



SANTA CRUZ • PUBLIC
LIBRARIES
A City-County System

LIBRARY JOINT POWERS AUTHORITY BOARD

Monday, November 2, 2009
Central Branch Community Meeting Room
224 Church Street, Santa Cruz

6:30 PM CLOSED SESSION

Personnel Evaluation for Library Director (Government Code §54957)

7:00 PM PUBLIC MEETING

1. ROLL CALL
2. APPROVE AGENDA
3. APPROVE MINUTES OF OCTOBER 5, 2009
4. ORAL COMMUNICATIONS
5. WRITTEN COMMUNICATIONS
 - A. Letter and Email Correspondence From & To the Public
 - B. Articles on Libraries Nation Wide
 - C. Articles About Santa Cruz and California Libraries
 - D. Monthly narrative report
 - E. Monthly statistical report
6. REPORTS OF ADVISORY BODIES
 - A. Friends of the Santa Cruz Libraries, Inc.
 - B. Finance Committee
7. MEMBER REPORTS
 - A. Scotts Valley Report (Reed)
 - B. Capitola Report (Gorson)
8. STAFF REPORTS
 - A. Monthly financial reports

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

- B. Handling donations to branches
- C. Report on city loan at 2% above portfolio
- D. Report on difference between Richardson and other trusts

9. OTHER BUSINESS

- A. Parking Lot List Review
- B. Strategic Plan Update (oral)
- C. Review Board Self Evaluation Form and Process
- D. Volunteer Recognition
- E. Discuss meeting date for January 2010 (oral)

10. NEXT MEETING

The next scheduled meeting is Monday, December 7, 2009. Topics for the next regular meeting will include Board Self Evaluation.

11. ADJOURN

The Library Joint Powers Authority Board will adjourn from the regularly scheduled meeting of November 2, 2009 to the next regularly scheduled public meeting on December 7, 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

October 5, 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 Katherine Beiers, Councilmember Jim Reed

Absent: Supervisor Mark Stone, Councilmember Mike Rotkin

Staff: Teresa Landers, Director of Libraries

II. APPROVAL OF MEETING AGENDA OF OCTOBER 5, 2009

Councilmember Storey moved, seconded by Citizenmember Poitinger

that the Board approve the agenda of October 5, 2009.

UNAN

ABSENT: Rotkin, Stone

III. APPROVE MINUTES OF SEPTEMBER 14, 2009

Supervisor Leopold moved, seconded by Citizenmember Poitinger

that the Board approve the minutes of September 14, 2009 with the following change: Under item X letter B instead of phase survey it should be phone survey.

UNAN

ABSENT: Rotkin, Stone

VI. ORAL COMMUNICATIONS

Jim Morley, La Selva Beach resident, reported that the La Selva Beach Friends chapter would like to ask the Board to move one of the LSB open days to Saturday.

VII. WRITTEN COMMUNICATION

- 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

VIII. REPORTS OF ADVISORY BODIES

A. Friends of the Santa Cruz Libraries, Inc.

Jo Ann Mattingley reported the following Friends' activities:

- Annual Membership Mailing
- Upcoming Donor Reception
- October 13th Business Survival Workshop from 11:45-1:00 PM
- October 15th Munching with Mozart at 12:10 PM
- 25th Annual Fall Book Sale, November 20th and 21st

B. Finance Committee

Barbara Gorson reported for the LJPB Finance Subcommittee. The meeting was very informative and the minutes are available for review. The committee was able to better understand the roles between the City Finance Department and the Library.

VIII. MEMBER REPORTS

A. Felton Library Task Force

This committee is on hiatus.

B. Scotts Valley Report

Councilmember Jim Reed reported the successful event held by the Scotts Valley Friends. The BBQ and auction raised \$23,000 and \$19,000-\$20,000 was the net revenue from the event. There were 200 people at the event, 170 were paid attendees, and the other 30 were volunteers. On October 7th the first library subcommittee meeting will be held with the architect and construction manager to start the design process. The timeline will include a 60-day public comment period. Kathy Page, hired consultant to work on the new SV project, will be holding several workshops for community and target group input (ie: staff). The committee hopes to have preliminary plans for the new branch by the end of the year.

C. Capitola Report

Citizenmember Gorson reported on the formation of an informal committee for the new Capitola Branch Library. Citizenmember Gorson and Councilmember Storey both serve on this committee. The committee is looking at potential locations for the new branch that is

slated to be built by 2018. There were six possible locations. The proposed sites were rated and evaluated by the criteria established by the committee. The committee did not address detailed costs; this will be done with the formal committee. Both the Rispin property and the current location are being discussed. The committee will be presenting their findings at a Capitola City Council meeting in November. The Library Director has also allowed the strategic planning sessions in Capitola to include this issue.

Councilmember Storey added that from the Capitola City Council's perspective they would like to coordinate public hearings to get input on the best possible site location for the new branch. The City of Capitola has an obligation with the County of Santa Cruz to build a 7,000 sq. ft. facility by year 2018. The City of Capitola has been on a payment schedule in order to achieve this goal. The public hearing is tentatively schedule for November 4th.

IX. STAFF REPORTS

A. Monthly Financial Reports

Jack Dilles, Finance Director, responded to the Board's inquiry about the Library's debt service issues. Mr. Dilles addressed the three types of debt the library currently holds.

The first is the working capital loan debt. This accounts for the monies loaned by the City to the Library to cover its negative cash position.

Supervisor Leopold expressed his concern over this loan made to the Library. The Library is currently paying the City for repayment of the loan that is 2% over portfolio. The 2% adds approximately \$1,000 per month to the loan repayment the Library already makes to the City. Mr. Leopold pointed out that roughly \$600,000 is paid to the City for its financial services each year and a lack of oversight has led to the Library needing to borrow money to cover its negative cash balance. Supervisor Leopold does not see how the lack of financial oversight by the City should negatively affect the Library. He explained that this is a failure of the system and that one party of the system should not be saddled with the costs associated with the failure.

Mr. Dilles did explain that the City's practice of charging 2% over portfolio is applied when the borrowing party is a separate entity or activity such as the library and/or golf course. The City has charged only the portfolio rate for minor short-term loans.

Councilmember Storey questioned whether there is an agreement between the City and the Library over the issue of negative cash balances. Also following up a motion made in the June LJPB meeting the Board directed staff to meet with City of Santa Cruz officials to discuss borrowing terms between the City and the Library. Councilmember Storey stated that this needs to take place and a report back to the Board needs to be made.

The second debt the Library holds is the Santa Cruz County Overpayment. This debt repayment is a result of a miscalculation of revenues made by the County of Santa Cruz.

The repayment goes directly to the City of Watsonville for revenues inadvertently paid to the Santa Cruz Library.

The third and final type of debt is the loan made by the City for improvements made to the Headquarters building at 117 Union Street. The debt schedule runs through 2018.

The Board concluded that they would like to see detailed expenditure reports, expenditure balance reports and revenue balance reports each month.

B. Monthly Statistical Report

Monthly library statistics were presented to the Board. These statistics are an initial attempt to provide comparative data from month to month regarding library use.

C. Monthly Narrative Report

This monthly report is intended to give the Board a good overview of the services and programs provided throughout the library system.

D. Workman's Compensation for FY 2008-09

Overview of new claims this year and the costs associated.

E. La Selva Beach Change in Hours on Tuesday

Due to earlier comments made by a LSB resident indicating the communities wish to have the La Selva Beach Branch Library open on Saturday's the Director can not make a recommendation to the Board at this time. The availability of staff for Saturday open hours will need to be discussed. The Board agreed to leave this decision up to the Library Director after investigating the feasibility of Saturday hours instead of one evening per week.

F. Report on Headquarters Building Electrical Costs Savings

The building at 117 Union Street 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.

G. Update on How the Change in Hours is Affecting Staff/Public

The public is still mixed on how open hours should be allocated throughout the library system.

Library staff are coping with the reduced open hours with increased workloads and are still settling down into the new regional system.

H. New Way to Handle Donations to Friends and/or Library for Library Materials

Councilmember Beiers moved, seconded by Supervisor Leopold

that the Board authorize the following recommendation:

Donations received by the Friends of 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 LJPB will not need to pass a resolution each month to accept these funds as part of the Library's budget but this action will serve as authorization.

AMENDMENT: This motion will be retroactive to include two donations received in August and September that 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.

UNAN

ABSENT: Rotkin, Stone

X. OTHER BUSINESS

A. Parking Lot List Review

The Board added to the parking lot list the discussion of earmarked donations made to specific branches. The Board also added to the list the Library Director's report to the Board on the 2% over portfolio discussion with the City.

B. Strategic Plan Update

Town Hall meetings for the strategic plan have been scheduled. The library's website does have a link to the strategic planning process where the public can find more information and details.

C. Questions for Auditors

Supervisor Leopold would like to have an opportunity to talk with the auditors concerning the Library's internal controls and methods of operation. He would also like to request a separate management letter from the auditors for the library system.

Councilmember Storey would like to have the City negotiate a schedule with the auditors so that the auditors are able to present their finding to the Board and discuss any questions the Board may have for them.

D. Update on Securitization Process

The clean up bill has not passed and it is unclear what will happen in the state legislature with the state pay back.

E. Process for Board Self Evaluation

The Board discussed holding the Board Self Evaluation process in open session in the December regularly scheduled meeting. An evaluation survey would be developed and sent out in November in order to obtain constructive feedback on how the Board effectively manages the Library system.

F. Process for Library Director Mid-Year Evaluation

The Board will conduct an evaluation for the Library Director. This evaluation will be informal since the hire of the Library Director was made only a few months ago. Citizenmember Gorson will send each board member an evaluation to be filled out and returned. The Library Director will also fill out a self-evaluation. In November, a closed session meeting will be held to discuss the evaluation.

XI. NEXT MEETING

November 2, 2009

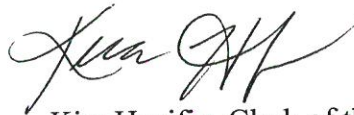
XII. ADJOURN

The regular meeting adjourned at 9:11 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.

10/14/09

SANTA CRUZ

Input sought on library strategic plan

The Santa Cruz Public Library system is developing a strategic plan for the next five years and has scheduled town hall meetings seeking public input.

The Garfield Park meeting will be 7 p.m.-9 p.m. Wednesday at the Loudon Nelson Community Center, Room 3, at 301 Center St., in Santa Cruz. Those wanting to meet new Library Director Teresa Landers will have an opportunity to do so at 6:30 p.m.

The Central Library meeting will be Oct. 29 at the Central Library, 224 Church St., Santa Cruz. The Central Library meeting will have free child care with reservations by calling 420-5661. There will be an opportunity to meet with Landers at 6:30 p.m. as well.

For information go to www.santacruzpl.org/future/

BANNER

Press Banner

FRIDAY, OCT. 9, 2009

NEWS BRIEFS

Travel club plans free lunch meeting

Scotts Valley-based Empty Nest Travel Club will host a free light lunch and travel talk at 1 p.m. Oct. 27 at the Scotts Valley Senior Center, 370 Kings Village Road.

Details of the four 2010 trips — "Discover Sedona," "Branson Musical Getaway," "Discover Switzerland, Austria and Bavaria with Oberammergau's Passion Play," and Full Foliage New England" — will be discussed.

For information: Barbara Lockwood, 234-0973; or www.emptynesttravelclub.com.

Cabrillo hosts college, career night

College-bound Santa Cruz County students and their parents can meet with representatives from more than 60 colleges and universities from 6 to 8:30 p.m. Nov. 2 at Aptos High School.

The College and Career Night 2009 will include Cabrillo instructors and career counselors, and financial aid counselors will have workshops on how to apply for money for school.

For information: 477-5650.

BC library hosts town hall meeting

Boulder Creek Library will host Teresa Landers, new Santa Cruz County library director, next week at 13390 W. Park Ave. in Boulder Creek.

Those who attend can meet Landers between 6:30 and 7 p.m. Thursday, Oct. 15. A town hall meeting to help the library system develop a strategic plan will follow from 7 to 9 p.m.

For information: 420-5612.

Writing contest winners to come next week

Winners of the Press-Banner serial writing contest will be announced in next Friday's edition of the newspaper.

The paper will announce the winners and will publish each installment of the winning story in consecutive issues.

The Press-Banner staff expressed thanks for entrants' patience as judges read the stories, Editor Peter Burke said.

Proposals needed to save trees

Save the Redwoods League will accept research proposals from universities, schools, nonprofits and public charities interested in advancing knowledge of coastal redwood and giant sequoia trees, forests and ecosystems.

Grant candidates can apply for as much as \$15,000.

For information: www.savethe-redwoods.org/research.

County parks want vendors

The Santa Cruz County Department of Parks seeks local vendors for its Holiday Art and Craft Faire on Dec. 5 at the Simpkins Family Swim Center in Live Oak.

All artists are encouraged to apply.

Participation fees are between \$45 and \$60, depending on booth size. Application will be accepted until Oct. 26.

To apply, visit www.separks.com and click on the Special Events tab, or e-mail prc123scparks.com.

For information: 454-7930.

Water treatment project breaks ground

Construction of a water treatment plant, partly paid for with a \$1.62 million federal stimulus grant, is scheduled to be complete by June 2010.

Since 2005, Davenport residences have received annual "boil water" notices, as the water treatment plant Davenport could not produce enough potable water for all its residents.

Public libraries needed now more than ever

TERESA LANDERS

We don't need libraries anymore; the book is dead; and the Internet is all we need. My short answer to this is, "NOT!" Reality is quite different from this perception. Public libraries are as vital and strong as ever. Materials are offered in a wide variety of formats — physical and virtual books and magazines, CDs, DVDs, online databases and high speed Internet access. Library usage is increasing nationwide. Last year, here in Santa Cruz County, the circulation of library materials increased 5.4 percent and 20 percent of the population attended a library program.

Traditionally, in a recession, library usage increases even

though financial support decreases. During the current recession the effect of and on libraries has been magnified. Every day we hear about people who dropped their Netflix subscription and now check out library DVDs for free or canceled magazine subscriptions and now read their favorite magazine at the library for free. More people are depending on the library for Internet access as an additional personal cost-cutting measure.

It is almost impossible today to file for unemployment or apply for a job and NOT use the Internet. The library also has staff who are expert Internet researchers who can help you find reliable information. Making sure our children enter school ready to read is a charge the

library takes seriously. Santa Cruz libraries faced an extraordinary challenge this year. Dependent on plummeting sales and property taxes, the budget was reduced by 16 percent [over \$2 million] resulting in a 21 percent decrease in staff hours. This translated into drastically reduced branch hours, reduced programming, and a new organizational structure. Ironically, however, fewer open hours do not mean people stop coming to or needing their library, so library use does not decline proportionally to the reduction in hours. This means staff who are left are working harder at what many people do not realize is a very physical job.

So, what can we do? The first step we are taking is to develop a three-to-five-year strategic plan for the system. When difficult decisions need to be made or when we find ourselves on more solid financial ground, the plan will be used to guide decision-making. We will be able to answer questions such as: What services should be offered at each unique branch? What structure of the system is most sustainable based on the prioritized services? How can we move forward and embrace new technology that will help us serve the needs of the community better?

A committee of staff, board and community members was formed in August. Library staff is gathering community and library data to help the committee understand the environment in which

we operate. In October and November, town hall meetings are being held in or near each branch. From November through January we will conduct conducting focus groups with niche groups. A public online and in-library survey will follow and possibly a communitywide telephone survey as well. The committee will draft a plan for review and adoption by the Library Joint Powers board by May.

Please, attend a town hall meeting, participate in a survey, or submit comments through the library's Web site: <http://www.santacruzpl.org/future/>. We want to hear from you whether you use the library or not.

Teresa Landers is the director of Santa Cruz Public Libraries.

NEWS BRIEFS

SV Library fundraiser nets \$20K

The Friends of Scotts Valley Library's first Building for Books barbecue raised about \$20,000 to help improve furnishings at the new branch library when it is built. More than 200 people attended at the Scotts Valley Community Center for an auction, a no-host bar and entertainment.

Scotts Valley hopes to begin construction on the library in early 2010.

Fire awareness workshop

The Resource Conservation District of Santa Cruz County will offer a free fire awareness workshop at 3 p.m. Wednesday, Sept. 30, at the Zayante fire station, 7700 E. Zayante Road, in Felton. Topics include defensible space, shaded fuel breaks, planning for ingress and egress, fire safety and erosion control, a free chipper program and community wildfire protection.

For information: 464-2950.

Free garage sale ads in Press-Banner

As part of the Santa Cruz County communitywide garage sale weekend Oct. 10 and 11, the Press-Banner is offering free classified ads for garage sales. The ads must be submitted by 5 p.m. Tuesday to appear in the following Friday's editions of the Press-Banner.

Residents can e-mail free garage sale ads to amanda@pressbanner.com, call 438-2500 or submit them at www.pressbanner.com.



LIBRARY FUNDRAISER: Santa Cruz County Library director Teresa Landers (left) and Scotts Valley Community Development director Susan Westman (right) look over auction baskets during the Building for Books fundraiser for the new Scotts Valley Library.

Courtesy of Robert Smith

Baccalaureate science courses will present their research on the biochemistry of marine organisms next week. Fourteen teams of senior I.B. students will present the research during the third annual Science Night at Scotts Valley High School. The presentations will begin at 6 p.m. Thursday, Oct. 1, in the Student Union building.

For information: dcrawford@santacruz.k12.ca.us.

Scotts Valley cuts passport services

The city of Scotts Valley will stop its passport processing services as of Thursday, Oct. 1. City Manager Steve Ando apologized to the community for the inconvenience but said that with the recent staff reductions and furloughs, it's just not practical to provide the services. Many other jurisdictions have done the same, he said.

which dropped revenue for the city from \$13,000 to \$8,000. The services take an average of 25 minutes to process, and now staff will have more time to do their regular jobs, Ando said.

To find nearby passport processing locations, visit www.travel.state.gov.

'There oughta be a law' contest opens

State Sen. Joe Simitian (D-Palo-Alto) kicked off his ninth annual "There Oughta Be a Law" contest this week. The contest invites Californians to submit ideas for state legislation. The winner of the contest will lunch with Simitian, have his or her ideas introduced as legislation, and have the opportunity to testify at a hearing on the resulting bill at the state Capitol. The deadline for entries is Friday, Oct. 31.

To enter the contest, submit ideas at www.simitian.com.

La Selva Beach fighting for its library

Thank you for the charming article about the La Selva Beach Library by Jory John on Sunday.

Unfortunately, the draconian cuts in hours have drained the vitality from the building that is both a library and a community resource. We have lost a dynamic manager, a children's story hour and other programs for families in our area. The youth book group was relocated and the two heavily attended adult book groups have had to find other places to meet.

At the present time, a determined group in La Selva Beach is working to restore a few programs and to add more hours by using volunteers and raising funds to help support these services. This is an arduous process and has wide community support, but well worth the effort to continue our community center and valued asset. We invite your reporter to visit us again to update the story.

MARILYN SMITHSON, La Selva Beach

Teresa Landers

To: Sybil Hudson**Subject:** RE: La Selva Beach Branch

Thank you for your input. All branches were cut so La Selva Beach has not been singled out. We do have to look at the volume of circulation and visits. Even before the recent cuts La Selva Beach is significantly less than the other branch locations. Even so, La Selva was not cut any deeper than Felton (another small town) and only slightly more than Garfield Park and Boulder Creek. The Aptos branch is the busiest branch in the system next to the Central Library but it also was reduced. It simply is not cost effective to transfer people from Aptos to open La Selva Beach when the demand is so great in Aptos.

We are looking at ways that volunteers can help us but they cannot replace paid staff and we cannot keep branches open just with volunteers. Story time requires quite a bit of training but we are looking at how we can provide that training. Current City policy dictates that volunteers cannot work unless a paid staff member is present. There are also other legal and union issues which preclude volunteers keeping a branch open while still a part of the Library System.

I do appreciate the support that La Selva Beach residents have shown for their branch. Unfortunately, the financial situation is extremely dire and the lack of hours is unpopular everywhere in the County so you are not alone.

Please give us time as we develop a new strategic plan and determine the best way to serve each neighborhood balanced with the good of the system as a whole.

Thank you

Teresa Landers
Director of Libraries
Santa Cruz Public Libraries
117 Union St.
Santa Cruz, CA 95060
office: 831-420-5612
fax: 831-420-5601
landerst@santacruzpl.org

From: Sybil Hudson [mailto:sybhudson@yahoo.com]**Sent:** Monday, October 19, 2009 10:43 AM**To:** Teresa Landers**Subject:** La Selva Beach Branch

Dear Ms Landers, I live in La Selva Beach and wanted you to know how much our branch means to me and the community. Everyone lives here because of the small town feel but we are all educated and involved and value the library and reading. There are all ages here, both young and old, and we miss the access to our library. I know money is tight but don't punish us because we live in a small town. We deserve as much access as others to books and computers and newspapers and book groups. I don't want to be neglected or disbanded because of our location and size. Please keep our branch open and available to all. There are many qualified people here who could help your staff, so we could have more hours open and more programs like the children's hour that was eliminated. Maybe people from Rio del Mar and Aptos could drive here one day a week where there is easier parking and less traffic. That

10/19/2009

could be a good option, so we aren't the only ones that have to sacrifice. They might find they prefer our branch to the Aptos one!
Thank you for your time and attention.
Sybil Hudson

Dear Santa Cruz Library,

I love my library but am very concerned about the budget. The very first thing I noticed when moving here (8) years ago -- was the number of branches. This seems very excessive.

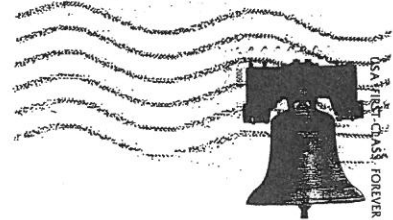
I believe that at least half of the branches between Santa Cruz and Aptos should be closed. What a tremendous waste of overhead cost and personnel.

The need to always verify days and hours of operation is a joke. If there were fewer branches we could be assured of hours of access.

A concerned patron.

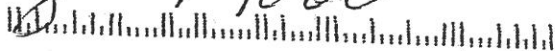
OAKLAND CA 946

17 OCT 2008 PM 3:7



Santa Cruz Library
117 Union St
Santa Cruz CA 95060

9306043707



Login to My Account

Search the SCPL Catalog

Books & More

Internet Resources

Local Information

Kids

Teens

50Plus

Services

Branch Locations & Hours

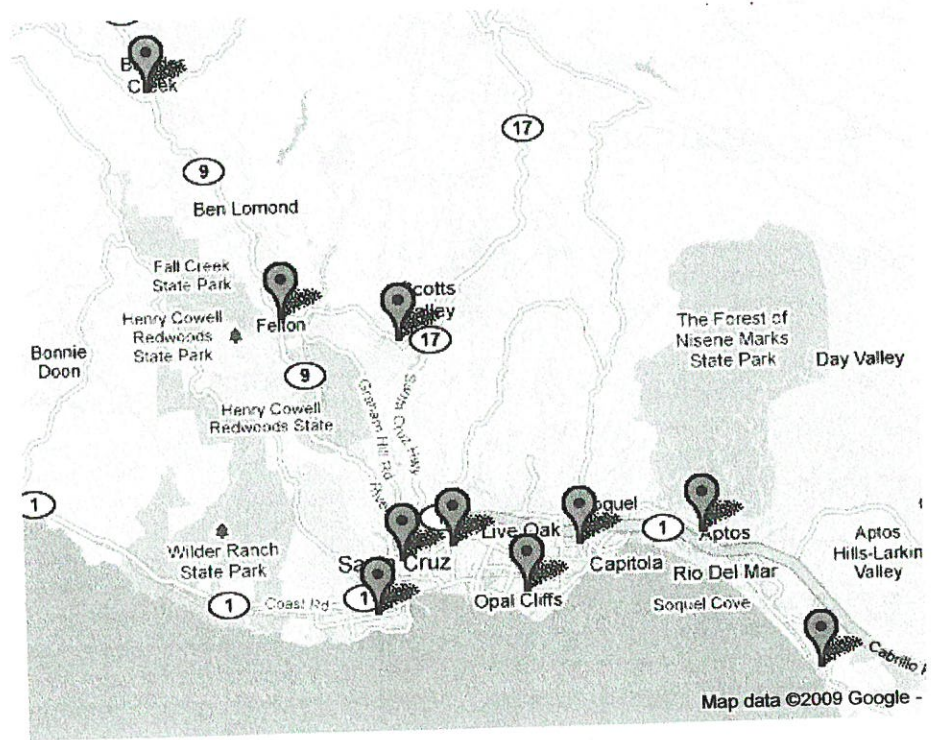
Branch Libraries

- » Quick Directory
- » Aptos
- » Boulder Creek
- » Branciforte
- » Capitola
- » Central
- » Felton
- » Garfield Park
- » La Selva Beach
- » Live Oak
- » Scotts Valley

Other Resources:

- » Library Phone Directory
- » SC County Genealogy Library
- » SC County Law Library

The Santa Cruz Public Library system has 10 branches and a Bookmobile. Use the map below to locate the branch nearest you. For detailed information about hours, services and events at each branch, click the map markers or use the links in the sidebar. To see information for all branches at once, click the Quick Directory link.



EDITORIAL:



"Enough already! We need to be done. This is too hard. We must move on."

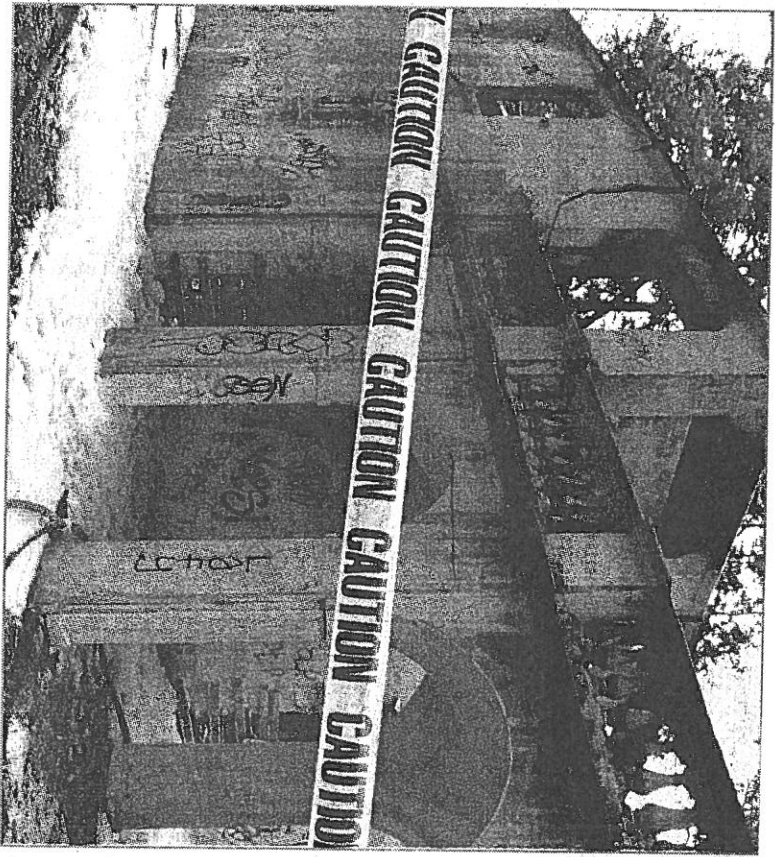
~Mike Termini

Capitola Needs to Move On

Rispin Hotel a No-Go

After the Sept. 29 extension expired, it's time to move on. Yes, it is true friends, I have supported the infamous Rispin project for

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Rispin Developers Miss Deadline Expected to Propose Smaller Hotel

by Linda Fridy

The latest deadline for the developers of a proposed boutique hotel at the former Rispin mansion in Capitola has come and gone, and prospects for the plan appear to be dimming as its size decreases.

What is certain is that developers Barry Swenson and Ron Beardlee did not meet the criteria of beginning the project by the Sept. 29 deadline the city set as part of a revised lease agreement with developers.

Now the city council, acting as the

continued on page 10

The Great Exchange



summer time servicespecials

\$21.99 Semi-Synthetic oil change
 Install new filter; Includes refill of up to 5 qts Kendall synthetic blend motor oil. Lubricate chassis (if applicable).
 Most cars and light trucks, offer expires 10/9/09
!!!MORE COUPONS INSIDE!!!

PRSR STD
 POSTAGE PAID
 US
 SAN JOSE, CA
 PERMIT 543

515116-81055
 FIRESTONE COMPLETE AUTO CARE
 4000 RIVER ST
 SAN JOSE, CA 95129
 408.299.9999
 4000 RIVER ST
 SAN JOSE, CA 95129
 408.299.9999

Community Glimpses What a New Felton Library May Look Like

While Current Library is Mostly Closed, Supporters Hope for Brighter Future

by Linda Pridy



The Santa Cruz County library system may not have the money to build a larger branch in Felton, but the Felton Library Friends have a plan ready when funding becomes available. Community members got to see drawings by local architect Terill Messer at Felton's Sept. 12 library festival and the board that oversees the system got a peek the following Monday.

"It feels like it's going to happen ... The energy is just incredible," Messer said to the board, alluding to the challenges the community has faced to keep its branch, much less build a new one.

Currently housed in a small, turn-of-the-century church, the Felton community has long needed a modern facility. Originally, the first library bond measure had one in the budget but needed the land. That effort got a boost a decade ago when the Verutti family donated land just down Gushue Street from the current site.

However, the library board decided to shift the bond money to other projects and the branch plans remained on the drawing board.

In that time, the Felton branch has twice been threatened with closure. A \$8005 recommendation to shutter the branch by then-director Anne Turner led to the formation of Felton Library Friends, which has since led the efforts to secure a new building.

This year after accounting mistakes were found in the system's budget, many of the county's branches were cut. In Felton, the hours have been reduced to two four-hour days. Yet the community remains committed to improving its

library. It has received planning grants and members are working with Congresswoman Anna Escobedo to try to get federal funding.

A Green Library

Messer's plan takes advantage of the trees and creek on the north end of the property, with large windows facing the view. South-facing windows are placed just below the roof to allow light but not summer heat. And yes, the windows will open, he said.

The 9,356-square-foot building includes 6,700 square feet of public space, with reading nooks near the windows, varying height ceilings to allow light and air circulation, radiant heat floors and plenty of room for solar panels on the cooler dark green roof.

The panels will warm water for the radiant heat and depending on cost could also help provide electricity for the facility, Messer explained.

An enclosed outdoor reading courtyard and walking path will take advantage of the setting as well.

The plan includes a flexible meeting room with separate outside entry that can also be used as a homework space for students.

Messer, who also designed the recently completed county Animal Services building in Live Oak, worked with a committee of community members. They drew from wider "visioning" meetings and toured libraries in other areas to explore options. He envisions a river-rock facing on the lower part of the

building, having convinced the county that an Old-West false front was not necessary to reflect the community style.

Looking Ahead

The county's library system faces the same continuing financial crisis that has hit most public agencies. Income from property and sales taxes has dropped, requiring significant budget cuts. Two large errors have made the budget worse.

The 10-branch system, which stretches from Boulder Creek to La Selva Beach, hired a new director, Teresa Landers, who took over July 1.

She is helping to lead town hall meetings throughout the county to give community members a chance to discuss priorities and realities of the library system's future.

Both of the San Lorenzo Valley meetings will take place this month. Boulder Creek meets on Oct. 15 at the library and Felton will meet at the Community Hall on Oct. 28.

Landers will be available to meet the community at 6:30 p.m. and the planning sessions run from 7 p.m. to 9 p.m.

Scotts Valley has not finalized a date for its January town hall, but it has scheduled an Oct. 26 meeting for city residents to discuss plans for its new library branch. That meeting will be 7 p.m. at the Scotts Valley Community Center.

The city recently approved its agreement with Group 4 Architects, which will convert about 13,000 square feet of the Scotts Valley Sports Center for library use. ■

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FARMERS

County Libraries Face the Good, --Community Interest Remains Strong, but ar

by Linda Fildy

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the Bad and the Ugly

Other Finance Error Found

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Harbor High School Library
300 La Fonda Avenue
Santa Cruz, CA 95062
September 24, 2009

Ms. Teresa Landers, Director
Santa Cruz Public Libraries
117 Union Street
Santa Cruz, CA 95060

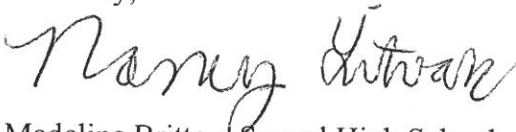
Dear Ms. Landers,

As the teacher librarians in Santa Cruz City Schools, we would like to welcome you to our lovely city and county. Santa Cruz City Schools has a long history of teacher librarians in each of our schools, K-12th grade, and we have been able to maintain a professional presence in our schools despite the economic downturn. We are fortunate in that our school and public librarians share goals and strategies with one another and we enjoy working together. This year, one of our retired teacher librarians, Diana Wertz, has begun coordinating children's programs that can be shared between the public and school libraries. Harbor High School, as well as several other schools, has benefited from having the public librarians come to campus and distribute adult library cards, complete with remote access capability, to our freshmen students.

Our community is one that supports its libraries. Without the various parcel taxes both of our institutions have successfully passed in support of library services, our respective institutions would be in more dire straits than we currently find ourselves. We remain optimistic that school and public libraries will continue as important elements in the lives of our students and guests and we as institutions will continue to adapt to societal and fiscal changes.

Congratulations on your new position. We look forward to the development and leadership you will bring to the public libraries and from which our shared students and guests will benefit.

Sincerely,



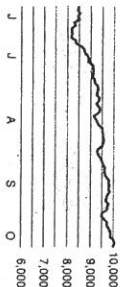
Madeline Britton, Soquel High School
Veronica Zaleha, Santa Cruz High School
Nancy Litvak, Harbor High School
Debbie Gable, Branciforte Small Schools Campus
Martha Dyer, Mission Hills Middle School
Oliver Ziff, Branciforte Middle School
Eve Hinkley, Gault Elementary School

Barbara Lawrence, Gault Elementary School
Tony Augimeri, DeLaveaga Elementary School
Joyce Smith, Westlake Elementary School
April Porterfield, BayView Elementary School
Kathy Griffith, BayView Elementary School

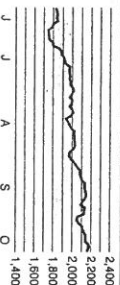
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Oct. 16, 2009
Dow Jones Industrials



Oct. 16, 2009
Nasdaq composite



Pct. change from previous: -0.67% High 10,061.66 Low 9,939.91 Pct. change from previous: -0.76% High 2,164.73 Low 2,142.88 Pct.

SATURDAY October 17, 2009

Scotts Valley chamber names annual honorees

Staff report

SCOTTS VALLEY—The Scotts Valley Chamber of Commerce will present its annual community awards at a gala dinner 5 p.m. Nov. 14 at the Scotts Valley High School. The youth of the year award has been named in



MEMBER

memory of Shereen Ullstad, who was the first to receive the award in 1998. Wells Fargo is the major sponsor, and Santa Cruz Sentinel the co-sponsor. For the chamber fundraiser with the theme, "A Toast to Scotts Valley," Honorees are:

WOMAN OF THE YEAR:

MARY DETTLE
A fifth grade teacher at Vine Hill School, Dettle specializes in science and last year raised the percentage of her students on the Committee.

MAN OF THE YEAR: JIM REED

Reed chaired the Vine Hill School dinner-auction committee, a fundraiser for classroom coaches, art, music, dance, a computer lab and aide, and partici-

ated in school beautification projects. He spearheaded creation of the Friends of the Scotts Valley Library and a dinner-auction fundraiser for a new branch library. He is active in Scotts Valley Little League, contributes sports and human interest stories to the Press-Banner and writes about new chamber members for the chamber newsletter in the Scotts Valley Times. He was instrumental in the Measure C campaign, which passed with 72 percent support in 2005 and is currently vice mayor and the city's representative on the Library Joint Powers Board.

less shelter, Red Cross and Wharf to Wharf.

ORGANIZATION OF THE YEAR: SCOTTS VALLEY PARENT-TEACHER ASSOCIATIONS

These organizations support the four Scotts Valley schools: Vine Hill Elementary, Brook Knoll Elementary, Scotts Valley Middle School and Scotts Valley High School. In many ways, their fund-raisers provide teachers with classroom supplies, stipends for music and art and funding for technology, libraries and after-school enrichment programs.

BUSINESS OF THE YEAR: JESSE GABRIEL PHOTOGRAPHY

Owners Jesse and Susan Flippen have volunteered for community events to meet the requirements of the U.S. Green Building Council's Leadership in Energy and Environmental Design program. The results included reduced energy and use. The company retained the trees on the pro-

ject.



Thank You!!!

Thanks to your generous support, the Friends of the Scotts Valley Library netted \$20,000 at our first annual Barbeque and Auction!

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GOLD SPONSORS:

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Santa Cruz Moose Lodge #545	Slawinski Auctions
Scarborough Lumber	Strategic Construction Management
Bob and Julie Mazurek	The Friedenbach Girls
Bolton Hill Company	

CONTRIBUTORS:

A Clean Slate	Fine Arts Museum of	Monet Salon Spa	Scotts Valley Produce
Angles 5000 Salon	San Francisco	Musical Me Inc./	Scotts Valley Tae Kwon
Annie Glass	Flips Photos	Music Together	Do Academy
Anthony Giannotti F, O.D.	Flower Outlet	Natalie Venezio	Scotts Valley Veterinary Clinic
April Rose Skin Care	Gayle's Bakery	Nordic Naturals	Shear Edge
Aquarium of the Bay	Gilroy Gardens Family	Noreen Yoshida, D.D.S	Skin Essence Day Spa
Asian Art Museum	Theme Park	Pacific Cookie Company	Sky High Sports
Auntie Mame's	Grasshopper Jewelry Designs	Palace Art and Office Supply	Soquel Vineyards
Baskin-Robbins	Great America	Pampered Chef	Staff of Life
Bay Federal	Hinde Chiropractic	Paolo Carbone, SCC Breakers	Starbucks of Scotts Valley
Beach Bear and Company	In Vino Veritas Restaurant	Soccer Club	Supercuts
Ben and Jerry's Ice Cream	InnerEssence Massage Therapy	Peet's Coffee and Tea	Tech Museum
Boulder Creek Golf and	Jayne Cooper Photography	Pure Valley Water	of Innovation
Country Club	Jesse Wilkins Consulting	Ripley's Believe It of	The Art Store
Bruzzone Vineyards	Jim and Lea Reed	Not Museum	The Bagelry
Bucci of Santa Cruz	Judy's Sewing and Home Decor	Roaring Camp Railroad	The Tutoring Club of
Business With Pleasure	Juliane and Nik Bahram	Roudin-Smith Winery	Scotts Valley
Caroline Caldwell	Kayak Connection	Round Table Pizza	The Valley Post
Charlotte Steinburg	Kelly Weaver	Round Up Pet Center	Thomas Silverstein
Chocolate Visions	KidsArt Scotts Valley Studio	Safeway Food Store -	Titangos Photography Studio
Cicero's Pizza	Larry's Auto	Morrissey	Tony and Alba's Pizza
City of San Jose	Lawrence Hall of Science	Safeway Food Store -	and Pasta
Club One Fitness	Linda Richards	Scotts Valley	Trader Joes
Coffee Cat	MacKenzie's Chocolates	San Jose Opera	U-Save Liquors
Craig and Nancy Wilson	Malone's Grande Grill	Santa Cruz Beach Boardwalk	Walch family
Daryl Stevens Salon & Spa	Marv Del Chiaro	Santa Cruz Gymnastics Center	Walnut Avenue Cafe
David Robison	Mary Joan Rodriguez	Santa Cruz Pizza Co.	Well Within
Debutante Clothing	Michelle Lee	Scotts Valley Fire District	Wendy Siegel
Diane Bianconi-McNiel	Mike and Jackie Keogh	Scotts Valley Hilton	William Greene-
DVD To Go	Mint - Fine Living &	Scotts Valley Pet and Feed	Clayton Jewelers
Eco Goods	Fresh Bites	Scotts Valley	Yogizmo
Encore Fashions	Mollie's Cafe	Police Department	Zinnia's

Press Banner 10/2/09

LET US HEAR FROM YOU!

The City of Scotts Valley will be holding a

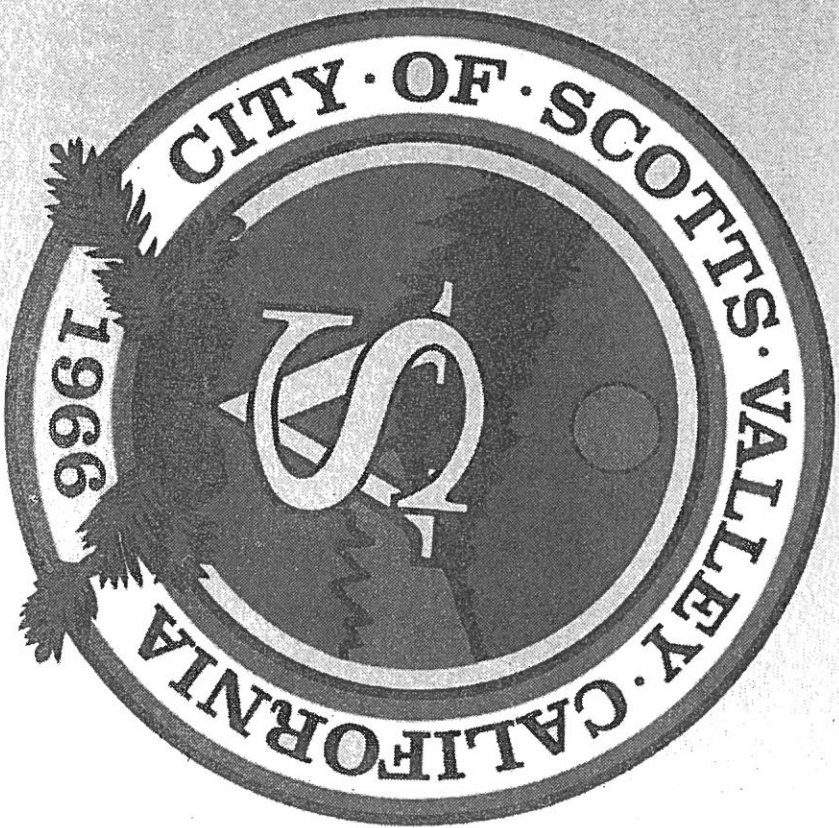
**COMMUNITY MEETING TO DISCUSS PROGRAMS FOR
THE NEW SCOTTS VALLEY LIBRARY**

**MONDAY, OCTOBER 26, 2009
7:00 TO 9:00 P.M. AT**

**THE SCOTT'S VALLEY COMMUNITY CENTER
361 KINGS VILLAGE ROAD**

The public, particularly current users of the library, are cordially invited to attend a discussion of library programs for the new 13,150 square foot **Scotts Valley Library** to be located at 251 Kings Village Road. Discussions will include the types of activities and services which the new library will offer to its users. Representatives of the City and of the Scotts Valley Branch Library will be in attendance to hear your ideas. Please note that this meeting will not deal with building design issues, but rather will focus on the library programs and services.

For additional information about the meeting please contact
Susan Westman, City of Scotts Valley at 440-5631 or
Heidi Jaeger Smith, Scotts Valley Branch Library at 438-9750.



County Libraries Face the Good, the Bad and the Ugly

Community Interest Remains Strong, but another Finance Error Found

by Linda Fridy

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readingeagle.com

Reading library branches will be missed, according to patrons

Shutdowns will be hard on children who live nearby, they say

By Mike Urban
Reading Eagle

9/27/2009

- Lillian L. Jenks was crushed when she learned that the Southeast branch of the Reading Public Library soon will shut down, as will the Northeast and Northwest library branches and the city bookmobile.

"I could cry," Jenks said Saturday outside Southeast on Perkiomen Avenue. "This library is the hub of the neighborhood, one of the best things we have in the city."

Others visiting the library Saturday felt the same way.

While they knew there had been discussions about closing the branch, it didn't make the news any easier to take. They worried how the change would affect neighborhood children who no longer will have a library within easy walking distance.

"I think it (the closure) is horrible for the community," said Nick Krallis of Wyomissing.

The library will shut down the branches and its bookmobiles as early as October because it can no longer afford to operate them. Only the main library at Fifth and Franklin streets will remain open.

The city, which has serious fiscal troubles of its own, will discontinue its annual \$450,000 funding to the library.

And while the library's total funding from the state was to be more than \$900,000, library officials expect that amount to be 34 percent to 50 percent less when the overdue state budget is enacted.

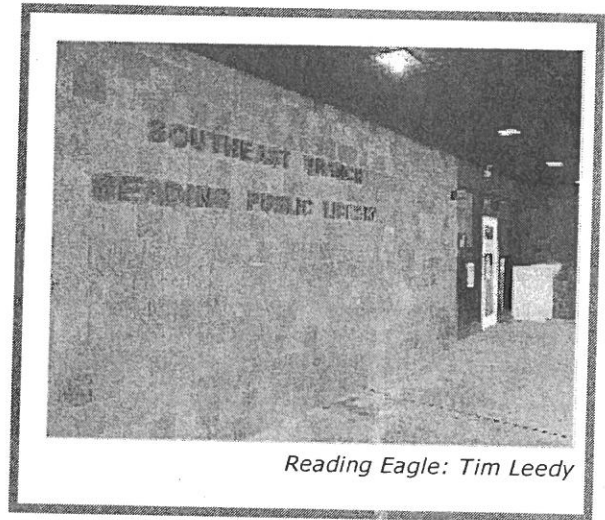
Even the library's endowment has suffered during the recession.

Library Director Frank Kasproicz gave those reasons when he announced the closures Friday.

The three branches and the bookmobile account for about 40 percent of the library's circulation, he said.

Jenks, who is retired and lives two blocks from the Southeast branch, has been a patron there since it opened in 1974. An avid reader, she visits at least once a week and sees firsthand how popular the branch is.

"So many children come here, and they have so many services and programs for them," she said.



Reading Eagle: Tim Leedy

"I think it (the closure) will have a very adverse effect on the community.

"What will the kids do?"

Edward P. Ott has similar concerns.

From his front porch on nearby Muhlenberg Street he regularly sees youngsters walking to and from the library with books and DVDs.

"This library has taken a lot of kids off the street," Ott said. "If they're not in here, they're going to be back out on the street, raising hell."

Kerry Wolf, 10, was among the children who visited Southeast on Saturday.

"I wish they would keep it open," he said.

Krallis comes to Southeast from Wyomissing each week because he prefers smaller libraries.

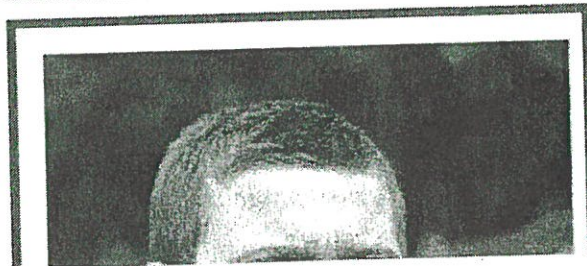
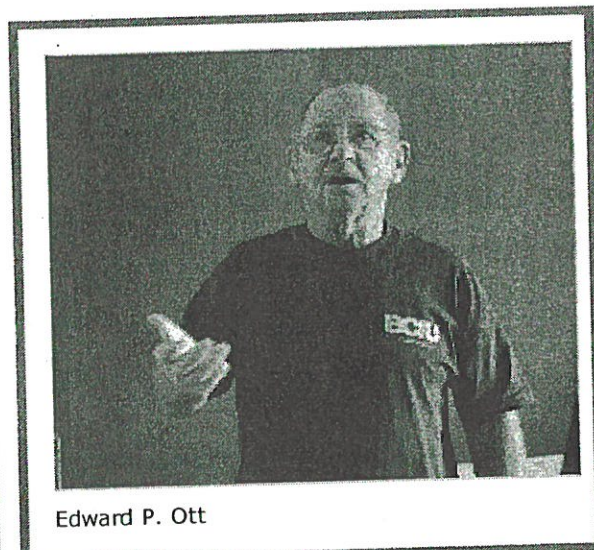
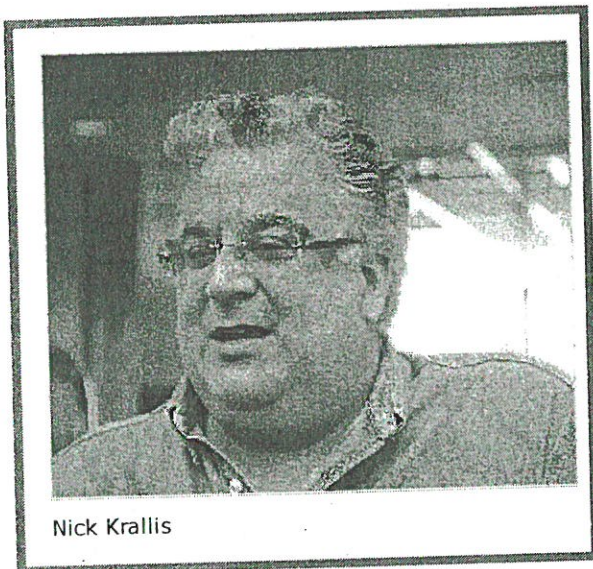
But while many patrons are angry at the city's administrators and council members for not finding some other way to solve Reading's financial crisis, Krallis said he understands.

"I think it's just the times we're in," he said.

While Krallis thinks the closed branches may reopen someday, Jenks doesn't believe that will happen.

"It's a shame," Jenks said. "This is a wonderful place."

Contact Mike Urban: 610-371-5023 or murban@readingeagle.com.





http://www.seattlepi.com/local/410656_library30.html

Seattle libraries may slash hours

Wednesday, September 30, 2009

Last updated 7:33 a.m. PT

By **TRAVIS MAYFIELD**

KOMO-TV STAFF

The Seattle Public Library System is facing a 23 percent reduction in branch hours next year under the mayor's 2010 budget proposal.

Twenty-one branches could be closed on Fridays and Sundays to meet the cost-cutting goal set by Mayor Greg Nickels.

To compensate, hours would be extended at the Central Library downtown and at some larger neighborhood branches, City Finance Director Dwight Divley said.

"What it does is to have six of the branches have extended hours seven days a week," says Divley.

The branches -- Downtown (Central), Ballard, Douglass-Truth, Lake City, Rainier Beach and Southwest -- are spread across the city.

Nickels asked the library system to submit a plan that would reduce costs in 2010 by more than \$2.8 million. The library submitted such a plan and, in turn, the mayor included it as part of his larger budget proposal.

"Its certainly not to say that we think this is a plan that is going to serve our users well," Seattle Library Director Susan Hildreth says.

She said circulation is up 20 percent.

"We have loads of people using computers to find jobs," she says. "Also just fun entertainment for families coming. We're heavily, heavily used."

The 21 branches facing a reduction in hours would likely all adopt the same schedule:

- Monday and Tuesday, 1 p.m. to 8 p.m.
- Wednesday and Thursday, 11 a.m. to 6 p.m.
- Closed on Friday
- Saturday, 11 a.m. to 6 p.m.
- Closed on Sunday

The mayor's proposal also includes a week-long closure of the entire library system. Such a closure was implemented as part of the city's budget cutting earlier this year.

Hildreth says some people are already raising concerns about the possible reduction in hours. While

librarians may be sympathetic to such concerns, the proposed budget is now in the hands of the city council.

The council is holding a series of public hearings over the coming weeks on the budget and inviting the public to share their concerns.

"So I would recommend to those citizens that they get in touch with their city council members," Hildreth says.

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The west Rockford Lewis Lemon library branch will remain open. That's the biggest decision that came out of Monday night's library board meeting. The board is also tabling any layoff decisions pending union discussions and library employees are happy the board is listening.

A controversial Rockford Library Board discussion ends with a surprising sound: applause.

"Didn't expect that, no!" says Library Board President John Brien.

The applause came after library board members unanimously voted to delay any decisions about laying off 30 workers, or cutting library hours, until after they hold discussions with the AFSCME union representing library employees.

"To hear from them that they want to enter into dialog is a very big relief to our employees that we represent," says Union Representative Jay Ferraro.

Another big relief, the board decided not to close the West side Lewis Lemon library branch as originally proposed, though it will have shortened hours, probably 1:00 or 2:00 to 6:00, instead of 10:00 to 6:00.

"From the concern that we've seen from the community, we felt that it was important that this issue had to be resolved and that's why it was on the top of the docket tonight," says Brien.

The library's executive director Frank Novak also handed the board a new proposal in closed session, that he hopes could reduce layoffs.

"It's not my job to hurt our employees or reduce staff," says Novak. "I mean I don't want to be known as chainsaw Frank, that's not my goal, my goal is to try and do what's best for the library. Will there be cuts, yeah, I think that there are going to be cuts, there's no way to avoid it."

The library union says they recognize that as well, but they want a five percent cut across all departments, instead of eliminating almost every librarian assistant. Plus they're proposing doubling late return fines and charging a small fee for things like DVD rentals. Board members are hesitant about that since it would mark a change in the philosophy of offering free services.

"When you have a tax levy that hasn't been raised in 30 years, philosophies have to be changed because your providing a service and when you're providing a service the revenue has to come from somewhere," says Ferraro.

Union and library leaders both say that these cuts are being imposed on them, they're not voluntary. The organization is facing a \$1.7 million deficit. That's a combination of plummeting tax revenues and a dropped pension subsidy the city is planning to stop providing.

The library board meets again October 26th. They're hoping to hold two or three meetings with the union before then so they can vote next month. The board must decide on cuts by the end of the year.

libraries will be closed on Monday holidays. Instead, the Martin Luther King (MLK) Jr. Memorial Library, closed on Sundays during the summer, will be open year round on Sundays.

The "Sunday cut was an easy thing," Robin Diener, who heads the District of Columbia Library Renaissance Project, a nonprofit founded by Ralph Nader that has often been critical of DCPL, told the *Washington Post*. "It's difficult to staff because Sundays are not popular among employees," she said. But, "they are very popular

from the public's point of view."

While DCPL didn't announce any staff cutbacks, according to DCPL chief librarian Ginnie Cooper, "volunteers can help augment the work of staff by [doing] things like shelve books, teach computer classes, or conduct workshops."

DCPL's bookmobile will no longer visit schools, but librarians will continue to do so. A 24-hour fire and security monitoring system installed in the MLK library will allow security staff to be redirected to neighborhood branches.

Denver Proposes Closing Branch, Cutting Hours

The Denver Public Library (DPL) must reduce its 2010 budget by ten percent, or approximately \$3 million, given a \$120 million shortfall in that general fund.

To do so, the Denver Library Commission plans to close one branch, reduce hours by 18 percent, and decrease the materials budget by 25 percent, according to a report in the *Rocky Mountain Independent*. DPL also has decided not to fill the equivalent of 6.5 FTE vacant positions out of 393 FTEs.

DPL intends to bring total service hours to 836 from 1,106, for a savings of \$1.5 million. Four branches will reduce their weekly hours to 40, another 14 branches will be open only 32 hours weekly, and the central library will be closed Sundays.

DPL will save \$604,000, according to the newspaper, by closing the Byers Branch. The 1918 Carnegie building is one of the system's smallest at 4000 square feet and will be sold. It is the least visited facility, located near three others.

Before making these decisions, DPL administrators sought public and staff opinions via a community meeting and an online survey.

According to a DPL statement, they learned that 68 percent of the public and 49 percent of the staff preferred a systemwide reduction of hours versus branch closings.

Some 40 percent of staff and 22 percent of customers preferred a combination of reductions in hours and branch closures.

DPL is in the middle of an ambitious branch renovation campaign funded by a \$550 million bond package that includes money for parks, streets, and more, approved by voters in November 2007. Staff from three branches being renovated next year will be redeployed.

Branching Out

Big doings in Rexburg, ID. The **Madison Library District** broke ground on September 11 for an addition to the existing 12,000 square foot library that will more than double its usable space. Once the addition is complete, expected in April 2010, the current facility will get a needed renovation, bringing the full project to fruition in August 2010, according to the *Rexburg Standard Journal*. The \$2.27 million construction plan will include a community room, a kitchen, a children's space, study areas, and more self-checkout locations. The source of the funding is a \$3.9 million bond issue approved in November 2008.

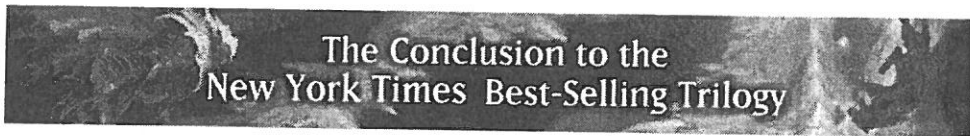
December 16, 2009, is still the target for the completion of the **Bolton Public Library, MA**, addition and remodel project. Good news, according to the *Bolton Common*. Also, the expenditures have held to the \$5,533,800 budget, which includes private fundraising of \$1,042,000, another milestone met. The new facility, which will measure 13,300 square feet of usable space, is going for green features, including energy-efficient insulation, lighting, and heating.

The **Ashe County Public Library (ACPL)**, West Jefferson, NC, reopened on September

20 after a massive renovation and expansion. Part of the **Appalachian Regional Library, ACPL**, which went from 11,500 square feet to 27,687 square feet, now includes a third-floor mezzanine and a collection that doubled in size, according to the *Jefferson Post*. The \$3.2 million library has a computer lab, dedicated PC and laptop workstations, enhanced browsing space, and more seating. A mural by artist Stephen Shoemaker graces the children's area, while the teen space displays a mural created by members of the Teen Advisory Group.

The fall semester at the **Palm Beach Gardens Campus of Palm Beach Community College, FL**, began with a newly refurbished library. Taking it down to the studs, the \$6.25 million project went for a modern feel for the two-story, 49,000 square foot building, according to the *Palm Beach Post*. David Pena, the library's director, said it is unrecognizable to anyone who has seen it before, calling it "spectacular." Extending beyond student use, the library is open to the public as long as users have a Sunshine Library Card from their local system. Patrons can get guest logons for the computers.

Send information on groundbreakings and completed building projects to bl.fox@reedbusiness.com.



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ELECTION 2009

Aurorans told that four libraries will close without a tax hike

By Carlos Illescas
The Denver Post

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POSTED: 10/17/2009 01:00:00 AM MDT
UPDATED: 10/17/2009 02:38:53 AM MDT

AURORA — The question is simple: Either close four of the seven libraries in the city or approve a property tax hike that will keep the libraries open and add new services.

Ballot measure 4A, which asks voters to create a general improvement district to pay for libraries, is the biggest issue on the Aurora city ballot, which includes races for five City Council seats. Voters should have begun receiving their mail-in ballots, which must be returned by Nov. 3.

Measure 4A would use a property tax increase to generate about \$12.5 million annually. It would cost the owner of a home valued at \$200,000 an extra \$5.69 per month.

Karen Middleton, chairwoman of Save Aurora Libraries, said the matter is a quality-of-life issue.

She said it is important to keep the libraries open because they are a resource for those who can't afford to buy computers or books, and for others who need support in starting a small business.

She pointed to a study done by Aurora Public Schools that found 30 percent of the district's families don't have a computer or access to the Internet.

"I know these are difficult economic times, but I also do think libraries offer so many things," said Middleton, a Democratic state representative and wife of Aurora Councilman Larry Beer. "I think it's a bigger investment in our community and I believe it is really asking voters to vote their values in tough economic times."

Opponents say now is not the time to ask for a tax increase. They also point out that the \$12.5 million the tax would raise is almost double the current library budget.

"We're basically in a depression. Is it the right time to double their budget?" said Greg Golyansky of Citizens for Responsible Aurora Government.

The extra money would be used to restore library hours that already have been cut and add new programs, said Patti Bateman, acting director of library and cultural services.

Aside from keeping the libraries slated for closure open, 154 hours a week would be restored systemwide, she said.

Databases would be added and more books purchased, in addition to more offerings of English language and computer classes.

If the tax hike doesn't pass, the Mission Viejo, Iliff Square, Hoffman Heights and Chambers Plaza libraries would be shut down. That would leave only the Martin Luther King Jr., Central and Tallyn's Reach libraries to serve a city of 310,000 residents.

"I think customers will be devastated because the libraries that are left will be so spread apart in an attempt to have one in each part of the city," Bateman said.

On a recent day, patrons at the Mission Viejo library were reading books, newspapers and searching the Internet.

Randy Hoodjer, 39, goes to the library on East Hampden Circle about two or three times a week, sometimes to look for a job online or trade e-mails with friends.

"I would have to find other sources. This is so close to home and convenient," he said. "It's an excellent resource."

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denver and the west

Aurora group to fight tax-hike plan for libraries

By Carlos Illescas
The Denver Post

Posted: 09/24/2009 01:00:00 AM MDT



Computer users work at Tallyn's Reach Library, 23911 E. Arapahoe Road in Aurora. If a tax-hike plan fails, Aurora will have to shut four of its seven libraries, a city official said. (Nathan W. Armes, Special to The Denver Post)

AURORA — A group of Aurora residents is organizing opposition to a property-tax-increase proposal on the November ballot that would fund libraries, saying a 40 percent increase in what the city receives is just too much right now.

"They're broke, so they want to double their budget?" said Greg Golyansky of Citizens for Responsible Aurora Government. "This is nonsense."

Golyansky is vice chairman of the Colorado Union of Taxpayers, which says it is a nonpartisan group that advocates for responsible taxation. He said he has about a dozen residents and business owners who are against the proposal.

But advocates of the tax proposal say that without it, the city would have no choice but to close more than half its library branches at a time when they are serving as alternatives to bookstores, as well as providing computer access for residents.

Aurora is asking voters to approve a new general-improvements district funded by an increase in the property-tax mill levy that would generate \$12.5 million annually.

The city currently spends about \$6.5 million annually on libraries.

If the ballot measure is passed, it would cost the owner of a home valued at \$200,000 an extra \$5.69 a month, according to the city. That's about a 5 percent to 6 percent increase in an owner's overall property-tax bill.

The entire library system would be funded from the general-improvement district.

Karen Middleton, chairwoman of Save Aurora

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THE DENVER POST

Libraries and a state representative from Aurora, said a 40 percent rise is "an interesting way" of looking at it, given that libraries play an important role in the community.

"The way I look at it, it's a cup of coffee and a bagel once a month to invest in a system disproportionately serving folks who need computers to apply for jobs, want to start a small business or borrow books or DVDs," Middleton said.

Library hours have declined significantly over the past several years. This year all libraries were forced to close an additional day a week, and one library shut down for several days before it won a reprieve through the end of the year, thanks to its landlord.

Already, city officials say they will have to lay off 40 library employees next year if the tax is not approved.

If the ballot measure passes, those employees would be retained and hours that were cut would be restored. Also, library space would be expanded and additional books and resource material would be purchased.

But if it doesn't pass, the city would have to close four of its seven libraries, said Patti Bateman, acting director of library and cultural services. That would be, in part, because the city is also losing some outside funding sources and the library budget would drop to about \$3.6 million.

"There are enough people out there that see libraries as really meaningful to the city, and we thought it was worthwhile to ask citizens if this is something you are willing to pay for," City Councilman Larry Beer said.

Councilman Steve Hogan said part of the reason why Aurora and other cities are struggling during these tough economic times is that they rely too much on sales-tax revenue to fund general operations.

"It's in my mind a good thing if we start broadening our tax base," Hogan said.

Carlos Illescas: 303-954-1175 or cillescas@denverpost.com

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Leaders at the Core of Better Communities

Study Finds Increased Job-seeking, E-government Use in Libraries

With national unemployment topping 10 percent and many Americans seeking online information and new technology skills, U.S. public libraries have been first responders in a time of economic uncertainty.

Libraries Connect Communities 3: Public Library Funding & Technology Access Study, a new report released by the American Library Association (ALA), finds that more than 71 percent of libraries report they are the only source of free access to computers and the Internet in their communities. Two-thirds of public libraries rank job-seeking services, including resume writing and Internet job searches, among the most crucial online services they offer – up from 44 percent two years ago.

When county workforce development agency DavidsonWorks (N.C.) was investigating ways to better serve displaced workers, it looked to the Davidson County Library System. "The number of people that need services are larger than our capacity," said Executive Director Nancy Borrell. "The library is located in all corners of the county and has the space, computers, and trained library staff we need. We're reaching areas of the county we've never been able to reach before."

More people also are turning to libraries to file unemployment forms, apply for food stamps or access other e-government resources. Eighty percent of libraries report helping patrons connect with government information and services online.

Additional findings include:

- More than 90% of libraries provide classes or informal technology training for patrons
- 76% of libraries offer free wireless access
- 81% of libraries report there are not enough public Internet computers to meet patron demand some or all of the time
- Nearly 60% of libraries report Internet connection speeds are insufficient to meet patron demand at some point in the day.

The study surveyed 5,907 libraries and received 4,303 responses (72.8%). Questionnaires also were sent to the chief officers of state library agencies, and anecdotal responses were collected from focus groups and site visits in Indiana and Wisconsin.

To download a free copy of *Libraries Connect Communities 3: Public Library Funding & Technology Access Study*, [click here](#).

For more information on public library technology trends and case studies, contact Larra Clark of the American Library Association at 800,941-8478, x8213 or lclark@ala.org.

[Click here](#) to read nine examples of local governments using their public libraries in innovative and nontraditional ways to address community needs.

For related news, information, and resources, visit [Culture, Libraries, and Art](#) in ICMA's Resource Center.

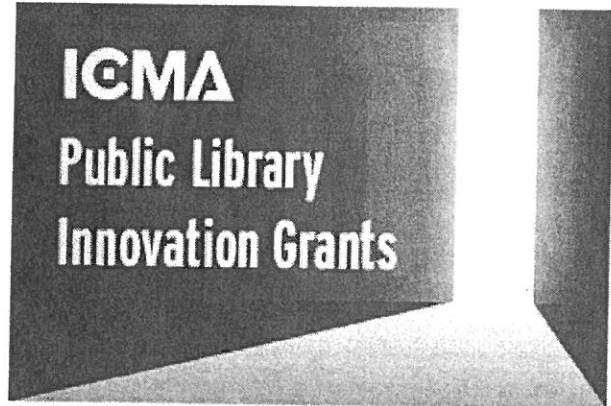


Leaders at the Core of Better Communities

Advancing Leadership and Innovation in Public Libraries

ICMA recently awarded nine Public Library Innovation Grants totaling \$500,000. The grants, made possible by ICMA's partnership with the Bill & Melinda Gates Foundation, support projects developed by local governments that utilize their public libraries in addressing local needs and providing new services with lasting benefits to their communities.

The ICMA Public Library Innovation Grant program leverages the potential of public libraries to deliver services in such nontraditional areas as technology, public safety, economic development, health, immigration, civic engagement, and sustainability. Recognizing the importance of the manager-librarian relationship to create and sustain change, the grants are anchored by a partnership between the office of the chief administrative officer (city, town, and county managers) and the public library.



The recipients of the ICMA Public Innovation Library Grants are:

Buena Vista, Virginia: Training and Call Center

This computer training and call center provides free basic training in PC usage, individualized assistance for PC users, and advanced training in the skills needed for an individual to become an effective incoming call center representative. Any resident of the Rockbridge Regional Library service area is eligible for either basic or advanced training. The city of Buena Vista is actively marketing the call center to corporations seeking cost-effective call center services staffed by pre-trained individuals. Contracts with these corporations will provide jobs in the Buena Vista-Lexington-Rockbridge County region and ongoing operating income for the center. The supply of trained employees will also encourage businesses to establish their own permanent call center operations in the area.

Dallas, Texas: Every Child Ready to Read @ Dallas Expansion

The Dallas Public Library has expanded its existing parenting program. City employees who are responsible for children are being trained and recruited as trainers to teach the "Every Child Ready to Read @ Dallas" program, volunteering on work time. The program is being promoted to the public at birth certificate waiting areas, clinic waiting rooms, and schools. A DVD of the parenting program is being developed for airing in clinic waiting rooms, at the Mexican Consulate or anywhere that large groups of parents of young children congregate. [Click here](#) to visit the program's Web site.

Fairfax County, Virginia: Changing Lives through Literature

Literature or lock-up. Fairfax County juvenile offenders now have an alternative to formal court action that uses the power of literature to transform lives through reading and group discussion. Literature and discussions are effective, proven tools for reducing recidivism at minimum cost. During the process, offenders develop better verbal and listening skills, undergo self-reflection, and learn how to become better citizens. Fairfax County is building a broader and stronger network to sustain and expand this program and promote public libraries as important tools in stemming criminal recidivism.

Fayetteville, Arkansas: Solar Test-Bed Library Project

This project is a partnership between the library, city, the University of Arkansas, the Arkansas Energy Office, the American Electric Power, the National Center for Reliable Electric Power Transmission, and the Arkansas Power Electronics International. The partnership will design, install, and operate a solar-generated energy system that will support a real-world test environment for solar-energy products created within the local economy. This project will position the library as the city's incubator for local solar business development and stimulate Fayetteville's fledgling green businesses, as well as promote citizen interest in adopting solar technologies. Building upon the library's U.S. Green Building Council's LEED-Silver certification, the solar energy system will create electricity, thus reducing the city's utility use and carbon footprint. Updates on the program can be found at www.fplsolar.org.

Georgetown, South Carolina: The Hurricane Project

Georgetown County, South Carolina, is marking Hurricane Hugo, which slammed into the rural coastal area with 135-mph winds and a 20-foot storm surge on September 22, 1989. The results were devastating. The Public Library Innovation grant is enabling Georgetown County to revisit and learn lessons from this awful experience by facilitating an 18-month collaboration between the public library and the emergency management department to raise citizen awareness of related public-library and public-safety resources. Efforts include public lectures, informational materials, announcements, but also inventive approaches like video-game simulations, Web 2.0 communication techniques, oral-history video interviews, digital storytelling, and the creation of a digital collection of historic hurricane views. View the PSA's created by the program at <http://www.youtube.com/user/heathergeohurricane>.

Iowa City, Iowa: ECO Iowa City

The Iowa City Public Library and the Iowa City Public Works Department have partnered to enhance the quality of life for residents by improving the environmental sustainability of our community. The library has expanded its role as a community information center to educate and engage citizenry on the benefits of urban storm water management, urban composting, local food, energy conservation, and smart waste disposal. Utilizing books, online databases, and other library resources, including the Web site and cable television channel, the library and public works department are offering workshops and other hands-on programs in conjunction with many community partners to encourage Iowa Citizens to create rain gardens, weatherproof their homes and businesses, and take other actions aimed at increasing the sustainability of our GREEN earth. For more information, visit <http://www.icpl.org/eco-iowa-city>.

Miami, Oklahoma: Miami Native American Language, Culture, Health Education/Empowerment Center

The Miami Public Library and the city of Miami are building on existing, ongoing tribal initiatives and have partnered with Native American tribes including the Miami Tribe, the Ottawa Tribe, the Peoria Tribe, the Modoc Tribe, the Shawnee Tribe, and the Seneca-Cayuga Tribe. The library is providing reference and training opportunities in Native American language, art, and history, and will provide a way to better link local tribes with their affiliate universities in other states. The newly created center is also providing Internet training opportunities and economic development seminars on such topics as how to start a business. All residents are invited to attend and participate in the center's programs.

Pendleton, Oregon: Wired for Safety

The Wired for Safety project will ride the crest of increased teen energy in the library and throughout the community. Using a mix of technology (a city-wide wireless network and other enhancements) and expanded services (programs for teens and community safety involvement programs), the project will partner the strength and security of local law enforcement with the empowering culture of the public library to create an environment for accessing information that is comfortable and welcoming for a diverse demographic mix of citizens. The project will pool both human and financial resources from the city of Pendleton police department, public library, facilities department, and additional grant funds to achieve the goals of this project. Visit the [library's homepage](#) for more information.

Santa Ana, California: Connect!/Conectate!: Connecting Yourself with Your Future—Conectate con Tu Futuro!

This project is providing programs for at-risk teens that will help them grow into successful and productive

adults. Programs include preparatory workshops for college entrance, job application and research, as well as classes in graphic design, math, and English. These and other programs will provide opportunities for teens to enhance their academic and life skills, assist in teaching limited English speaking adults, mentor younger children, and develop faith in themselves and in their futures.

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Contact: Beth Nawalinski
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For Immediate Release
October 20, 2009

ALTAFF celebrates fourth annual National Friends of Libraries Week, Oct 18-24

PHILADELPHIA – The Association of Library Trustees, Advocates, Friends and Foundations (ALTAFF) is coordinating the fourth annual National Friends of Libraries Week, October 18-24, 2009.

Friends groups can use the time to creatively promote their group in the community, raise awareness and promote membership. The celebration also offers an excellent opportunity for the library staff and Board of Trustees to recognize the Friends for their help and support of the library.

"I encourage the whole nation to celebrate Friends of Libraries and the work they do. I'm convinced that the libraries are so much richer for the enthusiasm and expertise that the Friends bring to the Library," said ALTAFF Executive Director Sally Gardner Reed. "I hope that libraries across the country will use this week to honor their best supporters – The Friends of their Library – and use this opportunity to promote and expand their membership in this valuable organization."

In a 2006 survey of members, 754 respondents reported raising more than \$11 million dollars to support libraries with an average annual donation of more than \$50,000. Eighty percent of respondents indicated they support their library through advocacy efforts, with the primary focus on local or municipal government and the general public. The top three goals were to prevent library budget cuts, increasing budgets and general public awareness. Friends also support their library by coordinating programs, volunteering in the library, promoting the library in the community and advocating for libraries on the state and national level.

Friends groups, library Trustees, and library staff can access a variety of online resources in celebrating National Friends of Libraries Week. Materials available on the ALTAFF website at <http://www.ala.org/ala/mgrps/divs/altaff/altaff/folweek/index.cfm> include promotional ideas, interactive publicity materials, camera-ready bookmarks, ideas from past celebrations and much more.

Also available are Public Service Announcements created by ALTAFF national spokesperson Paula Poundstone in which Poundstone explains her "unbalanced relationship" with her public library until she joined the Friends to help raise money for her local library. "It's funny that we think of libraries as quiet demure places where we are shushed by dusty, bun-balancing, bespectacled women," said Poundstone. "The truth is libraries are raucous clubhouses for free speech, controversy and community. Librarians have stood up to the Patriot Act, sat down with noisy toddlers and reached out to illiterate adults. Libraries can never be shushed."

"We're thrilled that Paula Poundstone is using her celebrity status to help highlight and support Friends of the Library groups," said Reed. "These volunteer citizen organizations work hard throughout the year to raise money for and public awareness about their libraries. Libraries would be immeasurably poorer without them."

ALTAFF is pleased to announce a third year of financial awards in conjunction with National Friends of Libraries Week. Supported by the Lana and Michael Porter Foundation, five Friends groups or libraries will each receive \$250 in honor of outstanding efforts to recognize Friends during the 2009 celebration of National Friends of Libraries Week, October 18-24, 2009. Application materials are available online at <http://www.ala.org/ala/mgrps/divs/altaff/friends/grantsawards/friendsweek/index.cfm>. Entries must be postmarked by Dec. 1, 2009.

ALTAFF is a division of the American Library Association (ALA) with approximately 5,000 Friends of Library, Trustee, Foundation and individual members and affiliates representing hundreds of thousands of library supporters. Begun in early 2009 with the merger of Friends of Libraries U.S.A. (FOLUSA) and ALTA, the new division brings together Trustees and Friends into a partnership that unites the voices of citizens who support libraries to create a powerful force for libraries in the 21st Century. For more information about ALTAFF, please contact Beth Nawalinski at (312) 280-2161 or bnawalinski@ala.org.

2009 © American Library Association

ALA: House takes lead with strong surveillance reform bills

October 21st, 2009 | Category: Civil Liberties, Intellectual Freedom, and Privacy, OGR

Contact: Jenni Terry
Press Officer, ALA Washington Office

Washington, D.C. – The USA Patriot Amendments Act of 2009 (H.R. 3845) and the FISA Amendments Act of 2009 (H.R. 3846), introduced into the House of Representatives Tuesday, would together systematically reform our national surveillance laws.

“The Senate Judiciary Committee failed to pass a bill that would restore the balance between protecting civil liberties and ensuring law enforcement has the tools it needs to fight terrorism, but leaders in the House have boldly stepped up to reopen the public debate on these challenging issues and address the need for reform,” American Library Association (ALA) President Camila Alire said.

H.R. 3845 and H.R. 3846 were introduced by House Judiciary Committee Chairman John Conyers, Jr. (D-MI), Constitution, Civil Rights, and Civil Liberties Subcommittee Chairman Jerrold Nadler (D-NY), and Crime, Terrorism, and Homeland Security Subcommittee Chairman Bobby Scott (D-VA).

* H.R. 3845 calls for reform to Section 215 of the PATRIOT Act, often referred to as the library provision, by improving the standard for issuing a Section 215 order, providing recipients of Section 215 orders with the ability to immediately challenge both the underlying order and any gag order associated with it, and prohibiting a request for Section 215 records to a library or bookseller for documentary materials that contain personally identifiable information concerning a patron.

This bill would also make needed reforms to national security letter (NSL) policy by ensuring that the FBI can obtain basic information without a court order while also adding reasonable safeguards, improving the issuance standard for NSLs, and authorizing meaningful, constitutionally sound judicial review of NSLs and associated gag orders.

“Libraries have been on the receiving end of both Section 215 orders and NSLs, and we know reform is needed to these broad, sweeping policies in order to prevent the abuse of these tools and to protect innocent Americans from the unwarranted surveillance, collection and retention of their personal information,” Alire said.

###

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MONTHLY REPORT SEPTEMBER 2009

System Services

- Teresa attended a retreat to start her year long involvement with Leadership Santa Cruz County
- The Library was involved with the selection of the architect for the new Scotts Valley Library. Group 4 was hired with Kathy Page hired as an independent library consultant.
- Teresa continued to hold one on one meetings with staff.
- Susan Elgin retired from her position as Assistant Director.

Access Services

- Barbara Snider became Access Services Manager this month, moving from the position of Central Library Branch Manager and taking over for Laura Whaley who had been interim Manager after Margaret Souza retired.
- Access Services staffs, who work in the Routing and Receiving, Delivery, Cataloging, Processing, and Collection Development sections continue to do their regular workloads and, except for Delivery/Courier Drivers, work assigned shifts at Central Library service desks, making this is a busy area.
- One of our positive challenges for the month was learning how best to process "Wish List" receipts from local book stores, make sure the stores are recognized for their efforts and wonderful gifts, and then get the items on book shelves quickly for our library patrons.

Library Information Technology

- The name change from Network Access Services was completed

Programs and Partnerships

- The Programs and Partnerships Division became official on September 8, 2009. Staff for the Division includes all Outreach staff, Sandi Imperio, Sarah Harbison, Victor Willis, and Janis O'Driscoll.
- **Outreach**
 - Investigating feasibility of AWE Early Literacy Laptop Workstations
 - Beta Testing MonoMouse Device for People with Low Vision
 - Participating in a campaign with SC Elementary Schools to get every child a library card. We hope to expand this if it is successful.
 - PIN Extravaganza for Harbor High School Freshmen to get them a clean slate library card and pin number for their high school years.
 - Several staff attended Libraries for the Future
 - Developing a sounding board mechanism to encourage input from all staff regarding training opportunities
 - Applied for Get Involved training on volunteer engagement and the SCPL Team was accepted
 - Applied for Transforming Life After 50 Symposium and the SCPL team accepted

- Wish List Project with Local Bookstores to supplement the collection was started
- SCPL participated in Jumpstart Read for the Record
- SCPL participated in National Gaming Day
- Developing a sounding board mechanism to encourage input from all staff regarding programming opportunities
- The following Community Partnerships were fostered
 - ❖ Local bookstores
 - ❖ Santa Cruz City Schools
 - ❖ First 5 Santa Cruz County
 - ❖ Papas – Spanish-speaking teen dads group

Public Services

Aptos

- Aptos' newest volunteers are slowly being groomed as support for staff and to provide assistance to other Aptos' volunteers. The placements are working out extremely well. Shan Crockett is an excellent fit as an assistant to Dana MacKenzie, the Chess Club Director. The Chess Club continues to bring in a large number of participants aged 6-18.
- Sadie Anderson, a 2009 UCSC graduate, is making a contribution to the Library by coordinating the efforts of other youth services volunteers. Jobs for volunteers include creating crafts, assisting with programs such as Family Place and preschool storytime programs, shelf reading, and sorting date due cards.
- Marilyn Kanemura is right at home in our library following a career as a librarian and library manager at the Monterey County Free Libraries. Marilyn thought she was retired for good, but decided she wanted to help ease the burden of budget cuts in her hometown. She is up for just about any job we need her to do, including emptying the book drop and searching for titles on request lists.
- Booktalkin', a book discussion group led by 11-13 year olds, is new to Aptos. The group previously met at LSB. After a couple of meetings here, the group now appear to be happy and at home in the Aptos meeting room. The group is very independent. For September, a cozy group of five decided to read Lewis Carroll's Alice in Wonderland books. The book discussion was topped off with a Mad Hatter Tea Party.

La Selva Beach

- Library staff assigned to LSB Tuesday and Thursday afternoons report that the branch is often very slow during open hours.
- Beginning October 20th, Tuesday hours will be 3-7, making it possible for patrons to visit after standard work hours.

Central

- YouthServe installed a wonderful three dimensional mural in the reference area. This is the second mural donated to the Central Branch.

Garfield Park

- On 9/22/09 Garfield Park had their first class visits since the reduced hours went into effect. Valerie Murphy came over from Central to do story times for Bay View Elementary School. Both visits were held in the morning before the branch opened. The first story time was held for three Kindergarten classes which included 55 children and 14 adults. The second story time was for two Kindergarten classes which were bilingual and included 38 children and 14 adults. Valerie did a wonderful job reading to the children and doing stories with the flannel board. Afterwards they went out to the front lawn and ate apples.

Live Oak

- Live Oak has three volunteers, and is losing one, who has become a page for Live Oak
- We also have a new page, Chicory Roth, who transferred from B40
- Live Oak continues to have building issues such as ants, checkpoint ghosting, boiler not turning on etc.
- Branch manager Paula Contreras spends a lot of time scheduling various technicians from First Alarm, Emcor, NAS and Kone Elevator to work on the under floor water detection system
- Staff seems to be getting adjusted to scheduling and branch changes.
- Mickey Magic donated his time to present a very fun and entertaining magic show for kids and their families on 9/2.

Capitola

- Staff is busy with new open hours

VOLUME AND PERCENT CHANGE

	Circulation			Business*			Reference/Info			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	3,139	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	3,139	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%
Sept												
Aptos	20820	19091	-8.3%	51642	47173	-8.7%	2566	2110	-17.8%	13864	11689	-15.7%
Boulder Creek	4942	3547	-28.2%	13230	10019	-24.3%	527	312	-40.8%	3787	1963	-48.2%
Branchforte	9845	5947	-39.6%	27293	17902	-34.4%	2656	845	-68.2%	11290	5306	-53.0%
Capitola	11430	9015	-21.1%	29814	24349	-18.3%	2003	836	-58.3%	8347	5493	-34.2%
Central	39272	41717	6.2%	95619	94200	-1.5%	9416	9421	0.1%	36598	31871	-12.9%
Felton	4227	2335	-44.8%	12351	7676	-37.9%	1753	156	-91.1%	3995	1284	-67.9%
Garfield Park	4895	3373	-31.1%	13848	9973	-28.0%	705	420	-40.4%	5272	1943	-63.1%
La Selva Beach	1747	804	-54.0%	5258	2981	-43.3%	250	74	-70.4%	2189	929	-57.6%
Live Oak	13243	11776	-11.1%	33662	30363	-9.8%	2046	2392	16.9%	12433	9476	-23.8%
Scotts Valley	17226	15290	-11.2%	42057	38550	-8.3%	3824	1837	-52.0%	12949	10947	-15.5%
Outreach							1300	2747	111.3%			
TOTAL	127647	112895	-11.6%	324774	283186	-12.8%	27046	21150.33	-21.8%	110724	80901	-26.9%

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

PER OPEN HOUR

	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
Sept								
Aptos	239	369	96	149	64	91	12	16
Boulder Creek	75	209	28	74	22	87	3	7
Branciforte	166	320	60	106	69	95	16	15
Capitola	177	304	68	113	50	69	12	10
Central	412	589	169	261	158	199	41	59
Felton	70	240	24	73	23	40	10	5
Garfield Park	108	208	38	70	41	40	6	9
La Selva Beach	42	93	14	25	18	29	2	2
Live Oak	168	271	66	105	62	85	10	21
Scotts Valley	219	301	90	119	67	86	20	14
TOTAL	183	344	72	137	62	91	15	26

LIBRARY JOINT POWERS AUTHORITY		
COMBINED BALANCE SHEET		
JPA FUND AND ACCOUNT GROUPS		
SEPTEMBER 2009		
	JPA	
	Total	
Assets		
Accounts receivable	319.11	
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	2,176,291.50	
Liabilities		
Accounts payable	107,657.97	
Sales tax payable	219.42	
Deferred grant revenue - unearned	529.84	
Unclaimed funds	1,156.45	
Cash Loan From City	752,924.76	
Pooled cash interest payable	1,833.30	
Payable to the County - noncurrent	120,879.18	
Other intergovernmental payable-noncurrent	430,150.27	
Total Liabilities	1,415,351.19	
Equities		
Unreserved, undesignated fund balance	(864,002.63)	
Investment in capital assets - Library	2,175,972.39	
Reserved for long-term debt	(551,029.45)	
Total Equities	760,940.31	

LIBRARY JOINT POWERS AUTHORITY						
COMBINED BALANCE SHEET						
TRUST FUNDS						
SEPTEMBER 2009						
Fund #	931	932	933	934	Trust Funds	
Fund Description	McCaskill Loc His	McCaskill Vis Imp	Finkeldey	Whalen	Total	
Assets						
Pooled cash	261,046.24	252,010.39	9,563.31	146,013.39		668,633.33
Pooled cash interest receivable	924.50	900.43	34.75	261.65		2,121.33
Total Assets	261,970.74	252,910.82	9,598.06	146,275.04		670,754.66
Equities						
Net assets held in trust-library prog	261,970.74	252,910.82	9,598.06	146,275.04		670,754.66
Total Equities	261,970.74	252,910.82	9,598.06	146,275.04		670,754.66

LIBRARY JOINT POWERS AUTHORITY COMBINED BALANCE SHEET SPECIAL FUNDS SEPTEMBER 2009						
Fund #	955	956	957	960	Spec Funds	
Fund Description	Contingency	Technology	Projects	Felton	Total	
Assets						
Pooled cash	9,310.37	4,704.34	462.02	1,082.33	15,559.06	
Pooled cash interest receivable	32.76	16.52	3.10	40.57	92.95	
Total Assets	9,343.13	4,720.86	465.12	1,122.90	15,652.01	
Equities						
Unreserved, undesignated fund balance	9,343.13	4,720.86	465.12	1,122.90	15,652.01	
Total Equities	9,343.13	4,720.86	465.12	1,122.90	15,652.01	

Revenue Status Report
 CITY OF SANTA CRUZ
 9/1/2009 through 9/30/2009

Account Number	Adjusted Estimate	Revenues	Year-to-date Revenues	Balance	Prc't Rcvd
41200 SALES AND USE TAX					
Total	5,612,255.00	452,696.58	834,024.87	4,778,230.13	14.86
43100 FEDERAL					
Total	0.00	0.00	0.00	0.00	0.00
43200 STATE					
Total	72,500.00	0.00	185.50	72,314.50	0.26
Total	0.00	0.00	0.00	0.00	0.00
Total	6,762.00	0.00	0.00	6,762.00	0.00
Total	79,262.00	0.00	185.50	79,076.50	0.23
43300 LOCAL					
Total	5,174,769.00	431,230.75	862,461.50	4,312,307.50	16.67
44600 LIBRARY					
Total	20,000.00	0.00	0.00	20,000.00	0.00
Total	7,000.00	500.15	1,344.40	5,655.60	19.21
Total	1,890.00	180.00	310.00	1,580.00	16.40
Total	0.00	0.00	0.00	0.00	0.00
Total	28,890.00	680.15	1,654.40	27,235.60	5.73

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Revenue Status Report
 CITY OF SANTA CRUZ
 9/1/2009 through 9/30/2009

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 Periods: 3 through 3

Account Number	Adjusted Estimate	Revenues	Year-to-date Revenues	Balance	Prc't Rcvd
44900	MISCELLANEOUS CHARGES FOR SERVICES	724.40	1,978.84	8,021.16	19.79
Total	MISCELLANEOUS CHARGES FOR SERVICES				
45100	FINES AND FORFEITS	19,604.89	55,327.41	224,672.59	19.76
Total	Library fines	2,347.50	7,087.50	32,912.50	17.72
Total	Lost library items	21,952.39	62,414.91	257,585.09	19.50
Total	FINES AND FORFEITS				
46100	INVESTMENT EARNINGS	-445.95	-2,306.19	2,306.19	0.00
Total	Pooled cash and investment interest	0.00	0.00	0.00	0.00
Total	Unrealized gain/loss-invest held by City	3,871.00	485.13	3,385.87	12.53
Total	Interest earnings - other	3,871.00	-1,821.06	5,692.06	47.04
Total	INVESTMENT EARNINGS				
46300	CONTRIBUTIONS & DONATIONS-PRIVATE SOURCE	100.00	19,685.00	-685.00	103.61
Total	Donations - library	0.00	0.00	0.00	0.00
Total	Donations - library - Friends of the Lib	100.00	19,685.00	-685.00	103.61
Total	CONTRIBUTIONS & DONATIONS-PRIVATE SOURCE				
46900	OTHER MISCELLANEOUS REVENUES	0.00	0.00	0.00	0.00
Total	Miscellaneous operating revenue	0.00	77.21	-77.21	0.00
Total	Cash over/short	0.00	319.11	-319.11	0.00
Total	Damaged property recovery	0.00			

Revenue Status Report
 CITY OF SANTA CRUZ
 9/1/2009 through 9/30/2009

Account Number	Adjusted Estimate	Revenues	Year-to-date Revenues	Balance	Prct Rcvd
Total	0.00	0.00	0.00	0.00	0.00
Recovery of prior year expenses					
Total	0.00	0.00	0.00	0.00	0.00
Insurance reimbursements					
Total	0.00	0.00	0.00	0.00	0.00
Contingency for Revenues					
Total	60,000.00	0.00	20,664.79	39,335.21	34.44
Miscellaneous non-operating revenue					
Total	60,000.00	-4.73	21,061.11	38,938.89	35.10
OTHER MISCELLANEOUS REVENUES					
49100 INTERFUND TRANSFERS IN					
Total	15,755.00	0.00	15,755.00	0.00	100.00
From Library Private Trust Fund					
Total	18,018.00	0.00	18,018.00	0.00	100.00
Intra-entity fund transfer in					
Total	33,773.00	0.00	33,773.00	0.00	100.00
INTERFUND TRANSFERS IN					
49200 PROCEEDS OF ASSET DISPOSITIONS					
Total	0.00	0.00	0.00	0.00	0.00
PROCEEDS OF ASSET DISPOSITIONS					
49300 LONG-TERM DEBT ISSUED					
Total	0.00	0.00	0.00	0.00	0.00
LONG-TERM DEBT ISSUED					
Grand Total	11,341,820.00	907,418.72	1,835,418.07	9,506,401.93	16.18

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 Periods: 3 through 3

Expenditure Status Report
 CITY OF SANTA CRUZ
 9/1/2009 through 9/30/2009

25%

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Pct Used
52000						
		SERVICES				
Total	0.00	Finance services - internal	0.00	0.00	0.00	0.00
Total	0.00	Administrative services-other - internal	0.00	0.00	0.00	0.00
Total	0.00	Interfund labor - charge	0.00	0.00	0.00	0.00
Total	0.00	Intrafund labor - charge	0.00	0.00	0.00	0.00
Total	16,000.00	Claims management services - outside	4,054.35	11,948.25	-2.60	100.02
Total	605,726.00	Financial services - outside	124,524.53	3,295.00	477,906.47	21.10
Total	0.00	Medical services	0.00	0.00	0.00	0.00
Total	0.00	Architect fees	0.00	0.00	0.00	0.00
Total	0.00	Construction supervision - outside	0.00	0.00	0.00	0.00
Total	7,549,316.00	Interagency labor charges	574,731.17	1,671,943.76	5,877,372.24	22.15
Total	0.00	Program services	0.00	0.00	0.00	0.00
Total	40,018.00	Other professional & technical services	2,612.00	13,223.25	4,858.07	87.86
Total	64,706.00	Water, sewer and refuse	4,336.87	13,043.28	51,662.72	20.16
Total	180,928.00	Janitorial services	12,852.33	26,166.87	26,700.04	85.24
Total	0.00	Vehicle maintenance-conversion only	0.00	0.00	0.00	0.00
Total	0.00	Vehicle oper/allowance-conversion only	0.00	0.00	0.00	0.00
Total	38,103.00	Vehicle operation charges - internal	1,364.96	9,499.71	28,603.29	24.93
Total	4,620.00	Office equipment operation/maint	0.00	595.96	4,024.04	12.90
Total	0.00	Vehicle maintenance costs - outside	0.00	0.00	0.00	0.00
Total	5,900.00	Repair services - outside	0.00	0.00	3,900.00	33.90
Total	0.00	Other equipment operation/maintenance	0.00	0.00	0.00	0.00
Total	141,611.00	Building & facility o&m-conversion only	7,347.69	28,497.83	55,756.15	60.63
Total	21,145.00	Building and facility o & m - outside	274.50	433.86	20,711.14	2.05
Total	83,639.00	Landscaping maintenance services	8,901.04	26,634.47	19,586.63	76.58
Total	60,300.00	Software maintenance services	0.00	2,636.72	57,663.28	4.37
Total	401,232.00	Hardware maintenance services	32,933.44	98,800.32	220,522.68	45.04
Total	6,595.00	Equipment, building and land rentals	156.16	186.96	6,408.04	2.83
Total		Travel and meetings				

Expenditure Status Report
 CITY OF SANTA CRUZ
 9/1/2009 through 9/30/2009

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	20,556.00	20,556.00	0.00	61,668.00	25.00
Total Telecommunications service - outside	80,217.00	14,239.71	28,077.91	26,940.16	25,198.93	68.59
Total Lab. 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	3,875.00	3,875.00	0.00	11,625.00	25.00
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	180.00	900.00	0.00	1,820.00	33.09
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	1,180.53	1,246.23	0.00	25,253.77	4.70
Total Moving Costs	0.00	0.00	0.00	0.00	0.00	0.00
Total SERVICES	9,494,026.00	732,510.69	2,115,271.01	370,865.10	7,007,889.89	26.19
SUPPLIES						
Total Postage charges	17,000.00	677.53	1,478.31	0.00	15,521.69	8.70
Total Office supplies	16,500.00	1,002.06	2,752.20	0.00	13,747.80	16.68
Total Books and periodicals	839,000.00	109,588.09	128,567.74	0.00	710,432.26	15.32
Total Books and periodicals-grants & donations	0.00	0.00	0.00	0.00	0.00	0.00
Total Safety clothing and equipment	3,690.00	148.91	290.78	0.00	3,399.22	7.88
Total Copier supplies	7,248.00	0.00	482.20	0.00	6,765.80	6.65
Total Computer supplies	18,000.00	1,038.33	1,397.42	9,103.32	7,499.26	58.34
Total Library functional supplies	150,276.00	7,604.43	28,075.69	1,000.00	121,200.31	19.35
Total Janitorial supplies	18,000.00	1,417.07	3,115.26	0.00	14,884.74	17.31
Total Power and gas	0.00	0.00	0.00	0.00	0.00	0.00
Total Electricity	152,710.00	14,816.09	47,200.56	0.00	105,509.44	30.91
Total Natural gas	25,200.00	497.84	1,758.51	0.00	23,441.49	6.98
Total Construction materials-outside	0.00	0.00	0.00	0.00	0.00	0.00

Expenditure Status Report
CITY OF SANTA CRUZ
 9/1/2009 through 9/30/2009

expstat.rpt
 10/22/2009 1:18PM
 Periods: 3 through 3

Account Number	Adjusted Appropriation	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
Total Automotive supplies and repair parts	0.00	0.00	0.00	0.00	0.00
Total SUPPLIES	1,247,624.00	215,118.67	10,103.32	1,022,402.01	18.05
54000 OTHER MATERIALS AND SERVICES					
Total Equipment purchases - non capital	0.00	0.00	0.00	0.00	0.00
Total Miscellaneous supplies and services	13,255.00	176.00	2,159.24	9,511.76	28.24
Total Capital outlay expensed (periods 13/14)	0.00	0.00	0.00	0.00	0.00
Total OTHER MATERIALS AND SERVICES	13,255.00	176.00	2,159.24	9,511.76	28.24
58000 DEBT SERVICE					
Total Capital lease principal	0.00	0.00	0.00	0.00	0.00
Total Loan principal	39,022.00	0.00	0.00	39,022.00	0.00
Total Other debt principal	40,293.00	40,293.07	0.00	-0.07	100.00
Total Capital lease interest	0.00	0.00	0.00	0.00	0.00
Total Loan interest	41,508.00	3,240.88	0.00	38,267.12	7.81
Total Other debt interest	8,500.00	3,932.60	0.00	4,567.40	46.27
Total DEBT SERVICE	129,323.00	44,831.01	47,466.55	81,856.45	36.70
59000 OTHER FINANCING USES					
Total Other transfers out	0.00	0.00	0.00	0.00	0.00
Total OTHER FINANCING USES	0.00	0.00	0.00	0.00	0.00
Grand Total	10,884,228.00	914,308.05	2,380,015.47	8,121,660.11	25.38

Expenditure Status Report
CITY OF SANTA CRUZ
 9/1/2009 through 9/30/2009

expstat.rpt
 10/22/2009 1:24PM
 Periods: 3 through 3

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prc't Used
51000 PERSONNEL SERVICES						
Total	4,305,302.00	334,728.96	1,015,898.60	0.00	3,289,403.40	23.60
Total	610,327.00	54,340.07	147,717.80	0.00	462,609.20	24.20
Total	0.00	80.90	1,378.29	0.00	-1,378.29	0.00
Total	0.00	1,479.99	8,618.16	0.00	-8,618.16	0.00
Total	510,086.00	25,417.71	64,604.73	0.00	445,481.27	12.67
Total	0.00	113.31	337.25	0.00	-337.25	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	250.00	750.00	0.00	2,130.00	26.04
Total	631,118.00	50,425.12	149,196.77	0.00	481,921.23	23.64
Total	61,081.00	1,291.32	3,697.46	0.00	57,383.54	6.05
Total	943,722.00	69,832.15	174,513.33	0.00	769,208.67	18.49
Total	98,798.00	7,856.36	19,881.56	0.00	78,916.44	20.12
Total	17,895.00	1,434.20	3,614.94	0.00	14,280.06	20.20
Total	58,208.00	4,910.40	14,782.30	0.00	43,425.70	25.40
Total	2,674.00	230.46	563.74	0.00	2,110.26	21.08
Total	35,613.00	2,790.69	8,358.39	0.00	27,254.61	23.47
Total	12,291.00	1,040.56	3,105.67	0.00	9,185.33	25.27
Total	219,856.00	18,508.97	54,924.77	0.00	164,931.23	24.98
Total	0.00	0.00	0.00	0.00	0.00	0.00
Total	7,509,851.00	574,731.17	1,671,943.76	0.00	5,837,907.24	22.26
Grand Total						



County of Santa Cruz

COUNTY ADMINISTRATIVE OFFICE

701 OCEAN STREET, SUITE 520, SANTA CRUZ, CA 95060-4073

(831) 454-2100 FAX: (831) 454-3420 TDD: (831) 454-2123

SUSAN MAURIELLO, J.D., COUNTY ADMINISTRATIVE OFFICER

October 26, 2009

TO: Each Member of the Board of Directors of the Library Financing Authority

LIBRARY SALES TAX REVENUE

Dear Members of the Board of Directors:

In 2005 the Library Financing Authority requested that this office provide the members of the Authority with quarterly reports on the receipts from the Library Sales Tax Measure. The purpose of this letter is to provide you with a report on the first quarter of 2009-10 and background information on what we might expect for the remainder of 2009-10.

In June 2009 the Board of Directors of the Library Financing Authority adopted sales tax revenue estimates based on:

1. a year to year decrease of 12% for the last quarter of 2008-09 and the first two quarters of 2009-10; and
2. no growth for the third and fourth quarters of 2009-10.

As you will recall the actual sales tax payments from the State Board of Equalization for the fourth quarter of 2008-09 was worse than we anticipated. The estimated amount for the fourth quarter of 2008-09 was \$1,718,793 and actual receipts were \$1,570,743, an unfavorable variance of \$148,050. This represents a 19.8% year to year decrease for the fourth quarter of 2008-09 which was below the estimated 12% decrease.

2009-10 – 1st Quarter

Receipts for the first quarter of 2009-10 which are based on sales for the period April, May and June of 2009 totaled \$1,783,988, which is \$74,104 below the June 2009 estimate of \$1,858,092. This represents a 15.5% year to year decrease for the first quarter.

SERVING THE COMMUNITY – WORKING FOR THE FUTURE

The Remainder of 2009-10

Table 1 illustrates the downside risk for the 2009-10 Library Sales Tax Estimate if:

- ✓ Second quarter receipts are down the same 15.5% as the 1st quarter receipts;
- ✓ Third quarter receipts on consistent with the June 2009 estimate: and
- ✓ Fourth quarter receipts are the same as the fourth quarter of 2008-09.

Table 1
Library Sales Tax Estimate for 2009-10

Quarter	2008-09 Actual		2009-10		Variance	Year to Year %			
			Budget Estimate	Estimated Actual (1)					
1st	\$	2,112,168	\$	1,858,092	\$	1,783,988	\$	(74,104)	-15.5%
2nd		2,125,649		1,870,571		1,796,173		(74,398)	-15.5%
3rd		1,795,098		1,795,098		1,795,098		-	0.0%
4th		1,570,743		1,718,793		1,570,743		(148,050)	0.0%
Total	\$	7,603,658	\$	7,242,554	\$	6,946,002	\$	(296,552)	

Notes:

- (1) 1st quarter is actual; 2nd and 3rd quarters are estimated and the 4th quarter of 2009-10 is based on actual receipts for the 4th quarter of 2008-09.

Conclusion

In conclusion, this office will provide you with an update in January when the sales tax revenue for the second quarter of 2009-10 is known.

If you have any questions regarding the material in this letter, please give me a call 454-3521.

Very truly yours,



Pat Busch
Assistant County Administrative Officer

cc: Director of Libraries, Santa Cruz City/County Library System
Assistant Director of Libraries, Santa Cruz City/County Library System
Library Director, Watsonville Library
County Administrative Officer

Board of Directors
October 26, 2009
Page 3

Assistant County Administrative Officer
Santa Cruz City Manager
Watsonville City Manager
Auditor-Controller
Santa Cruz Director of Finance
Administrative Services Director, City of Watsonville



County of Santa Cruz

0067

COUNTY ADMINISTRATIVE OFFICE

701 OCEAN STREET, SUITE 520, SANTA CRUZ, CA 95060-4073

(831) 454-2100 FAX: (831) 454-3420 TDD: (831) 454-2123

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

October 20, 2009

Agenda: October 27, 2009

BOARD OF SUPERVISORS

County of Santa Cruz
701 Ocean Street
Santa Cruz, CA 95060

BOARD OF DIRECTORS

Davenport County Sanitation District
701 Ocean Street
Santa Cruz, CA 95060

BOARD OF DIRECTORS

Santa Cruz County Flood Control and
Water Conservation District-Zone 4
701 Ocean Street
Santa Cruz, CA 95060

BOARD OF DIRECTORS

Santa Cruz County Flood Control and
Water Conservation District-General
701 Ocean Street
Santa Cruz, CA 95060

PROPOSITION 1A SECURITIZATION PROGRAM

Dear Members of the Board:

As we reported to your Board on September 29, 2009, the State budget revisions included provisions for the State to borrow \$2 billion in local property taxes in order to contribute to the State's significant budget shortfall. The estimated amount for County Funds and Board Governed Special Districts totals \$6,983,501.27 as detailed in Attachment A. State Budget language included authority for the County to be repaid by the State with interest by June 30, 2013, to borrow the amount of the lost revenue from the County Redevelopment Agency or to participate in a Proposition 1A Loan Securitization Program (Program) through California Statewide Communities Development Authority (California Communities). California Communities is a joint powers authority sponsored by the California State Association of Counties, the League of California Cities and the California Special District Association.

On September 25, 2009, the Department of Finance set the interest rate that the State will pay agencies that do not participate in the Securitization Program at 2.0%. On October 14, 2009, the Senate approved SB67, the necessary clean-up legislation which enables the issuance of tax-

BOARD OF SUPERVISORS
Proposition 1A Securitization Program

-2-

AGENDA: October 27, 2009

exempt bonds and holds counties, cities, and special districts harmless from the loss of property taxes to the State by exercising the borrowing provisions under Proposition 1A as part of the State's 2009-10 budget. If the County sells its Proposition 1A Receivable under the Securitization Program, California Communities will pledge the Receivable to secure the repayment of a corresponding amount of the Proposition 1A Bonds. The County's sale of its Receivable is irrevocable and bondholders will have no recourse to the County if the State does not make its Proposition 1A repayment under this program.

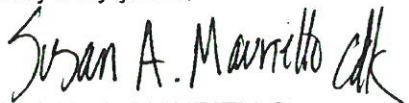
California Communities is planning to issue tax exempt bonds in November and distribute cash proceeds to participating agencies on January 15, 2010 and May 3, 2010, to coincide with the dates of the shift of property tax. All interest and issuance costs will be paid by the State and the local agencies will have no obligation on the bonds and no credit exposure. The bonds will mature between June 6 and 13, 2013, and are secured by the State's constitutionally mandated obligation of repayment.

As of October 13, 2009, approximately 1,116 agencies have indicated their interest in enrolling in the Program, including all counties except for Stanislaus County. The enrolled amount for counties and cities is estimated at \$1.5 billion.

Based on the review of the business factors associated with the RDA borrowing and the Proposition 1A Securitization, staff is recommending that your Board authorize execution of the documents necessary to complete participation in the Proposition 1A Securitization Program. The County Auditor-Controller agrees with this recommendation and County Counsel has reviewed the various documents. Each entity with the power to contract in their own name must enroll separately in the program by adopting its own resolution and executing its own Purchase and Sale Agreement. The attached documents include the forms for the County funds and Board Governed Special Districts. Board-approved documents must be submitted to Bond Counsel, Orrick, Herrington, and Sutcliffe, by November 6, 2009.

It is therefore RECOMMENDED that your Board adopt the attached resolutions approving participation for County funds and Board Governed Special Districts in the Proposition 1A Loan Securitization Program and authorize the execution and delivery of Purchase and Sale Agreements and authorize related actions necessary to complete the sale.

Very truly yours,



SUSAN A. MAURIELLO
County Administrative Officer

Attachments

cc: Auditor-Controller
County Counsel
Public Works
Parks
Sheriff
Treasurer-Tax Collector

COUNTY OF SANTA CRUZ
SUSPENSION OF PROPOSITION 1A
 FISCAL YEAR 2009-10
 BASED ON FY 2008-09 ACTUAL REVENUES

FAMIS FUND	FAMIS INDEX	TAX FUND	AGENCY NAME	AMOUNT SUBJECT TO 8%	8% SRAF
<u>COUNTY AGENCIES</u>					
26-100	131855	11051	COUNTY LIBRARY	4,785,970.96	382,877.68
10-110	131220	11055	S C COUNTY GENERAL	74,382,555.37	5,950,604.43
26-105	304100	23600	COUNTY FIRE	1,747,372.56	139,789.80
TOTAL COUNTY AGENCIES				80,915,898.89	6,473,271.91
<u>BOARD GOVERNED SPECIAL DISTRICTS</u>					
50-105	625105	81104	BOULDER CR CO SV AREA NO. 7	20,820.32	1,665.63
22-115	622115	81128	CO HWY SAFETY SERVICE AREA #9	231,775.26	18,542.02
22-120	622120	81129	CO HWY SAFETY SERV AREA #9-A	374,167.82	29,933.43
22-125	622125	81130	CO HWY SAFETY SVC AREA #9-ZN B	6,984.61	558.77
50-125	625125	82202	DAVENPORT CO SAN DIST	24,983.82	1,998.71
22-150	622150	82247	EMPIRE ACRES CO SV AREA #17	5,313.80	425.10
22-155	136601	82250	EXTENDED POLICE PROT CSA #38	1,867,175.09	149,374.01
22-190	622190	84434	HUCKLEBERRY WDS CO SV AREA #15	4,635.02	370.80
22-195	622195	84435	HUTCHINSON RD CO SV AREA NO13	34,744.30	2,779.54
22-245	622245	86685	PAJARO STORM DRAIN MAINT DIST	881,947.85	70,555.83
22-250	304300	86687	PAJARO DUNES CO SVC AREA #4	566,542.42	45,323.39
50-143	625143	86698	PLACE DE MER CO SERV AREA #2	62,254.96	4,980.40
22-290	134910	87704	REC & PARKS - CO SERV AREA #11	329,916.56	26,393.32
22-320	622320	87737	ROBAK DR CO SV AREA #16	5,261.16	420.89
50-200	625200	88832	SAND DOLLAR BCH CO SERV AREA 5	153,555.33	12,284.43
22-345	135461	88836	SC FLOOD CONT & WTR CONS ZONE 4	679,374.46	54,349.96
22-350	622350	88837	SC FLOOD CONT & WTR CONS ZONE 5	518,792.75	41,503.42
22-355	135462	88838	SC FLOOD CONT & WAT CONS DISTGEN	605,999.07	48,479.93
22-445	622445	89982	WHITEHOUSE CYN RD CSA #18	3,622.40	289.79
TOTAL BOARD GOVERNED DISTRICTS				6,377,867.00	510,229.36

sc
Library
217,911

187

REVENUES- 2009

April	Sales Tax \$371,026.13	Maintenance of effort	\$464,983.61
May	Sales Tax \$398,506.68	Maintenance of effort	\$464,983.61
June	Sales Tax \$446,379.89	Maintenance of effort	\$405,136.39
July	Sales Tax \$381,328.29	Maintenance of effort	\$431,230.75
Aug	Sales Tax \$452,696.58	Maintenance of effort	\$431,230.75
Sept	Sales Tax \$548,387.53	Maintenance of effort	\$431,230.75

MEMORANDUM

DATE: October 27, 2009
TO: Joint Powers Board
FROM: Teresa Landers, Library Director
SUBJ: Discussion: Local donations policy

BACKGROUND

The mission of the Friends of the Library is, in part, to support the library system financially. They are currently embarking on a campaign to strengthen their fund raising efforts in light of the Library's extreme financial situation. While the Friends parent organization is committed to the library system as a whole, chapters have formed to support their local branches. Boulder Creek has had a Friends chapter for many years which paid for building improvements and programs. Scotts Valley and Felton formed more recently to support new building efforts. La Selva Beach formed most recently, specifically in response to the budget cuts.

The Friends have a fairly loose policy regarding what the Chapters can do with money raised by the local chapter. The Friends do limit book sales by individual chapters so as not to jeopardize the success of the online and annual sales.

Recently, one chapter has offered to raise money to pay staff to provide additional hours of service and programming for that branch to make up for the budget cuts. This raised several concerns by staff about fairness to the system overall and about whose responsibility it is to be making service and programming prioritization decisions.

Donations are also made directly to the Library; some restricted in use and others not. The Library's financial donation policy is attached. To date, donations made directly to the Library have focused on either building related issues or for books and media.

The Library District was created to serve all the residents of Santa Cruz County (with the exception of Watsonville) regardless of the socio-economic demographic of any particular branch. We don't look at how much sales and property tax the Live Oak area brought in as opposed to Scotts Valley and then provide services on a proportional basis. The money comes in through the Library Financing Authority and the Library System, in concert with the Joint Powers Board, prioritizes and decides how to best serve the whole community with the resources available.

The Library is requesting the Joint Powers Board provide direction on how to proceed when donations are received for the sole use by an individual branch

DISCUSSION

Donations can be separated into the following categories:

- **Unrestricted-** Donations to the Friends cover administrative expenses and to benefit the Library System as determined in collaboration with Library staff. Donations directly to the Library are spent according to library staff identified priorities. Every branch has needs that can be met using unrestricted funds- books, equipment, furniture, programs, staffing etc.

- **Restricted:**

- **Books and Materials:** Any materials purchased can be housed initially at the local branch but in time, can be relocated or discarded based on usage and condition. We do not promise to keep materials at a given branch in perpetuity. Both the Friends and the Library have separate “accounts” to separate this type of donation and procedures are in place to honor donor requests.
- **Equipment or furniture:** Every branch has needs that can be met by a restricted donation for the purpose of purchasing equipment and/or furniture. By using funds donated for such purchases, the regular library budget can be adapted to meet system wide needs.
- **Programming:** Money donated specifically for programs not specifically planned for and requested by staff can create difficulties. Since staff must be present when programs are presented, staff resources must be diverted from other library functions to cover the program. (Money provided for programs that library staff have identified and for which they have specifically requested support is not an issue). For example: Staff identifies they want a magician at Felton and Aptos. The Friends provide support to pay for those programs. This is not a problem. A community group decides they want to provide a program at their local branch in addition to what staff has already planned. Two possibilities exist to mitigate this:
 - In the future we might want to reconsider policy and allow groups to use our meeting rooms without a staff member present. Liability issues will need to be addressed but are probably not insurmountable particularly if a Friends group is the sponsor and Friends volunteers are present. Branches without separate meeting rooms face different challenges and would not be included in such a change unless library collections and equipment could be made inaccessible.
 - If the programming is in addition to what staff has already planned and prioritized then support for the program itself should include additional funds to cover the staff time involved in preparing for and presenting (or being present at) the program. See details under recommendations.
- **Staffing:** Requests for additional staffing are usually related to either staff being available to provide additional programs (addressed above) or additional hours of service. As discussed above, the district was set up to serve the county as a whole with library staff and the JPB ultimately determining service priorities which include staffing levels and open hours. When a local group offers to pay for additional branch specific services they are, in essence, directly affecting system wide prioritization of the allocation of resources. This could eventually result in wealthier branch communities receiving a level of service inconsistent with system priorities; i.e. creating a basic inequality in a system based on free and equal access. Borrowing from State education law, the Serrano decision stated that students were entitled to free and equal education and it addressed the inequities created when school district funding is based on local property taxes by working to equalize the funding so that the divide between wealthy and poor school districts is reduced.

These concerns need to be balanced with a recognition that the Library System needs to be looking at alternative sources of funding since dependence on sales and property taxes alone is unreliable. It is also recognized that people are more willing and interested in giving locally where they feel they can see more tangible results for their efforts. This local support is not to be underestimated. The ideal is to find a way to make people understand that, by supporting the System, they **ARE** supporting their local branch. Both the Library and the Friends need to focus on how to get this message out and understood.

RECOMMENDATIONS

1. Whenever possible, Friends, Library Staff and anyone else talking to potential donors should stress the importance of the System and request that donations be made unrestricted so that staff can recommend the best use of those funds in the context of the current climate and needs.
2. The Friends adopt a financial donations policy as outlined in number 4 below and the Library revise its financial donations policy accordingly. (We already recommend that all donations be through the Friends due to their 501C3 status)
3. Donations for books and materials or for building (current or future) related needs be earmarked 100% for use for that community library.
4. Donations to the Friends for programming beyond that requested by the Library and for staffing earmark 30% to the umbrella Friends organization to cover Friends overhead costs and to contribute to meeting system wide needs and priorities unless the Friends Board approves otherwise. E.g. A chapter raises funds to hire additional staff to open that branch additional hours. They would be required to contribute 30% more than the amount identified as needed to cover direct Library personnel costs. This would go to Friends Inc. who will work with Library staff and the JPB to decide how to better serve the system with these additional funds.
5. Restricted donations directly to Library be accepted with the provision that 30% of the donation be available to meet system wide needs and priorities unless the JPB approves otherwise.
 - Alternative: Donations directly to the Library be allowed without the 30% stipulation understanding that the Financial Donations Policy states, "All financial gifts to the Library System (whether direct or via the Friends) are treated as additional revenue, over and above the regular operating budget, and are expended according to the wishes of the donor if these are specified. Gifts may be made to honor or memorialize individuals or organizations. ***However, the Library Joint Powers Board must approve unusual conditions imposed by donors.*** (bold italics added)

This is a very difficult and complicated issue but one that does need to be addressed. This memo is intended to provide context to the discussion. There are many ways this can be handled and I look forward to the lively discussion I am sure will ensue. It needs to be recognized that no matter what the Joint Powers Board recommends, the Friends of the Library are an independent 501C3 and are entitled to make their own policies. In this particular situation, the goals and needs of both groups are interrelated and the Friends look forward to clarifying the position of the JPB as they revise their Chapter Policy.

Financial Donations Policy

09/12/01

The City County Library System welcomes financial donations in any amount to support its services and programs. Options for making donations include cash gifts, bequests, and testamentary trusts for specific or general purposes. Gifts may be made to the Friends of the Santa Cruz Public Libraries, Inc., which is a nonprofit corporation with Internal Revenue Service 501(c)3 (tax deductible) status, or directly to the Santa Cruz Library Joint Powers Authority. The Library System prefers that such gifts be made to the Friends of the Santa Cruz Public Libraries, Inc.

All financial gifts to the Library System (whether direct or via the Friends) are treated as additional revenue, over and above the regular operating budget, and are expended according to the wishes of the donor if these are specified. Gifts may be made to honor or memorialize individuals or organizations. However, the Library Joint Powers Board must approve unusual conditions imposed by donors.

The Director of Libraries presents an annual report to the Library Joint Powers Board in September of each year listing the sources and expenditure of gift funds during the previous fiscal year. This report is a public document, which is available at the Library Headquarters Office on request.

1. TYPES OF FINANCIAL GIFTS

Cash Gifts

The most common purpose of a cash gift is for the purchase of a book or other item. Frequently, the purchase is meant to memorialize a deceased friend or relation. The donor often specifies the subject category (and sometimes the specific title) and the Branch where the item should be located. The Library System's professional staff is glad to assist in the selection of a suitable title if none is specified. Each gift item bears a bookplate stating the name of the donor. No matter where the item is permanently located all books and other materials circulate throughout the Library System.

Donors or groups of donors wishing to raise funds to establish specific book or other collections to honor a person, organization, event, or subject area should consult in advance with the Director of Libraries. Such proposals will be evaluated in terms of overall System collection needs, space available, and technical services processing required. The Director of Libraries will inform the Library Joint Powers Board of such proposals. The Board will be responsible for resolving any differences that may arise between the staff and the donor group. Procedures for establishing such special collections are outlined in Section 2 of this policy.

Bequests and Testamentary Trusts

Donors wishing to specify the Library System or the Friends of the Library as the beneficiary or residual legatee of all or portions of their estates should use the following language:

Specific Money Gifts in Will:

"I give the sum of dollars (\$) [or: I give a sum equal in value to (%) of the residue of my estate] [or: I give the residue of my estate] to the Santa Cruz Library Joint Powers Authority [or The

Friends of the Santa Cruz Public Libraries, Inc.] to be used solely for library purposes, free of any estate or other taxes."

Gift of Property (Real or Personal):

"I give [describe real or personal property] to the Santa Cruz Library Joint Powers Authority solely for library purposes, free of all debts, liens or encumbrances, and free of estate or other taxes. In the event the described property is not a part of my estate at my death, the gift shall consist of cash or of other property of equivalent value to the property on the date of this Will."

Similar language may be utilized for trusts, usually by way of remainder distributions after the death of the last surviving trustor.

Donors may specify special conditions for use of such bequests, such as book or other library materials purchases, services to children, etc. In the case of gifts to the Friends of the Library, the donor may specify the Friends Endowed Fund for Library Materials, which is maintained by the Community Foundation of Santa Cruz County.

However, donors wishing to attach special conditions to such bequests are encouraged to consult with the Library System. The Library Joint Powers Authority Board reserves the right to determine whether to accept of bequests and trusts with extraordinary conditions.

Donors anticipating a major bequest to the Library System may also wish to consult with the Library System's legal counsel in formulating terms.

In the absence of restriction, the Library Joint Powers Board reserves the right to determine whether bequests shall be invested and only the income used, or the principal expended. The Library Joint Powers Board also reserves the right to determine whether to terminate conditions specified in a bequest or trust should the circumstances of the Library System change.

Bequests or the income from testamentary trusts restricted to the purchase of library materials are expended on an annual basis, and are summarized in the above-cited report by the Director of Libraries. Expenditure plans for gifts for other purposes are considered by the Library Joint Powers Authority Board on recommendation from the Director of Libraries.

2. PROCEDURES FOR ESTABLISHING SPECIAL COLLECTIONS

When the Director of Libraries has accepted a proposal by an individual or group to establish a special collection, responsibilities for implementation will be as follows:

The Library Staff will establish a Gift Account with the Friends of the Library to receive all monies donated for the collection, either directly or via the donor group, and shall make periodic reports on receipts and expenditures to the donor group's representative. The Library will also appoint a Staff Liaison to work with the donor group in selecting materials which are consonant with the group's intent and the Library's selection criteria and collection needs. The Library will purchase and process all materials, ensuring that each item purchased with donated funds bears an appropriate book plate.

The Donor Group will be responsible for all fund solicitation, for special publicity, and for coordinating gift acknowledgement with the Library Staff. The group shall consult with the Staff Liaison on the specific items to be purchased or accepted for the collections.

Confirmed by the Library Joint Powers Authority Board in July 1997.

MEMORANDUM

DATE: October 19, 2009
TO: Joint Powers Board
FROM: Teresa Landers, Library Director
RE: City Loan at 2% above portfolio

At the October JPB meeting, a request was made to follow up on a motion made at the June 2009 meeting, "That the Joint Powers Authority Board amend the above motion (to adopt the budget) to direct staff to meet with City of Santa Cruz officials to discuss borrowing terms between the City and the Library." This memo describes the requested follow up.

Jack Dilles, Susan Elgin and Dick Wilson did meet in June and the 2% above portfolio was agreed to but no official report was ever made back to the JPB. In anticipation, \$20,000 was budgeted by the Library to cover the expected interest expense from this loan. A memo from Dick Wilson is attached and provides the reasoning behind this decision as well as his agreement to making a change. The City of Santa Cruz has decided to provide a loan to the Santa Cruz Public Libraries to cover its negative cash flow for the 2009-2010 fiscal year at the straight portfolio rate as a goodwill effort to assist the Library in its efforts to build a reserve so that such a loan is no longer necessary.

The attached report from Finance Director Jack Dilles further explains the reasoning and provides a summary of the events surrounding the need for such a loan. It is understood that should a loan continue to be necessary in subsequent fiscal years, the terms may vary and be more in accordance with current City practices with regard to other public agencies needing such support. Terms of subsequent loans will be clear, up front and in writing so that both parties understand and agree.

I would like to thank the City for its flexibility and support and the members of the JPB for taking their fiduciary responsibility so seriously.



MEMORANDUM

DATE: October 19, 2009
TO: Teresa Landers
FROM: Dick Wilson
SUBJECT: Loan to Library

We had two purposes in mind when we came up with the 2% above portfolio charge. The first purpose was to avoid making a General Fund contribution to the Library at the same time we were closing General Fund facilities, laying off General Fund employees, and so on. The second purpose was to assist the Library at a modest cost that, we thought, would not be problematic.

I understand that we didn't succeed with respect to the second purpose. Also, with the decline in interest rates that has occurred since we devised the 2% figure, it looms larger than was intended. In a spirit of cooperation, I am happy to apply the City's portfolio rate for the current fiscal year. If the Library will require cash flow assistance thereafter, we will be happy to figure something out that will work for the parties.

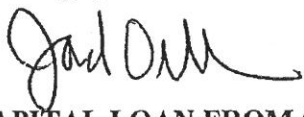


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MEMORANDUM

DATE: October 17, 2009

TO: City Manager, Assistant City Manager, & Director of Libraries

FROM: Jack Dilles, Finance Director 

RE: **STATUS OF WORKING CAPITAL LOAN FROM CITY GENERAL FUND TO LIBRARY OPERATING FUND**

My current thoughts: The dollars loaned by the General Fund to the Library are very valuable to the General Fund in these challenging times. The City has ample reason to charge a 2% index on loans that will last a year or more. However, in the interest of resolving this issue that is using valuable staff time and resources in debate and research, I now believe we should eliminate the index for the Library for this year and encourage the Library to build a reserve so that such loans will no longer be necessary. At the same time, Finance staff will continue to focus on providing necessary information to the Library and continue to focus on working closely with Library staff so that the Library Board may make its decisions in an informed environment.

Events:

On July 1, 2008, the Library JPA Board adopted a budget for 2008/09 that was heavily dependent upon projected budgetary savings and estimated fund balance.

On September 5, 2008, Finance staff brought to the attention of Library staff, in writing, a significant negative cash balance that warranted a loan from the City's General Fund.

On November 18, 2008, Finance staff brought to the attention of Library staff, in writing, the fact that the budget was based partly upon actual 2008/09 beginning fund balance and that the fund balance was insufficient to cover both carryover purchase order commitments and the Aptos Parking Lot Expansion Project (for which monies had already been transferred into the operating fund in the prior year).

As 2008/09 tax revenues for the Library suffered, discussions ensued about how to reduce Library expenditures so that the Library could live within its means. Cuts were implemented beginning in early calendar 2009.

Finance staff began working closely with Library staff and suggested to the Library Board that, in addition to the closer working relationship between Library and Finance staff, monthly financial reports to the Board would better inform the Board in these difficult financial times. The Board endorsed this idea and asked for specific types of reports that now include monthly & year-to-date revenues and revenues, a 3 year history of monthly operating fund cash balances, and balance sheets for all Library funds.

A special Library Board meeting labeled "Library Finances 101" was held and the various financial systems that involve the Library were described, along with the key interfaces between Library staff and Finance staff and key responsibilities. In addition, a tentative budget timeline for the preparation and adoption of the next Library budget was presented for review, along with staff recommendations for improvement in the process.

As part of Library budget discussions in the spring of 2009, the question arose about whether the City would continue to loan funds to the Library to cover the deficit operating fund cash balance and, if so, what interest rate should be charged. Finance staff related to the Library Board that the City would loan funds to cover the deficit through 2009/10 to assist the Library in this difficult time and to recognize that the City had some responsibility to assist in managing the finances of the Library. Finance staff also communicated that the interest rate to be charged would be the City's portfolio rate plus 2% (annualized basis). This became a topic of conversation over a number of Library Board meetings.

The issue of what rate to charge was the subject of conversations with Councilmembers and with the City Manager. The Council did not make any decision in this matter, but feedback seemed supportive of proceeding in the direction that staff recommended (portfolio rate + 2%).

On May 11, 2009, I wrote a memo to the Library Board describing the 2008/09 Library operating deficit and the causes for the deficit. (see Attachment I)

When the Library Board adopted its 2009/10 budget, they approved a motion that read: "That the Library Joint Powers Authority Board amend the above motion (to adopt the budget) to direct staff to meet with City of Santa Cruz officials to discuss borrowing terms between the City and the Library."

At the September 14 Library Board meeting, preliminary, unaudited financial results for 2008/09 were presented to the Board. It was explained that overall actual results were about \$253,000 worse than the activity projected for 2008/09 as part of the 2009/10 budget and that the June 30, 2009, fund balance for the Library operating fund was therefore a negative (\$254,000) rather than the projected negative (\$61,000). Since the bottom line numbers had just been determined that day by staff, staff did not have available details as to the reasons behind the difference in 2008/09 operating results. When asked for the reasons, staff responded that an explanation would be brought to the Library Board at its October meeting. The Board also asked for an explanation of the 3 outstanding debts incurred by the Library.

On September 30, in response to a Library Board request, I sent a memo to the Library Board describing the scope of the 3 outstanding debt obligations, including the working capital loan from the City. (see Attachment II) I followed this up on October 5 with more information about the debt obligations when one Board Member raised additional questions about how the obligations related to monthly reports now being presented to the Board. (see Attachment III)

At the October 5 Board meeting, staff explained to the Board that the primary reason behind the more negative operating margin had to do with the activity associated with accounting for the headquarters improvements for which the City had loaned \$467,000 to the Library, as approved by the City Council and Library Board in September 2008. (see year-end results on Attachment IV). The accounting entries necessary under accounting guidelines required \$467,000 in revenues offset by \$467,000 in expenditures for the improvements, along with necessary budget adjustments. The actual entries and related budget adjustments were not done until April 2009, following discovery and close-out of the project. In preparing the Library budget, Library staff inputted projected 2008/09 Library expenditures into the budget system on April 27, 2009, before the budget adjustment was inputted, and missed projecting these expenditures in the budget system. And then, on May 4, 2009, after the budget adjustment was inputted, Library staff projected Library revenues and included these headquarter loan revenues. The upshot was that only the revenue side was projected (and not the expenditure side). (see Exhibit V for a history of booking Library headquarters activity)

At its October 5 Board meeting, the Library Board indicated that working capital loan terms have not been satisfactorily addressed and they requested an additional written response.

At its October 5 Board meeting, the Library Board also requested, in the face of continued concerns about finances, and in response to my suggestion that perhaps their concerns could be dealt with by talking directly with auditors, that the Library's (and City's) independent auditors speak directly with Board Member John Leopold, write a management letter to the Library Board, and present their audit results directly to the Library Board. I made this request of the auditors and they responded that they would perform the requested actions.

Attachments:

- I: May 11, 2009, Memo regarding reasons for fiscal year 2008/09 deficit operating margin
- II: September 30, 2009, memo regarding description of Library debt
- III: October 5, 2009, memo regarding description of Library debt – reconciling memo to board & details in monthly financials
- IV: Summary of Library estimated vs. actual activity – 2008/09
- V: History of booking Library Headquarters Activity – 2008/09



Attachment I

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MEMORANDUM

DATE: May 11, 2009

TO: LIBRARY JOINT POWERS AUTHORITY BOARD
Susan Elgin, Acting Director of Libraries

FROM: Jack Dilles, City of Santa Cruz Finance Director

RE: REASONS FOR FISCAL YEAR 2008/09 DEFICIT OPERATING MARGIN

The Library General Fund budget is projected to incur a deficit operating margin for fiscal year 2008/09, even after mid-year adjustments, primarily for the following reasons:

- 1) Carryover commitments from the prior fiscal year totaled \$417,704. However, because actual fund balance at July 1, 2008, totaled only \$308,490 when the year-end books were closed, the Library was \$109,214 short when the year started. This unfunded commitment should not have happened. While the amount of the shortfall may not have been evident when the current year began, steps should have been taken to address the shortfall at the time the books were closed.
- 2) Expected expenditure savings of \$526,791 for fiscal year 2008/09 were included in the Budget presented to the Board on May 28, 2008. The expected savings were increased to \$609,197 when the final Budget was sent over to Finance from the Library. While we do not know exactly what the savings were intended to represent, it appears that the savings did not fully materialize.
- 3) Sales tax and property tax revenues have fallen over the course of the current fiscal year and are projected to be \$293,000 less than the amounts in the adopted Budget.



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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.



Attachment III

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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.

libeasum0809

SUMMARY OF LIBRARY ESTIMATED VS ACTUAL ACTIVITY
2008/09

	Projected 08/09 activity for 09/10 budget	Unaudited Actual	Difference
7/1/08 beginning fund balance	308,490	308,490	-
08/09 Revenues	12,425,220	12,282,244	(142,976)
08/09 Expenditures	(12,794,851)	(12,908,722)	(113,871)
08/09 Operating margin	(369,631)	(626,478)	(256,847)
Ending 6/30/09 fund balance	(61,141)	(317,988)	(256,847)
Explanations of changes:			
Revenues			
Sales taxes	5,847,119	5,732,239	(114,880)
Property taxes	5,521,582	5,519,956	(1,626)
Grants	120,997	89,653	(31,344)
Headquarters loan proceeds for additional improvements	467,303	467,303	-
Other revenues	468,219	473,093	4,874
Total revenues	12,425,220	12,282,244	(142,976)
Expenditures			
Labor costs	8,841,345	8,768,285	(73,060)
Headquarters cost of additional improvements	-	467,303	467,303
Other costs	3,953,506	3,673,134	(280,372)
Total expenditures	12,794,851	12,908,722	113,871

April/May expenditures projections did not reflect an offset to the \$470,000 loan for HDQ tenant improvements which **WAS** included in the projected revenues
When looking at individual line items: cost cutting measures resulted in underspending by \$331,931 and overspending by \$13,964 resulting in total underspending by \$317,967
If \$470,000 is also added to the projected expenditures then projected expenditures go from \$12,794,851 to \$13,264,851 and actual expenditures for FY0809 are 97% of projected expenditures.

libhdqtrsactvty

HISTORY OF BOOKING LIBRARY HEADQUARTERS ACTIVITY
2008/09

- 9/8/2008 Loan approved by Library Board
- 4/1/2009 City Project staff & Finance staff met to close out project financial activity and determined that Library budget had not been adjusted for Loan proceeds & related project costs to account for required accounting entries within Library budget
- 4/15/2009 Budget adjustment (revenues & expenditures) processed by Library & Finance staff
- 4/28/2009 Budget adjustment (revenues & expenditures) inputted into financial system by Finance staff
- 4/29/2009 Financial activity (revenues & expenditures) inputted into financial system by Finance staff
- 5/4/2009 08/09 projected revenues (including \$470,000 in headquarters debt proceeds) inputted into budget system by Library staff
- 4/27/2009 08/09 projected expenditures (not including \$470,000 in offsetting headquarters capital expenditures) inputted into budget system by Library staff
- 6/1/2009 Budget presented to Library Board

Richardson vs. other Trusts

The Richardson Trust is held by Comerica Bank. The bank sends us a check each May and we appropriate that dollar amount into our annual budget.

Other trusts such as McKaskill or Finkelday are held by the City so the complete record for them shows in our budget.

PARKING LOT ITEMS

TOPIC	RESOURCES/ RESPONSIBILITY	DATE
Board Self evaluation	Board Chair and JPB	Nov-09
Review Annual Audit	Director and JPB	January 2010
Appoint citizen members	JPB	January 2010
Board Self evaluation	JPB	December 2009
Mid year budget adjustment review	JPB and Director	December 2009
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

Santa Cruz Library Joint Powers Board Self Evaluation

The purpose of this evaluation is to improve the Board's effectiveness. To do so, the evaluation will cover how the Board performs its roles and conducts critical processes. Based on the outcome of the evaluation, the Board will develop actions to address areas needing improvement.

Key Board Roles:

- 1. Planning
- 2. Financial oversight
- 3. Evaluation, monitoring and control
- 4. Policy establishment
- 5. Public and Community Relations/Advocacy:

Key Board Processes:

- 1. Board meetings and agendas
- 2. Decision making
- 3. Communication and working relationships

Rate each statement. If you feel you don't have sufficient information to rate a statement, skip it. Feel free to include comments about anything included or not included this evaluation.

Rating: 1= Needs significant improvement 2 =Needs improvement 3 =Consistently good 4 =Outstanding

	1	2	3	4
1. PLANNING				
1.1 A systematic planning process is in place (financial, operational, and capital)				
1.2 There are clear goals and actions resulting from relevant and realistic strategic planning				
1.3 The Board has a process for reviewing and revising goals and objectives				

Characteristics		1	2	3	4
2. FINANCIAL OVERSIGHT					
2.1 Roles and processes are clear for development, approval and control of the budget.					
2.2 The Board provides appropriate direction to the Library director in drafting budget.					
2.3 Processes are in place to ensure fiduciary controls.					
2.4 The Board receives timely, accurate and sufficient financial information.					
2.5 The Board effectively monitors and evaluates the Library's financial position and makes adjustments as necessary.					
2.6 The Board reviews the audit report and ensures actions are taken to correct findings, or material weaknesses.					
3. EVALUATION					
3.1 The Board routinely reviews performance standards for library services and programs					
3.2 The Board is effective in monitoring and evaluating the operational performance of the library.					
3.3 The Board is effective in monitoring and evaluating the financial performance of the library.					
3.4 The Board regularly monitors and evaluates progress toward strategic goals.					
3.5 The Board regularly monitors the effectiveness of key programs and services.					
3.6 The Board regularly evaluates the performance of the Director.					
4. POLICY MAKING					
4.1 The Board has enough information to make sound decisions on policies.					
4.2 The Board attends to policy related decisions which guide the direction of the library system and does not get involved in policies dealing with operating and administrative procedures.					
5. PUBLIC AND COMMUNITY RELATIONS; ADVOCACY					
5.1 The Board routinely gathers and reviews input on community needs and opinions.					
5.2 The Board considers the interests of all segments of the community.					
5.3 Board members are effective in informing the community and the various government entities					

Characteristics	1	2	3	4
involved in the system about library programs and services.				
5.4 Board members are effective advocates for the library.				
6. BOARD MEETINGS AND AGENDAS				
6.1 The composition of the Board reflects the diversity of the community.				
6.2 Individual members of the Board treat other members and the staff with respect.				
6.3 All Board members actively participate in discussions and the free exchange of views is encouraged.				
6.4 The Board creates a welcoming environment for the public and invites public inputs.				
6.5 The agenda allows for sufficient time to discuss the most complex and critical issues.				
6.6 Sufficient meeting time is devoted to discussions of strategic and philosophical issues.				
6.7 The chairperson runs the meeting in a business-like manner while allowing for full discussion.				
6.8 Board members are generally willing to compromise when impasses arise.				
7. DECISION MAKING				
7.1 The Board has identified the information (both internal and external) it requires on a regular basis to ensure the library is meeting its short and long term goals and objectives.				
7.2 The quality, quantity, and timing of information given to the Board is adequate				
7.3 Board members understand the library's mission, programs, services, and emerging trends and technologies in the public library field.				
7.4 Members of the Board base their decisions on what is best for the whole system and community, not on special interests or personal agendas.				
8. COMMUNICATIONS AND WORKING RELATIONSHIPS				
8.2 Board members are clear about the Board's role vs. the Director's role.				
8.3 The working relationship between the Board and the Director is positive and productive.				
8.4 The Board communicates effectively and sufficiently with appropriate stakeholders.				
8.5 The Board provides clear direction to the Director.				
8.7 Board members show concern for the well-being of staff, recognize their outstanding performance,				

Characteristics	1	2	3	4
and encourage their development.				
8.8 While Board members may not agree on every issue, they support all majority decisions of the Board.				
8.9 New Board members are oriented to the organization, including the library's mission, by-laws, policies, and programs, as well as their roles and responsibilities as Board members				

List major strengths of the Board:

List key areas needing improvement or development:

List key responsibilities, topics or issues on which you believe the Board should focus its attention in the next year. Be as specific as possible:

Anything else about the Board's performance that you would like to comment on?