represent the business community and a list provided by Jeanne O'Grady in Outreach of possible Latino representatives.

The rest of the meeting was devoted to determining which community meetings should be held, schedules for them and who will take responsibility for each. The result is the attached chart labeled Community Input schedule.

The 10 branch meetings will be town halls and will be held Tuesday, Wednesday or Thursday night from 7-9. Each will be preceded by a half hour optional meet the director time. Teresa will also facilitate the main sessions.

The other sessions will vary depending on the group and in the other column the possibilities are described. We still need individuals to take responsibility for the logistics of the various additional sessions but we agreed we would hold these November-January.

Emily and Diane agreed to oversee the publicity efforts and will be working most immediately on a flyer of the branch town halls. Individuals listed in charge of events were asked to come up with dates as soon as possible. We liberally included Board members as assistants for these meetings

We decided we needed a little bit of money for supplies such as large post-it sheets for recording responses at the meetings. Teresa will approach the Friends.

We agreed not to provide refreshments since the Library is so poor. Daycare will be provided at 3 locations and we are hoping to use Library staff to avoid the fingerprinting issue.

We also agreed to move forward with a grant request from the SC Community Foundation to help with expenses hopefully for a telephone survey. Full funding for a survey is more than is available so we are hoping to enlist services at reduced fees for parts of the survey such as question review and purchase of phone lists but will use our own volunteers for the calling with professional training beforehand. Nancy and Barbara

have done a lot of research and presented very good information on options available. They will get the grant submitted by September 18 and Janis O'Driscoll will help with some of the background data they need.

Teresa will get more details out on the content of the sessions and will work with Nancy and Barbara on possible survey design.

A web page will be designed shortly and we will include a way for public to give input through that as well. An online and in library survey are also planned for January. If, when all is said and done, we feel there are important community groups from whom we have not heard we will do individual interviews with identified leaders in the community.

The next meeting is October 12 3-6 pm in the Headquarters Conference Room. This will be a SWOT exercise and is important for all to attend.

GROUP	LOCATION	DATE	Time	LOGISTICS	OTHER
Bonnie Doone	Comm. Center	NOV			Town Hall
Beach Flats	Comm Center	NOV		Teresa, Paula	Town Hall/focus group
Seniors	Mid Co Bkfst Louden Nelson lunch Ben Lomond	DEC			Focus group/ interview
Business	SC Cap/Soquel Aptos SL Valley SV	DEC			Focus group/ interview
Teens	ACT	Dec 13		Sandy	Focus Group
Staff		DEC			Town Hall
20s/30s	Next space Felton	JAN JAN		Barbara ??	Focus Group
Early Lit Educators	Conference	October?		Nancy	Survey?
Home Daycare Providers				Emily?	Survey/focus group
Home Schooling Community	Valley AFE			Nancy?	Survey/focus group

TOWN HALL MEETINGS

Shape the Future of Your Library!

The Santa Cruz Public Library System is developing a plan for the future.

A series of Town Hall Meetings will be held throughout the county to gather ideas and input.

Attend one of the meetings in your area, meet the new Library Director, and help us build the future together!

MEETING SCHEDULE

6:30-7:00 pm
7:00-9:00 pm

Meet Teresa Landers, the new Library Director
Town Hall Meeting

FOR MORE INFORMATION CALL 420-5600

**CHILD CARE will be provided at the Boulder Creek, Live Oak, and Central Branch meetings.

SCOTTS VALLEY
January 2010
SV Community Center
361 Kings Village Rd., SV

CENTRAL BRANCH
October 29, 2009
Library Meeting Room
224 Church St., SC

LIVE OAK
October 22, 2009
Meets in the Library
2380 Portola Dr., SC

APTOS
November 5, 2009
Library Meeting Room
7695 Soquel Dr., Aptos

FELTON
October 28, 2009
Felton Community Hall
6191 Highway 9, Felton

GARFIELD PARK
October 21, 2009
Louden Nelson, Room 3
301 Center St., SC

CAPITOLA
October 13, 2009
New Brighton Middle
School Performing Arts Ctr.
250 Washburn Ave., Cap.

LA SELVA BEACH
November 9, 2009
LSB Clubhouse
314 Estrella Ave., LSB

BOULDER CREEK
October 15, 2009
Library Meeting Room
13390 West Park Ave., BC

BRANCIORTE
October 7, 2009
Meets in the Library
230 Gault St., SC

Additional community meetings and other opportunities to provide input will be scheduled November 2009 through January 2010. Check www.santacruzpl.org or call 420-5600 for details.



The Santa Cruz Public Libraries do not discriminate against persons with disabilities. Most branches are accessible facilities. If you wish to attend this program and you will require special assistance such as sign language, a reader, or other special assistance or devices in order to attend and participate, please call Janis O'Driscoll (Voice: 420-5662) seven (7) days prior to the event to make arrangements for assistance.

Santa Cruz Library Joint Powers Board Self Evaluation Process

Meeting

- Should it be done in open session?
- How much time do we need?
- Do we need to schedule a separate session (as we did for Finance 101) to do this?

Preparation

- Input from: Teresa Landers; Jack Dilles? anyone else?
- Barbara will develop a draft of Board roles and evaluation criteria for review and discussion during evaluation and get it sent out to Board members ahead of time

Evaluation

Step 1: Discuss Board's role

- Per JPA, By-laws, etc
- Discuss
 - What is the Board's primary role?
 - What should the Board be focusing on?

Step 2: Assess performance against role:

- What are the strengths of the Board?
- What are the issues or areas that need to be improved?

Step 3: Set goals for the Board to improve our effectiveness

Santa Cruz Library Joint Powers Board
Teresa Landers Performance Evaluation

Nov 2009 Proposed Process

Date	Task
Oct 16	Board Chair distributes evaluation format to Board members
Oct 23	Board members complete the evaluation and return to Board Chair
Oct 27	Board Chair consolidates evaluation inputs and provides the draft to Board members and Library Director
Oct 27	Library Director provides self evaluation to Board members
Nov 2	Closed session to discuss Library Director evaluation with Director
Nov 6	Board chair updates evaluation as needed and sends to Santa Cruz City Manager with cc's to Board members

